

# Lexington Baptist Preschool

2019-2020



308 East Main Street

Lexington, SC 29072

Phone: (803) 996-8811

Dear Parents,

What a gift God has given to us with our children! They bless our lives. They enrich our homes. They remind us on a daily basis of the realities of joy and innocence that we as adults sometimes forget. Our children also teach us about God. Psalm 8:2 says, "From the lips of children and infants you have ordained praise."

Jesus loved children and recognized in them a special grace from God. "Let the little children come to me, and do not hinder them," He said, "for the kingdom of God belongs to such as these." (Luke 18:16)

Here at Lexington Baptist Church we not only love children, we also value them. We want them to learn about Jesus from an early age and grow to love Him and follow Him throughout their lives. Our Preschool ministry has precisely that goal: to introduce children to Jesus and provide a safe, fun and nurturing environment in which that relationship can take place.

This handbook is designed so that all our parents can understand what we do here, and why. Caring for such a large, diverse and vibrant group as our preschoolers requires that we provide an engaging, spiritual and biblical program as well as the highest possible organizational standards. To that end, the handbook offers information you will find very useful as you place your preschooler in our care.

Our prayer is that you and your preschoolers have a great experience during the time they are part of this ministry. May God bless you as parents as you seek to rear your children "in the training and instruction of the Lord" (Ephesians 6:4).

Mike Turner  
Pastor

Dear Parents,

What an exciting time the new school year brings to your children and to our preschool! Our ministry strives to provide a safe, loving and an enthusiastic environment for learning. Thank you for affording us the opportunity to get to know you and your child. Each child is a gift that we treasure, and we are honored that you chose Lexington Baptist Preschool. I look forward to meeting and spending time with you and your child. Our Preschool offers a place that develops a love for others, a closeness with God, and a joy for learning. We cherish the child you share with us and value the chance to serve your family.

This handbook will help you better understand the program and policies of this ministry. Please read it carefully and keep it for future reference.

With a grateful heart,

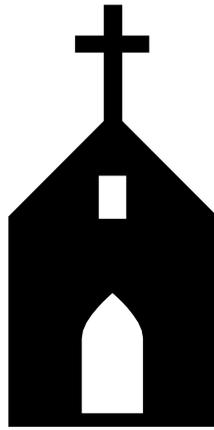
Mandy Long  
Director

Please feel free to contact me any time by visiting the Preschool, by phone or email.

Mobile: 864.706.8170

Office: 803.996.8811

[amandaslong@yahoo.com](mailto:amandaslong@yahoo.com)



## **MISSION STATEMENT**

As an extension of Lexington Baptist Church, the Preschool exists to provide a quality preschool education in a Christian environment in which each child and his/her parents develop a heart that loves Jesus, a mind that wants to learn about Him, hands that want to serve others, and feet that go and tell others the good news while he/she grows spiritually, socially, mentally, physically and emotionally within the realm of his/her abilities.

*“And Jesus grew in wisdom and stature,  
and in favor with God and man.” Luke 2:52*

### **Objectives for each child:**

1. To develop an awareness of God’s love for him/her and learn to share that love with others.
2. To develop an awareness that the Bible is a special book.
3. To begin to lay the foundation for the development of a philosophy of life that is in harmony with Biblical principles.
4. To develop an awareness of the world around him/her.
5. To develop his/her ability to have satisfying experiences in working and playing with those his/her own age.
6. To develop self-expression through investigation and participation in group activities.
7. To begin development of positive self esteem.
8. To bridge the gap between home and school; achieve school readiness.



## Schedule

Orientation for parents is Tuesday evening, August 27 and classroom visitation for children is Thursday, August 29, 2019. The last day of school will be Wednesday, May 20, 2020.

Lexington Baptist Preschool follows Lexington School District 1 in school holidays and school closings. We will follow the school district's decision on school closings due to bad weather. If Lexington 1 is closed, LBPreschool will also close. Occasionally Lexington 1 will go on a delay. If they delay, LBPreschool will be CLOSED for the day. **Note: Bad weather days are not made up.**

## HOLIDAYS:

Labor Day	September 2
Thanksgiving	November 27-29
Christmas Holidays	December 19 – January 6
MLK Holiday	January 20
Spring Break	April 6-13
Last Day of Preschool	May 20

Our day begins each morning at 8:30am and ends at 11:45.

## Morning Drop Off and Noon Dismissal

**1's** must be walked to their classroom by a parent or the responsible adult bringing them and will be picked up from the back door of their classroom. Parents must park at the gym.

**Please do not enter through the front lobby.**

**2's** must be walked to their classroom by a parent or the responsible adult bringing them and will be picked up from the back door of their classroom. Parents must park at the gym.

**Please do not enter through the front lobby.**

**3's and 4's** may be walked into the foyer area in the mornings or assisted by a staff person through a car line drop off system. **All 3's and 4's must be picked up in the carpool line. Carpool will begin promptly at 11:50.** There is a drawing in your orientation folder. In the mornings, staff are present at the car line and in the foyer area. Morning drop off begins at 8:30. Staff return to the classrooms at 8:45. If you are late please bring your child to his/her classroom. The second door from the right is unlocked. Classes start moving to other locations by 9am.

Children are dismissed only to the parents or to an authorized person by a written note sent to the child's teacher. Anyone picking up a child must follow our security procedures. Each child will be assigned a number, which must be shown by the person picking up the child. In addition, each family will choose a password, which must be used along with the number by anyone other than the person who normally picks up the child. Anytime a phone call is used to change the person who will be picking up the child; the password will also be used. The staff reserves the right to ask to see a driver's license of anyone picking up a child. If you need to pick up your child early, please arrive before **11:30**. We begin our dismissal procedures and the front desk will be unattended.

## Car Line

Please follow the pattern for forming car line on the drawing in your folder both morning and at noon. Please do not let your child out until a staff person arrives at your car and they will assist your child. Also, on rainy days, please have your child ready to get out of your car, with raincoat already on. Please, no umbrellas. Please try to arrive no later than 8:45am. At noon display your dismissal number on side window or front windshield so it can be seen by the

staff person standing on the porch calling numbers. Please do not remove the number until your child has reached your vehicle.

**PLEASE DO NOT TURN LEFT OUT OF THE CIRCLE. PLEASE DO NOT BREAK IN LINE ANYWHERE ALONG THE CAR LINE AS ALL HAVE BEEN PATIENTLY WAITING.**

If you have multiple children with us, we would like to make dismissal as convenient as possible. If your older child (3 or 4 year-old) has a younger sibling (1 or 2 year-old) you may pick them up in the back carpool circle off Efir Street.

If you are a parent of a one or two year-old, you will walk and pick them up at the back door of their classroom. Then you will pick up your older child from the back carpool circle.

You must park at the gym. We are trying to keep congestion in the front lobby to a minimum.

**This pick up is only for siblings.** We do not have the space to pick up friends etc. Also, **you will always pick up your older child in the same place.** If your younger child only comes two days a week you will still pick up your older child at the back carpool circle on Efir Street. We will keep dismissal locations the same every day to eliminate confusion.

The staff are not allowed to buckle your child in a car seat and must assist your child into the back seat of a vehicle.

The car line operates from the Creps Street parking lot and you enter the parking lot by coming off Butler Street onto Oswald Street, **do not enter Oswald from Main to get into the car line.** Make a right turn into the first lane of the parking lot from Oswald and proceed up the parking lot to Creps Street, turn right onto Creps and proceed slowly toward the corner making a left turn into the semi circle drive where you will drop off or pick up your child. Make a right turn back onto Creps and re-enter the parking lot to exit onto Main from either of the 2 exits or Oswald Street. This route keeps our traffic from backing out onto Main Street in the mornings and by exiting our parking lot at noon we do not impede the traffic flow by trying to go directly to Main. Thank you for helping us keep our line moving as quickly and smoothly as possible.

Staff return to their classrooms by 12:10pm. If you are late please come to the foyer or the classroom to pick up your child. A late fee may be charged after 12:10pm.

The late fee will be \$1.00 per minute. This is necessary to insure that our staff be able to get to commitments they may have following their morning here

## **Visitors**

After 9:00 all visitors to the Preschool will need to sign in at the Receptionist's Desk and get a visitor's badge. Upon leaving, please sign out and return badge to the receptionist.

## **DISCIPLINE**

*A few rules to remember:*

- *Kind Hands*
- *Walking Feet*
- *Soft Voices Inside*
- *Pick up Toys*
- *Use Trashcans*
- *Follow Directions*

*We encourage positive behavior. Should a child display inappropriate behavior, according to the behavior but not necessarily in this order, we will:*

- 1. Redirect the activity or his/her attention.*
- 2. Talk to the child about the behavior and how to handle it.*
- 3. Use "timeout" – timeout is not used to make the child feel separated but rather a time for the child to observe how others are acting and determine how he/she needs to behave with his/her friends.*
- 4. Ask the parents to come for a conference and help us resolve the problem.*
- 5. As a last resort, if a child continues to be aggressive and hurting others, we will ask for parental cooperation in helping the child understand appropriate behavior. If the problem continues, even with the cooperation of the parents, the situation will be taken to the Ministry Team and withdrawal from the program could be necessary.*

*We always praise the positive and try to transition before any conflict occurs.  
Every day is a new beginning.*

## **Organization**

The day-to-day operation is planned and supervised by a LBPreschool Director, an Assistant Director and an Office Administrator. The LBPreschool is part of the ministry of Lexington Baptist Church and reports monthly to a LBPreschool Ministry Team and the Director of Children. All matters of business are taken before this capable leadership team, whose members are selected by the church.

## **Lexington Baptist Preschool Team**

The team provides direction in setting all policies, in approving employees, in establishing salaries and budgets, in overseeing all financial records, in setting goals and objectives for the future growth of the program, and in insuring that the LBPreschool is consistent in it's operation with the mission statement.

## **Church Support**

The LBPreschool receives support from the church through the use of the facilities, included but not limited to custodial support, utilities, copy machines, phone system, and computer support.

## **Registration**

Registration is for children one through four. They must be the age of their class on or before September 1. Three and four year olds must be potty trained. A NONREFUNDABLE fee is payable at the time of Registration. This fee is determined each year by the Ministry Team. Church members and/or those currently enrolled are given the first chance to enroll when Registration begins each year. A birth certificate and an immunization record are requested at the time of Registration and required by the time of Orientation.

Registration for our Lexington Baptist Preschool families begins in the month of January. The month of January is for our current preschool families and their siblings as well as for families that have been a part of LBP in the past.

Registration will be first come, first serve. Families will register for the days they would like to attend, not for the teacher. Once classes are full, we will only offer classes that have openings. It is important to get your registration form and fee into the preschool office in a timely manner. After registration for preschool, church members and public is completed, we will divide classes to ensure a good balance in gender, specific need and date of birth.

“Lexington Baptist Preschool admits children of any race, color, gender, national and ethnic origin to all the rights, privileges, programs and activities made available through the preschool program and does not discriminate on the basis of race, color, gender, national, ethnic origin in administration of its staff.”

## **Potty Training**

Two year olds do not have to be potty trained but if they are not they must wear diapers or Velcro sided pull-ups.

All 3 and 4 year old children must be potty trained. If a 3 year old is in process but not completely trained by the start of school please discuss this with the director prior to the start of school.

## **HEALTH REQUIREMENTS**

A certificate of immunization and Birth Certificate are required by the time of Orientation. Information to help the staff with your child's health, especially serious allergy problems, should be written on the registration form.

**HEALTH POLICIES** - Please do not send your child to school if he/she has:

1. Communicable (contagious) diseases – check with your physician as to when it is safe to return to school.
2. Ringworm or impetigo – must be completely healed before returning.
3. Sore throat, earache, or swollen glands accompanied by fever – be free of fever 24 hours before returning.
4. Undiagnosed rash or skin eruptions – check with physician as to safe return.
5. Undiagnosed red eyes with drainage – if pinkeye, may return 24 hours after medical treatment.

6. Fever over 100 degrees within the past 24 hours – be free of fever 24 hours before returning.
  7. Vomiting or diarrhea within the past 24 hours – after 24 hours has passed since last incident, it is safe to return.
  8. Head lice – may return 24 hours after treatment if NO NITS remain in hair.
- When your child has a cold please use common sense about sending him/her to school. If the nasal discharge is thick yellowish/green and/or your child is repeatedly coughing he/she should be kept home. Children do not tend to cover their nose or mouth when sneezing or coughing. Thank you for helping with this.
- If your child becomes sick while in our care, you will be notified and he/she should be picked up as soon as possible.



## **ACCIDENT REPORTS**

Accident reports are made to the director in event of injury. A form will be signed by the teacher present and the parent or the person picking up the child will be asked to sign it. The parent will be contacted concerning any accident serious enough to require parental attention. **FOR SAFETY REASONS, PLEASE NO ROLLING BOOKBAGS.**

## **OUTSIDE PLAY**

Outside play is conducted whenever weather permits. If a child is too sick to go out he/she is too sick to come to school. Your preschooler should come dressed in play clothes. Clothes that are comfortable and easy for them to remove for toileting are best. Dress your child appropriately for outside play also. In cool or cold weather be sure to send your child in an outer garment. Please label these outer garments with your child's name. Shoes should be comfortable, a good fit, and rubber-soled or non-slip.

## **SEASONAL PARTIES**

Parties are done by parent volunteers. Parents will provide decorations, snacks, favors, stories and games. For safety, please no balloons.

Fall Party	October 29-31
Christmas Party	December 17-18
Valentine's Party	February 11-13
Easter Party	March 31 - April 2

## **EMERGENCY EVACUATION PLAN**

In case of an emergency evacuation ordered by the Town of Lexington, LBPreschool will evacuate the children to Pilgrim Lutheran Church, 1430 North Lake Drive. Our emergency location must be one mile or more from the premises.

Depending upon the amount of time given to evacuate we will use our church bus as the method of transportation, making as many trips as necessary. If immediate evacuation of the entire premises were necessary we would use the church busses and private vehicles of LBPreschool and church staff. We would take whatever steps deemed necessary to comply with the evacuation order given by the Town of Lexington.

We will use the most feasible route, which could vary depending upon the exact emergency and the location of the source of the emergency. The most likely route would be to proceed down Creps Street from the rear of the church to Harmon Street, left on Dreher Street, right at the traffic signal and proceed on Highway 378/Highway 6, taking a left at the intersection below Lexington Middle School onto Highway 6 and stay on Highway 6 toward the dam to Pilgrim Lutheran Church located on the right.

We would make an announcement on WIS TV.

*Emergency Contact Numbers, emergency use only please.*

*Pilgrim Lutheran Church, 359-9421*

*Mandy Long, Director, Cell Phone, 864-706-8170*

*DHEC Chemical Spill Information, 896-4000*

## ***FIRE EMERGENCY EVACUATION PLAN***

The pick-up in the event of a fire emergency will be in the back parking lot of the Family Life Center, located on Efird Street. We would gather in the very back section of that parking lot. In the event of fire the children will exit from their classroom emergency door and proceed down the sidewalk or their side of the building to Efird Street, then cross and assemble in the back section of the back parking lot. You would be able to reach that parking lot by turning off Hwy 6 onto Corley Street, then turn onto Efird Street or from US1 (Main Street) turn onto Harmon Street, then onto Corley Street and proceed up the hill and enter the parking lot at the gravel exit. You should be able to avoid any emergency equipment.

**TUITION** - is to be paid the first of each month. 9 payments

4 days a week -	\$179.00
3 days a week -	\$164.00
2 days a week -	\$149.00
1 day a week -	\$100.00

**3 & 4 year-olds - Lunch Day** 12:00-12:40 \$13.00, added to tuition.

There is a supply fee of \$70.00 divided into 2 payments,  
September - \$35.00 & January \$35.00.

A notice will be sent if payment is not received by the 10<sup>th</sup> of the month. It is necessary for you to pay for all days that you enroll your child even though your child may be absent for any reason. In the event of a financial problem please see the director to discuss a possible plan to help keep your child in the program.

The policy concerning children enrolled or withdrawn is as follows:

**Enrollment:** Full tuition is due for any part of the month.

**Withdrawal:** Please notify the director in writing 2 weeks in advance. No fees are refundable.

The expenses of the school continue and your child is planned for even when absent. Please make checks payable to LBPreschool.

## **PERMISSION**

You will be asked to sign a blanket permission slip, where applicable, which covers all field trips planned by the LBPreschool. Each month you will receive a calendar listing all of our planned activities for that month. Field trips will be listed, please take note of them.

## **SPECIAL PROGRAMS**

Three-year-old “Fall Sing”	October 22-23
Four-year-old “Christmas Program”	December 17
Three-year-old “End of the Year”	May 19
Four-year-old “End of the Year”	May 19

4’s special programs take place in the Worship Center and the 3’s “Fall Sing” will be in the Jump.

### ***Important Dates for Parents***

***Check monthly calendar for your child’s day***

<i>October 21-24, October 31</i>	<i>School Pictures for all</i>
<i>October 9</i>	<i>Western Day for 4’s</i>
<i>November 5, 6</i>	<i>Donuts for Dads</i>
<i>April 28-29</i>	<i>Storybook Parade</i>
<i>April 29, 30</i>	<i>Pastry for Parents 1’s</i>
<i>May 5</i>	<i>Mother’s Luncheon</i>
<i>May 5-6</i>	<i>Pastry for Parents 2’s</i>
<i>May 20</i>	<i>Last Day of Preschool</i>

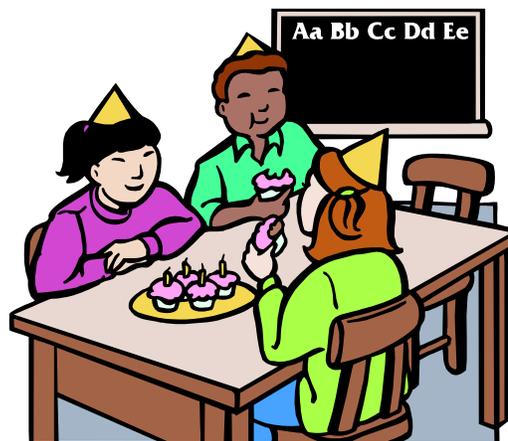
## Field Trips

Field trips are either “in house” or are taken by 4 year olds and are a way to extend the classroom and provide new and different learning experiences. The church buses are used and are equipped with seat belts and meet all standards for transporting school children. All drivers are CDL licensed and approved by church Transportation Committee.

## BIRTHDAY PARTIES

Please allow your child to celebrate his birthday at preschool. Parties are scheduled on the school day nearest your child’s birthday or if you child has a summer birthday a day is chosen. No hats, favors or treat bags, please. Please be conscious of items with nuts or processed online with nuts and any food item that might present a choking hazard. We request no items with nuts, no popcorn, and no balloons. Plates, cups and napkins of your choice are optional.

Invitations for home birthday parties will be placed in book bags only if there is an invitation for each child in the class.





## STAFF

Staff members are well qualified and prayerfully chosen by the Preschool Team. Their main concern is your child. Please feel free to call with any questions you may have.

Mandy Long, Director 864-706-8170

Gena Atkinson	996-5466	Tara Howell	996-5123
Julia Bell	260-3924	Elaine Hughes	521-1426
Mindy Bires	360-1512	Aubrey Hutto	957-6778
Wendy Boyd	957-9011	Amber Johnson	530-2250
Pavlina Brown	770-331-2527	Ashleigh Lewis	240-0629
Melissa Bryan	292-7122	Amanda Malone	334-803-4248
Alicia Campbell	354-2934	Regan McCathern	609-5959
Jennifer Donnelly	808-1142	Kim Moore	407-234-5306
Brenda Eckard	892-5704	Sheila Rush	808-8394
Amy Everett	807-1181	Cristyn Schroeder	331-1728
Sherri Foster	413-6983	Kim Silas	356-8273
Angie Fowler	892-5404	Becky Smith	356-3750
Kim Godwin	864-380-9619	Caitlin Stokes	917-3223
Susan Gooding	331-2333	Anne Marie Sturkie	331-4154
Leslie Green	957-0313	Allison Wayne	864-380-4125
Megan Greiner	843-452-7068	Lisa Wessinger	447-5904
Toni Harrison	348-5462	Lori White	730-9325

Nadine Campbell	609-2586
Christi Steagall	530-7087
Tammy Mayer	808-2940

**“Blessed are you when your church says, ‘Teach our children’ for then you are numbered among those who follow the great command, ‘Go Teach’.”**

We use the "Wee Learn" Curriculum  
 2019-2020 PROPOSED CURRICULUM  
 FOR THE TWO-YEAR-OLDS

Date	Theme	Color, Number or Shape
September 3-5	I Start Preschool	
9-12	Fun with New Friends	
16-19	I am Growing and I can be a Helper	
23-26	I Can See and Hear	
October 9/30-10/3	I Can Taste, Touch, and Smell	
7-10	My Community has Helpers	Red
14-17	Fun at the Fair	Green
21-24	Enjoy Fall	Yellow
28-31	Pumpkin Patch	Orange
November 4-7	Old MacDonald's Farm	Blue
11-14	My World has Many Colors	
18-21	Dinosaurs	
25-26	My Family Gives Thanks	
December 2-5	Let's Decorate	
9-12	Christmas Story	
16-18	Christmas Fun	
January 7-9	Discover Winter	
13-16	Winter Animals	
21-23	I Thank God for Pets	
27-30	Enjoy Day and Night	Star
February 3-6	Bible Friends Teach God's Love	Triangle
10-13	Love My Family	Heart
18-20	Clickety Clack, Beep Beep	Circle
24-27	My World has Many Shapes	Square
March 2-5	What's the Weather	
9-11	Where's the Bug	
16-19	Creepy Crawlers	
23-26	God Made Spring	
April 3/30-4/2	Easter is Coming	
14-16	Splish Splash	
20-23	Who Lives at the Zoo?	
27-30	Down Storybook Lane	
May 4-7	Mothers are Special	
11-14	The Beach	
18-20	Summer is Here	

## 2019-2020 PROPOSED CURRICULUM FOR THE THREE-YEAR-OLDS

Date	Theme	Color, Shape, Number or Letter
September 3-5	I Come to Preschool	
9-12	Friends are Fun	
16-19	God Gave Me My Family	
23-26	Community Helpers	Red/A
October 9/30-10/3	Western Week	Brown/B
7-10	Transportation	Purple/C
14-17	Apple Picking	Green/D
21-24	Down on the Farm	Blue/E
28-31	Pumpkin Time	Orange/F
November 4-7	Teacher's Choice	
11-14	Colors of Fall	Yellow/G
18-21	Pilgrims and Native Americans	Black/H
25-26	Thanksgiving	I
December 2-5	Christmas Story	J
9-12	Deck the Halls	K
16-18	Share Christmas Joy	L
January 7-9	Winter Wonderland	M
13-16	Arctic Animals	Oval/N
21-23	Healthy Me/5 Senses	Rectangle/O
27-30	Dinosaurs	Triangle/P
February 3-6	Zoo Animals	Square/Q
10-13	Loving Others	Heart/R
18-20	Day and Night	Circle/S
24-27	Changes in Weather	0,1/T
March 2-5	Dr. Seuss	2/U
9-11	Take Me Out to the Ballgame	3/V
16-19	Berry Picking	4/W
23-26	Ponds and Tadpoles	5/X
April 3/30-4/2	Easter	Y
14-16	It's a Bug's Life	
20-23	Readiness Review	
27-30	Storybook Parade	
May 4-7	How Does Your Garden Grow	
11-14	The Beach	
18-20	Summer Fun	

2019-2020 PROPOSED CURRICULUM  
FOR THE FOUR-YEAR-OLDS  
may differ by teacher

Date	Theme	Letter
September 3-5	A New School Year	
9-12	Friends and Family	F
16-19	My Community	C
23-26	X Marks the Spot	X
October 9/30-10/3	Raindrops & Rainbows	R
7-10	Way Out West	Q
14-17	Let's Go to the Zoo	Z
21-24	Apples, Acorns & Autumn	A
28-31	It's Pumpkin Time	P
November 4-7	Donuts, Dads & Dinosaurs	D
11-14	Animals Get Ready for Winter	H
18-21	Thanksgiving is...	T
25-26	Time to be Thankful	
December 2-5	Deck the Halls	J
9-12	Christmas Story	
16-18	Christmas Joy	
January 7-9	Happy New Year	Y
13-16	Winter Wonderland	W
21-23	Teacher's Choice	
27-30	Igloos & Icebergs	I
February 3-6	Love Around the World	L
10-13	Will You Be My Valentine?	V
18-20	God Bless America	
24-27	Discover Space	S
March 2-5	Our World at Night	N
9-11	What's Underground	U
16-19	How Does Your Garden Grow?	G
23-26	Let's Go Fly a Kite	K
April 3/30-4/2	Miracle of Easter	
14-16	Down by the Ocean	O
20-23	Caring for God's Earth	E
27-30	Storybook Parade	B
May 4-7	We Love Our Moms	M
11-14	Here Comes Summer	
18-20	Remembering Our Year	

***Lexington Baptist Preschool  
is a ministry of  
Lexington Baptist Church***

You are cordially invited to attend any of our regularly scheduled events.

**Sunday Worship**

9:00 am Worship Service  
10:30am Worship Service

**Sunday School**

**8:00, 9:00 and 10:30**

**Wednesday Supper/Activities**

Beginning at 4:45pm

Dr. Mike Turner, Senior Pastor