

**The Brandermill
Church Preschool
PARENT
HANDBOOK
2024-2025**

BRANDERMILL CHURCH PRESCHOOL

POLICIES AND PROCEDURES

Our handbook is subject to change. Changes will be noted and provided in writing to families. The handbook is emailed to each family and is posted on our website.

REGISTRATION AND FEES

The annual registration fee of \$125 is due when submitting your registration and is non-refundable.

Tuition is divided into equal monthly payments for your convenience. The attendance days in each month may vary due to holidays, etc. The tuition rates for the **2024/2025** school year are as follows:

Two Day 2 1/2 year olds	T, TH	9:30–12:15	\$245/month
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Note: Twos need not be toilet trained but must be 30 months of age.

Two Day 3 year olds	T, TH	9:30–12:30	\$245/month
Three Day 3 year olds	M, W, F	9:30–12:30	\$290/month
Three Day Pre-K 4 year olds	M,W, F	9:30–12:30	\$290/month
Four Day Pre-K 4 year olds	M, T, TH, F	9:30–12:30	\$330/month
Four Day Pre-K 4 year olds	Tu-F	9:30–12:30	\$330/month
Five Day Pre-K 4 year olds	M–F	9:30–12:30	\$370/month
JK Five Day 5 year olds	M-F	M-Th (9:30-1:30) Friday (9:30-12:30)	\$450/month

Note: 3 and 4 year olds must be the appropriate age by 9/30/2024.

The annual **activity fee** covers the cost of enrichment activities and other special events and programs.

The activity fee is: \$140– 2.5, 3, 4 and 5 year old classes

Tuition may be paid online through [MyProcure.com](https://www.MyProcure.com), or by check made payable to Brandermill Church Preschool (BCPS) or by cash. Online tuition is processed through Tuition Express and 3rd party cookies need to be enabled for processing.

- Tuition is calculated for the school year and has been divided into equal monthly payments.
- Tuition is paid 1 month in advance on the first of each month.
- For families registering before summer, the first payment is due on June 1. For families registering after June 1, the first tuition payment is due at the time of enrollment.
- The one time Activity Fee is due **September 1** or for later registrations during the 2nd month of enrollment.
- If paying by check, checks are made payable to BCPS. Please include your child's name on the memo line of your check.
- **Tuition more than 2 months past due incurs a late fee based on 5% of the total tuition past due.**
- Tuition will **not** be refunded for temporary absences. Monthly tuition must be paid to hold a class placement for a temporary or extended absence.
- A \$35.00 fee will be charged for any returned check.
- The preschool offers a sibling tuition discount for families with more than one child attending the same year. The lowest cost tuition is discounted 10%.
- A 5% paid in full discount is offered for tuition only if paid in full on or before September 1.

Late Fee

Tuition payments 2 months or more past due will incur a late fee. The late fee will be 5% of the total tuition past due. A written statement for payment plans must be in place and discussed with the Director in order to waive the late fee or stop accrual of additional fees.

Participation in Lucky Lunch, registration for a future year of preschool or for summer camp may be declined until the tuition account is up to date.

ADMISSION POLICIES

The Preschool has a maximum enrollment of 160 children. The Preschool Director will review all applications and approve or deny enrollment in collaboration with the Preschool Board. No discrimination will be made because of race, creed, color, or religion.

REGISTRATION

Enrollment for a new school year typically begins mid-winter with dates set by the Preschool Board. The first weeks of enrollment will be open to current preschool families and church members of Brandermill Church. Open registration for the community begins about two weeks later. Current families will be notified of the dates for registration in advance. Registrations will be taken on a first-come, first-served basis. During open enrollment for current preschool families, if enrollment forms received exceed availability priority consideration will be given for a family's past years at BCPS.

Once a class fills, a waiting list will be established and families will be contacted if space becomes available.

If this is your child's first year at Brandermill Church Preschool, please bring his or her **original** birth certificate for viewing when registering. After viewing the original, a copy may be made for their file.

A current immunization record and completed health form is required **annually**. You may download this form directly from the Virginia Department of Health website. **download the form here -> **VA Department of Health Form** ** IT IS STATE LAW THAT YOUR CHILD MAY NOT ATTEND CLASS UNTIL HIS/HER HEALTH FORM IS COMPLETELY FILLED OUT, SIGNED AND ON FILE AT SCHOOL. The VA Health Form must be completed and on file before the first day of preschool.

The registration fee is due at the time of registration/enrollment and is non-refundable. This fee holds a place for your child in our program.

OUR HISTORY

Brandermill Church Preschool is a half-day program operated at The Brandermill Church since 1981. It is a non-profit and religious exempt organization. Brandermill Church Preschool annually completes and submits proof of inspections and required information for religious exemption from licensure per the law of The Commonwealth of Virginia. We use several classrooms and the Fellowship Hall for most of our activities. Our outside activities take place on the preschool playground and church grounds. The Brandermill Church carries public liability insurance which includes our preschool program. We do not prepare or serve meals or provide transportation as part of our program. We serve a maximum of 160 children. Brandermill Church Preschool is proud of its history in providing an excellent preschool education in a loving Christian environment. Brandermill Church Preschool is a ministry of The Brandermill Church.

CHRISTIAN TEACHING

The preschool is open to people of all religious faiths. The Preschool curriculum is designed so children learn and develop communication skills, beginning academic readiness, motor skills, and values consistent with the Christian faith. Christian faith is proclaimed through actions of love, grace, generosity, gratitude, forgiveness, and stewardship. The children say a blessing/grace before snack. Chapel is held monthly and led by the Senior Pastor or a member of the church ministry staff with support from The Director of Children's Ministry and in conjunction with the Director to provide age appropriate lessons and music.

The children and families are invited to participate in worship at TBC. The pastor is available to counsel and support staff and families as needed.

EDUCATIONAL PHILOSOPHY

The purpose of the weekday education program is to provide quality care and instruction for preschool age children that will promote their mental, physical, emotional, social, and spiritual development.

Each child is an individual, unique in his or her stage of development, learning style, and interpersonal relationships. Therefore, it is the goal of the teachers in our preschool to meet the diverse individual needs and interests of your children to develop their self image and feelings of self worth in a positive manner, encourage their spiritual development, and enable them to reach out for new experiences and ideas.

Since children learn best by being active participants in the learning process, an activity-oriented discovery approach is used in our program. The natural interaction involved in an activity approach allows for an attitude of cooperation and helpfulness, and encourages the acceptance and development of appropriate responsibilities.

GOALS AND OBJECTIVES

The goals and objectives of the program are designed to meet the needs of each child through a “hands on” developmentally appropriate approach. Each class, through its curriculum, will provide opportunities for your child to grow and develop in these areas:

- Develop oral language skills
- Increase self confidence
- Become more independent
- Begin to use problem solving strategies
- Work to display attitudes of kindness, helpfulness and cooperation with others
- Develop fine and gross motor skills
- Broaden individual interests
- Experience music and movement in a variety of ways
- Develop early reading, writing and math skills
- Participate in daily reading activities
- Improve social skills
- Strengthen skills in listening
- Follow simple directions and accept limits
- Use a variety of supplies to create artwork
- Expand their imagination
- Begin to develop a lifelong love of learning

TERMINATION OF SERVICES

Children enrolled will be expected to continue in classes throughout the school year. **Thirty days** written notice at the beginning of the month is required to withdraw a child without obligation to pay further tuition.

If tuition payments are more than two months behind and arrangements have not been made for payment, your child might be withdrawn from the program. Students with past-due accounts are ineligible for Lucky Lunch and registration for the upcoming year until the account is current.

The Brandermill Church Preschool reserves the right to ask parents to withdraw a child if he/she is unhappy, not ready for the preschool experience, or making it difficult to maintain a happy or safe atmosphere in the classroom. This includes biting, hitting, or other acts of aggression.

STAFF QUALIFICATIONS AND HEALTH REQUIREMENTS

Staff members of The Brandermill Church Preschool are certified annually by a practicing physician as being free from any disability which would prevent them from caring for children. They must have a tuberculosis screening upon employment.

The staff shall submit to a Criminal Background Check upon employment and any additional checks as required by the Commonwealth of Virginia. No staff shall be employed who has been convicted of a felony or misdemeanor related to abuse, neglect, or exploitation of children or adults.

Our teachers have training in education and experience working with children. Aides have a minimum of a high school education. Teacher's Aides also have at least two years' experience working with children. All staff must demonstrate a love of children, a passion for teaching, and a positive Christian attitude.

The Preschool Director must have a minimum of a Bachelor's Degree and training in Early Childhood Education and Business Administration.

HEALTH AND WELLNESS POLICIES

Immunizations

The Commonwealth of Virginia law requires us to have an immunization and health report on file prior to the first day of school. All children enrolled must have received immunizations as required by the public schools and have completed a physical examination within the last year. Immunization/Health forms must be re-submitted **annually**.

A Medical Emergency

An "Emergency Authorization Form" must also be returned to the Preschool before the first day of classes. We must have current and correct medical information so we may take the appropriate steps in the event of a medical emergency. State law requires us to have this information on file and it must be signed. Please report any allergies or special needs to your child's teacher and the Director..

In the event of an accident, our staff will administer emergency procedures and contact 911. Parents or the emergency contact person will be contacted. Your child's teacher, the Director or another staff member will accompany your child to the hospital if a medical transport is necessary.

Hand Washing

All staff are required to follow hand washing procedures. The children will clean/wash their hands upon arrival, before snack, after toileting, after outdoor play, and following craft projects. Hand sanitizer may also be used throughout the school day under the direct supervision of staff members.

Medications

Our staff is not medically trained and WILL NOT administer any medications – prescription or non-prescription medication (non-prescription medications include, but are not limited to, Tylenol, cough syrup, topical prescriptions...) with the **exception** of a medication required in a life-threatening emergency (for example: Epipen, Auvi-Q). For a life-threatening emergency medication, the child's parent/guardian and physician must complete and sign an Authorization to Administer Medication Form (MAT). (Director has this form.) Parents must hand deliver medication to the preschool office or an adult staff member in the original container with the label/prescription intact and any necessary measuring tools to administer. Expiration dates and the child's name must be clearly indicated. Within one week after the expiration date of the effective date of the medication, the parent or guardian must personally collect any unused portions. A written record of the administration of the medication will be maintained.

First Aid Training

Multiple preschool staff members and the Director are currently certified in First Aid and CPR training.

Illnesses

It is vital to safeguard the health of all children enrolled at Brandermill Church Preschool. Each child will be given a daily health screening upon arrival. Any child showing signs of illness will not be able to attend school that day. If there are signs of communicable disease, the child should stay home until the symptoms have subsided.

Children with the following symptoms should be excluded from school:

- Diarrhea
- Fever
- Vomited
- Positive Covid 19 test OR signs of Covid 19 and awaiting test results * please see Pandemic measures for more information
- To return to school, your child **must be symptom free for 24 hours** without the aid of fever reducing medication. A doctor's note may be required.

You may be called to pick up your child if he/she does not feel well enough to participate comfortably in the usual activities. If your child is ill and will not be coming to school, we ask that you call the Preschool office and leave a message or email the preschool. Please notify the Preschool immediately if your child has a contagious disease or illness so that other parents in the class can be notified. The notification will not contain your child's name. The preschool is required to notify the health department of contagious disease (COVID19) cases among staff or students.

PANDEMIC MEASURES

Preschool may be **closed due to **state or local orders** or **church leadership** determining changes in the community health necessitate a closure.

*Health guidelines or instructions may be given to our preschool community from the health department in the event of an outbreak of Covid 19 or other communicable disease.

*Any family/child/staff member who has tested positive for COVID19 is expected to **notify** the Director immediately for the health and safety of our preschool community.

***In the event of a positive Covid 19 test/diagnosis** - preschool students will need to remain at home from first symptoms or positive test (whichever occurs first).

To return to preschool:

- Students must be free from fever for 24 hours without fever reducing medicine **AND** symptoms have improved **AND** they are ready to return to normal activity levels.
- Additional prevention measures are encouraged during the 5 days after being fever free without fever reducing medication and following improvement of symptoms.. Prevention measures may include wearing a mask, increased hand washing, and remaining at home for more time to recover.

***Household exposure:** If a preschool student has a family member or caregiver who they have ongoing exposure to Covid 19 testing and monitoring for symptoms is recommended.

***Parents/Guardians/Caregivers who test positive for Covid 19 OR have symptoms of illness please do NOT come to preschool until you are recovered following guidelines provided by your physician and/or the health department.**

Preparing for Preschool

Potty Training Requirements

Children entering the 3s, 4s or 5s programs **must be** potty trained. We understand that children do have accidents. However, it becomes problematic when older children consistently have accidents since our classrooms are not equipped for diaper/pull up changing.

Food Allergies

Our staff annually reviews procedures to protect children with allergies. If your child has a classmate who has a life threatening allergy to a food product you may be asked to limit or exclude this food from snacks/lunches. Please adhere to these restrictions. We appreciate your understanding in this matter.

If your child does have food allergies, please send approved snacks to have in the classroom and share any needed accommodations with the Director and your child's teacher before school begins.

Clothing

- Think of your child's comfort during all school activities by having him/her wear clothes that are simple for toileting, are washable, and are sturdy for playground activities. Shorts or pants, comfortable shirts, and tennis shoes will maximize your child's opportunities for physical development. Please do **NOT** send your child to school in their very best clothes or shoes. Preschool is a fun place to play and learn, and we do get a little messy at times.
- **Open toed shoes, sandals, flip flops, crocs and some boots are not ideal for outdoor play.** For your child's safety, do not send your child to school in the above mentioned shoes. **If your child arrives in shoes that are not appropriate for outdoor play, he or she may not be permitted to play on all play areas.**
- Dress according to the weather. Wear appropriate outerwear when needed. We play outside everyday weather permitting.
- **Please label clothing (jackets, coats, sweatshirts) with your child's name.**

School Supplies

We ask that parents bring school supplies at the beginning of the school year. Supply lists are available on our website. Thank you for your support!

Please bring these 5 items to preschool daily:

1. **Backpack**
2. **Water Bottle (w/ a sealed valve or lid)**
3. **Snack***
4. **Change of Clothes**
5. **Pocket Folder (please write emergency contacts/phone numbers inside)**

All items should be labeled with your child's name.

*Snacks

Send a nutritious snack to school each day for your child, labeled with your child's name. Please send a snack that is not a dessert that your child can eat independently. Some examples are: fresh fruit, pretzels, carrot sticks, cheese and crackers and granola bars. **NO peanuts or tree nut products. Please be mindful of choke hazards such as popcorn, whole grapes, or other snacks that might cause choking.** Please send a labeled water bottle with a sealing valve or lid each day for your child and be sure to clean and refill it daily.

*Change of Clothes

Please send a change of clothes in your child's backpack each day. A change of clothes should include a complete outfit, a pair of socks and a pair of underwear. Please place the clothes in a plastic freezer bag labeled with your child's name. Please be mindful of the season and include clothes that would be appropriate for the weather.

*Pocket Folder

Each family will provide a double pocket folder for communication for each child enrolled. Please label this with your child's name and emergency information – phone numbers, allergies, etc. Place any notes, tuition payments, etc. to your child's teacher inside this folder and return it to school in the back pack each day. Check your child's folder each day for important notes from preschool.

Special Events at Preschool

Birthdays

- Please check with your child's teacher about celebrating birthdays in class and any allergies. Teachers may choose to celebrate birthdays with non food items **OR** may request only pre-packaged food items with all ingredients listed.
- It is our policy not to pass out personal invitations to a child's birthday party unless every child in the class is invited.

Balloons and Candles are **not** permitted at preschool.

Lucky Lunch Days

Lucky Lunch is an after school program for play and socialization. You may choose to sign your child up for this monthly program by completing the form and paying the monthly fee. Lucky Lunch classes fill up quickly and a place is not guaranteed. Children in our 3 year old & 4 year old classes are eligible to attend. They must be ready for a longer day and pack a lunch/drink from home. Your child should bring a nutritious lunch to school for the days registered for Lucky Lunch. **NO nuts or peanut products.** Please send in a lunch your child can eat independently. Some examples include sandwiches, chips or crackers, carrot sticks, an apple or banana, granola bar, etc. We are **not equipped** to refrigerate lunches or microwave or heat meals for your child at school. You may send in a drink box/pouch for your child. Please pack your child's lunch separately from your child's snack and label your child's lunch with his or her name. There is no carpool line for Lucky Lunch. Please walk up to the playground area or the wooden bridge leading to the double doors for dismissal. If the weather is not conducive to outside play, Lucky Lunch groups will be in doors and dismissal will be from the double doors past the wooden bridge.

Programs, Class Celebrations and Field Trips

- Program dates by age group will be shared in advance with families. Programs typically occur during preschool hours.
- Teachers will share with the room parent needs for any class celebrations or programs. The room parent will generally be the point of contact for arranging volunteers in the classroom and any special items, activities or food needed.
- If food items are a part of a class or age group celebration, please keep in mind **NO nuts/peanut products and please send prepackaged food items so ingredients are readily available for review.**

Field Trips

- Fours and Fives classes may take field trips during the preschool morning. A field trip permission form must be completed for each child attending.
- Parents/Guardians will be responsible for transportation to and from any off site field trips and for supervision during off site field trips. Drivers must have current driver's licenses and automobile insurance coverage.
- Parents may not drive on field trips if they are taking any medication that may cause drowsiness or other impairment. Drivers may not smoke or use any vape/nicotine devices while children are in their vehicles
- **It is a preschool policy that siblings may not attend field trips.** We need parent/guardian helpers' full attention to help supervise the preschoolers in your care. No exceptions can be made.
- Any child under age 7 must be in an approved child safety seat. If you are not driving on a field trip be sure to leave your child's car seat with him,her at drop off, labeled with his/her name.
- **In House/On Site** field trips may occur when we have a visitor from a local organization, museum or business sharing a special activity. Examples: Children's Museum, local artisan, theater production, musician. Notification for in house field trips will be shared with families in advance.

HOLIDAYS AND Emergency CLOSINGS

Brandermill Church Preschool follows the Chesterfield County Public Schools calendar for most holidays. Please check our school calendar posted on our website for exact dates. School closings due to inclement weather or unexpected events typically correspond with Chesterfield County Public Schools. Listen to local television and radio stations for their school closings.

- If CCPS is closed, preschool is closed.(weather related)
- If CCPS is delayed one hour, preschool opens one hour late. Carpool at 10:30 and pickup at 12:30 or 1:30 if it is a Lucky Lunch Day.
- If CCPS is delayed **two hours**, preschool is **closed** for the day.
- If CCPS dismisses early, preschool will dismiss at the usual time provided conditions are safe for travel.

After the equivalent of 2 full weeks of missed classes, the preschool calendar can be changed at the discretion of the Preschool Board . Any additional dates added to the preschool calendar will NOT extend past the 4th day after Memorial Day. CCPS' makeup days will be evaluated and may be included in our calendar at the discretion of the Preschool Board. No tuition will be refunded for missed days due to inclement weather.

Tuition and Emergency Closings

If preschool is closed due to inclement weather or emergency closure, **tuition will not be refunded.**

Should a closing extend beyond 2 weeks, the Preschool Board will meet and determine next steps and take into consideration tuition and potential make up time.

Tuition will not be refunded for class closures.

DAILY ROUTINE PROCEDURES

School Hours

- School hours are from 9:30 am to 12:30 pm with the exception of the 2.5 yr old classes and the 5 day 5 year old class.. 2.5 yr. old classes dismiss at 12:15 pm and the 5 day 5 year old class dismisses at 1:30 (M-Thurs.) and at 12:30 on Friday..
- Under no circumstances are children to be dropped off before 9:30 am when there is no adult supervision.
- ***Parents consistently late picking up their children, and who are not in the carpool line by 12:40 pm will pay a "late pick up fee" of \$10.00 and will be charged \$5.00 for each 5 minutes the teachers must wait with your child(ren) after 12:50 PM.***

Transportation

Parents/Guardians shall provide or arrange for transportation to and from school for their child. We will **NOT** release a child to any adult who is not listed on the child's emergency card, unless permission from the parent is received. If someone different will be picking up your child at dismissal, **you must notify your child's teacher or the Director in writing that day.** Without this notification, the child will **NOT** be released until a parent/guardian can be contacted. Please let us know of any ongoing carpool arrangements made with other families. You may contact the Director at any time during the school year to authorize additional people to pick up your child.

ARRIVAL AND DEPARTURE

- All families may use the carpool line for arrival and dismissal or may park and walk with their child to the front of the building.
- If you choose to walk up for arrival or dismissal, enter the parking lot near the one way exit and park under the basketball hoop or in the side parking lot to avoid the carpool line. Please hold your child's hand when coming/going in the parking lot.
- Families of 2.5 year olds will walk in for arrival only.
- Families of 5 day 5 year olds, please refer to the arrival/dismissal options for your class provided in the parent packet.
- Please follow the diagram provided to you in the parent packet at the beginning of the year.
- Do **not** pass cars in line.
- Display your child's **name card/car tag** included in the Parent Packet in the passenger side car window when in the carpool line.
- Please refrain from talking on your cell phone in the loop and be attentive to your child and the flow of traffic in the carpool line.
- In order to keep the line of cars moving, please stay in your vehicle, but have your child ready to unload when you are in the circle. Unbuckle seat belts and have coats and backpacks on when the teachers open the doors.
- Once in the carpool loop, please put your vehicle in park and assist your child with car seat buckles and seatbelts. Teachers and preschool staff will **not** assist with car seat buckles/seatbelts.
- A preschool staff member will assist your child from your vehicle and walk them to their class meeting spot. All class members will remain with their class during arrival and be walked to class by their teacher and aide.
- Send a note with your child if someone else is to pick up him or her other than a pre-arranged car pool. Under no circumstances will a child be released to anyone unknown to the school without authorization from parents or guardians.
- The Preschool will not be responsible for the transportation of children between their homes and Brandermill Church Preschool.
- If it is raining heavily or storming with thunder and lightning, we may change our procedures for carpooling for everyone's safety. This may involve requesting families park and walk up to bring their children from/to their vehicles.

Late Arrival/Early Pick Up

It is important that children arrive at school on time. When a child arrives late, he/she may miss important activities. In the event that your child arrives late for school, you must walk your child to the front door. A member of the church staff or a volunteer will contact the Director upon arrival.

It is not safe and not permissible to drop off children and assume they will get to their classroom on their own.

If your child needs to leave school early due to an appointment, etc., please send a note in on that day or email or call preschool. We will do our best to have your child ready for you when you arrive.

If there is an emergency and you will be late picking up your child, **please call the preschool at 744-1640, Ext. 106 before 12PM.** Messages are checked regularly.

ADDITIONAL INFORMATION

Discipline

Proverbs 10:17 tells us "He who heeds discipline shows the way to life, but whoever ignores correction leads others astray." It is our desire for Brandermill Church Preschool students to be salt and light in the world, showing others the way to live and not leading others astray!

Children cannot become self-disciplined unless adults teach them right from wrong. At Brandermill Church Preschool, children will be taught the expectations for correct behavior and encouraged to act accordingly.

The following behaviors are considered disruptive:

- Requiring constant attention from the staff
- Inflicting physical or emotional harm on other children, adults or self

- Disrespecting people and materials provided in the program
- Disobeying the rules established to enable a community of learners
- Verbally threatening other students and/or staff
- Using verbal or physical activity that diverts attention away from the group of children

A very important part of the preschool experience is helping children learn how to get along in the world and how to enjoy being with other children as well as following the direction of an adult other than their parents. The teachers will focus on the positive behaviors of the children and reinforce those behaviors as often as possible.

Our discipline policy will consist of the following strategies:

- Encouraging children to “use their words” when having a disagreement with another child.
- Facilitating children in their attempts to settle their own disputes.
- Redirecting behavior.
- Separating a child from the group to manage emotions and keep everyone safe.
- Counseling children individually about their behaviors.
- Making parents aware of disciplinary concerns.
- If the behaviors persist to a state considered chronic or extreme, a conference with the family to find the best solution for the student may be needed. It may be necessary for the child to be sent home for a time (to be determined) or removed from the preschool program altogether.
- Parents should note that information about other children cannot be disclosed in your child’s accident/incident reports. This is in keeping with our confidentiality practice.
- Corporal punishment is not used at Brandermill Church Preschool.

Roster

A classroom roster may be distributed for children in your child’s class or shared via email/communication app. We will list the name, address, phone number, and e-mail address of each child per classroom. If you prefer that ONLY your child’s name be included in the directory, please indicate this by NOT signing the permission for release of information on the form in the Parent packet. We hope you will find this helpful as you plan birthday parties, play dates, carpools, etc. throughout the school year.

Conferences and Progress Reports

- To establish communication between the preschool and home parent-teacher conferences will be held. During these conference times, your child’s teacher will review how your child is adjusting to school and answer any questions you may have.
- Written progress reports will be completed by your child’s teacher and are typically prepared twice per year.
- Regular communication between parents and teachers is encouraged.

Items from Home

- We encourage children to share so your child’s teacher may schedule regular “Show and Tell” times. Your child’s teacher may also ask that certain items be brought in to enhance a unit of study.
- Please do not send valuable toys or ones your child may have trouble putting away after sharing.
- Toys and items brought in at times other than “Show and Tell” must remain in your child’s backpack during school hours.
- Please do **NOT** send **hand sanitizer** or **any medications** in your child’s backpack or attached to it. This is a hazard for preschoolers.

Security and Emergency Procedures

- The school/church doors are locked to the outside during school hours. The doors to preschool are restricted access by a security key. All visitors must check in at the front reception desk.
- All of our classroom doors are equipped with locks. The door can be locked to the outside to prevent someone from entering but is always unlocked from the inside.
- Each classroom has a walkie talkie for communication.
- Classes may have mock Fire Drills. All preschool staff are trained to follow Emergency Procedures in the event of a real emergency.

CHILD ABUSE AND NEGLECT

The Brandermill Church Preschool abides by the Commonwealth of Virginia's mandates for reporting child abuse and neglect and the Child Protection Policy of The Brandermill Church.

PRESCHOOL BOARD MEMBERS

The Preschool Board meets several times throughout the year to review policies and finances, receive updates about preschool and determines the budget, tuition, enrollment dates and school year calendar.

Board Chairman - Ginny Brenner - jcbrens@aol.com

Board Member, Director of Adult Education & Discipleship - Barbara Flynt - Barbara@brandermillchurch.org

Board Member, Finance and Church member - Tim Grider - gridertd@gmail.com

Board Member, Parent Representative and Church member - Holly Carpenter - hollycrpntr03@gmail.com

Board Member, Parent Representative and Church member - Mark Carpenter - mikecharlie222@gmail.com

Board Member, BCPS Teacher & TBC Children's Ministry Director - Joelle Hawkins - joelle@brandermillchurch.org

Board Member, BCPS Director - Heather Nghiem - preschool@brandermillchurch.org

If you have any questions, suggestions, concerns, or great ideas, please write a note, call or e-mail the Director at 744-1640, ext.106 or preschool@brandermillchurch.org