

AGAPE



Preschool

Student Handbook

2018-2019

13501 North Gayton Road
Richmond, VA 23233
360-4354

email: agape@gaytonchurch.org
on the web: www.agapepreschool.org

Welcome!

Dear Parents,

Welcome to AGAPE Preschool (**A God-centered Active Preschool Experience**) of Gayton Baptist Church. As a vital ministry to the community, AGAPE provides its students with a positive learning experience while encouraging its parents to take an active role in their children's earliest education. AGAPE Preschool's program is based in the teachings of Jesus Christ and promises to help your child begin to understand how precious he or she is to our Creator while offering experiences in learning that will challenge your child intellectually, physically, emotionally, and socially.

We offer you this handbook to explain some important information about AGAPE Preschool. Please read it carefully and contact us if you have any questions. Your questions will be received by the AGAPE Preschool office at 360-4354 or by email at agape@gaytonchurch.org. When you have completed your reading, please sign the handbook compliance form (available online) and return it to the AGAPE office.

Thank you for selecting AGAPE as your child(ren)'s first formal learning environment. We look forward to working and learning together.

Blessings,

Paige Teague
AGAPE Preschool Director

Kristie Taylor
AGAPE Financial Director

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Mission Statement

AGAPE Preschool will provide the community surrounding our facility with a God-centered preschool, designed to bring about the emotional, intellectual, physical, and spiritual growth of our preschoolers and their families.



Statement of Faith

We believe that the Bible is the inspired Word of God and that it is significant for even the youngest of His children. We believe that children are gifts from God, entrusted to our care. It is our responsibility to train them in His ways and in His love.

“Train up a child in the way he should go, and when he is old he will not depart from it.” Proverbs 22:6

Licensing

AGAPE, as a ministry of Gayton Baptist Church, operates as a religiously-exempt child care facility. We are guided by policies prescribed by the Virginia Department of Social Services for religiously-exempt preschools.



Class Offerings and Tuition

	Days per week	Monthly Rate
2 Day (Mon. and Wed. or Tues. and Fri.) <i>for twos</i>		\$151.00
3 Day (Mon., Wed., Fri.) <i>for threes</i> <i>for fours</i>		\$207.00 \$197.00
4 Day (Mon., Tues., Wed., Fri.) <i>for fours</i>		\$272.00
5 Day (Mon. - Fri.) <i>for children who are five prior to 3/31/14</i>		\$355.00
ESL (Mon.,Wed., & Fri) <i>for twos who have English as their Second Language</i>		\$246.00
ESL (Mon.,Tues.,Wed.) <i>for threes who have English as their Second Language</i>		\$246.00
Extra Day for Any Age (Thurs)		\$83.00

Children in 2, 3, or 4 day classes must be the appropriate age by September 30, 2018.

Extras & Others

Late to Co-op Responsibility (per 5 minute increment after 8:55 am)	\$ 5.00
Application Fee	
<i>returning student</i>	\$ 40.00
<i>new student</i>	\$ 50.00
Lunch Bunch (per day, sign-up by the month) <i>for potty-trained children</i>	\$ 10.00
Co-op Sub (per occurrence)	\$ 35.00
Late Fee	\$ 15.00
Returned Check Fee	\$ 25.00
24-hr Co-op Cancellation Fee	\$ 20.00
Late Pick-Up Fee (per 5 minute increment after 12:10)	\$ 5.00

Financial Policies

All charges, including tuition, will be billed to your AGAPE account. Statements will be emailed during the last week of the month. Account balances will be due by the **first Friday of each month**. Any payment received after the first Friday of the month should include a \$15 late fee.

Tuition installment payments are due each month, beginning in September and concluding in May. Students enrolling in classes after December will owe one half month's tuition for June. If you have more than one child enrolled at AGAPE, the child with the lower tuition is entitled to a 10% discount. *We cannot give tuition refunds for days your child is absent from school for any reason.*

Tuition may be paid by mail, deposited in the tuition box in the AGAPE office, or paid online at agapepreschool.org. We request that payments not made online be made by check, payable to AGAPE Preschool. *Please write your child's name on each check.* Automatic payment checks drafted by your bank are acceptable. There is a \$25 fee for returned checks and future payments may be required to be cash only.

We must receive at least two weeks notice when you are withdrawing your child (see page 15 for more information). At the director's discretion, any payments made to cover tuition beyond this date will be refunded. *If a replacement student cannot be found, you will be liable for the cost of co-op subs for the remainder of the school year.*

If an account is in arrears for more than a month, you will need to contact the office to make payment arrangements. If an account has an overdue balance, co-op sub fees and lunch bunch payments must be paid in cash by the date of service.





The Beginning & the End

Tick-Tock, it's 9:00

AGAPE's regular class hours are 9 AM to 12 PM, Monday through Friday. The doors open at 8:45 each day.

We ask that parents walk their child(ren) into the building and place them in the care of an AGAPE staff person or volunteer. Sign in sheets are provided for you to sign your child in. If your child will be absent, please call the AGAPE office to let us know not to expect your child. Parents are asked to enter the building through the designated doors in the rear of the church building.

Your child's class begins promptly at 9:00 AM. If a child arrives after 9:15 more than three times, s/he may not be allowed into class on subsequent days of late arrival. Exceptions will be made to this policy only when the staff has been notified *in advance* of extenuating circumstances, such as an appointment outside of school.

Parents who are working in the classroom are asked to arrive no later than 8:50 on their co-op days.

Tick-Tock, it's 12:00

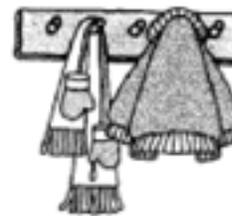
Your child must be signed out each day. Please go to your child's classroom and knock on the door. A staff person or parent volunteer will bring your child to you. Please take all of your child's things with you at that time and carefully read over any information that may be sent home to you from AGAPE.

If a child is not picked up 15 minutes after closing, AGAPE will call the emergency contact numbers. After 45 minutes, Social Services will be notified. In addition, parents who are late picking up children will be charged a late pick-up fee (see page 3).

Authorized pick-up of your child is an issue that we take very seriously. When you register your child with us, you are asked to list those individuals who are authorized to pick up your child. If anyone other than a parent or guardian is going to pick up your child, you must let the staff know in advance.

When you sign your child in each day, you will be asked to indicate who will be picking the child up at the end of the morning. Failure to let staff know ahead of time will cause delays in your child being released from our care. Please ask the person picking up your child to bring a picture ID (driver's license) for identification purposes. We will only allow an authorized adult to sign out a child in our care.

Inclement Weather



For snow and other inclement weather, AGAPE follows the decision of the Henrico County School Board. You may call the AGAPE office for information or listen to the local news stations.

If Henrico County has a delayed opening, AGAPE will open as follows:

PUBLIC SCHOOL DELAY

One hour

Two hours

AGAPE HOURS

9:00 -12:00 (no change)

10:30-12:30*

* we reserve the right to close on two-hour delay days if our parking lot is unsafe.

A decision to close Henrico schools will cancel classes for that day. Following extended school closures, we do make every effort to compensate for lost days, generally in a manner similar to that adopted by Henrico County.

Illness

Parents will be called when their child becomes ill. We request that your child be picked up promptly. Space is provided on the student information form for the names and phone numbers of two responsible adults who can be notified if a parent cannot be reached. It is important that this information be current, so please let the director know of any changes.

If your child is not well enough to enter into the activities of the class (including outdoor play), please keep your child at home. If your child has a childhood disease, your child may not attend school for the number of days that he may be contagious. **If your child has a fever (temperature above 100 degrees), your child may not attend school until she has been free of fever for 24 hours.** If your child has symptoms of vomiting and/or diarrhea, your child may not attend school until he or she has not exhibited signs of either for 24 hours. Please be respectful of your child's condition and the other well children.

Recommendations taken from the report of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics follow:

A child should not be taken from home when any of the following exists:

fever, vomiting/diarrhea, sore throat, croup, an unexpected rash, any skin infection, pink eye or other eye infection, a yellow or green nasal discharge.

To Bring.....

Book Bags: Each child should bring a book bag (large enough to fit a full-sized folder) to school every day. Your child's work will be sent home in her bag along with any teacher correspondence. If your child is not potty-trained, please send a supply of diapers and label all items that belong to your child. If a diaper is not available for a child who needs to be changed, parents will be contacted to bring one to school immediately.

Change of Clothes: Please dress your child appropriately. Clothing should be comfortable and manageable for your child. Tennis shoes or other soft-soled shoes are the safest for your child. Open-toed sandals and other similar shoes can lead to injuries and are not allowed. Please be sure that your child's name is marked on all removable clothing such as coats or sweaters. Please provide a change of clothes (appropriate to the season) in a labeled ziploc bag to be stored at school or brought each day in the child's bag. Please include socks and underwear (if applicable). If a change of clothes is not available for a child who needs it, parents will be called to bring clean clothes immediately.

Snack: Parents are responsible for providing **one** healthy snack (food & drink) for their child each day. Please send a small snack that can be eaten in several minutes. You may send a juice box, a no-spill cup filled with drink, or an empty cup for water. Your child's name should be on any non-disposable food container and drink. In warm weather, a refillable cup makes consumption of water easier when the drink is gone. **PLEASE REMEMBER WE ARE A NUT FREE FACILITY. WE WANT ALL OUR FRIENDS TO BE SAFE.**

or Not to bring . . .

Food: We are a NUT FREE facility. Please help us keep everyone safe and check to make sure no snacks contain nuts of any kind.

Toys: If your child wishes to bring items from home to share with the class please ask the teacher in advance. As a general rule, please leave all toys at home except when requested for show-and-tell or another classroom activity. We discourage parents from allowing children to bring pacifiers to school as they are a potential means of spreading germs.



Co-op Responsibilities

Because we are a cooperative preschool, AGAPE parents are required to assist in their children's classrooms approximately once a month *or* to notify the administration of their need for a substitute. Those who assist in the classroom must be immediate relatives of the student or adults who play a significant role in the child's life outside as well as inside of the preschool. Siblings are not allowed in the classroom with the co-op parent at any time.

Responsibilities of a co-op are to help the teacher with activities in the classroom. We ask that co-op parents do not use cell phones during their co-op day. Our focus should be on the children during school hours.

You may switch days with another parent in your child's class if a conflict arises. Please notify the director of any changes made to the original calendar in advance of the affected date.

If you know that you will be unable to do co-op duty during a particular calendar period, you may notify the directors at sign-up time. The charge for opting out is \$35/month (which will be used to pay a substitute teacher's aide) and will be charged to your AGAPE account. **If it is within 24 hours of your assigned co-op day, you are responsible for obtaining your own substitute from the list at the back of the directory or for swapping with another parent.** Parents who fail to show up by 9:15 for their co-op days or to make arrangements for a substitute will be charged an additional \$20 fee and may be required to pay for substitutes for all future co-op dates.

A sign-up calendar with dates for all classes will be available on the AGAPE website. Parents are asked to select dates on this calendar by the stated deadline. Parents who fail to choose their co-op dates will be assigned a co-op substitute. The director must approve any changes made to the schedule.

Separation Anxiety

Please say your good-byes outside of the classroom. Lingering tends to prolong children's anxiety. Our teachers are very skilled at calming any tearfulness young children may experience. If a child is inconsolable after 30 minutes, her parent will be consulted. If a child cannot be calmed after a period of several days, we may recommend that you postpone enrollment until a later date. If you are concerned about your child, please do not hesitate to call the office and ask someone to check on him. We're parents ourselves and know that separation anxiety can go both ways!



Records & Information

AGAPE maintains emergency records on each child. This includes parents' home and work numbers, special medical conditions, allergies and other information important to your child's health and safety. *AGAPE requires that your child have a doctor's Certificate of Physical Examination and Immunization and a birth certificate on file before the first day of class.* Please help us keep our records updated by making sure that any changes are submitted in writing to the directors of AGAPE.

AGAPE also maintains records on all parents who help in our classrooms. These include criminal background checks and medical screening reports. All records kept by AGAPE are considered confidential.



Security

Fire alarm systems enhance the security of AGAPE. The school is inspected by the County on a regular basis to ensure safe conditions.

Accident Insurance

AGAPE does everything possible to minimize accidents. All of our teachers are trained in First Aid. Our facility is inspected on a regular basis, and we maintain the facility well. If an accident does occur, we appreciate your understanding and cooperation. In the event of a doctor or emergency room visit, it is the responsibility of the parents of the child to submit bills to a director of AGAPE. We will forward these to our insurance company. Information that appears on your child's registration form will also be sent. Illness is not covered, and cannot be compensated for under Gayton Baptist Church's insurance program.

Medicine

AGAPE staff members are not licensed to administer medication.

Celebrations

Your child's birthday is a special day. We enjoy being a part of the celebration by recognizing your child during snack time. Please let your child's teacher know ahead of time if you would like to provide a special birthday snack. Please remember we are a NUT FREE facility. Do not send any treats that contain nuts into the classroom. Parents are welcome to join us on these occasions. If your child has a birthday during the summer months, we are happy to celebrate a half-birthday instead.

We do ask that all gift giving be reserved for another time. Birthday parties will not be permitted to be held on school grounds. Parents may only distribute party invitations at school if the entire class has been included.

Lunch Bunch

Lunch bunch will be offered on all Wednesdays when AGAPE is in session. You may sign up for lunch bunch for one month at a time and will be billed for the number of days lunch bunch is scheduled to meet that month. Sign ups are available in the AGAPE office. Sign up for the following month must occur by the 15th of the previous month (ie. sign-up for April lunch bunch by March 15th). Lunch bunch requires a minimum of four students to be signed up for any given month. If we do not have enough interest, this will not be offered.



Lunch bunch lasts from 12:00 to 1:30. The same pick-up procedures apply to lunch bunch as to a regular school day. Lunch bunch consists of lunch time (lunch is provided by parents) and playtime. In extreme weather conditions, students may watch up to 30 minutes of a G-rated film.



Lunch bunch is available to any potty-trained children enrolled at AGAPE.

The cost of lunch bunch is \$10 per day and will be billed to your account. Delinquent payment will result in forfeiture of lunch bunch privileges.

Classroom & Playground



AGAPE Preschool provides activities for learning geared to each child's age and developmental level. Both inside the classroom and outside on the playground, the staff and parent volunteers stay with the children to ensure that they are safe.

Indoor AGAPE activities will occur on the lower level of the church facility. Children will not normally be taken to the upper floor of the building during school hours. Much of each child's time will be spent inside the classroom. For children who are toilet trained, there are bathroom facilities in the main hallway, convenient to the classrooms.

AGAPE employs two resource teachers. Students will attend weekly classes in music and creative movement to supplement their classroom learning. AGAPE students do not go on field trips, but we do bring special events - like a petting zoo and a visit from the fire station - to AGAPE.



Communication

Communication is key as the staff of AGAPE work together with you to support the best interest of your child(ren). You are encouraged to communicate with your child's teacher directly regarding any questions or concerns you may have over your child and classroom activities. The AGAPE director is always available during school hours to address any administrative issues. We check school voice mail and email daily.

Your child's teacher will provide you with a welcome letter, highlighting the best time and method to communicate with her as well as a printed newsletter, featuring areas of classroom learning and special events.

Please check your child's folder **daily** for these and other communications. Empty your child's folder each day to make room for the next day's projects and communications.

The AGAPE office will communicate primarily by email. Please be sure that we have the best email address(es) on file and that you check email frequently for updates and information.

Behavior Management

Discipline begins with you in your home. Make sure that your child understands that while he is at AGAPE Preschool, the staff and volunteers are his guides. Rules will be explained thoroughly. We provide positive reinforcement to the child who does what is asked of him and impress upon the uncooperative child that his behavior is unacceptable. We do this by:

- Setting realistic limits
- Modeling appropriate behavior
- Treating children with respect
- Teaching children that good behavior is expected
- Offering praise, reward, and encouragement.



The following general discipline measures may be taken if a child's behavior is unacceptable:



- Redirection to more appropriate behavior
- Verbal reprimands by a staff member
- Time out in a quiet area if behavior is physically or emotionally harmful
- A note home about the child's behavior
- A phone call made to a parent
- Revocation of privileges.

If these techniques do not work, the parent will be notified to come get the child. Under no circumstances will corporal punishment be used.

Unacceptable behaviors include, but are not limited to:

- Aggressive behavior toward other children or adults (kicking, biting, etc.)
- Destruction of property belonging to AGAPE or other people
- Disobeying instructions, policies, or procedures

Reporting Suspected Child Abuse

The Code of Virginia (Section 63.1-248.3) requires any person providing full or part-time child care for pay on a regular basis to report suspected child abuse or neglect.

Withdrawals

At least two weeks notice in writing or by email to the AGAPE director is required to withdraw a child from our program. If the office does not receive notice, the parent is responsible for additional tuition that may occur after the child is withdrawn from AGAPE. *A student who withdraws at any time during the year for any reason other than a permanent move or a failure to acclimate to preschool will be responsible for tuition payments and co-op fees through the end of the year.*

If we feel that it is in the best interest of AGAPE and the other children, a child can be dismissed at the discretion of AGAPE and its administrative board without a refund of tuition.

If any parent cannot fulfill their responsibilities as laid out in the co-op guidelines, that parent's child will be dismissed from AGAPE Preschool without a refund of tuition.

AGAPE Preschool may dismiss a child upon completion of the following process:

- The staff has carefully documented incidents of unacceptable behaviors and attempts to discipline the child have been unsuccessful.
- The child's parents have been notified in writing of the documented behavior and the administrative board has been notified and has received a copy of all documentation.
- A conference with parents has not resulted in an improvement in the child's behavior or attempts to schedule a parent conference have been unsuccessful.

AGAPE Preschool may dismiss a child under the following circumstances:

- Parents fail to comply with the financial policies of AGAPE
- Parents are unable to fulfill their co-op responsibilities
- Parents are continually late to pick up their child at the end of school
- Parents do not pick up their child or make arrangements for someone else to pick up their child when AGAPE calls due to illness.
- Parents do not keep their child at home when they have not been free of fever for at least 24 hours.
- Parents fail to bring their child inside Gayton Baptist Church and place them in the care of an AGAPE staff person or volunteer.
- Parents consistently fail to cooperate with the policies and staff of AGAPE Preschool



AGAPE Preschool Calendar

AGAPE Preschool Calendar will follow Henrico County Public School Calendar with the following exceptions:

September 10th will be the first day at AGAPE

June 7th will be the final day of school

On half days in Henrico County Public Schools, AGAPE dismisses at 11AM

September 7	Open House for students and parents from 9-11AM
September 10th	First Day of School
September 19th	Student Half Day, 11AM dismissal
October 8th	Student Holiday
November 6th	Student Holiday
November 21,22,23rd	Thanksgiving Holiday
December 20th	First day of Winter Break
January 3rd	School resumes following Winter Break
January 21st	Student Holiday/Martin Luther King Day
January 28th	Student Holiday
February 18th	Student Half Day, 11AM dismissal
March 29th	Student Half Day, 11AM dismissal
April 1st-5th	Spring Break
April 19th	Student Half Day, 11AM dismissal
April 22nd	Student Holiday
May 27th	Student Holiday
June 7th	Last day of class

AGAPE Preschool Organizational Chart

Owned and Operated by
Gayton Baptist Church

Administrative Board
Elected Church Members

AGAPE Director
Paige Teague

AGAPE Financial Director
Kristie Taylor



AGAPE Preschool is a not-for-profit ministry of
Gayton Baptist Church.

We cordially invite you and your family to join our church
family for any of our regularly scheduled programs.