

**Community Presbyterian Preschool**  
400 Fox Hill Road, Hampton, VA 23669 (757) 851-1292

**Statement of Purpose**

*"Let the children come to me", says our Lord Jesus Christ.* (Matthew 19:14)

In this call Community Presbyterian Church recognizes a responsibility of the church to minister to the needs of the youngest members of our community. They need a place to grow mentally, physically, emotionally, socially, and spiritually. We, as Christ's Church, commit ourselves to support this ministry. The Preschool will be a place where all God's children will be treated as members of God's family, where love, cooperation, caring and forgiveness are taught and experienced.

**Philosophy**

The education of children is a joint effort between the home, the church and the school. We believe that children learn best by interacting with others through play, music, art and an age appropriate curriculum. Our commitment is to provide a loving Christian atmosphere for children to begin their early education. We will strive to promote positive social relationships between students and teachers, a play environment that teaches children through their individual interests and capabilities, and a safe, wholesome preschool experience in preparation for moving on to a more structured learning environment.

**General Information**

Community Presbyterian Church is located at 400 Fox Hill Road, Hampton, VA, on approximately six acres of a corner lot. The Preschool operates from eight rooms inside the church. All tuition funds received are used to pay the staff's salaries and reimburse the Church for preschool related expenses. The balance is then reinvested into the school (curriculum, equipment, insurance, materials, toys, etc.). We admit children of all races, denominations and ethnic backgrounds. We have a teacher and an assistant in each classroom.

Community Presbyterian Preschool operates under a Religious Exempt Status. We are required by the Virginia Department of Social Services to meet standards they have deemed necessary to run a Church operated preschool in the state of Virginia. We are subject to yearly building, health, zoning, and fire inspections.

The Session, consisting of six elders, retains control over the operations of Community Presbyterian Church. The Preschool falls under the authority of the Pastor and the Session. A Preschool Committee, including a Christian Education Elder, the Preschool Director and Assistant Director oversee the Preschool. The Director, Mrs. Lori Ward, acts as the principal. Mrs. Teresa Schmidt acts as Assistant Director and Treasurer. They have authority over the teachers and students with regard to the day to day operations. In addition, they will make joint decisions regarding all financial matters.

Our faculty is hired based on their education, training, experience and Christian lifestyle. They must be able to communicate with children in a loving, positive manner. In accordance with the Department of Social Services, all staff members are given a release by a medical doctor stating that they have no disabilities that would interfere with their ability to care for children in a preschool environment. A criminal background check is done on each of the teachers and aides prior to employment. A staff member certified in first aid and CPR will be on the premises at all times.

## **Operations and Procedures**

Community Presbyterian Preschool is open from 9:00 a.m. to 12:00 noon, Monday through Friday. Children may arrive as early as 8:45 a.m. and should be walked to and from their classrooms. We request that our preschooler's siblings not be left in the parking lot unattended while the preschoolers are walked into the building. Classes start promptly at 9:00 a.m. A period of free play is provided to help transition into the school day. Children arriving late to school are deprived of this crucial time to unwind. If your child will be leaving the building with anyone other than their parent or normal caregiver, a written notice should be sent to school with the child or a phone contact MUST be made with the Director or the child's teacher in advance. Anyone other than the child's normal caregiver should bring an I.D. in order to pick up a child. Please make arrangements to have your child picked up promptly at noon.

### **Late Pick Up Policy**

Parents or caregivers are to arrive in time to pick the children up at the classroom door at 12:00. When a child is not picked up by 12:05, the child will be held in the Preschool office until the parent arrives. Fees will be assessed as follows: \$1.00 per minute from 12:05 until 12:20. \$2.00 per minutes from 12:20 thereafter. The fines will be added to your monthly bill. Late fees also apply to our Lunch Bunch program.

### **Enrollment Procedures**

An enrollment form must be filled out in its entirety and a \$45.00 non-refundable registration fee must be submitted. The parents or guardians will be required to present one of the following: the child's birth certificate, a notification of birth (hospital, physician or midwife record), a birth registration card, or the child's passport. In addition, we will need a current copy of the child's record of immunization, within the first 10 days of school.

### **Potty Training**

All children enrolling must be completely potty trained. They should be able to use the bathroom independently. The bathrooms are monitored by the staff. The staff will be available to assist the children with buttons and snaps. Occasional "accidents" are expected. An "accident" is a slip in the child's normal ability to control themselves.

### **Classroom Placement**

Parents must specify, on the enrollment form, which program they desire. Children must meet the age requirements of that particular program. Children must be at least three years old prior to Dec. 31, 2019 to be eligible for enrollment. Final placement of children will be the responsibility of the Director.

### **Lunch Bunch**

On Wednesday and Thursday, we offer an extended day social program from 12:00-2:00, for a fee of \$6.00. It is strictly optional. You may make reservations for up to 4 weeks at a time. Parents pack the child's lunch in a bag or lunch box with their name on it and bring it in the morning when the child is dropped off. At 12:00 noon, "The Lunch Bunch" crowd will assemble and eat lunch together. Following lunch the remainder of the day will be spent playing outdoors on the playground, reading storybooks or simply enjoying playing with new friends. More information is available upon request. In order for a child to stay for Lunch Bunch, the student's tuition must be up to date.

## **Annual Tuition**

Tuition is based on an annual fee. You may pay for the entire year by August 1<sup>st</sup> or you may take advantage of our 10 month installment plan. If you utilize the installment plan, your first payment is due August 1, 2019 and the final payment will be due on May 1, 2020. Payments are due on the 1st of every month. Your non-refundable registration fee of \$45.00 is due immediately upon returning the enrollment forms and will "reserve" your child's position in a given class until June 15. At that time the non-refundable material fee is due. If these fees are not received by June 15, your child's name may be removed from the roll. In the event of military orders prior to September, the material fee will be refunded. The "Tuition Contract" is included with your enrollment forms.

## **Sick Policy**

We respectfully request that parents keep a child who is ill at home. If your child has a fever, stomach pain, nausea, diarrhea, or any other contagious illness, they will not be admitted to school. Your assistance in helping us prevent the spread of disease to others is appreciated. If a child becomes sick while at school, the parent (or a friend/relative listed on the emergency card) will be called to come and pick up the child from preschool. Your child should not return to school following an illness until they are fever free for 24 hours and/or 24 hours have passed since beginning an antibiotic. Likewise, if your child has thrown up or has had diarrhea, they should not return to school prior to 24 hours from the last time they vomited or had a loose stool.

## **Dress Code**

Community Presbyterian is a FUN school! We will be painting, playing and getting messy on a regular basis. Please dress children in clothing that is comfortable and in outfits that they can be "messy little children" in! Children should also be dressed appropriately for outdoor play. Please refrain from open-toed shoes (sandals) as they are a hazard on our playground. Unless it is raining or we deem the temperature too cold, the children will participate in outdoor playtime year round. Tennis shoes should be worn on Gymnastics days.

## **Inclement Weather Conditions**

Should inclement weather arise, we will follow the decision Hampton City School makes with regard to closing school or opening late. If the television or radio announces that Hampton is closing school, you will know we will also be closed. If Hampton City School announces a one (1) hour delay, we will also open one hour late. If Hampton City School announces a two (2) hour delay, we will not be opening at all.

## **Snacks**

Snack time is set aside daily for the children. Please send a light snack in with your child each day. Some suggestions include: fruit, granola, cereal, vegetables, 1/2 sandwich, cheese, crackers, or popcorn. Any non-sweet snack will be acceptable. You may also include a fruit juice drink or milk (either in a box container or thermos with a flip-top lid). No sodas please. Lunch boxes are acceptable, but not required.

## **Behavior and Discipline**

It is expected that children behave appropriately. Part of the socialization and learning process involves communication and interaction with others in a positive, respectful way. We encourage good behavior with positive reinforcement. It is expected from time to time that a positive attitude adjustment may be necessary. It may include a verbal correction, redirection or a partial loss of playground time. Physical violence of any kind; biting, kicking, hitting, will not be tolerated. Any child inflicting violence on another student or teacher will be removed from the classroom and a parent conference with the teacher/director may be necessary. If behavior problems remain unresolved, Community Presbyterian Preschool reserves the right to withdraw any child that interferes with the healthy growth and learning process of others.

## **Chapel Service**

Students will participate in a weekly chapel service, where we will introduce basic Bible stories and principles. The most profound Biblical truth that we can share with our children is the simple truth that "Jesus loves me this I know for the Bible tells me so". It is not our intention to "teach" religion, but to share Jesus' love with each child that is entrusted in our care. Chapel, which is approximately twenty minutes, includes prayer, a Bible story, worship songs, and birthday blessings. In addition to chapel, teachers may share simple Christian object lessons, Bible story books and blessings in the classroom.

## **Gymnastics**

Children will participate in a gymnastics program once a week. Our safety certified instructor leads the children in developing their gross motor skills. Tumbling mats, a tunnel, a parachute, a balance beam and a mini trampoline are all used, accompanied by music in this fun and exciting program. It proves to be a favorite among the children. A release must be signed by the parent allowing their child to participate in our gymnastics program prior to the first day of school. Children should wear tennis shoes on gym days.

## **Music**

Music is an important part of the preschool experience. Children often learn through rhythm and motion. Once a week our music instructor will lead the children in group music activities. In addition to this group time, music is often used in the background while children play and do arts and crafts. It is used in our gymnastics program and in Chapel. Little children love to sing and they will get plenty of opportunity to "make a joyful noise" at Community.

## **Library**

Reading is fundamental to a good education. Reading to your children is one of the best ways to nurture them and their imagination. Our desire is to assist you in exposing your children to the joy of reading by providing a library/story time each week. The Librarian comes to the school, shares an interactive story and allows the children to check out a book for the week.

## **Field Trips**

A couple of times during the year we will take field trips to local establishments such as parks, restaurants, and library. The enclosed permission slip is to be turned in with the registration form. You will then be notified in writing, prior to each field trip, of the time and location of each trip. Parent volunteers who will be assisting with the driving will be required to sign a statement of adequate insurance, proof of registration and inspection. An annual field trip fee is incorporated into our material and activity/field trip fee.

**COMMUNITY PRESBYTERIAN PRESCHOOL  
TUITION SCHEDULE  
(2019-2020)**

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PRESCHOOL (3 year olds - 2 days per week) TUES/THUR  
 \*Registration \$45.00  
 \*Materials & Field Trip/Activity Fee \$80.00  
 \*\*Annual Tuition \$1,200.00 or Ten Installment Payments of \$120.00

PRESCHOOL (3 year olds - 3 days per week) MON/WED/FRI  
 \*Registration \$45.00  
 \*Materials & Field Trip/Activity Fee \$90.00  
 \*\*Annual Tuition \$1,550.00 or Ten Installment Payments of \$155.00

PRESCHOOL (3 year olds-5 days per week) *See director for details regarding this program*  
 \*Registration \$45.00  
 \*Materials & Field Trip/Activity Fee \$135.00  
 \*\*Annual Tuition \$2,400.00 or Ten Installment Payments of \$240.00

PRE-KINDERGARTEN (4 year olds - 2 days per week) TUES/THUR  
 \*Registration \$45.00  
 \*Materials & Field Trip/Activity Fee \$80.00  
 \*\*Annual Tuition \$1,200.00 or Ten Installment Payments of \$120.00

PRE-KINDERGARTEN (4 year olds - 3 days per week) MON/WED/FRI  
 \*Registration \$45.00  
 \*Materials & Field Trip/Activity Fee \$90.00  
 \*\*Annual Tuition \$1,550.00 or Ten Installment Payments of \$155.00

PRE-KINDERGARTEN (4 year olds-5 days per week)  
 \*Registration \$45.00  
 \*Materials & Field Trip/Activity Fee \$135.00  
 \*\*Annual Tuition \$2,400.00 or Ten Installment Payments of \$240.00

\*Registration and the material/field trip charges are one-time fees. **These fees are non-refundable.**

\*\* Tuition is based on an annual fee. You may pay for the entire year by August 1st or you may take advantage of our 10 month installment plan. If you utilize the installment plan, your first payment is due August 1, 2019

**Date:** \_\_\_\_\_

### **Field Trip Permission**

I \_\_\_\_\_, give my permission for my child  
Print Parent or Guardian's Name Here  
\_\_\_\_\_, to go with his/her class on all field trips.  
Print Child's Name Here

I give this consent with the understanding that I will be notified in writing, prior to each field trip, of the time and location of each trip. I will have the authority at that time to deny my child consent to participate if I deem it necessary.

- All fees for field trips are included with the material fee at the time of enrollment.
- I will provide a car seat to be used on field trips.

\_\_\_\_\_  
Signature of Parent or Guardian

### **Gymnastics Release**

My child, \_\_\_\_\_, has permission to attend gymnastics at Community Presbyterian Preschool. I agree to hold Community Presbyterian Church/Preschool and its staff harmless of liability.

\_\_\_\_\_  
Signature of Parent or Guardian

\*If your child has any medical conditions, such as asthma or a physical disability that would inhibit them from participating, please discuss this with the Director.

### **Student Directory**

Are you willing for your child's name, address and phone number to be included on a roster that may be sent home to other parents upon their request, to be used for birthday parties, etc.? \_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_\_  
Signature of Parent or Guardian

### **Email Notification**

\_\_\_\_ Yes, please add our email address: \_\_\_\_\_  
to receive the monthly preschool newsletter and any other notifications from the office.  
Your email will not be shared with any other source and will only be used for the purpose of passing along schedule/activity related information from the director.

\_\_\_\_ No, I/we prefer not to be contacted by email.

Student Media Inclusion: Occasionally we will share student photos, class photos, candid shots, video, on the church web site. Children's names will not be included in any of the media.

## ***TUITION CONTRACT***

Dear Parents of Community Presbyterian Preschoolers:

In order to ensure that our rates remain affordable, please be advised of the following conditions:

1. Tuition is based on an annual fee which may be paid in 10 monthly installments.
2. The first payment is due August 1, 2019 and the final payment will be due on May 1, 2020. If you are enrolling after the first day of school, your first payment will be due on the first day your child attends school and may be pro-rated depending on the day of enrollment.
3. All payments received after the 5<sup>th</sup> of the month, must include a \$5.00 late fee. For each 10 days thereafter an additional \$5.00 fee will be added to your account.
4. Full monthly installment is due regardless of attendance or school schedule.
5. Checks should be made payable to "Community Presbyterian Preschool" or "C.P.P" and may be delivered to the Preschool office.
6. A \$12.00 fee will be assessed on any check returned for any reason.
7. Should a child withdraw from the roll, partial month's tuition payments and material fees will not be refunded.
8. ANY questions regarding payments, amount due, or other concerns must be brought to the attention of the Director prior to the due date.
9. The Director and/or Treasurer have discretion over all money matters.

Please sign the bottom portion and return with your Registration Form.

### **Tuition Contract:**

I have read and understand the above terms and agree to adhere to the policies of Community Presbyterian Preschool as outlined above.

\_\_\_\_\_ I will pay the annual tuition fees by August 1, 2019.

\_\_\_\_\_ I will pay tuition in 10 monthly installments beginning August 1, 2019 and ending May 1, 2020.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child's Name PRINTED

# Community Presbyterian Preschool Identity Verification Form

This information is required by Virginia State Law effective July 1, 1998. This form must be completed and on file in the Preschool office within 7 business days of the start of school.

Today's Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Child's Date of Birth: \_\_\_\_\_

Type of proof presented (must be one of the following):

\_\_\_\_\_ Birth certificate (must be a certified copy) or birth registration card  
State: \_\_\_\_\_ Date Issued: \_\_\_\_\_  
Birth certificate number: \_\_\_\_\_

\_\_\_\_\_ Birth record/notification (hospital, physician or midwife record):  
State: \_\_\_\_\_ Issuing agency/individual: \_\_\_\_\_

\_\_\_\_\_ Passport Issuing country: \_\_\_\_\_  
Passport number: \_\_\_\_\_ Date Issued: \_\_\_\_\_

\_\_\_\_\_ Placement agreement/record from agency: \_\_\_\_\_ Date Issued: \_\_\_\_\_  
Issuing agency: \_\_\_\_\_ Case/Registration # \_\_\_\_\_

Previous Schools and/or Day Care Centers Attended:

Name: \_\_\_\_\_  
Location: \_\_\_\_\_

Name: \_\_\_\_\_  
Location: \_\_\_\_\_

Signature of responsible party providing information: \_\_\_\_\_

Signature of Preschool Director/Assistant Director: \_\_\_\_\_





# *Community Presbyterian Preschool*

## *2019-2020 Preschool Registration*

Registration for the 2019-2020 preschool year opens to the public on **Tuesday, March 12, 2019**. Registration will be handled on a first-come-first-served basis.

Our forms, rules, tuition contract etc. are enclosed. Our goal of providing a quality program with a lot of “extras” for a very competitive price, will continue as part of our service to this community. Our classes fill up quickly so please take advantage of the early opportunity to register. Class placement is left up to the discretion of the Directors. You will be notified by August 15<sup>th</sup> as to where your child was placed. Your registration fee of \$45.00 is due immediately upon returning the enrollment form. Your material fees are due June 1<sup>st</sup> and if payment is not received by this date your child’s position may be forfeited. If desired, you may pay your materials fees on the day of enrollment.

The procedure for registration is as follows: On Tuesday, March 12, the parking lot doors will be opened at 8:30 AM. When you come into the building take a number from the office door and proceed to the Fellowship Hall. The process goes quickly provided everyone has their forms filled out in advance as well as the registration fee. **In order to make the process fair to all of those in line, we do not allow one person to enroll multiple children, unless they are siblings.**

Virginia law requires we view your child’s **birth certificate** and have a copy of their **immunizations** records on file by September 15. If you have that information readily available, please bring it with you to registration.

Thank you for the trust you have placed in this Church and our Preschool staff. We look forward to the upcoming year and will commit ourselves, by seeking God’s will, to provide a loving, Christian atmosphere where your child will flourish and grow.

*A Ministry of Community Presbyterian Church*

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*(757) 851-1292*

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*cpcva.org*