

# PRE-K AND KINDERGARTEN HANDBOOK



**"LET THE LITTLE CHILDREN COME TO ME ..."**

**MATTHEW 19:14**



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## MISSION STATEMENT

The Mission of **Walk By Faith Ministry** is to provide an educational ministry to children by assisting in their continued growth and development spiritually, intellectually, physically, socially, and emotionally. We do this by emphasizing Christian principles and teachings as children interact and participate in activities centered on living and learning. Our program incorporates Biblical curriculum, along with purposeful play to enhance each lesson. We foster a sense of community through encouraging interaction among parents, students, staff, and local organizations.

## DOCTRINAL STATEMENT

**We believe** the Bible is the Word of God, fully inspired and without error in the original manuscripts, written under the inspiration of the Holy Spirit, and that it has supreme authority in all matters of faith and conduct.

**We believe** there is one living and true God, eternally existing in three persons, God the Father, Jesus Christ, and the Holy Spirit.

**We believe** in God the Father, an infinite, personal Spirit, perfect in holiness, wisdom, power, and love. We believe that He concerns Himself mercifully in the affairs of men, that He hears and answers prayer, and that He saves from sin and death all who come to Him through Jesus Christ.

**We believe** in Jesus Christ, God's only begotten son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles, and teachings. We believe in His substitutionary atoning death, bodily resurrection, and ascension into heaven, perpetual intercession for His people, and visible return to earth.

**We believe** in the Holy Spirit who came forth from the Father and Son to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify and empower all who believe in Jesus Christ.

**We believe** that all men are sinners by nature and by choice and are, therefore, under condemnation. We believe That the Holy Spirit regenerates those who repent of their sins and trust in Jesus Christ as Savior.

**We believe** in the universal Church of which Christ is the head and all who have put their faith and trust in Jesus Christ are members. We believe in the local Church, consisting of a group of believers who associate for worship, work, and fellowship.

**We believe** and acknowledge the existence of Satan, who is also called the devil. He, with his fallen angels, called demons, is in continual warfare with the workings of God and His people and will continue this warfare until his final doom.

**We believe** in the bodily resurrection of the saved and the lost; they that are saved to a resurrection of life, and they that are lost to a resurrection of damnation.

**We believe** that the Lord Jesus Christ has committed two ordinances to the local Church, baptism and the Lord's Supper. We believe that these two ordinances should be observed and administered until the return of the Lord Jesus Christ.

**We believe** in the imminent personal and visible return of the Lord Jesus Christ to earth and the establishment of His kingdom.

**We believe** that marriage was ordained by God at creation as a sacred union between one man and one woman.

## **VISION STATEMENT**

Our vision at **Walk By Faith Ministry** is to provide high quality education in a Christian environment that fosters a lifelong love of learning about God's world through the development of the whole child.

**Walk By Faith Ministry** is a developmentally appropriate facility that encourages hands-on learning. Through our Biblical program, we pray each child would have his/her self-esteem blossom, that each would gain autonomy, and would come to know without a doubt that Jesus loves them.

**Walk By Faith Ministry** centers on the idea that each child is a unique individual and should be recognized as someone special.

## **NON-DISCRIMINATORY POLICY**

**Walk By Faith Ministry** admits students of any race, color, national or ethnic origin and religion.

## **PROGRAM GOALS**

To offer each child a safe, secure, Christian environment that promotes total development of each child (spiritual, intellectual, physical, social, and emotional) through cognitive experiences and hands-on activities.

To emphasize love and acceptance for each child as a unique individual; to encourage each child in developing a positive self-image by allowing him/her to progress at his/her own pace.

To stimulate and challenge each child to enjoy creative expression in music, art and play through activities using all our available media.

To guide each child's behavior through positive management techniques which encourages children to set internal limits on his/her own behavior.

To support and promote a warm, enthusiastic, competent staff who will be role models of the Christian life and nurture a life-long love of learning.

To provide a warm and inviting atmosphere for parents to feel welcome in and out of the classroom.

## CHILD DISCIPLINE POLICY

Managing children's behavior is an important part of the educational process. Discipline is not synonymous with punishment. Effective discipline helps children gain self-control and aids in developing a positive self-concept. Through positive management techniques, a child can learn to handle conflicts in a peaceful and effective manner.

Staff members of **Walk By Faith Ministry** shall use the following guidelines for speech and action:

- Use positive techniques of guidance, including: redirection, anticipation of and elimination of potential problems, positive reinforcement, appropriate alternatives, encouragement and praise.
- Establish and maintain clear, consistent rules for the children. "Time out" may be used; bearing in mind that a child is removed from the group only in extreme situations, for one minute per year of age. Under no circumstances will corporal (physical punishment) be used.
- Speak with the children in a friendly, positive, courteous manner. Refrain from using humiliating, frightening or harsh language with children. Refrain from taking away rest or snack time as a form of discipline. Avoid the use of competition, comparison or criticism as discipline techniques.
- Expect children's social behavior to be developmentally appropriate. Encourage children in being happy, comfortable, and involved in appropriate play and learning experiences. Respect children's feelings and individual rights.

## LEARNING PROGRAMS

At **Walk By Faith Ministry**, we believe that children learn by doing and by exploring the world around them.

- Our Biblical-based learning programs encourage children to learn at his/her own rate in settings, which are friendly, supportive and fun!
- Each learning program is designed to meet children's spiritual, intellectual, physical, social and emotional needs.
- We will have a weekly theme throughout the year with corresponding Bible verses and concepts. Our learning centers and circle time will be centered on those themes.
- We will use shapes, colors, numbers, holidays, alphabet, reading, art, music and science in our learning program.

Three-five year-old children are sociable. They love being with other children, especially others their age. They like to laugh, tell silly stories, and enjoy playing simple games and creating new ones.

- We encourage children to be creative through words, thoughts, writing, movement, and art.
- Experiences are planned to help children make decisions and problem-solve.
- Special attention is given to developing reading readiness skills. Children will build on this foundation by working on puzzles, coloring, ball tossing and listening to books and stories.
- We will also develop skills in the areas of listening, following directions, expressive and receptive language, and eye-hand coordination. These skills and activities help children learn to love books and become self-motivated.

## POLICIES AND PROCEDURES

Parents are required to complete the application for their child. Along with the application, parents are required to bring a copy of the child's birth certificate and a signed Statement of Cooperation. Enrollment preference will be given to families who select a full day schedule.

**NOTE:** A non-refundable application fee of \$75 is required when submitting the application.

Enrollment at **Walk By Faith Ministry** accepts children ages 3 through 5 year old. The child must have reached his/her third birthday before December 1 and must be toilet trained in order to enroll.

All information regarding children and their families shall be kept in strictest confidence. Records pertaining to children shall not be made available to any unauthorized person for inspection, review, or duplication.

## TUITION AND FEES

Tuition can be paid in its entirety or in monthly payments beginning in August. A monthly tuition payment is due the first day of each month. Tuition received later than the 10<sup>th</sup> of the month will result in a \$15 late charge. There will be a \$35 fee charged on all returned checks. If there are any financial problems, please contact the Director. The Director should be notified 30 days prior to the withdrawal of a child. If **Walk By Faith Ministry** is not notified, the family will be charged the 30- day tuition payment.

<b>Program:</b>		<b>Tuition</b>	<b>Full Payment</b>	<b>10 Payments</b>
Prek & Kindergarten:	Monday-Friday (full day)	\$2,500.00	\$2,500.00	\$250.00
PreK	Monday-Friday (half day)	\$1,250.00	\$1,250.00	\$125.00
PreK	Mon/Wed/Fri (full day)	\$1,500.00	\$1,500.00	\$150.00
PreK	Mon/Wed/Fri (half day)	\$750.00	\$750.00	\$75.00
Preschool	Tue/Thu (full day)	\$1,000.00	\$1,000.00	\$100.00
Preschool	Tue/Thu (half day)	\$500.00	\$500.00	\$50.00

## ADDRESS AND PHONE

Please keep your work, home, and cell telephone numbers updated with the office in case of an emergency. Should any information change, please notify us immediately.

## SCHOOL CANCELTION POLICY

If **Walk By Faith Ministry** should cancel its school day (e.g., weather, building issues or severe illness), we will make that decision no later than 7:00 a.m. that morning. We will contact you via a text message that will be sent to the phone of your choice. A verification text will be required.

## **SCHOOL HOURS AND PICK UP – DROP OFF PROCEDURES**

**Walk By Faith Ministry** is open Monday through Friday, 9:00 am until 3:00 pm, unless otherwise stated on the school calendar.

Please be prompt in bringing your child(ren) to school so that he/she may get the full benefit of our program. **DO NOT DROP YOUR CHILD OFF WITHOUT ADULT SUPERVISION.** The outside doors will not be open until 8:50 am. Children will not be permitted to enter the classrooms until 9:00 am.

All entrance/exit doors will be re-locked at 9:10 am. If you arrive later than 9:10 am, you will not be able to enter through any of our normal entrance doors. To enter the building after 9:10 am, you will need to call the Director at 585-353-6314.

**KEEP** your child(ren) with you in the hallways before and after school. There should be no running in the back hallways or in and out of the church classrooms.

## **APPROVED PICK-UP LIST**

Children will not be allowed to leave school with anyone except parents, guardians or persons designated to pick up the child. An authorization form must be completed designating who may pick up your child. If someone else not on that list comes to pick up your child, the child will not be released. Verbal messages brought by your child will not be accepted. Anyone not familiar to the school staff will need to show photo identification.

Pick-up will be in the same spot as drop-off. Pick-up for half day students is at noon. Full day pick-up will begin at 3:00 pm until 3:15 pm. After 3:15 pm the doors will be locked. If you arrive after 3:15 pm, you will need to contact the Director at 585-353-6314 so that your child can be brought to the door. Any parent arriving after 3:15 is considered late.

1<sup>st</sup> LATE PICKUP: You will receive a reminder.

2<sup>nd</sup> LATE PICK UP: You will be charged \$25.00.

3<sup>rd</sup> LATE PICK UP: You will be charged \$25.00 for every 30 minutes late or portion thereof late.

## **CLOTHING**

Please dress your child in play clothing. It greatly inhibits your child's play to worry about protecting "good" clothing. Every child will need a complete change of clothing including underwear and socks in a clear plastic bag to stay at school at all times. All items should be clearly labeled with your child's name. All outerwear (sweaters, coats, gloves, etc.) must be labeled with your child's name. Sneakers or closed-toe shoes are required for all play.

## HEALTH AND HYGIENE

All children are required to have an up-to-date New York Certificate of Immunization which you get from your pediatrician. The school will make every effort to protect the health and safety of the children. Cooperation of parents in helping to prevent the spread of communicable diseases is of great importance. For this reason, please do not send your child to school sick.

Physical examination (including scoliosis) is required within one year from the start of school.

Children should NOT attend school if they have any of the following symptoms:

Nausea	Discharge in ears/eyes	Vomiting
Fever	Diarrhea	Colored Runny Nose
Skin Rash		

If your child develops any of these symptoms at school, you will be notified to pick him/her up immediately. Children cannot return to school until they have been completely symptom free for 24 hours.

If you detect lice or scabies, etc., on your child, please notify **Walk By Faith Ministry** immediately. Children will not be permitted to return to school without being treated and must be "Nit Free". We will recheck for lice two weeks following re-enrollment to make sure there is no re-infestation.

If your child has any other ailments such as poison ivy, unidentified rashes, etc., but can attend school without infecting the other children, please give the Director a doctor's notification. This is a health regulation.

**Walk By Faith Ministry** will not administer medication or apply any lotions (including sunscreen) to any child without a physician's medication release form. All medications need to be in their original container and delivered by a parent or guardian.

If your child is going to be absent, please notify **Walk By Faith Ministry** between 7:30- 8:30 am.

## LUNCH AND SNACK TIME

Each child will bring their own lunch, snack and water bottle.

**\*\* Please check with your child's teacher for his/her class snack rules. We may have children with a lethal allergy to certain foods (e.g., peanuts and peanut products). Please take special precautions when preparing snacks by checking the ingredients of the snack before sending it to school. **Walk By Faith Ministry** should be notified of any food allergies.**

## BIRTHDAYS

We love parties, so birthdays are celebrated for each child. Parents may provide special treats for their child's birthday. Please use precaution when preparing or purchasing products/treats remembering food allergies. If your child is having an out of school party and not all classmates are invited, please do not hand out invitations at school.



## SEPERATION

Occasionally all children have difficulty separating from parents. Young children usually have an adjustment period during which separation is difficult. We encourage you to view this as normal and typical behavior for a young child and not to be unduly upset by it. It is easier for everyone if you separate quickly and matter-of-factly when arriving with your child. The staff is trained to help your child in his/her transition to the school and we will be aware of, and responsive to, each child's needs.

## PARENT CONFERENCES

**Walk By Faith Ministry** staff and parents should have an open door of communication in order to provide the best possible school experience for each child. Therefore, conferences to discuss the progress of your child will be held. If you are concerned about any aspect of **Walk By Faith Ministry**, please feel free to schedule an appointment with the Director or your child's teacher.

## FUNDRAISING REQUIREMENTS

Each family is required to participate in all fundraisers. Participation may include; selling tickets for an event, set up or taking down for an event, and work at the event.