

2023-2024

EAST HILL BAPTIST CHURCH



PRESCHOOL

PROGRAM

License # C02LE0238

PROGRAM INFORMATION

Preschool Administration

Laura Verges, *Preschool Principal*

Sharon Linton, *Program Coordinator & Music Teacher*

Email

Preschool: preschool@easthill.net

Main Office: easthillweekday@easthillweekday.com

Website

www.easthillweekday.com

Address

East Hill Baptist Preschool

912 Miccosukee Road

Tallahassee, Florida 32308

Phone Numbers

Preschool Phone #: (850)224-4834

Weekday Programs Main Office #: (850)224-9918

Main Church #: (850)224-9911

Days of Operation

Monday-Friday

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 (VPK Only) 1:00 p.m. – 6:00 p.m.

Other Programs Part of East Hill Weekday

Before & After School Program serving K-8th Grade

Summer Day Camp serving completed VPK-8th Grade

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PURPOSE OF EAST HILL BAPTIST PRESCHOOL

The weekday preschool is a ministry of East Hill Baptist Church and part of the East Hill Weekday Children's Program. 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 God'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.

GOVERNING BODY OF PRESCHOOL EAST HILL BAPTIST CHURCH WEEKDAY CHILDREN'S MINISTRY COUNCIL

The purpose of the Weekday Children's Ministry Council is to assist the church by supervising the management of the Preschool, Before/After School, and Summer Day Camp in consultation with its directors. The council will consist of at least three church members, the weekday directors, a ministerial staff liaison, and a representative from the Stewardship Committee. The council 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. Coordinate the ministry with the other ongoing ministries and life of the church.
4. Assume other responsibilities as requested by the ministerial staff, church body, and weekday directors.

2 & 3-YEAR-OLD CLASS FEES

A non-refundable registration fee is due at the time of acceptance. A supply fee is also due at the time of acceptance. Each monthly tuition will be the same amount regardless of the days attended. All monthly tuition fees have been totaled and divided into 10 equal payments.

All tuition payments are due by the 10th of each month. Daily Early Drop-Off and Extended Day will be added to the next month's bill. (refer to pg. 4 for Payment Policy)

2 & 3-YEAR-OLD CLASS

Registration (One Time)		\$100
Supply Fee (One Time)		\$100
Preschool Tuition 9:00 AM – 1:00 PM		
	5-day	\$345/month
	3-day (Mon, Tues, Wed)	\$260/month
	2-day (Thurs & Fri)	\$225/month
Early Drop-Off 7:30 AM – 9:00 AM		\$7.50/day or \$130/month
Extended Day 1:00 PM – 3:00 PM		\$10/day or \$170/month

School Supplies Include:

1. Art supplies-various colors and types of paint and paper
2. Easels
3. Play Dough
4. Various cooking supplies for projects
5. Science projects-seeds, potting soil, etc....
6. Special Events- classroom parties and programs

Custodial School Supplies Include:

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

Classroom Supplies Include:

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

VOLUNTARY PRE-K CLASS FEES

Voluntary Pre-K (VPK)

Tuition for Voluntary Pre-K 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 online with the Early Learning Coalition in order to register a child in the East Hill Baptist Church Preschool VPK Program.

The VPK Program pays tuition for three hours of daily classroom instruction, 9am-12pm. East Hill Baptist Church Preschool is a four-hour program including classroom instruction, music and movement, chapel, and lunch. Children are not required to attend the extra hour of the preschool program. Those students attending the additional hour are charged a monthly fee.

Wrap-Around Fee/Tuition

The non-refundable wrap-around fee is due at the time of acceptance. A supply fee is also due at the time of acceptance.

Each monthly tuition will be the same amount regardless of the days attended. All monthly tuition fees have been totaled and divided into 10 equal payments. All tuition payments are due by the 10th of each month. Daily Early Drop-Off and Extended Day will be added to the next month's bill. (refer to pg. 4 for Payment Policy)

VOLUNTARY PRE-K

Wrap-Around Fee (One Time)		\$150
Supply Fee (One Time) (see list, p. 2)		\$100
VPK Tuition	9:00am- 12:00pm	<i>State Funded</i>
	12:00-1:00pm (add'l hour)	\$100/month
Early Drop-Off	7:30 AM – 9:00 AM	\$7.50/day or \$130/month
Extended Day	1:00 PM – 3:00 PM	\$10/day or \$170/month
After School	1:00 PM – 6:00 PM	\$290/month
All-Day VPK	7:30am-6:00pm	\$500/month
All-Day Rec (Events will be announced via email)		\$40/day

PAYMENT POLICIES

Payment

Debit/Credit Cards are accepted via online payment. Checks and Money Orders are accepted in-person. Cash is never accepted. Payments are not made over the phone.

How To Pay Online

1. Log in to your MyProcure account
2. Recent Transactions and Account Balance will be visible.
3. Click "PAY"
4. Complete the payment information.
5. Select "PAY NOW" and you're all set! Thank you!

Monthly Tuition Email

The start of each month, a Tuition Statement Email will be sent from the main office. The account balance will reflect tuition and any early drop-off or extended day utilized from the previous month.

Payment Due

Payments are due by the 10th of every month.

Late Payments

To ensure continued enrollment in the program, the account must be current within 30 Days.

COVID-19 POLICY

The preschool is working in partnership with families this school year to provide a safe and enriching environment for all students, families, and staff. Please read over in full our current COVID-19 procedures. It is our goal to follow LCS decisions if more pressing situations arise; therefore, *these policies are subject to change*.

Handwashing/Sanitizing

Handwashing and hand sanitizing for students and staff throughout the day.

Cleaning

The facility and equipment will have scheduled cleaning procedures throughout the day that will meet CDC standards.

Sick Policy

Students may not attend if they have a fever of 100.4 or higher, and they must be 24 hours without a fever before returning. Students must be 24 hours without vomiting before returning. Please do not send your child if they are feeling or looking unwell.

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 along with 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 of the week. The centers may include:

Art	Books
Language/Writing	Science/Nature
Block	Home Living
Manipulative	Sand/Water

Other Play

The children are taken outside each day to play on the playground or go on a nature walk. In case of undesirable weather, the large gym is available.

Music

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

Circle 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. 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

Early Drop-Off (7:30-9am)

Before School children should arrive no earlier than 7:30 am. Before School children may be registered on a daily or monthly basis. Before School families may enter at the Preschool Office door where staff will let you in. Any children arriving before 9:00 am will be billed accordingly for Before School.

Drop-Off (9:00am)

Preschool children must be brought to their assigned classroom by a parent or responsible adult, and they will need to daily sign in the child upon arrival at the classroom. Families may enter at the main preschool entrance.

Late Drop-Off (after 9:15am)

After 9:15am the main preschool entrance will be closed and locked. Families arriving late or picking up early may enter by the secured preschool office door.

Departure

Pick-Up (1:00pm)

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.

Extended Care Pick-Up (1:10-3:00pm)

Preschool children in extended care can be picked up in the preschool. There will be signs posted to indicate if the children are inside, at the playground or in the gymnasium during this pick-up time. The child will need to be signed out, belongings collected, and be picked up in the posted area.

After School (3:00-6:00pm)

This is only eligible for students enrolled in the VPK classes. Children attending All Day or After School can be picked up in the Tindal Christian Activity Center across from the preschool after 3:00pm.

CLOTHING & PERSONAL ITEMS

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.

POLICIES

Teacher/Parent Relationship

Teachers plan and implement methods for establishing positive relationships with parents including daily contact as well as specific events and meetings. Teachers will send electronic weekly newsletters and paper copies are made available. All teachers evaluate the spiritual, social, emotional, and intellectual level of the individual child on an ongoing basis. VPK students are formally assessed three times yearly. Parent/Teacher conferences to address kindergarten readiness are scheduled upon request. Teachers may initiate extra conferences as needed throughout the school year with the input of the program administration.

Discipline Policy

According to State of Florida Statue 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	Encouragement
Praise	Natural Consequences
Active Listening	Logical Consequences
Redirection	

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

Suspension

Students may be suspended or even dismissed from the program due to classroom disruption, lack of anger control, harmful behavior toward others, inappropriate language, sporadic attendance, or failure to pay tuition. First, second, and third incidents will be documented in writing by the supervising teacher. The teacher will submit this written documentation of the incident to the principal for placement in the child's file. After three documented instances both the supervising teacher and principal will arrange a conference with parents to create an improvement plan to be implemented in the classroom.

Dismissal

If the child's behavior is not corrected, the administration will make a final decision regarding suspension for a period of time or dismissal from the program. The Weekday Children's Ministry Council will be notified regarding any decision to suspend or dismiss a child from the program.

Physical and Shot Records

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 are required by law by Department of Children and Families to have and maintain updated records. Having expired forms can lead to suspension of child until updated forms are obtained.

Illness Policy

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. A child with a fever must go 24-hours fever free (without medication) before returning to the program.

Medication

A form must be completed in the administration office for any medication a child may need during program hours. The medication must be brought in its original container.

Potty Training

All children entering either the three-year-old class or the VPK class must be completely potty trained before the first day of school. Teachers in the two-year-old classroom will assist students in this process.

Naps

Naptime is not provided during program hours.

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.

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. 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 certified program that meets the standards set forth in the Florida Partnership Act for School Readiness. The School Readiness Act, State of Florida Statute 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 weaknesses.
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 safely 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 properly 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 through 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 development 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, he/she:

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.

2023-2024 PRESCHOOL CALENDAR

LAST REVISION: MAY 17, 2023

2023

August 2 nd	Preschool Teachers Report
August 9 th	Open House
August 10 th	First Day of School
September 4 th	Labor Day (closed)
November 10 th	Veteran's Day (closed)
November 20 th -24 th	Thanksgiving Holidays (closed)
December 19 th	Last Day before Christmas Holiday
December 20 th – 29 th	Christmas Holidays (closed)

2024

January 1 st – 5 th	Christmas Holidays (closed)
January 8 th	Children Return to School
January 15 th	MLK Holiday (closed)
February 19 th	President's Day (closed)
March 11 th – 15 th	Spring Break (closed)
March 29 th	Good Friday (closed)
May 24 th	Last Day for Students

*VPK students eligible to attend All Day Recs for certain closed dates at the East Hill Before & After School Program for an additional fee.

EAST HILL BAPTIST PRESCHOOL

**912 MICCOSUKEE ROAD
TALLAHASSEE, FL 32308
(850) 224-4834
WWW.EASTHILLWEEKDAY.COM**