



**2022-2023**

# **Student Handbook**

13501 North Gayton Road

Richmond, VA 23233

804-360-4354

Email: [agape@gaytonchurch.org](mailto:agape@gaytonchurch.org)

The web: [www.agapepreschool.org](http://www.agapepreschool.org)

Dear Parents,

Welcome to AGAPE Preschool (A God-Centered Active Preschool Experience) of Gayton Baptist Church. As a vital ministry to the community, AGAPE Provides its students with a positive learning experience while encouraging its parents to take an active role in their children's earliest education. AGAPE Preschool's program is based in the teachings of Jesus Christ and promises to help your child begin to understand how precious he or she is to our Creator while offering experiences in learning that will challenge your child intellectually, physically, emotionally, and socially.

We offer you this handbook to explain some important information about AGAPE Preschool. Please read it carefully and contact us if you have any questions. Your questions will be received by the AGAPE Preschool office at 360-4354 or by email at [agape@gaytonchurch.org](mailto:agape@gaytonchurch.org) When you have completed your reading, please sign the handbook compliance form (available online) and return it to the AGAPE office.

Thank you for selecting AGAPE as your child(ren)'s first formal learning environment. We look forward to working and learning together.

Blessings,

*Paige Teague*

AGAPE Preschool Director

*Kristie Taylor*

AGAPE Financial Director

## **Mission Statement**

AGAPE Preschool will provide the community surrounding our facility with a God centered preschool, designed to bring about the emotional, intellectual, physical, and spiritual growth of our preschoolers and their families.

## **Philosophy**

Children learn best through play and exploration. Our play based classrooms foster creativity, acceptance of others, and self confidence as the children are helped to feel good about their identity and abilities.

## **Statement of Faith**

We believe that the Bible is the inspired Word of God and that it is significant for even the youngest of His children. We believe that children are gifts from God, entrusted to our care. It is our responsibility to train them in His ways and in His love.

“Train up a child in the way he should go, and when he is old he will not depart from it”  
Proverbs 22:6

## **Licensing**

AGAPE , as a ministry of Gayton Baptist Church, operates as a religiously exempt child care facility. We are guided by policies prescribed by the Virginia Department of Social Services for religiously-exempt preschools. A copy of our most recent license will be posted in the AGAPE Office.

## **Physical Facilities**

AGAPE Preschool is located on the first floor of Gayton Baptist Church at 13501 North Gayton Road in Henrico, Virginia. We utilize 7-10 classrooms depending on the size of the school each year. The church also allows us to use the gym and the indoor playground called The Treehouse during inclement weather.

## Offerings and Tuition

<b>AGE</b>	<b>Days Available</b>	<b>Minimum Age</b>	<b>Monthly Cost</b>
Twos (2 day)	Monday, Wednesday	2 by 9/30/22	\$250
Twos( 3 day)	Monday, Wednesday Friday	2 by 9/30/22	\$305
Threes (3 day)	Monday Wednesday Friday	3 by 9/30/22	\$305
Threes (4 day)	Monday Tuesday Wednesday Friday	3 by 9/30/22	\$360
Fours (3 day)	Monday Wednesday Friday	4 by 9/30/22	\$335
Fours (4 day)	Monday Tuesday Wednesday Friday	4 by 9/30/23	\$386
Fours/Fives (5 day)	Monday Tuesday Wednesday Thursday Friday	5 by 4/1/23	\$445

A deposit of one months tuition will be required to secure a spot for the 2022-2023 school year.

There will be 8 additional tuition payments due on the 15th of each month beginning on August 15th.

## Extra Opportunities and charges

Application Fee (non refundable)	Returning Student-\$75 New Student-\$100
Lunch Bunch until 1:30	\$15 per day
Enrichment classes	If Covid restrictions allow- River City, Art, Dance (prices vary)
Late Payment Fee	\$15.00
Returned Check Fee	\$25.00

## Financial Policies

All charges , including tuition, will be billed to your account. Statements will be emailed once a month. Account balances will be due by 15th of each month. Any payment received after the 15th of the month should include a \$15 late fee.

Tuition installment payments are due on the 15th of each month, beginning in August and conclude in April. If you have more than one child enrolled at AGAPE, the child with the lower tuition is entitled to a 10% discount. We cannot give tuition refunds for days your child is absent from school for any reason.

Tuition may be paid by mail, deposited in the tuition box in the AGAPE office, or paid online at [agapepreschool.org](http://agapepreschool.org). We request that payments not made online be made by check, payable to AGAPE Preschool. Please write your child's name on each check. Automatic payment checks drafted by your bank are acceptable. There is a \$25 fee for returned checks and future payments may be required to be cash only.

We must receive at least two weeks notice when you are withdrawing your child. No refunds of deposits will be given upon withdrawal.

If an account is in arrears for more than a month, you will need to contact the office to make payment arrangements.

## **The Beginning & the End**

### **Tick-Tock, it's 9:00**

AGAPE's regular class hours are 9AM to 12:PM Monday through Friday. The doors open at 8:45 am each day.

We ask that parents walk their child(ren) to the building and place them in the care of an AGAPE staff person. If your child is absent, please call or email the school to let us know that your child will not be attending.

Your child's class begins promptly at 9:00am and for security reasons doors will be locked after 9:05. Please come to the AGAPE office door if you arrive later than opening time and ring the doorbell.

### **Tick-Tock, its 12:00**

We ask that you pick your child up at the classroom door. The teacher or aide will release your child to you. Please take all your child's things with you at that time and carefully read over any information that may be sent home to you from AGAPE.

If a child is not picked up 15 minutes after closing, AGAPE will call the emergency contact number if we have not heard from you. After 45 minutes, Social Services will be notified. In addition, parents who are late picking up children will be charged a late fee.

Authorized pick up of your child is an issue that we take very seriously. When you register your child with us, you are asked to list those individuals who are authorized to pick up your child. If anyone other than a parent or guardian is going to pick up your child you must let the staff know in advance.

Please let us know if someone different will be picking up your child. Failure to let staff know ahead of time will cause delays in your child being released from our care.. Please ask the person picking up your child to bring a picture ID for identification purposes. We will only allow an authorized adult to sign out a child in our care.

## Inclement Weather

For snow and other inclement weather, AGAPE follows the decision of the Henrico County School Board. You may call the AGAPE office for information or listen to the local news stations.

If Henrico County has a delayed opening, AGAPE will open as follows:

PUBLIC SCHOOL DELAY	AGAPE HOURS
One hour	9:00 –12:00 (no change)
Two hours	10:30–12:30*

\* we reserve the right to close on two-hour delay days if our parking lot is unsafe.

A decision to close Henrico schools will cancel classes at AGAPE for that day. Following extended school closures, we do make every effort to compensate for lost days, generally in a manner similar to that adopted by Henrico County.

## Illness

Parents will be called when their child becomes ill. We request that your child be picked up promptly. Space is provided on the student information form for the names and phone numbers of two responsible adults who can be notified if a parent cannot be reached. It is important that this information be current, so please let the director know of any changes.

If your child is not well enough to enter into the activities of the class (including outdoor play), please keep your child at home. If your child has a childhood disease, your child may not attend school for the number of days that he may be contagious. **If your child has a fever (temperature above 100 degrees), your child may not attend school until she has been free of fever for 24 hours.** If your child has symptoms of vomiting and/or diarrhea, your child may not attend school until he or she has not exhibited signs of either for 24 hours. Please be respectful of your child's condition and the other well children.

Recommendations taken from the report of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics follow:

A child should not be taken from home when any of the following exists: fever, vomiting/diarrhea, sore throat, croup, an unexpected rash, any skin infection, pink eye or other eye infection, a yellow or green nasal discharge.

The Pandemic has heightened our awareness of illnesses with both students and families. We will be taking temperatures and using hand sanitizer to enter the building for the foreseeable future. Students are encouraged to wear a mask when entering the building and in public areas inside. In the classroom students may remove masks (unless a parents states they wish them to keep them on).

## To Bring.....

**Book Bags:** Please provide a book bag that can hold everything the child needs and zip up easily, or a tote bag that can fit a snack, water bottle and a full sized folder. It is very easy to purchase a cute toddler sized back back.....but it makes the job of the teacher so difficult. We thank you for making sure the backpack is large enough for the essentials.. Your child's work will be sent home in her bag along with any teacher correspondence. If your child is not potty-trained, please send a supply of diapers and label all items that belong to your child. If a diaper is not available for a child who needs to be changed, parents will be contacted to bring one to school immediately.

**Change of Clothes:** Please dress your child appropriately. Clothing should be comfortable and manageable for your child. Tennis shoes or other soft-soled shoes are the safest for your child. Open-toed sandals and other similar shoes can lead to injuries and are not allowed. Please be sure that your child's name is marked on all removable clothing such as coats or sweaters. Please provide a change of clothes (appropriate to the season) in a labeled ziploc bag to be stored at school or brought each day in the child's bag. Please include socks and underwear (if applicable). If a change of clothes is not available for a child who needs it, parents will be called to bring clean clothes immediately.

**Snack:** Parents are responsible for providing **one** healthy snack (food & drink) for their child each day. Please send a small snack that can be eaten in several minutes. You may send a juice box, a no-spill cup filled with drink, or an empty cup for water. Your child's name should be on any non-disposable food container and drink.. **PLEASE REMEMBER WE ARE A NUT FREE FACILITY. WE WANT ALL OUR FRIENDS TO BE SAFE.**

## or Not to bring . . .

**Food:** We are a **NUT FREE** facility. Please help us keep everyone safe and check to make sure no snacks contain nuts of any kind.

**Toys:** If your child wishes to bring items from home to share with the class please ask the teacher in advance. As a general rule, please leave all toys at home except when requested for show-and-tell or another classroom activity. We discourage parents from allowing children to bring pacifiers to school as they are a potential means of spreading germs.



## **Separation Anxiety**

Please say your good-byes quickly when dropping off your child. Lingering tends to prolong children's anxiety. Our teachers are very skilled at calming any tearfulness young children may experience. If a child is inconsolable after 30 minutes, parents will be consulted. If a child cannot be calmed after a period of several days, we may recommend that you postpone enrollment until a later date. If you are concerned about your child, please do not hesitate to call the office and ask someone to check on him. We're parents ourselves and know that separation anxiety can go both ways!

## **Records & Information**

AGAPE maintains emergency records on each child. This includes parents' home and work numbers, special medical conditions, allergies and other information important to your child's health and safety. *AGAPE requires that your child have a doctor's Certificate of Physical Examination and Immunization and a birth certificate on file before the first day of class.* Please help us keep our records updated by making sure that any changes are submitted in writing to the directors of AGAPE.

AGAPE also maintains records on all parents who help in our classrooms. These include criminal background checks and medical screening reports. All records kept by AGAPE are considered confidential.

## **Security**

Fire alarm systems enhance the security of AGAPE. The school is inspected by the County on a regular basis to ensure safe conditions.

All doors remain locked when children are in our building. We have a doorbell and a camera system that assists in monitoring all who enter and leave our building.

## **Accident Insurance**

AGAPE does everything possible to minimize accidents. All of our teachers are trained in First Aid. Our facility is inspected on a regular basis, and we maintain the facility well. If an accident does occur, we appreciate your understanding and cooperation. In the event of a doctor or emergency room visit, it is the responsibility of the parents of the child to submit bills to a director of AGAPE. We will forward these to our insurance company. Information that appears on your child's registration form will also be sent. Illness is not covered, and cannot be compensated for under Gayton Baptist Church's insurance program.

## Medicine

AGAPE staff members are not licensed to administer medication.

## Celebrations

Your child's birthday is a special day. We enjoy being a part of the celebration by recognizing your child during snack time. Please let your child's teacher know ahead of time if you would like to provide a special birthday snack. Please remember we are a **NUT FREE** facility. Do not send any treats that contain nuts into the classroom. Parents are welcome to join us on these occasions. If your child has a birthday during the summer months, we are happy to celebrate a half-birthday instead.

We do ask that all gift giving be reserved for another time. Birthday parties will not be permitted to be held on school grounds. Parents may only distribute party invitations at school if the entire class has been included.

## Classroom & Playground

AGAPE Preschool provides activities for learning geared to each child's age and developmental level. Both inside the classroom and outside on the playground, the staff and parent volunteers stay with the children to ensure that they are safe.

Indoor AGAPE activities will occur on the lower level of the church facility. Gayton Church has a gym and an indoor playground for when the weather is not suited to play outdoors. Much of each child's time will be spent inside the classroom. For children who are toilet trained, there are bathroom facilities in the main hallway, convenient to the classrooms.

AGAPE employs a resource teacher . Students will attend weekly classes in Music and Movement and a literacy readiness to supplement their classroom learning. AGAPE students do not go on field trips, but we do bring special events – like a petting zoo and a visit from the fire station – to AGAPE.

### **Sample Schedule for a Typical Day:** (Individual classroom schedules may vary)

8:45-9:05	Student arrival
9:00-9:20	Greetings and Play time with friends
9:20-9:40	Circle Time where kids sing songs, pray, calendar, pledge
9:40-10:00	Bathroom Break and Snack Time
10:00-10:30	Outside play weather permitting...other options include the gym and indoor playground
10:30-11:00	Library Time, , Literacy Readiness, or Music and Movement
11:00-11:25	Read Alouds, Readiness or Writing Activities
11:25-11:45	Art and Creativity Time
11:45-12:00	Clean up and Dismiss

## **Communication**

Communication is key as the staff of AGAPE work together with you to support the best interest of your child(ren). You are encouraged to communicate with your child's teacher directly regarding any questions or concerns you may have over your child and classroom activities. The AGAPE Director is always available during school hours to address any administrative issues. We check school voice mail and email daily.

Your child's teacher will provide you with a welcome letter, highlighting the best time and method to communicate with her as well as a printed newsletter, featuring areas of classroom learning and special events.

Please check your child's folder **daily** for these and other communications. Empty your child's folder each day to make room for the next day's projects and communications.

The AGAPE office will communicate primarily by email. Please be sure that we have the best email address(es) on file and that you check email frequently for updates and information.

## **Behavior Management**

Discipline begins with you in your home. Make sure that your child understands that while he is at AGAPE Preschool, the staff and volunteers are his guides. Rules will be explained thoroughly. We provide positive reinforcement to the child who does what is asked of him and impress upon the uncooperative child that his behavior is unacceptable.

We do this by:

- Setting realistic limits
- Modeling appropriate behavior
- Treating children with respect
- Teaching children that good behavior is expected
- Offering praise, reward, and encouragement.

The following general discipline measures may be taken if a child's behavior is unacceptable:

- Redirection to more appropriate behavior
- Verbal reprimands by a staff member
- Time out in a quiet area if behavior is physically or emotionally harmful
- A note home about the child's behavior
- A phone call made to a parent
- Revocation of privileges.

If these techniques do not work, the parent will be notified to come get the child. Under no circumstances will corporal punishment be used.

- Unacceptable behaviors include, but are not limited to:
- Aggressive behavior toward other children or adults (kicking, biting, etc.)
- Destruction of property belonging to AGAPE or other people
- Disobeying instructions, policies, or procedures

## **Reporting Suspected Child Abuse**

The Code of Virginia (Section 63.1-248.3) requires any person providing full or part-time child care for pay on a regular basis to report suspected child abuse or neglect.

## **Withdrawals**

At least two weeks notice in writing or by email to the AGAPE director is required to withdraw a child from our program. If the office does not receive notice, the parent is responsible for additional tuition that may occur after the child is withdrawn from AGAPE.

If we feel that it is in the best interest of AGAPE and the other children, a child can be dismissed at the discretion of AGAPE and its administrative board without a refund of tuition.

AGAPE Preschool may dismiss a child upon completion of the following process:

- The staff has carefully documented incidents of unacceptable behaviors and attempts to discipline the child have been unsuccessful.
- The child's parents have been notified in writing of the documented behavior and the administrative board has been notified and has received a copy of all documentation. A conference with parents has not resulted in an improvement in the child's behavior or attempts to schedule a parent conference have been unsuccessful.

AGAPE Preschool may dismiss a child under the following circumstances:

- Parents fail to comply with the financial policies of AGAPE
- Parents are continually late to pick up their child at the end of school
- Parents do not pick up their child or make arrangements for someone else to pick up their child when AGAPE calls due to illness.
- Parents do not keep their child at home when they have not been free of fever for at least 24 hours.
- Parents consistently fail to cooperate with the policies and staff of AGAPE Preschool

## **Staff Health and Security Requirements**

The staff is required to have a yearly check by a Doctor or Nurse Practitioner to evaluate whether they are in fact healthy enough to provide care for children. Each employee will complete a sworn statement, central registry and fingerprinting for background checks.

## **Staff Job qualifications**

Every staff member has at least a high school diploma, college degree and childcare or teaching experience.



## **AGAPE Preschool Organizational Chart**

### **Owned and Operated by**

Gayton Baptist Church

### **Administrative Board**

Elected Church Members

### **AGAPE Preschool Director**

Paige Teague

### **AGAPE, SPACE, and Quest Financial Director**

Kristie Taylor