



# East Hill Baptist Preschool 2018-2019

License # COLE0238

## Purpose of East Hill Baptist Preschool

The weekday preschool is a ministry of East Hill Baptist Church. It is the purpose of the preschool to provide a loving, caring environment where each child has a sense of belonging and feels safe and secure. In addition, the preschool is concerned with effectively stimulating each child's growth physically, spiritually, emotionally, cognitively and socially. In each room, as in the school as a whole, the preschool seeks to reflect Christ's love (John 3:16).

## Philosophy of East Hill Baptist Preschool

At East Hill Baptist Preschool we treat children as individuals. We encourage children to learn to think for themselves and therefore do not do for the children what they can do for themselves. We seek to follow through when asking for a response or making a request of a child and we teach each child to finish a task he or she has begun. Teachers are consistent in using the school's discipline policy and positive when correcting children by directing them in the proper behavior. The goal in discipline is to focus on the behavior, not the child's worth as an individual.

Teachers use a soft voice when speaking to our children and aim for less talking and more listening. We avoid using symbolism when speaking of spiritual things. We encourage creativity as we help every child to grow and develop understanding in the eight concept areas of God, Jesus, Self, others, Family, Natural World, Bible, and Church (Luke 18:15-17; Psalm 78:5-7; Mark 9:36-37).

## Statement of Faith of East Hill Baptist Preschool

- We believe that the Bible is the divinely inspired record of God's self-revelation to humanity
- We believe that the eternal God is one and is revealed to us as Father, Son and Holy Spirit.
- We believe that God has most completely revealed himself to us through his incarnation as Jesus the Christ.
- We believe that we are saved by God's grace through faith in Jesus Christ.
- We believe that the church is the representation of Christ in the world.

# EAST HILL BAPTIST CHURCH PRESCHOOL FEES 2018-2019

A registration fee in the amount of \$100.00 is due at the time of registration. The supply fee has been prorated and included in the tuition payments. Each monthly fee will be the same amount regardless of the days attended. All monthly tuition fees have been totaled and divided into equal payments. There will be 10 equal payments due by the 10<sup>th</sup> of each month starting August 10 and ending May 10 for tuition. Daily Early Drop-Off and Extended Day will be added to the next month's bill. Debit/Credit, Checks, and Money-Orders are accepted, *never cash*. Balance owed will be emailed at the beginning of each month.

## 2-3 Year Old Class

|                   |                        |                         |
|-------------------|------------------------|-------------------------|
| Registration      |                        | \$100                   |
| Preschool Tuition | 9:00 AM – 1:00 PM      |                         |
|                   | 5-day                  | \$295/month             |
|                   | 3-day (Mon, Tues, Wed) | \$220/month             |
|                   | 2-day (Thurs & Fri)    | \$195/month             |
| Early Drop-Off    | 7:30 AM – 9:00 AM      | \$5/day                 |
| Extended Day      | 1:00 PM – 3:00 PM      | \$10/day OR \$150/month |

**Supply Fee** has been prorated and included in the tuition payments.

### School Supplies Include:

1. Art supplies-various colors and types of paint and paper
2. Glue
3. Paint Brushes
4. Easels
5. Craft supplies-fabrics, feathers, shells, beads, markers, pencils, and crayons
6. Play Dough
7. Various cooking supplies for projects
8. Science projects-seeds, potting soil, etc....
9. Special Events- classroom parties and programs

### Classroom Supplies Include:

1. Paper towels
2. Kleenex
3. Wipes
4. Cups
5. Paper plates
6. Plastic spoons and forks
7. Zip lock bags
8. Trash baggies
9. Hand sanitizing gel
10. Cleaning and disinfecting supplies

### Custodial School Supplies Include:

1. Toilet tissue
2. Anti-bacterial soap
3. Paper hand towels
4. Air Freshener
5. Cleaning Supplies

*\*Naps are not offered*

# EAST HILL BAPTIST CHURCH PRESCHOOL FEES 2018-2019

A wrap-around fee in the amount of \$150.00 is due at the time of registration. Each monthly tuition fee will be the same amount regardless of the days attended. All monthly tuition fees have been totaled and divided into equal payments. There will be 10 equal payments due by the 10<sup>th</sup> of each month starting August 10 and ending May 10. Daily Early Drop-Off and Extended Day will be added to the next month's bill. All Day VPK will be a flat monthly fee. Debit/Credit, Checks, and Money-Orders are accepted, *never cash*. Balance owed will be emailed at the beginning of each month.

## Voluntary Pre-K

|                         |                   |                         |
|-------------------------|-------------------|-------------------------|
| Wrap-Around Fee         |                   | \$150                   |
| Voluntary Pre-K Tuition | 9:00 AM - 1:00 PM | \$85/month              |
| Early drop-off          | 7:30 AM – 9:00 AM | \$5/day                 |
| Extended day            | 1:00 PM – 3:00 PM | \$10/day OR \$150/month |
| After school            | 1:00 PM – 6:00 PM | \$250/month             |

After school prorated months (tentative according to LCS calendar):

|              |                |             |           |
|--------------|----------------|-------------|-----------|
| August \$125 | December \$175 | March \$190 | May \$190 |
|--------------|----------------|-------------|-----------|

All Day VPK monthly fee for a student enrolled from 7:30 AM – 6:00 PM = \$435.00 (excluding prorated months).

### Voluntary Pre-K

Tuition for VPK students is paid directly to the school by the State of Florida. All parental enrollment paperwork to enroll the child in the VPK program must be completed in order to register a child in the East Hill Baptist Church VPK program.

The VPK program pays tuition for three hours of daily classroom instruction. East Hill Baptist Church Preschool is a four-hour program that includes classroom instruction, music/ movement, chapel and lunch, therefore a “wrap-around” fee will be charged per student.

Attached to the “VPK Agreement” are instructions on registering for VPK will Early Learning Coalition. You will need to do this as well as registering with us.

*\*Naps are not offered*

# Program Information

**Director of Weekday Children's  
Programs  
Margaret Bardes**

## **Email**

**Director:** [Margaret@easthill.net](mailto:Margaret@easthill.net)

**Main Office:** [easthillwekday@easthillweekday.com](mailto:easthillwekday@easthillweekday.com)

## **Address**

East Hill Baptist Preschool  
912 Miccosukee Road  
Tallahassee, Florida 32308  
[www.easthillweekday.com](http://www.easthillweekday.com)  
Preschool Phone #:(850) 224-4834  
After School Phone#: (850) 224-9918

## **Hours of Operation**

|                      |                       |
|----------------------|-----------------------|
| Before School        | 7:30 a.m. – 9:00 a.m. |
| Preschool            | 9:00 a.m. – 1:00 p.m. |
| Extended Care        | 1:00 p.m. – 3:00 p.m. |
| After school (Pre-K) | 1:00 p.m. – 6:00 p.m. |

## **Governing Body of Preschool East Hill Baptist Church Weekday Committee**

The purpose of the weekday preschool committee is to assist the church by supervising the management of the preschool in consultation with its director. The committee will consist of at least three church members, the preschool director, a ministerial staff liaison and a representative from the stewardship committee. The committee will be responsible for the following:

1. Assist with the development of the preschool budget.
2. Assist as liaison between the school and the church body.
3. Implement accreditation requirements relating to administrative functions.
4. Coordinate the ministry with the other ongoing ministries and life of the church.
5. Assume other responsibilities as requested by the ministerial staff, church body, and preschool director.

# Policies

## **Clothing**

- Children need to wear comfortable play clothes. We believe children need freedom to explore art materials and the outdoors without fear of negative parental response due to soiled clothing. Please send children in inexpensive play clothes.
- Sweaters, coats, hats, rain gear and mittens should be marked with your child's name.
- Children will need a change of underwear and weather appropriate clothes labeled with their name in a zip lock bag. These clothes will be kept all year and returned at the end of the school year.
- Flip flops, jelly shoes, dress shoes, and cowboy boots are not permitted. Soft soled closed toe shoes are the best for active playground play and climbing.
- There will be special dress up days announced by each class. Please remember some children may not be comfortable dressing up. Rather than insisting, please send their clothes in a labeled bag in case they change their mind later in the day.

## **Things Not To Bring**

- We ask that children bring only those items teachers request. Often when a child brings a toy to school it is lost or broken.
- Children should not bring or wear anything that could be damaged, lost, or cause injury to themselves or others, such as watches, bracelets, earrings, etc.

## **Daily Schedule**

Each class schedule will vary to allow for needs, ages and interests of the children. The teachers will maintain a balance between group and individual activities and active and passive activities. Children will be encouraged to participate in the play/learning centers of their choice. A variety of materials are offered that relate to the theme. Children are not forced to participate in activities in which they are not interested. The centers may include:

|                    |                         |
|--------------------|-------------------------|
| Art center         | Language/Writing center |
| Block center       | Manipulative center     |
| Book center        | Science/Nature center   |
| Home living center | Sand/Water center       |

## **Other Play**

The children are taken outside each day to play on the playground, go on a nature walk, or participate in a large group game.

## **Music**

Each class will participate in music/movement each day led by the music teacher.

## **Group Time**

The children come together as a group each day and participate in stories, songs, finger plays, and other language activities related to the theme.

## **Lunch and Snack**

All children will need a lunch and snack brought each day. Foods needing refrigeration or warming should not be sent.

We will emphasize good nutrition. The USDA food guide pyramid and other nutritional information may be viewed by parents at [www.pueblo.gsa.gov/cic\\_text/food/food-pyramid/main.htm](http://www.pueblo.gsa.gov/cic_text/food/food-pyramid/main.htm). Candy may be brought for special events, but should not be sent in the child's lunch box.

There will be times that the children will be involved in cooking activities and will be asked to bring in a specific food.

## **Arrival**

Before School children should arrive no earlier than 7:30 a.m. Before School children may be registered on a daily or monthly basis. Preschool children must be brought to their assigned classroom by a parent or responsible adult no earlier than 9:00 a.m. Any children arriving before 9:00 a.m will be billed accordingly for Before School.

## **Departure**

Preschool children are to be picked up at their classroom at 1:00 p.m. Children not picked up by 1:10 p.m. will be taken to the Extended Care and the parent billed accordingly. Children will not be permitted to leave with anyone other than parents and persons listed on the enrollment form.

## **Teacher/Parent Relationship**

Teachers plan and implement methods for establishing positive relationships with parents including daily contact as well as specific events and meetings. All teachers evaluate the spiritual, social, emotional, and intellectual level of the individual child on an ongoing basis. Each child is formally screened regarding cognitive, social/emotional, motor skills and hygiene/self-help skills in October and April. Parent/Teacher conferences to address kindergarten readiness are scheduled in late spring. Teachers may initiate extra conferences as needed throughout the school year with the input of the preschool director.

## **Discipline Policy**

According to State of Florida Statute Section 402.305(12), all child care personnel of the child care facility must comply with the facility's written disciplinary practices. Such policies shall include standards that prohibit children from being subjected to discipline which is severe, humiliating, frightening, or associated with food, rest, or toileting. Spanking or any other form of physical punishment is prohibited by all child care personnel.

Discipline at East Hill Baptist Preschool means guidance in the form of helping children change undesirable behavior into more acceptable, satisfying behavior. Guidance is a process that is slow and time consuming. What is successful with one child may not be with another, so many different techniques may be necessary.

### **Different Guidance Techniques Used**

Positive Statements  
Praise  
Active Listening  
Redirection

Encouragement  
Natural Consequences  
Logical Consequences

If the above methods are not successful a child may be removed for a brief period of time from the group or activity he/she is involved in. If a time out is necessary more than occasionally, parents will be contacted.

### **Program Suspension Procedures**

If a child is putting himself/herself or other children at risk for safety reasons on a continuous basis then the child may be considered for suspension from the program. The following list of infractions may lead to suspension:

1. Biting
2. Hitting
3. Verbal Abuse
4. Lack of Anger Control
5. Inappropriate Language

Before a child is recommended for suspension from the program, at least three documented incidents must occur. Each incident is documented by the supervising teacher and then presented to the director. The director will review and place documentation into the student file. Parents will be notified of each infraction.

After the occurrence of the third incident, the director will contact the parent(s) of the child and request a conference. A written plan will be devised and agreed upon by the child's teacher, parents and the director.

If the behavior is not corrected after the written plan implementation, the director reserves the right to suspend the child from the program for a length of time that the director feels is appropriate. The director, at his/her discretion, may decide if these steps can be skipped or extended.

### **Medication**

A Florida Department of Children and Families Service health information sheet must be obtained and filled out by a physician for every child enrolled. This form is due before the first week of school. We can only accept well children. We are depending on parents to help us maintain this policy. Symptoms that are cause for keeping your child home are: a cold, coughing, flushed skin, earaches, red eyes, chills, skin eruptions, sore throat or fever. Should a child become ill during the day, parents will be called to pick him or her up as soon as possible.

### **Lost and Found**

Lost items can often be found if you label all your child's belongings with his/her first and last name. Our lost and found basket will be kept in the preschool office.



### Visits

Parents are welcome anytime. If a parent comes to class, they should be prepared to participate in some way. Lunch time and parties are additional opportunities for parent participation.

### Birthdays

Due to past conflict and many tears, we now have a school policy of no party invitations delivered at school. Upon request, a class address list will be provided for you to mail invitations. Preschoolers delight in receiving mail.

Birthdays are special. Please talk to your child's teacher if you would like to provide a snack to recognize your child's birthday. You are invited to come and share this experience with your child and class. Please do not bring balloons.

### Accident or Injury

Our teachers are CPR and first aid trained. In the event of accidents or injury, first aid measures will be taken and the parent contacted. If the injury is very minor, an accident form will be filled out and the parents will be informed when picking up their child.

### State Licensure and Certification

East Hill Baptist Church Preschool is a State of Florida VPK Pre-K certified program that meets the standards set forth in the Florida Partnership Act for School Readiness. The School Readiness Act, State of Florida Statue Section 411.01, was passed unanimously by the Florida Legislature, and signed into law by Governor Jeb Bush. The Act recognizes that School Readiness programs increase children's chances of achieving future educational success and becoming productive members of society.

East Hill Baptist Church Preschool is licensed through the Department of Children and Families, Leon County, Florida, Certificate Number **C02LE0238**, which renews annually in October.

East Hill Baptist Church Preschool is recognized by the State of Florida Department of Education. The East Hill Baptist Church Preschool program goals and curriculum information is based on the **WEE Learn Curriculum**, approved by the State of Florida as a Kindergarten Readiness prospectus. The **WEE Learn Curriculum** adheres to the following:

- To be partners with parents and God in meeting the needs of preschoolers.
- To establish an environment where children grow freely as they become all they can be as God intended.
- To facilitate many experiences where a child will feel love, acceptance, security, protection, independence, faith, guidance, and control.
- To encourage growth in the four developmental areas, social-emotional, physical, spiritual, and mental. Each developmental area is defined below.

# Development

## **Social-Emotional Development**

1. To develop a positive self-concept.
2. To appropriately express both negative and positive feelings.
3. To separate from family without serious emotional distress.
4. To develop independent behaviors.
5. To participate alone and with a group in a variety of experiences.
6. To name members and relations of family.
7. To ask for assistance when experiencing difficulty with tasks or relationships.
8. To develop acceptable attention-getting behaviors.
9. To accept strengths and weakness.
10. To develop cooperative behaviors for interactions with others.
11. To develop relationships with peers and adults outside the home.
12. To respect one's own property and that of others.
13. To respect individual differences.
14. To recognize and respect the feelings and needs of others.
15. To develop basic understanding of the history, celebrations, art, music and other aspects of Western culture.

## **Physical Development**

1. To exhibit age-appropriate balance and coordination skills.
2. To safety utilize outdoor equipment for climbing, riding, swinging, etc.
3. To participate in a range of outdoor and indoor physical activities for fine and gross motor skills.
4. To follow music/drum beat during movement activities.
5. To satisfy build with various materials (blocks, boxes, etc.).
6. To acquire skills for writing, cutting and eating.
7. To handle books comfortably and carefully.
8. To dress self and fasten clothing.
9. To comfortably experiment with clay, finger paint, sand, and other activities.
10. To participate in a regular program of exercise and physical activity.
11. To utilize manipulative toys for nesting, stacking, insertion, matching and grouping.
12. To move comfortably though space without frequent accidents.
13. To develop skills for personal hygiene and care (hand washing, tooth brushing, etc.).
14. To handle materials and animals gently.
15. To develop confidence in motor-skills abilities.

## **Spiritual Development**

1. To recognize the church as a special place where people learn about God and Jesus
2. To repeat songs about God, Jesus, and church.
3. To encourage developmental of a conscience.
4. To recognize that we can love and help other people.
5. To accept responsibility for helping people and taking care of things in God's world.
6. To know that God made people and things in the world.

7. To know Jesus was special and grew from a baby to be a man.
8. To understand that Jesus helped people.
9. To learn certain Bible truths in stories, pictures and books.

### **Mental Development**

1. To point to familiar objects and body parts.
2. To name familiar objects and body parts.
3. To recognize basic shapes and primary colors.
4. To follow simple directions.
5. To ask questions.
6. To recognize numerals and alphabet letters.
7. To classify objects according to common attributes.
8. To compare and contrast objects according to predetermined criteria.
9. To develop observation skills using the senses.
10. To experiment with objects in the environment.
11. To predict the outcome of events and experiments.
12. To recognize simple patterns.
13. To develop concepts of space, time and numbers.
14. To develop problem-solving skills.
15. To recall and describe events.
16. To use verbal expression, rather than gestures.
17. To develop vocabulary.
18. To speak clearly and develop articulation skills.
19. To speak in complete sentences.
20. To relate experiences.
21. To formulate questions.
22. To answer (respond to) questions from others.
23. To follow simple directions.
24. To repeat familiar nursery rhymes, songs, and jokes.
25. To listen to stories.
26. To retell stories in own words.
27. To recognize familiar sounds.
28. To participate in writing activities.
29. To express ideas, feeling and experiences through stories and drawings.
30. To associate spoken and written language.

### **Play is Learning**

#### **When the child works in the block area, he/she:**

1. Learns to use imagination to create something.
2. Enjoys the satisfaction of being able to make something.
3. Learns about sizes and shapes, weights and balances, height and depth, smoothness, roughness and volume.
4. Exercises his/her body.
5. Learns to work and play cooperatively with others.
6. Learns to communicate ideas through language and create representations.

7. Learns to solve problems and make decisions.
8. Creates patterns when building.
9. Represents personal experience through role play and pretending.

**When the child works in the art area, he/she:**

1. Is more concerned with the process than with the finished product.
2. Uses imagination and learns to transfer ideas to paper.
3. Gets emotional satisfaction from creative expression.
4. Exercise small muscles and develops coordination in this area.
5. Makes choices and decisions.
6. Increases language ability by discussing creation.
7. Uses material like scissors, glue, tape, and staples.
8. Learns about shapes, sizes, colors and textures.

**When the child plays in the home living area, he/she:**

1. Uses imagination.
2. Explores roles of mothers, fathers, and children.
3. Understands what it feels like to play at being someone else.
4. Learns to cooperate with others.
5. Communicates with others about personally meaningful experiences.
6. Imitates and describes sounds from the environment.
7. Pantomimes actions such as cooking and vacuuming.

**When the child listens to stories or looks at books, him /her:**

1. Learns to enjoy books and reading.
2. Learns to listen.
3. Develops valuable concepts of print and other pre-reading skills.
4. Increases vocabulary by hearing new words read.
5. Learns about different concepts, people, and places.
6. Visualizes things heard about.
7. Begins telling stories from picture and book in an order sequence.
8. Recalls information that is seen and heard.
9. Sees adults reading and enjoying stories.

**When the child cooks, he/she:**

1. Learns to follow directions.
2. Stimulates and uses all five senses.
3. Learns to recognize colors, shapes, and different foods and kitchen utensils.
4. Improves small muscle coordination while using kitchen tools and equipment.
5. Develops vocabulary and concepts such as "half", "whole" "some" and "all".
6. Measures ingredients.
7. Compares numbers and amounts.
8. Predicts outcomes.
9. Observes that clocks are used to denote passage of time.

## Topics and Skills

### **Language Arts**

1. Listening to stories & poems.
2. Following directions.
3. Dramatizing stories.
4. Developing vocabulary.
5. Learning finger plays.
6. Associating written with spoken language.
7. Listening to music.
8. Learning songs.
9. Oral expression.
10. Making books.
11. Using art media to express feeling.
12. Writing experience stories.
13. Literature appreciation.
14. Making puppets/having puppet shows.
15. Handling & using books.
16. Sequencing of events.
17. Telling stories.
18. Describing objects and people.
19. Keeping records of class activities.
20. Participating in conversation.
21. Developing articulation skills.
22. Awareness of different languages.
23. Increasing attention span.
24. Understanding opposites.
25. Writing and drawing with pencils and crayons.
26. Understanding figures of speech.
27. Letter recognition.

### **Health and Safety**

1. Bathing and keeping clean.
2. Emergency procedures.
3. Rest and exercise.
4. Poisons.
5. Toileting habits.
6. Fire safety.
7. Using tissues for coughing & sneezing.
8. Traffic safety.
9. Roles of police and fire personnel.
10. Care of teeth and gums.
11. Safety around strangers.
12. Visiting the doctor and dentist.
13. Safety in cars and on buses.
14. Food preparation and safety.
15. Water safety.
16. Basic food groups.
17. Understanding warning signs.

18. Nutritious meals and snacks.
19. Farm and Home equipment safety.
20. Illness and medicines.
21. Understanding feelings.
22. Growth and aging.

### **Social Studies**

1. Feelings.
2. Sharing and cooperation.
3. Families.
4. Transportation.
5. Pets (care of).
6. Community Helpers.
7. Expressing needs and wants.
8. Art appreciation.
9. Individual physical characteristics.
10. Music appreciation.
11. Drama appreciation.
12. Likes and dislikes.
13. Celebrations.
14. People's names.
15. Death.
16. Respecting individuals.
17. Clothing people wear.
18. Respecting individual differences.
19. Friendships.
20. Map making.
21. Homes people live in.
22. Following rules.
23. Food people eat.
24. Manners.
25. Jobs people have & different tools used.

# 2018-2019 Preschool Calendar

## 2018

|   |                                   |
|---|-----------------------------------|
| <b>August 6<sup>th</sup></b>                    | Preschool Teachers Report         |
| <b>August 10<sup>th</sup></b>                   | Open House 11AM-1PM (tentatively) |
| <b>August 13<sup>th</sup></b>                   | First Day of School               |
| <b>September 3<sup>rd</sup></b>                 | Labor Day                         |
| <b>September 19<sup>th</sup></b>                | Fall Holiday                      |
| <b>October 12<sup>th</sup></b>                  | Teacher Planning Day              |
| <b>November 12<sup>th</sup></b>                 | Veteran's Day Observance          |
| <b>November 19<sup>th</sup>-23<sup>rd</sup></b> | Thanksgiving Holidays             |
| <b>December 22<sup>nd</sup>-31<sup>st</sup></b> | Christmas Holidays                |

## 2019

|  |                           |
|--|---------------------------|
| <b>January 1<sup>st</sup>-7<sup>th</sup></b> | Christmas Holidays        |
| <b>January 8<sup>th</sup></b>                | Children Return to School |
| <b>January 21<sup>st</sup></b>               | MLK Holiday               |
| <b>March 18<sup>th</sup>-22<sup>nd</sup></b> | Spring Break              |
| <b>March 25<sup>th</sup></b>                 | Teacher Planning Day      |
| <b>May 24<sup>th</sup></b>                   | Last Day for Students     |

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912 Miccosukee Road  
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