



**at Farmville Baptist Church**

**Parent Handbook  
AND PROCEDURE MANUAL  
2025 - 2026**

Farmville Baptist Church  
132 North Main Street  
Farmville, VA 23901  
434-392-5041  
[www.farmvillebaptist.org](http://www.farmvillebaptist.org)

## **INTRODUCTION**

Dear Parents,

Thank you for choosing Farmville Baptist Preschool. We take this opportunity to share the pride and excitement we have in our preschool program. We are actively engaged in providing assistance to parents during these formative years of their children. Our mission is to provide a loving and nurturing Christian environment for preschool aged children to develop emotionally, intellectually, physically, socially and spiritually.

A morning in our preschool abounds in activity, both active and passive. Blocks, paints, clay, cooking, stories, songs, Bible truths, rhythms and dramatic play all contribute to happy, resourceful living for our children. All activities grow out of a Christian perspective. Following the mid-morning snack, we have quiet time for a story, followed by an organized activity period. Learning to get along, respecting the rights and views of others, sharing responsibilities, developing warm feelings for the group and having fun are just some of the reasons for coming to preschool.

Your child brings the thrill of wonder for everyday, commonplace things...a ladybug, fresh snow, falling leaves and a bird building her nest. We cherish this quality of wonder concerning God's plan and we use it as a foundation for our learning activities.

We stand firm in our commitment to provide the best in staff, instruction, materials and Christian environment for your child. We also provide an atmosphere in which your child's life is touched with added joy, opportunities and a sense of positive fulfillment. By working together as a team, we can help your child have a successful year.

We trust this handbook will answer many of your questions and acquaint you with the policies of this center. However, if you have any questions, please feel free to call me at 434-223-7481

We are excited about this ministry and look forward to working with you for a great year.

Sincerely,

Mary Jo Chassey

## **OUR MISSION**

The Farmville Baptist Preschool, a children's ministry of the Farmville Baptist Church, seeks to provide a loving, nurturing Christian environment for preschool aged children to develop emotionally, intellectually, physically, socially and spiritually.

## **PROGRAM**

At Farmville Baptist Preschool, we believe that play, within a safe, structured environment is the best vehicle for learning during early childhood. We believe parents as partners to teachers produce a child's best learning medium during these years. Each child will be given the opportunity to learn in a Christian environment with an emphasis on development of self worth, social skills and learning skills. Students will be involved in activities suited to their developmental needs in religious concepts, art, self awareness in relationship to God and others, language and listening skills, motor development, math, science and music.

## **ENROLLMENT/WITHDRAWAL**

All children are welcome at Farmville Baptist Preschool. No distinctions exist based on race or religion. Other considerations are staff/child ratio and staff training/experience. Our staff is not trained to handle all specific needs and reserves the right not to accept a child who does not benefit from the program offered.

Prior to your child's attendance at the preschool, a registration package, fee, report of a physical examination, an immunization record and a copy of your child's birth certificate must be on file.

Any child whose behavior is unacceptable, making it impossible to maintain a happy, safe environment, may be dismissed. Unacceptable behavior includes biting, hitting, acts of aggression or disruptions. The teacher and director will consult with the parents should withdrawal from the program become necessary. In this case, tuition paid for the unattended period will be reimbursed. The center reserves the right to dismiss any child if, after entering, he/she seems unable to participate in a classroom setting or in group experiences.

If it becomes necessary for a parent to withdraw a child due to relocation, a lengthy illness, or other personal reasons, a two week notice must be given in order to avoid paying for an entire year's tuition.

## **SCHEDULE**

Farmville Baptist Preschool is a nine-month program in operation from September through May. School will begin on Tuesday, September 5 and will end on Wednesday May 22. We will be loosely following the Prince Edward County school calendar.

## **AVAILABLE PROGRAMS**

3 and 4 year olds program (2 day)  
Monday/Wednesday or Tuesday/Thursday, 9:00am – 12:00pm

## **HOURS OF OPERATION (9:00 a.m. – 12:00 p.m.)**

Preschool starts at 9:00am. Please plan arrival accordingly. Teachers arrive earlier and are preparing classrooms for the day's activities. Classrooms will not be open to accept children

before 8:45am. School will dismiss at 12:00 p.m. Please be prompt in picking up your child. Parents who are repeatedly late for pick up will be charged a penalty. After three warnings, a fee of \$5 per 15 minutes will be assessed.

## **INCLEMENT WEATHER POLICY/PROCEDURE**

Farmville Baptist Preschool will make every effort to be open on the scheduled days of the year. However, there are times when it is not safe to operate the facility, such as acts of God & nature (i.e. snow, tornadoes, hurricanes, etc.). Under these circumstances and in the interest of everyone's safety, we will be forced to close the center. ***Please follow the Prince Edward County Public School closing advisements, unless you hear from us otherwise. In the event that Prince Edward has a delayed opening, the preschool will operate from 10:30 a.m. -12:30 p.m.*** If we close during regular center hours, we will contact you at the daytime phone numbers you provided on your child's application so that you can make arrangements to pick up your child immediately. Three days have been built into the schedule to allow for inclement weather. Any additional days missed for inclement weather will be made up on Fridays or at the end of the year.

## **TUITION/REGISTRATION**

A non-refundable \$75.00 initial registration/supply fee is to accompany your child's application by July 15. This fee is used to offset upfront programming expenses. Registration fee is waived for Farmville Baptist Church members.

**Tuition payment is due on the first working day of the month. Payments received after the 5<sup>th</sup> of the month will be assessed a \$10.00 late fee unless arrangements have been made in advance.** Full tuition is due even when your child is absent due to sickness, travel and holidays. Due to very reasonable tuition rates, there will be no discounts given for the enrollment of additional children living in the same family.

Tuition rates for the 2025-2026 school year are as follows:

2 day program...\$125.00 monthly

## **PARENT VOLUNTEERS**

Occasionally, teachers will need parent volunteers. When this occurs, a notice will be posted by the classroom door. Anyone who would like to volunteer for that particular day can sign up and make arrangements with the teacher. When you are volunteering, please remember to be on time and plan to stay the entire morning. Also, remember that you are there to assist the teacher with all of the children and their activities. If you would like to volunteer on a regular basis, i.e. monthly, weekly, please discuss this with the teacher. If you have other children at home, we ask that you please make arrangements to leave them with a family member or friend as it can be very distracting to have siblings in the classroom.

## **MEDICATION ADMINISTRATION**

Since we are a morning preschool lasting only three (3) hours, we will not administer oral medication. It should be acceptable to give the child medication before and after center hours.

## **SICK CHILD POLICY AND IMMUNIZATIONS**

Good health habits are important for everyone's well being. Staff is required to conduct a simple screening on each child upon the arrival at the center each day. Children with a fever or those with vomiting, diarrhea, skin rash or any contagious disease will not be allowed to stay. Parents are responsible for arranging for their child to leave once staff has notified them of the child's condition. This policy will minimize the risk to other children and staff.

Before a child may attend the center, the provider must obtain documentation that the child has been adequately immunized according to the requirements of § 32.1-46 A of the Code of Virginia and applicable State Board of Health regulations.

## **GUIDANCE PRACTICES**

Children need the security of knowing what they can and cannot do. Limits must be clear, developmentally appropriate and based on maintaining health, safety, security and the rights of others. Guidance will always be administered in a caring, loving, consistent manner through positive reinforcement, redirection and time out practices. No corporal punishment will be used at any time under any circumstances.

## **EMERGENCY EVACUATIONS**

In the event of an emergency evacuation, children will be taken to the Longwood University Bookstore, 200 N Main St., Farmville, VA 23901. Parents will be notified as soon as safely possible.

## **OTHER IMPORTANT INFORMATION**

### **MORNING PROCEDURE**

As you enter the building each morning, please have your child use the restroom and wash hands before coming to the classroom. This will prevent interruptions during circle time and will reduce the spread of germs and help prevent illness.

### **ITEMS FROM HOME**

Children are not permitted to bring candy or gum. Nonviolent toys may be brought from home only on authorized days. A complete change of seasonal appropriate clothing, labeled with the child's name, must be kept on hand at the center at all times. Parents should label everything that belongs to their child with his/her first and last names. This includes coats, lunchboxes, toys brought on sharing days, etc.

### **DRESS**

The children are involved in many activities and should dress in appropriate clothing. We spend a lot of time finger painting, gluing and playing. Please consider whether or not you are concerned for your child to spill something on the clothing worn to the center.

### **PARTIES**

Holidays and children's birthdays are special times and we are happy to host celebrations. If you would like to celebrate your child's birthday at the center, please notify your child's teacher at least one week in advance. Parents will be notified of the necessary requirements for holiday parties.

### **CONFERENCES**

Close communication between parents and teachers is important to the success of a child's education, so the Farmville Baptist Preschool encourages parents to call or write the center at any time to discuss a problem or arrange a meeting with a teacher. On occasion, a teacher may request a conference with the parent. At such times the parent should accept the request and schedule a meeting as quickly as possible.

### **CONFIDENTIALITY**

All information regarding the children, families and staff is treated as privileged communication. It is respected and every effort is made to keep it confidential. However, by Virginia law, caregivers are required to report cases of child abuse and neglect.

## **REQUIRED DOCUMENTATION FOR RELIGIOUS EXEMPTION STATUS FOR PROVIDING CHILD CARE**

The code of Virginia allows that a child care facility operated under the auspices of a religious institution may be granted exemption from licensure once the documentation requirements

specified within the exemption law have been fulfilled. The following information serves to outline the documentation required by the exemption of the law.

## **STAFF QUALIFICATIONS**

The staff must be of good reputation and Christian character. The teachers at Farmville Baptist Preschool have qualifications to provide your child with quality preschool experiences. The teachers have training in Early Childhood Development or Early Childhood Education and/or classroom experiences. The staff is continually involved in continuing their education. A criminal history check, Child Protective Services check and a tuberculosis test are made on each applicant employed by Farmville Baptist Preschool. The teachers are certified annually by a practicing physician to be free from any disability that would prevent them from caring for your child. Also, the staff practices the use of rubber gloves, appropriate hand washing and daily health screening. In addition, they are certified in first aid and CPR.

## **PHYSICAL FACILITIES**

Farmville Baptist Preschool is located in the basement of the Farmville Baptist Church, 132 North Main Street, Farmville, VA 23901. The center's physical facilities include the following:

- 3 classrooms
- 2 bathrooms

The center is 1200 square feet (not including the hallway) and is air-conditioned. Furnishings are of appropriate size for the children served. The rooms are cleaned daily and well lit. Bathroom facilities for the center are conveniently located to classrooms, with additional bathroom facilities located in the adjoining church space.

The maximum enrollment capacity for the center is 47 children. Public liability insurance is provided.

## **FOOD SERVICE**

The morning snack will be provided by parents.

## **CHILD ABUSE AND NEGLECT**

All child providers in the Commonwealth of Virginia are required to report any suspected cases of child abuse and neglect. If this situation should occur, the director will notify the Child Protective Services Unit of the Department of Social Services. The staff has taken mandated reporter training from Va Dept of Social Services.

## **MISSING CHILDREN INFORMATION CLEARINGHOUSE**

Farmville Baptist Preschool is required to know the enrolling child's previous childcare provider

and its address. In addition Farmville Baptist Preschool is required to have proof of a child's identity and age in the form of a certified copy of the child's birth certificate, birth registration card or passport. If this information is not provided, the local law enforcement agency will be notified.

### **Supervision procedures**

The child/ratio for each class is 10 children per 1 teacher. In each group, one staff member will be regularly present. If the group's staff member has to leave momentarily, the other staff member will supervise both groups as long as the combined group does not exceed the 10-1 ratio.

### **Property inspection.**

Classrooms are checked by staff every morning and upon leaving to ensure children's safety.