**The Brandermill Church Preschool PARENT HANDBOOK**

**2021-2022**

**BRANDERMILL CHURCH PRESCHOOL**

**POLICIES AND PROCEDURES**

**REGISTRATION AND FEES**

The annual registration fee of $95.00 is due when submitting your application 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 **2021/2022** school year are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Two Day 2 1/2 year olds | T, TH | 9:30–12:15 | $195/month |

*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 | $195/month |
| Three Day 3 year olds | M, W, F | 9:30–12:30 | $230/month |
| Three Day Pre-K 4 year olds  | M,W, F | 9:30–12:30 | $230/month |
| Four Day Pre-K 4 year olds  | M, T, TH, F | 9:30–12:30 | $270/month |
| Four Day Pre-K 4 year olds | Tu-F | 9:30–12:30 | $270/month |
| Five Day Pre-K 4 year olds  | M–F | 9:30–12:30 | $305/month |

*Note:* 3 *and* 4 *year olds must be the appropriate age by 9/30/2021.*

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

                                The activity fees are: $35 – 2.5 year old classes

 $45 – 3 year old classes

 $55 – 4 year old classes

**Tuition** may be paid online through MyProcare.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 has been divided into monthly payments for the Sept. - May school year.
* 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.
* 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%.

**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.  No discrimination will be made because of race, creed, color, or religion.

**REGISTRATION**

Enrollment for a new school year typically begins mid-winter.  The first weeks of enrollment will be open to current preschool families and church members.Open registration for the community begins about two weeks later.  Parents will be notified of the dates for registration in advance.  Applications 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 will be made for their file.

A current immunization/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**](http://www.vdh.virginia.gov/ofhs/childandfamily/childhealth/schoolhealth/forms.htm)\*\* 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**

The Brandermill Church Preschool is a half-day program operated at The Brandermill Church since 1981. It is a non-profit and religious exempt organization.  The 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 with support from The Director of Christian Education and the Music Teacher 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 are college graduates with degrees or additional studies and/or training  in education and have prior teaching experience. Teacher’s 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.

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, diaper ointment, sunscreen, and topical insect repellents) 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 in the original container with the label intact.  Expiration dates and the child’s name must be clearly indicated.  Within one week after 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**

A preschool staff member in each classroom 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
* To return to school, your child **must be symptom free for 72 hours** without the aid of fever reducing medication. A doctor’s note may be required to rule out COVID 19.
* Any signs of Covid 19 (Fever or chills, cough, shortness of breath or difficulty breathing,fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, Diarrhea) - necessary quarantines and/or testing will be advised by the department of health.

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 SAFETY MEASURES**

\*Masks for everyone in the building, all students, teachers and staff.

\*Symptom checks and temperature checks will be done as students arrive and before leaving family/caregiver’s vehicles or before entering the building.

\*Staff will check their own temperatures and review symptom checks upon arrival.

\*Smaller class groups (teachers and students) will stay together.  During arrival and dismissal we will be working through options to keep class groups separate and keep everyone safe.

\*After School activities including Lucky Lunch (LL) will NOT be hosted until further notice.  These offerings may be re-evaluated at a later date.

\*Cleaning will include increased cleaning of classroom and bathroom surfaces, materials/toys, common touch areas: light switches, door handles, railings, etc..

\*Frequent handwashing is a part of our daily routine. Handwashing will occur often for teachers/staff and students throughout the preschool day.  Clean hand stations will be available following outdoor time.

\*Per current health guidelines, any family/child/staff member with known exposure and/or a positive COVID19 result  is expected to **notify** the Director immediately for the health and safety of our preschool community.

\*In the event of a confirmed case of Covid19 in preschool, **BCPS will receive instructions from the local and/or state health department.** **Families will receive communication about the case/exposure and any related class closures and additional safety information.**

\*The current health guidelines indicate anyone showing signs of COVID19, aware of a **known exposure to COVID19 and/or awaiting a COVID19 test result will require a quarantine period** during which a child/family/staff member **will not be able to attend preschool**.   The **quarantine period is 10-14 days**.  Before returning to preschool the individual/family **must be symptom free** without the use of fever reducing medication.

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

**PARENTS/GUARDIANS IN THE CLASSROOM during the Pandemic**

* Parents/caregivers please provide advance notice if you need to enter the building..
* All parents and/or caregivers are required to wear a mask while in the building.
* Parents and/or caregivers will be asked to confirm they have no symptoms of Covid19 before entering the preschool area.
* While in the building parents and/or caregivers may only interact with their child or the child(ren) in their household or direct care.

**Preparing for Preschool**

**Potty Training Requirements**

Children entering the 3s or 4s 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.

**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 & Mask\***
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 non-sweet and that your child can eat independently.  Some examples are:  fresh fruit, pretzels, raisins, 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, a pair of underwear and an extra mask.  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**

* Only pre-packaged food items may be sent into preschool for everyone’s safety.  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.
* 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** allowed at preschool.

**Lucky Lunch Days**

**After school programs including Lucky Lunch are not planned at this time due to health and safety measures related to the COVID19 pandemic. The ability to offer this option will be evaluated again.**

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 – 5 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 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 the bridge to the double doors for dismissal.

**Programs and Class Parties**

**\*Due to COVID 19 health and safety measures we are not able to host programs and families visiting classrooms until further notice.**

**Field Trips \*Due to COVID19, field trips procedures will be changing.\***

Fours classes may take field trips during the preschool morning. A field trip permission form must be completed for each child attending.

* Parents will be responsible for transportation to and from any 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 while children are in their cars.
* **It is 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.

**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 will 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.  The 2.5 yr. old classes dismiss at 12:15 pm.
* 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 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 special permission from the parent is received.  If someone different will be picking up your child at dismissal, **you must notify your child’s teacher in writing that day.**  Without this notification, the child will **NOT** be released until a parent 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.

**CARPOOL LINE ARRIVAL AND DEPARTURE**

* All families will use the carpool line for arrival and dismissal (2.5 yr old classes will follow a different procedure for arrival).
* Families of 2.5 year olds will walk in for arrival only and will use the car loop area for their earlier dismissal at 12:15 on Tuesdays and Thursdays.
* Please follow the diagram provided to you.
* Do not pass cars in line.
* Display your child’s **name card/car tag** included in the Parent’s 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.  For everyone’s protection and to minimize contact, teachers and preschool staff will **not** enter your vehicle or assist with car seat buckles/seatbelts.
* Preschool staff will be checking student temperatures and symptom checks before a child exits their family/caregiver’s vehicle.Please wait for to complete the temperature and symptom check and assist your child from your vehicle.
* 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 The Brandermill Church Preschool.
* If it is raining heavily or storming with thunder and lightning, we may change our procedures for carpool for everyone’s safety.  This may involve requesting families park and walk up to bring their children 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 chur contact the Director or a BCPS staff member by calling the preschool or texting the Director.  The phone numbers will be posted on or near the front door next to The Brandermill Church sign.

You will need to wear a mask if you need to enter the building with your child.

**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 the school.  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.

Disruptive Behavior which distracts from the full benefit of the preschool program will result in negative consequences. 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.  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 release of information segment on the form in the Parent packet.  We hope you will find this helpful as you plan birthday parties, play dates, 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 safety locks.  The door can be locked to the outside to prevent someone from entering but are always unlocked from the inside.
* Each classroom has a walkie talkie for communication.
* Classes may have mock Fire Drills and Emergency 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**

**Board Chairman** - Ginny Brenner - jcbrens@aol.com

**Board Member, Senior Pastor** - Rev. Jim Dunkin - dunkins4509@gmail.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** - Sarah Patro - hello@modernmakerstamps.com

**Board Member, BCPS Teacher** - Melissa Fitzgerald - bostongirl629@verizon.net

**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