

## GENERAL INFORMATION

**Hours of Operation: Monday - Friday**

**8:00am – 12:30 (1/2 day)      8:00-3:00 (Full day)**

**8:00- 5:30 (Full Day Plus)**

**Full and Part-time available**

### Daily Schedule:

Arrival – Free Play

Pledges and Songs

Bible Lesson

Snack

Centers – small group (blocks, computer, home, learning....)

Activity- large group (music, crafts, parachute, & more)

Theme Lesson

Circle Time

Lunch

Recess / Playground

Story & Rest Time

Afternoon Snack

Free Play

### Special Programs:

Grandparents Day

Christmas Program

Fine Arts Presentation

## LOCATION

15 Keystone Lane  
Berryville, VA 22611

**On Route 7**

Approximately 4 miles west of Berryville and

Approximately 4 miles east of I-81

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*Keystone Christian Preschool reserves the right to make any necessary changes or additions to the policies in this handbook.*

Handbook  
2019-20



# KEYSTONE CHRISTIAN PRESCHOOL

540-955-3410

[www.keystonebaptist.org](http://www.keystonebaptist.org)



# Welcome

**Keystone Christian Preschool is a ministry of Keystone Baptist Church and is here to assist families in nurturing the academic and spiritual development of their children. The Christian based curriculum allows us to incorporate God's Word and principles throughout the day. We are here to partner with the parents to help bring up their child "in the nurture and admonition of the Lord."  
Ephesians 6:4**

### Food Services:

- You will need to provide a healthy snack each day. If your child is here for a full day, please send an additional afternoon snack.
- You are responsible for packing a nutritionally balanced lunch (including drink) for your child.
- We also offer to heat food that is in a microwave safe container.
- A limited hot lunch program is available.
- Please send a water bottle each day.

### Dress:

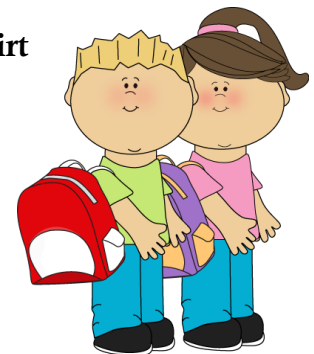
- Student's dress should be attractive and modest.
- Clothing should be comfortable for active play and art projects.
- Clothing should be easy for the child to use the bathroom independently. This will help minimize accidents.
- Wear proper attire for weather (hats, gloves, etc.)
- An extra full set of clothes needs to be provided on the first day of school and updated according to seasons.

### Needed Items:

- Toddler sized sheet, blanket and small pillow if staying for naptime.
- Back pack
- Folder – For your child's schoolwork and letters that go home to parents.
- Yellow Keystone fieldtrip t-shirt (available 1<sup>st</sup> week)

### Parent involvement:

- Field trips
- Classroom helpers
- Lunch and recess duty
- Party planning



## Staff

The Pastor of Keystone Baptist Church hires staff. Among the qualifications expected in each staff member are:

- A strong testimony of salvation and a personal relationship with God.
- Christian character – “Doing right to the glory of God whether you feel like it or not.”
- Faithful attendance as per guidelines in the staff handbook.
- Certification by a practicing physician to be free from any disability that would prevent adequate childcare.
- Criminal background check
- First aid training
- CPR certified

## Discipline

The goal of Keystone Christian Preschool is to help develop self-discipline in the lives of our students. This can only be achieved through instruction, daily reminders and correction. The course of correction we will use is as follows:

First, we will let the child know that they are doing wrong. Second, we will teach them to replace their old behavior with biblically correct actions. Third, we will seek to involve them in another activity. Fourth, if the child continues doing wrong, we will use the classroom discipline system. A “magnet” will be taken away from the child resulting in the loss of the daily sticker and treat. “Time-out” will be used on rare occasions when the other disciplines have not changed the behavior. Finally, the child will be physically restrained if her or she is in danger of harming themselves, other students, or staff members. Children will also be physically removed from the presence of other children if their behavior is, in the opinion of the staff member, “out of control.” You will be notified if discipline problems occur.

Continual discipline problems may necessitate that your child be permanently withdrawn from the Preschool. We have a definite biblical responsibility to maintain a structured, disciplined and safe atmosphere for all children.

## Admissions Policy & Procedure

Keystone Christian Preschool is a religious exempt private preschool and is not regulated by the state. The Preschool is a direct ministry of Keystone Baptist Church and is under its authority, control, and agreement with the constitution and doctrinal statement.

Keystone Christian Preschool admits students of any race, color, and national or ethnic background. The Preschool is, however, a religious institution with a standard of faith and practice and is governed by biblical principles of operation.

Requirements for enrolling:

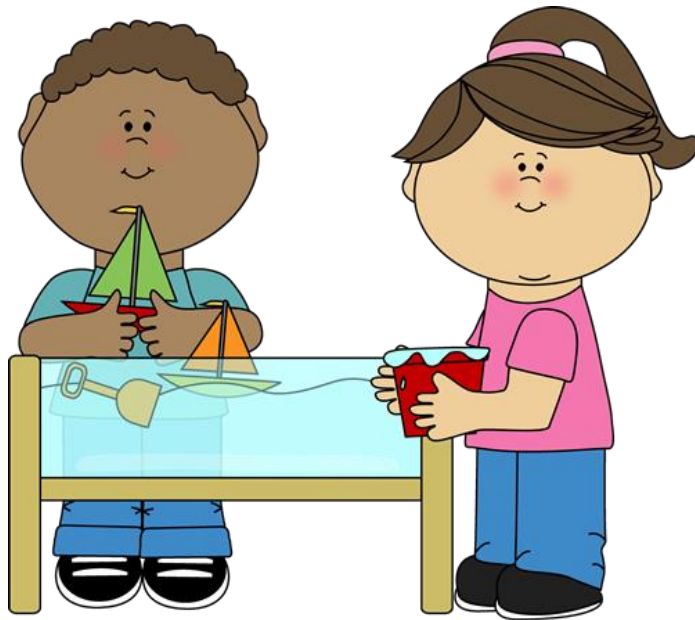
The child must be at least 3 years old and fully potty-trained (the ability to go without any assistance. This does not include zippers, belts etc.)

Procedures:

1. Carefully read the information packet.
2. Set up an appointment with the Pastor and/or the Director.
3. Fill out an application and enrollment form and return with the registration fee to the school office.
4. The Administration will review all information received and notify you concerning acceptance. Acceptance is based upon:
  - a. Religious beliefs
  - b. Our assessment of being able to adequately care for your child
  - c. Available room
5. Final registration will be complete when we receive the birth certificate, social security number, certificate of immunization, health assessment, and consent to administer medication form. The maximum number of children we will enroll at one time is 30.

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We are covered by public liability insurance that provides coverage in the event that someone brings suit for personal or bodily harm suffered during the operation of the Center as a result of negligence in the amount of \$1,000,000.



### Academically

We strive to teach early learning skills to the three year olds and prepare the four year olds for Kindergarten. We also help them learn social skills, small and large motor skills, and obedience by encouraging them to follow basic rules and etiquette.

The weekly themes (dinosaurs, community helpers, pets, etc.) are an integral part of our program. We incorporate field trips, special days and/or activities that coincide with the theme of the week. While learning something new about the world around them, they are being taught the ABC's, numbers, sequencing events, phonics and so much more.

### Financial Policy

Registration fee is due at initial enrollment.

Billing is done Tuesday and due by the following Friday.

A 10% late fee will be assessed every week the bill is not paid in full by the due date.

If payments are more than two weeks late, the child will not be allowed to return until acceptable arrangements have been made.

You are responsible for payment of the hours you agreed to whether your child is in attendance or not.

In the case of school being closed other than previously noted on the school calendar (i.e. snow) a credit will be given to the account. There will be no credit for delays.

Late pick up fee – a late charge of \$1.00 per minute will be assessed after 5:30 pm. After 15 minutes we will begin to call emergency numbers. If you have extenuating circumstances, please let us know. However, we are still responsible for compensating our staff and charges will have to be assessed.

### Safety Information

It is of utmost importance that all children are personally/physically assisted from your vehicle to the inside of the school building and back to your vehicle. **ABSOLUTELY NO CHILDREN SHOULD BE ON THE PARKING LOT INDEPENDENTLY!**

You will need to sign your child out when you pick them up. A security number will be assigned to your child. In the event you have someone else pick your child up, they will need to give the security code to the staff member on duty before your child will be released.

The Preschool door will remain closed and locked during the school hours. Children are not allowed to open the door for parents.

The preschool uses the main classroom, gymnasium, playground, and cafeteria.