



First Baptist Church of Herndon  
WEEKday Preschool  
Parent Handbook

FBC WEEKday Preschool  
681 Elden Street  
Herndon, VA 20170  
(703) 435-6397  
[www.fbcherndon.org/weekday](http://www.fbcherndon.org/weekday)

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Director

Cara C. Roberds  
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Welcome to the WEEKday Preschool at First Baptist Church of Herndon. We are a ministry of the church and follow a WEEKday educational curriculum designed for our preschoolers. All children will be taught Bible lessons suitable for their age. Throughout the year these basic concepts will be presented to your child: God, Jesus, Home, Church, Natural World, Community, Others and Self.

We include a basic preschool educational curriculum taught in a loving Christian environment. Included are: Colors, Numbers, Shapes, the Alphabet, Cognitive Skills, Language Skills and Large and Fine Motor Skills.

We pride ourselves in helping to build a strong foundation on which your children can grow. By laying one block at a time, we give the children support they can count on in their future.

Each teacher is responsible for a daily schedule and a lesson plan. All classes are taught the same basic curriculum for the appropriate age level.

An example of a daily schedule is as follows:

|               |  |
|---------------|--|
| 9:30 - 9:45   | Arrival/Free Time  |
| 9:45 - 11:30  | Activity Centers: Art, Home-Living, Books,<br>Nature, Puzzles, Group Time, Bible Story |
| 11:30 - 12:00 | Indoor/Outdoor Play  |
| 12:00 - 12:30 | Lunch and Quiet Time   |
| 12:30 - 1:15  | Activity Time, Group, Science, Cooking,<br>Music                                       |
| 1:15 - 1:30   | Preparing to Leave   |

## Schedule Information

The FBC WEEkday Preschool is open Monday through Friday. Our school year begins in September and continues through May. A calendar is provided to indicate school days and holidays. We follow Fairfax County's school calendar to the best of our abilities. Our hours are 9:30 a.m. to 1:30 p.m.

Children arrive at 9:30 a.m. and are dismissed at 1:30 p.m. Please be prompt in picking your child up at 1:30 p.m. There is a late charge of \$1.00 for every minute after the CarLine ends. This charge will be added to the next month's tuition. Please feel free to discuss any extenuating circumstances with us.

## Age Requirements

Any child age 30 months (2 1/2 Years) through pre-kindergarten may attend our preschool. We do not require children to be potty trained, under the age of three, to enroll in our school. Potty training is not a self-esteem issue up to this age. When your child is ready to start potty training, we will be there for support.

## Registration

In order to assure your child a place in our program, a non-refundable fee of \$150.00 is due and payable at the time of registration. This fee includes a supply/activity fee.

## Tuition

Our monthly rates are as follows:

|               |          |                         |
|---------------|----------|-------------------------|
| 2 day program | \$190.00 | Tuesday/Thursday        |
| 3 day program | \$250.00 | Monday/Wednesday/Friday |
| 5 day program | \$440.00 | Monday - Friday         |

Tuition is due the first school day of each month. A late charge of \$5.00 is required if tuition is not paid by the 10th of the month. Please pay by check or money order.

Returned checks must be replaced with cash, money order, cashier's check or a certified check. There will be a \$15.00 NSF (non-sufficient funds) fee on all returned checks. Late charges may also apply.

Please make your check or money order payable to **FBC WEEkday Preschool**. You may send payment to school with your child.

Checks or money orders can also be sent by mail.

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If your child is going to be absent, please call the preschool at (703) 435-6397.  
Tuition is not refunded for absences.

A written one month notice is needed for withdrawal of your child prior to the end of the school year. Payment is required during this time.

As of November 15, 2011 the following changes have been made in our policies.

1. Withdrawals made by June 15<sup>th</sup>, prior to the new school year, will receive their deposit back. Withdrawals made for any reason, including job transfers, after June 15<sup>th</sup>, will forfeit their deposit.
2. We require a one month notice should you withdraw your child at any time during the school year and payment for that month. Your deposit can not be used as a payment for your withdrawal notice.

As of November 1, 2004 the following changes have been made in our policies.

1. Registration in FBC WEEkday Preschool is a commitment for the entire school year of September through May.
2. Tuition is due on the first of the month and late after the 10<sup>th</sup>, at which time a \$5.00 Late Fee will be charged (late fees do not apply in September).
3. Families choosing to take extended vacations during the school year are still required to pay tuition for the time in which the child is absent from school. Payment arrangements can be made through the preschool office.
4. **FBC WEEkday Preschool requires that families pay for their child's registration and a deposit equal to one month's tuition, at the time of returning their registration form. First month's tuition will still be due in September.**

As of September 1, 2014 the following changes have been made in our policies.

1. Tuition is not refunded for inclement weather or any situation beyond our control that would close the school.
2. Should you withdraw from school and then decide to return during the same school year, you will be required to once again pay the registration fee and deposit.

As of January 1, 2015 the following change has been made in our policies.

1. All main doors to the First Baptist Church and Preschool will be locked after 10:00am on any day the church office is closed for a holiday or any other reason. All parents wishing to enter the building on those days or times will have to call the preschool office to be admitted.

## General Information

We are an open school. We encourage parents to participate in various activities. Please contact your child's teacher if you are interested in helping in your child's classroom, i.e. reading to the children, helping with crafts, music, cooking, field trips, etc.

We have 2 teachers in every classroom and maintain a 1 to 5 ratio in the 2 ½ and 3-year-old classrooms and a 1 to 6 ratio in the 4 and 5-year-old classrooms.

Each child must have a backpack and lunch box (bag lunches are fine). All personal belongings such as a Thermos, coats, hats, etc. must be labeled. It is important for you to check your child's backpack daily for information and artwork.

We do have a quiet time which includes individual reading and working on puzzles while the teachers clean up after lunch. Rest mats are provided for the youngest classroom.

FBC WEEkday preschool strives to use positive guidance in the event of negative behavior. Time out is given for repeated occurrences of negative behavior.

If you wish to talk with your child's teacher regarding progress, please make arrangements with the teacher for a time outside of the normal school hours.

All teachers provide notebooks for each child. These books are used for communication between you and the teacher, re: play dates, early pick-up requests, questions, anything. Please check this daily for any messages the teacher may have.

## Health and Safety

Each child is required to have an up-to-date immunization and physical record on file prior to admission to the program.

Please notify us if your child has been exposed to a communicable disease. In turn, FBC WEEkday preschool will notify parents if a child is exposed to a communicable disease at school.

We do not give medication to a child in the school without written consent and instructions

from the doctor. We must also have written consent from the parents.

In order to comply with the Code of Virginia, we are required to obtain proof of your child's identity and age. This proof can be in the form of a certified copy of the child's birth certificate, notification of birth (hospital, physician or midwife record) or a baptismal record.

Check with your child's teacher before sending in any special snacks or treats. Some children may be allergic to certain foods.

As a common courtesy, please keep your child home if they have the following: fever, diarrhea or vomiting in the previous 24-hour period. We want your child's time here to be enjoyable.

Fire drills are held monthly. The days and times will vary. Please prepare your child for this. We activate the actual alarm system and it is very loud.

It is necessary for your child to have an extra change of clothing. Accidents happen at lunch and during art projects as well as the bathroom.

If your child is not toilet trained, please send in disposable diapers and wipes. If your child is working on potty training, provide two (2) extra changes of clothing.

Be sure that the extra clothes are weather appropriate.

If someone other than yourself (or the people listed in our files) is picking up your child, please send in written notification. You may also call the preschool office.

If you have arranged a play-date for your child, remember that we must receive written permission from each child's parent.

## CarLine

Please do not pass cars in the CarLine. This can be a dangerous situation for your child, other children and the teachers.

All cars will enter on the Elden Street side of the church and exit on the Monroe Street side of the church. A teacher will put your child into the car and buckle your child into the car seat. If you must adjust your child's seat, please move forward to do so.

Please hold your CarLine sign in the window of your car so that it can be seen.

If you are planning to come into the building, park where the CarLine will not be disrupted. Please park in the front part of the parking lot by Elden Street, and use the church doors facing Elden. You may then exit on to Elden Street.

If you need to talk to a teacher, park and come into the building and wait for the teacher to finish helping with the CarLine.

CarLine arrival time begins at 9:25 a.m.  
CarLine departure time begins at 1:25 p.m.

## School Closing

We follow Fairfax County Public Schools' schedule for closing, late openings and early closing. In the event of inclement weather the schedule is as follows:

| Fairfax County              | FBC WEEKday Preschool        |
|-----------------------------|------------------------------|
| Schools Closed.....         | Our School is closed         |
| 2 hour delayed opening..... | WEE open 11:30 close at 1:30 |
| 1 hour delayed opening..... | WEE open 10:30 close at      |
| 1:30                        |                              |

Early closing.....Pick up children as soon as possible

We have three (3) snow days built into our schedule. After three (3) days, compensation will be provided. At times, Fairfax County Schools are closed for teacher workdays and do not report on inclement weather. Should this occur, we will refer to Loudoun County Schools for closings.

## Staff Qualifications

All teachers must be professed Christians.

All teachers must be at least 18 years of age and have a high school diploma.

All teachers must have a minimum of one-year experience in preschool work.

All teachers must show love, understanding and acceptance of all children.

All teachers must be certified annually by a practicing physician to be free from any communicable disease or disability, which would prevent them from caring for children.

In compliance with the codes of Virginia, all staff members shall have a criminal history and sexual abuse background check.

Teachers are provided with continuing educational opportunities.

## Facilities

The FBC WEEkday Preschool is held in the Preschool Department of the First Baptist Church of Herndon, located on the first floor of the education building.

The FBC WEEkday Preschool has approval for up to nine classrooms by the Town of Herndon's Conditional Use Permit #94-6. The maximum number of children permitted in the preschool at any one time is 98.

We maintain an outdoor and indoor recreational area for the children. No more than 17 children are permitted to use either area at any one time.

There are six (6) toilet stalls and five (5) sinks available for preschool use.

The total square footage of the area is 3,936.50 square feet.

## Food Services

We do not provide lunches or milk for the children. Please prepare a nutritious lunch for your child.

Foods cannot be heated or refrigerated. A small ice pack in your child's lunch box will help keep food fresh. Lunch boxes, as well as a Thermos, need to be labeled. Please do not send glass containers.

Please inform FBC WEEkday Preschool if your child has any dietary restrictions due to allergies or religion beliefs.