

Lakeside Baptist Church Preschool Learning Center

Educational philosophy of the Program

A child develops mentally, physically, spiritually, socially, and emotionally. We are committed to providing biblically based, age-appropriate experiences to allow each child to progress in these areas at his/her own level of ability while enjoying feelings of success. This is primarily done through hands-on activities in learning centers and positive Christ like role modeling of the staff.

The Program

Your child will participate in a variety of learning center activities which include art, books, blocks, puzzles and manipulatives, nature, music, and dramatic play. Appropriate field trips are taken in the community, and you will be notified in advance of any field trip. Social skills are developed through sharing, taking turns, thinking, reasoning, and solving problems. Bible stories, thoughts, and verses are included in each teaching unit. We provide a Bible-centered curriculum, "Wee Learn" published by the Southern Baptist Convention, through LifeWay Christian Resources. This curriculum is focused on the development of the "whole child".

- ***School Days***

- Tuesday and Thursday or Monday, Wednesday, Friday 2 yr. olds

- Monday, Wednesday, Friday or Monday through Friday 3 yr. olds

- Monday - Friday: 4 yr. olds

- ***School Calendar***

- We will follow the Baldwin County School System's calendar including closings for inclement weather, holidays, etc. (We will print a school calendar to be distributed in August)

- ***Registration***

- Pre-Registration will be held each year during the spring. The dates will be announced.

- Enrollment is limited and priorities will be as follows:

1. Preschoolers who are currently enrolled in the program.
2. Siblings of currently enrolled preschoolers.
3. Preschoolers on the waiting list with paid registration.
4. Preschoolers of parents who are members of Lakeside Baptist Church in Milledgeville.
5. Other applicants according to date of filed application and who have paid registration.
6. To the best of our ability, we will strive to have a balance of boys and girls enrolled in each class. (This is not always possible.)

A non-refundable registration fee is required with the signed Preschool Registration Application.

- Preschool Fees

	Registration Fee	Tuition
2 yr. olds:	\$60.00 yr.	\$ 90.00 Tuesday & Thursday
2 yr. Olds:	\$70.00 yr.	\$115.00 Mon., Wed., and Fri.
3 yr. olds:	\$70.00 yr.	\$115.00 Mon., Wed., and Fri.
3 yr olds:	\$80.00 yr.	\$125.00 Mon. Through Fri.
4 yr. olds:	\$80.00 yr.	\$125.00 Mon. Through Fri.

School hours are from 8:30 AM to 12:30 PM each day

Fees are payable in advance. They are due on the 1st of each month. A late charge of \$10.00 will be added when fees are past due. **The preschool operates on funds provided by tuition and supply fees and the financial health of the school depends on PROMPT payment.** The check should be made out to Lakeside Baptist Weekday Preschool and should be given to the Preschool Director. Please make sure you write in the (FOR) section of your check your child's name.

Weekday Preschool Policies

- **Age of Child**

Lakeside Baptist Weekday Early Education Program enrolls children ages 2 years of age to 4 years of age. The child should be 2 by September 1st.

- **Health and Safety**

We want to provide a healthy environment for your preschooler and our staff. Children who have a contagious illness or exhibit signs of illness (**fever, discharge in or around the eyes, pink eye, vomiting, diarrhea, questionable rash, green or yellow runny nose, open sores (impetigo), any communicable disease, excessive coughing, ringworm, sore throat**) may not attend. If your child becomes ill during the school hours, he/she will be removed from the group and you will be contacted to pick up him/her immediately.

In the event of exposure to a contagious disease within the group, you will be notified.

The weekday staff administers only prescription medication. You will need to complete a medication form. You may obtain this from the Director. The medication must be prescribed for the child to whom it is to be given.

The program exercise reasonable care and judgment in all matters related to safety. In all emergencies the program has permission to take such reasonable measures as are, in the judgment of the Director or Teacher in charge, necessary for the welfare and safety of the child until a parent can be reached.

****PARENTS SHOULD REPORT ANY ALLERGIES TO THE DIRECTOR/TEACHER.**

- **Arrival**

Children may come to the classroom at 8: 15 a.m. The door will be locked until 8:15 a.m. Please, make sure the preschooler is under the leadership and guidance of the teacher/director before leaving them.

Parents will sign the Child's Sign In/Sign Out Sheet when bringing and picking up the child informing the Teacher/Director of any Special Instructions.

- **Dismissal**

Preschoolers may be picked-up between 11 :30 a.m. and 12:00 p.m. If you need to pick-up before this please knock on the door (loudly) and we will let you in. **NO PRESCHOOLER WILL BE RELEASED TO AN UNAUTHORIZED PERSON.** Written Permission or in an emergency; a **PHONE CALL** to the church is required if there is any change from the usual person or persons authorized to pick-up the child. **THE PERSON** who is picking up the child for the parent should identify themselves to the Teacher/Director. (Do not be offended if the teacher asks for identification if this is the first time this person has picked up the preschooler). This is for the safety of the preschooler. Verbal Messages from preschoolers cannot be accepted.

Picking up a child after 12:00 p.m. will result in a late fee of \$ 10.00.

- **Records**

Attendance, health, and identification records are kept for each child. All information and forms are required in writing prior to enrollment. These include:

1) Enrollment forms, etc... 2) Immunization Records. All of this information is kept confidential.

- **Snacks**

Parents are asked to provide snack for their child's class on a rotating basis. If you are unable to do this, you may pay a fee of \$5.00 and the school will get the snacks. We ask that each snack have nutritional value and milk or fruit juice be brought for the drink.

(PLEASE DO NOT BRING CARROTS, CELERY, POPCORN, HOTDOGS, AND FRUITS WITH SEEDS, CANDY, OR CHOCOLATE ITEMS).

Suggestions are: Fruits, raisins, cheese, grapes (cut in half), graham crackers, vanilla wafers, animal crackers, and wheat thins, pretzels, any kind of muffins, jello, etc. We will send home a note to let you know which day is your child's day for snack. On your child's snack day he/ she is the "special helper". **On the child's birthday, the child can bring a special snack of cup cakes, etc., to celebrate their birthday.**

- **Clothes**

Each child needs to bring a complete change of clothing (this includes underwear and socks) in a zip lock bring labeled with their name. Or you may send a bag with a complete change of clothes everyday. During the cool/cold months please send **sweater, coats, hats, gloves, etc.** for the child to wear outside.

Children should be sent to school in **PLAY CLOTHES** that parents do not object to getting dirty. The children will go outside if weather permits. The child will also participate in art activities, etc.

- **Discipline**

The staff of Lakeside Baptist Weekday Early Education Program is committed to providing a positive learning environment and will use positive discipline when needed. We use the time out chair. We will redirect the child by removing him/her from the situation when necessary.

- **Toys**

NO TOYS MAY BE BROUGHT FROM HOME UNLESS REQUESTED BY THE TEACHER/DIRECTOR. YOU WILL BE NOTIFIED IN WRITING. If your child seems to have difficulty with the transition from home to preschool, a personal possession from home makes the transition easier. The child may bring it into the room and then as he/she begins to play and interact with others, then we put the item in his/her cubbie. Any toy or item that is fragile or a gun, sword, battery operated toy or play make-up are not suitable to bring.

- **Withdrawal**

Two weeks notice in writing is required for withdrawal and is to be submitted to the Director.

Suspension from Preschool Program

The Program reserves the right to dismiss any child during the event of:

- (1) Non-payment of fees;
- (2) Lack of parent co-operation;
- (3) Chronic-Inappropriate behavior.

If needed, a parent conference will be set-up with the Director/Teacher. Parent and Pastor before suspension for counseling.

PARENTS IF YOU HAVE QUESTIONS ABOUT THE PROGRAM OR CONCERNS PLEASE TALK WITH THE TEACHER OR DIRECTOR. WE WANT THIS TO BE A GOOD EXPERIENCE FOR YOU AND YOUR PRESCHOOLER.