

## WOODLAND BAPTIST PRESCHOOL

A Weekday Ministry

of

## WOODLAND BAPTIST CHURCH

6915 N Allen Road  
Peoria, IL 61614

Phone: 691-2096

Marcie Gardner, Director

Because of our concern for the growth and nurturing of your child, Woodland Baptist Church provides a teaching/learning environment for Preschool age children of our area.

Our Preschool provides a secure and beautiful setting with many educational advantages for your child. Working together with the family, we can provide a solid foundation on which to build future years.

## OUR PURPOSE

Each child is a unique individual created by God with specific abilities and differences. Our purpose is to create a learning environment which enables him to develop a foundation for achieving the potential God created in him.

Children learn as they play. We use a variety of play activities to develop a wide range of skills, concepts, understandings, and attitudes. Many activities in play require problem solving and inquiry: both lead to a higher level of thinking. When a child learns through play, the learning becomes internalized and remains a part of his being.

Our half-day program provides experiences which are designed to relate to the intellectual, emotional, physical, social, and spiritual needs of three and four year old children.

The curriculum provides a variety of experiences to guide the child in:

- ✧ Understanding himself and his world.
- ✧ Working as an individual and in a group.
- ✧ Improving patterns of behavior.
- ✧ Acquiring new skills.
- ✧ Developing positive attitudes and habits.
- ✧ Solving problems of everyday living.

## OUR OBJECTIVES

1. To maintain an educationally sound approach to learning experiences through:
  - ✧ Utilizing a curriculum based on the developmental needs and abilities of the individual child.
  - ✧ Maintaining a teaching staff that is qualified and participates on a regular basis in continuing education.
  - ✧ Providing necessary resources for quality learning experiences.
2. To create a Christian environment in which prime opportunities of growth are provided by:
  - ✧ Offering an attitude of love, care, and concern from all staff members.
  - ✧ Incorporating Bible stories, prayer, songs, and scripture into daily lessons.
  - ✧ Ministering to families at their point of need in a confidential and professional manner.
3. To uphold strict DCFS licensing standards by:
  - ✧ Ensuring that the learning facility is neat, attractive, and safe.
  - ✧ Maintaining open communication.
  - ✧ Preparing children for their next level of education through social, emotional, personal, and educational experiences.

## OUR POLICIES

### **REQUIREMENTS FOR ENROLLMENT**

Children must be three (for the three day class) or four years old (four day class) before September 1<sup>st</sup> and potty trained. On the first day of school we must have:

- ✧ An immunization and health form signed by a physician and dated less than six months prior to school starting. This includes Hepatitis B, TB test, lead screening, and chicken pox vaccine or recorded outbreak. We need these four things recorded or a waiver signed by your doctor. This health form is valid for two years.
- ✧ Vision and hearing screening within the school year.
- ✧ An authorization form for picking up the child.
- ✧ An emergency telephone number form.
- ✧ A registration form and fee.
- ✧ An original certified birth certificate. The Preschool will make a copy and return the original to the parent.

### **FEES/TUITION**

The registration fee for enrollment is \$50.00; re-enrollment is \$40.00 as well as the first month's tuition. These fees are non-refundable after May 1.

The tuition fees are based on a yearly total, divided into 9 monthly segments to be paid on a monthly basis.

The monthly fee is due on the first of each month and no adjustments can be made for absences. If payment is two months delinquent, the Preschool may refuse service until the fee is paid. There is a 10% discount given to the second child in a family.

The fees for the 2019-2020 school year are:

- 3 year olds ~ \$106.00 per month (3 days/week)
- 4 year olds ~ \$137.00 per month (4 days/week)

### **ARRIVAL AND DEPARTURE/PICK UP POLICY**

A parent or car pool driver must accompany the child to the classroom. A child may be picked up only by those persons authorized on a written form. The parent or authorized person picking up the child needs to sign and note the time of pickup on a Daily Departure Log each day. If we don't know the person picking up the child, we may ask to see a photo I.D.

We reserve the right to charge for late pick-ups of 10 minutes or more. Parents must pay \$7.00 for the first 10 minutes and \$1.00 per minute thereafter. In the event that the parents or designated authorized persons do not receive the child from the Preschool, the following procedure will occur:

Fifteen minutes after the scheduled departure time, a staff member will attempt to call the parents or authorized people on the emergency form/on going release form. All possible means will be tried to reach someone. The child will be kept at the church with a staff member for one hour after the scheduled dismissal time. After all attempts have been made to reach the parents or authorized persons, the local police department will be notified to take charge of the child. The Preschool will be responsible for the child's well being until the outside authorities arrive and take responsibility for the child. At no time will the child be held responsible for the situation or will the issue be discussed with or in front of the child.

### **WITHDRAWAL**

A child may be withdrawn with a two-week notice. A fee adjustment will be made only if over half the month will be missed.

### **HEALTH**

A child should be kept at home if he shows any symptoms of illness. Do not bring your child if he has been ill during the night. Your child should be fever free for 24 hours before returning to school. Please notify the preschool if your child will be absent or has exposed the class to a contagious disease by calling the office at 691-2096. No medicine will be dispensed to any child.

### **HAND WASHING POLICY**

Upon arrival at preschool, each child needs to wash their hands with soap and water. We ask when you bring your child into the building, that you please go to the restroom in the hall and wash your child's hands before going into the classroom.

### **EMERGENCIES**

In the case of a medical emergency, 911 will be called and the parents (or emergency contact person) will be notified. Please inform teachers of any phone number changes.

For non-emergencies, first-aid treatment will be given and a form filled out and signed by the supervising teacher and the parent. The form will be kept in the child's file and a copy given to the parent.

### **INSURANCE**

The children are covered under the church's insurance policy. A copy is on file in the church office.

### **FIRE AND TORNADO DRILLS**

Fire drills will be performed monthly and Tornado drills will be performed twice annually throughout the school year.

### **HOLIDAYS AND WEATHER**

We follow the Peoria School District calendar for days off for holidays, not including institute days, etc. If Preschool needs to be cancelled for weather or other reasons there will be a posting on the local news channels and their websites.

### **FIELD TRIPS & SPECIAL GUESTS**

We invite special guests to our preschool and plan field trips that bring learning experiences and enrichment to our program. Parents will be asked to help drive on our special outings. Proof of insurance and a current driver's license needs to be shown by all drivers. Please note that field trips are for the Preschool children only; therefore, we will not be able to include siblings or other children.

### **COMMUNICATION**

Parents are kept informed of preschool activities through a monthly newsletter. Teachers also post their daily activities.

### **TEACHER QUALIFICATIONS**

The lead teacher in each classroom has a two or four year college degree with qualifying hours and experience in early childhood education. Each assisting teacher holds qualifying education, hours, and/or experience per DCFS guidelines. All teachers complete annual training.

### **TEACHER/STUDENT RATIO**

During class time a lead teacher with an assistant or aide will be in each classroom with a 2:16 ratio. A lead teacher will be in each classroom with a 1:10 ratio.

### **PERSONAL BELONGINGS**

Always label any clothing that may be taken off. All children will need a change of clothes left in the Preschool all year (shirt, long pants, socks, and underwear). Only comfortable, washable, everyday clothing should be worn to school.

Since our teachers plan appropriate activities that follow our themes, toys should be left at home.

### **PETS**

A classroom may have a pet with DCFS and a vet's health approval (not needed with fish).

### **PEST CONTROL POLICY**

A pesticide management company inspects the facility regularly. The scheduling of the inspection is handled through the church office. We are inspected at least 12 times per year. All treatments are done when the preschool children are not present.

### **BEHAVIOR MANAGEMENT**

Discipline is used for the benefit of the children to help them realize how and why their conduct was inappropriate and redirect their actions in a positive way. No form of physical punishment is allowed at Woodland Baptist Preschool.

Teacher guidelines are as follows:

1. Be calm.
2. Talk gently, verbally reminding the child of classroom rules.
3. Do not threaten the child.
4. Try re-directing the child.
5. When all else fails, a "Time-Out" chair may be used for 1 minute per year of child's age. Appropriately placed in the classroom, the "Time-Out" chair allows the child to take responsibility for his own actions and allows him to "re-group". After the "Time-Out" is over, teachers will give the child another gentle reminder of the rules, a forgiving smile, and allow the child to return to current activities. Teachers will encourage children to work things out in any situations that can be handled by the children themselves.
6. Should behavior problems escalate beyond "Time-Out" procedures, the preschool staff will work with the parents and the child on an individual basis to arrive at an acceptable solution. The preschool reserves the right to terminate the child's enrollment if discipline problems continue to occur after the above guidelines have been tried.

**SESSION TIMES**

9:00am-11:30am

**OPENING CIRCLE**

Circle time consists of calendar, weather, helpers, and an introduction to the activity for the day.

**GROUP LEARNING**

During this time, children will execute their planned lesson which may consist of art, math, reading, science, or social studies activities.

**ACTIVITY CENTERS**

Children chose what area of the classroom they would like to go to for free play: art, blocks, books, computer, home living, manipulatives, music, math and reading activities, and puzzles.

**BIBLE TIME**

This time will be devoted to Bible stories, memory verses, Fruit of the Spirit, finger plays, games, songs, and prayers.

**SNACK TIME**

The Preschool provides juice and snack each day. Parents may be asked to bring prepackaged, unopened, store bought items. Suggestions may be given occasionally so that we may use our eating time as an educational experience (cooking activities or theme-related snacks).

**OUTSIDE/INSIDE PLAY TIME**

This is a time for large-muscle development on the outside playground. When weather keeps us inside large play equipment, bikes, and balls are set up in the gym.

**CLOSING CIRCLE**

A few minutes are spent reviewing our session together as we prepare to go home.

**WAYS PARENTS CAN HELP**

1. Help your child to attend regularly except when he is ill.
2. Teach your child self-reliance by encouraging him to do things for himself and then allow him plenty of time. Teach him to put on, take off, and hang up his outer clothing; to put away his toys; to eat regularly and properly; and to establish regular toilet and sleeping habits.
3. Confer with the teacher about your child, but not in his presence.
4. Take an interest in the school and whatever your child brings home. Do not expect him to bring home something every day. Perhaps what he does bring home is in his heart, not in his hand.
5. Take time to listen to your child's daily experiences and discuss them with real interest. Preschoolers may say they do "nothing" in class, but bits and pieces will come out in conversation during the day.
6. Report any upsetting experiences in the home which you think will help the teacher understand the child better. Unusual behavior in school can be due to a home happening. Please don't be embarrassed to share this confidential information with us.
7. Always say "good-bye" to your child and assure him you (or name the other person) will pick him up.
8. Parents are always welcome and encouraged to communicate with the teachers at any time, and are invited to visit the classroom.

