



Newington Baptist Church  
6169 Main Street  
Gloucester, VA 23061

Church  
804-693-2349

*... He said to them, "Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these."*

Mark 10:14

# Newington Courthouse Preschool & Kindergarten

Established 1975

## Newington Courthouse Preschool Teacher Qualifications

Teacher qualifications include a high school diploma, at least twenty-one (21) years of age, displays Christ-like characteristics and love of young children necessary to be successful in teaching them. Staff hired after January 1, 1994 must have at least one (1) year of twenty-four (24) semester hours credit in subjects related to the care and education of preschool children and/or pragmatic experience in this area.

These procedures must be implemented:

1. Hand washing by staff and children before eating and after toileting
2. Appropriate supervision of all children in care, including daily intake and dismissal procedures to ensure safety of children.
3. A daily simple health screening and exclusion of sick children by a person trained to perform such screenings
4. Ensuring that all children in the center are in compliance with Code of Virginia, the provisions of §32.1-46 regarding the immunization of children against certain diseases.
5. Ensuring that all areas of the premises accessible to children are free of obvious injury hazards, including providing and maintaining sand or other cushioning material under playground equipment.
6. Ensuring that all staff are able to recognize the signs of child abuse and neglect.
7. Ensuring that all incidents involving serious physical injury to or death of children attending the child day center are reported to the Commissioner. Reports of serious physical injuries, which shall include any physical injuries that require an emergency referral to an offsite health care professional or treatment in a hospital, shall be submitted annually. Reports of deaths shall be submitted no later than one business day after the death occurred.

**The Commonwealth of Virginia and Department of Social Services requires that we post the following information:**

Newington Courthouse Preschool is a half-day preschool program registered through the Commonwealth of Virginia, Department of Social Services under Religious Exemption status. Certification renewal is on a yearly basis.

Newington Courthouse Preschool at Newington Baptist Church, 6169 Main Street, Gloucester, Virginia is in the preschool wing which consists of three rooms on the right parking lot side measuring 80'x20' with two separate restrooms. An additional restroom is available across the hallway in the toddler area. The fenced playground area is 78'x31'.

Student-teacher ratio will not exceed 10-1 in four-year-old and 8-1 in three-year-old classrooms.

No full meals are offered to students since this is a half-day program. A mid-morning snack time is provided for preschoolers.

Staff health requirements provide that members must be certified annually by a practicing physician that they are free from any disability, which would prevent them from caring for children.

Newington Baptist is covered by liability insurance which provides coverage in the event that someone brings suit against the church for personal or bodily harm suffered during the operation of Newington Courthouse Preschool as a result of negligence

Dear Parents,

It is a pleasure to welcome you to Newington Courthouse Preschool. With a genuine love and concern for each child, this Christian-based weekday education program provides a wholesome, stable atmosphere conducive to learning. Through the loving care and guidance needed at this early age, we strive to enrich students' lives with a variety of age-appropriate activities which enhance spiritual, emotional, mental and physical development.

We are committed to making your child's preschool year a positive learning experience as we prepare them for elementary education. Close cooperation and understanding between parents and teachers contribute to a successful school year. We look forward to working with each of you as we become a new school family.

I encourage you to acquaint yourself with our school through this booklet, which has been prepared to help you better understand the curriculum, goals, policies and procedures of Newington Courthouse Preschool. If you have questions, you are invited to visit or call.

Thank you,  
NCP Staff

## OTHER MINISTRIES OF NEWINGTON BAPTIST CHURCH

### SUNDAY

SUNDAY SCHOOL	9:00 AM
WORSHIP SERVICE	10:30 AM

### WEDNESDAY

ADULT CHOIR	5:45 PM
DEEPER KIDS, COR3 YOUTH &	
DEEPER ADULTS BIBLE STUDY	6:30 PM

### NURTURING CHILDREN'S MINISTRIES:

- \*BIBLE LEARNING EXPERIENCES AND CLASSES FOR BIRTH THROUGH GRADE 5
- \*VACATION BIBLE SCHOOL, EGG HUNT, CANDY CARAVAN, AND OTHER SPECIAL EVENTS
- \*NEWINGTON COURTHOUSE PRESCHOOL
- \*DEEPER KIDS GRADES K-5/YOUTH GRADES 6-12

### CHURCH STAFF:

PASTOR	Chris Grella
ADMINISTRATIVE ASSISTANT	Angie Grella
PRESCHOOL DIRECTOR	Stephanie Smith
CHILDREN'S MINISTRY DIRECTOR	Heather King

**Newington Courthouse Preschool**  
**SAMPLE Calendar**

Sept. 2 "Get Acquainted Day" for Three-Year-Olds  
Sept. 3 "Get Acquainted Day" for Four-Year-Olds  
Sept. 4 First day of school for Three-Year-Olds  
Sept. 5 First day of school for Four-Year-Olds  
Nov. 13 \*Conference Day for Three-Year-Olds  
Nov. 14 \*Conference Day for Four-Year-Olds  
Nov. 26, 27 & 28 Thanksgiving Holidays  
Dec. 22 Christmas Holidays Begin  
Jan. 5 School Reopens  
Feb. 19 \*Conference Day for Three-Year-Olds  
Feb. 20 \*Conference Day for Four-Year-Olds  
Apr. 13-16 Easter Holiday (spring break)  
Apr. 19 School reopens  
May 13 Mother's Day Programs/Activities  
May 25 \*Conference Day for Three-Year-Olds  
May 26 \*Conference Day for Four-Year-Olds  
May 27 Picnic-Field Day - Last day of school

The Newington Courthouse Preschool is a ministry of Newington Baptist Church. Children are God's precious gifts to their parents, their families, and the church. We are glad that you have chosen us to help in the shaping of your child spiritually and academically.

We recognize that parents are the primary influence in the life of a child. Therefore, we ask you to join us in daily prayer for the shared responsibility of guiding your child's development.

NEWINGTON COURTHOUSE PRESCHOOL COMMITTEE

**\*CONFERENCE DAY - NO SCHOOL FOR THIS AGE GROUP**

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## HEALTH

Please be sure that your child has regular visits to a doctor. Do not send a sick child to school. If a deep chest cough, severe cold symptoms, stomach issues or open sores are present, please keep your child at home. Before your child returns to school, he/she should be free of fever, vomiting or diarrhea for a least twenty-four hours.

If your child becomes ill during a class session, a parent or guardian will be notified in order to make arrangements for an early dismissal, per director's discretion. Emergency phone numbers (work, home and other contacts) must be kept current with the child's teacher.

All children must be **potty trained** before enrollment in our preschool programs.

## HOLIDAY CELEBRATIONS

### HARVEST

Our celebration will include God's natural world, seasonal changes, fall colors, apples, harvest and pumpkins.

### THANKSGIVING

During the Thanksgiving season, we will teach the goodness of God and His blessings. The children will learn about thankfulness, sharing, Native Americans, pilgrims and the first Thanksgiving.

### CHRISTMAS

Our main emphasis during the Christmas season will be the birth of our Lord and Savior, Jesus Christ. Other activities may include tree decorating, caroling and gift making.

### VALENTINE'S DAY

We will focus on our love for God and for each other. The children will participate in making and sharing valentines.

### EASTER

During the Easter season, we will celebrate Christ's resurrection.

## PROGRAMS AND REGISTRATION

Newington Courthouse Preschool offers half-day programs for each of the following:

Program	Requirement	Hours	Days
3-Year-Olds	3 Years by September 30	9:15-12:15	Tues. & Thurs.
4-Year-Olds	4 Years by September 30	9:15-12:15	Mon., Wed. & Fri.
Kindergarten	5 Years by September 30	9:00-1:00	Monday through Friday

### REGISTRATION:

Early registration will be offered in January/February to current students and children who attend Newington Baptist Church. Open registration will begin no later than March. All applications will be taken on first-come, first-served basis.

Receipt of the contract along with the registration fees will automatically reserve a place in school. A parent or guardian will be notified immediately if a class is closed.

### REGISTRATION FEES

3-Year-Old \$125

4-Year-Old \$150

Kindergarten \$175

Only \$40 of the Registration fee will be refunded if student withdraws before the first day of school. No refunds will be given after the first day of school.

### **ADMISSION POLICY:**

The Newington Courthouse Preschool admits any child without regard to race, religion, or ethnic background.

### **DISCIPLINE POLICY:**

Our discipline procedures will consist of the following strategies:

1. Encouraging children to use their words when having a disagreement with another child. Facilitating children in their attempts to settle their own disputes.
2. Redirecting behavior when this seems potentially effective.
3. Separating a child from the group (Time Out) - one minute away for each year of age.
4. Making parents aware of disciplinary concerns.

Disruptive behavior distracts from the full benefit of the preschool program and will result in consequences. The following behaviors are considered disruptive:

\* Requires constant attention from staff

\*Inflicts physical or emotional harm on other children

\*Disrespects people and/or materials provided in the program

\*Consistently disobeys the rules of the classroom

\*Uses verbal or physical activity that diverts attention away from the group of children

\*Serious disruptive behavior will be addressed in an incident report

\*If the child's behavior continues to be inappropriate, consistently disruptive, and/or dangerous, it may be necessary for the child to be sent home for a period of time to be determined by the teacher and Preschool Director, or removed from the preschool program.

### **SHOW AND TELL:**

Children (four-years-old) may be invited to bring items for "Show and Tell." These items are usually related to the topic of study.

Please consult the teacher if your child would like to share other items of interest.

### **GUEST READER:**

Each month a member of Newington Baptist Church will share a Bible story with the children.

### **CONFERENCES:**

Conferences will be held three times a school year (November, February and May). Please plan to attend to discuss your child's progress. These conferences are more constructive when children are not present. Teachers are available for additional conferences upon request.

### **PROGRAMS AND SPECIAL EVENTS:**

There will be programs and events throughout the year, such as a pumpkin patch event, Christmas program, Mother's Day activities, and field day. Details concerning these events will be provided at a later date. Come and enjoy the fun!

### **CLASS PICTURES:**

Class pictures (individual, portrait type) will typically be taken in February.

## GET ACQUAINTED DAY:

Parents and students are invited to the school for a short visit. A letter will be mailed during the summer confirming the date and time of your visit. You will be asked to bring the first month's tuition and a copy of the following:

- 1) child's immunization record
- 2) child's birth certificate

Newington Courthouse Preschool must receive these records, due to state licensure, before student can begin school in September.

## BIRTHDAY:

Each child's birthday is celebrated. Parents may make arrangements with the teacher to bring in refreshments to share with the class.

If your child's birthday falls outside of the school year, please see the director for more details.

Presents and/or party favors are not appropriate in a school setting.

## FIELD TRIPS:

Field trips may be planned to enhance a unit of study.

## TUITION:

The yearly tuition is divided into nine equal monthly payments for your convenience. Tuition is due on the first class day of each month and is non-refundable. After the 10th day of the month a 10% late fee will be applied for each month tuition is late. Checks should be made payable to Newington Courthouse Preschool.

The tuition rate for this school year is as follows:

Program	Monthly Payment	Dates
3-Year-Olds	\$125	Sept. 1-May 1
4-Year-Olds	\$150	Sept. 1-May 1
Kindergarten	\$345	Sept. 1 - May 1

The first Child will pay full tuition price, each additional sibling will receive a 10% discount.

FOR EXTENUATING CIRCUMSTANCES PLEASE CONTACT THE DIRECTOR.

## WITHDRAWAL:

This is an annual contract. Release from this contract will be given in case of relocation; however, a 30-day notice is required along with one month's tuition. If release from this contract is requested for any other reason, one-half of the remaining tuition is required. If requested before school begins, tuition payments will not be required. Newington Courthouse Preschool will not refund the tuition or any part thereof in the event of withdrawal, dismissal, or absence of the student during the school year. In the event of such, the fees agreed to herein shall become at once due and payable. If the Preschool Committee determines that a child should be released based on our Discipline Policy, no further tuition will be due.

## DAILY EVENTS

### SNACKS:

Children should pack a small snack to bring with them each day. This should be a healthy snack; they may also bring a water bottle.

Water will also be provided by the preschool. We will begin snack time with a prayer each day. All other food, candy or chewing gum should be left at home unless special arrangements have been made with the teacher.

### CLOTHING:

Children should wear comfortable clothing suitable to weather conditions. Shoes should be suitable for playground and gymnasium (preferably athletic shoes - no hard or black-soled shoes). Please label all removable items with your child's first and last name (i.e. jackets, sweaters, hats). Please have a complete change of clothes in their backpack.

### PERSONAL ITEMS:

Please leave toys and other distractions at home to ensure an educationally focused classroom. You will be notified about special "Show and Tell" days.

## TRANSPORTATION:

Parents will provide transportation to and from school. Please notify the teacher in writing if someone other than the parent or guardian is picking up the child.

Upon arrival, please pull under the portico at the back of the preschool. A teacher will help your child out of the vehicle and into the building.

At dismissal time, a teacher will bring your child to the vehicle under the portico. Parents are responsible for securing their child in their vehicle. This will eliminate confusion inside. Please refrain from coming inside to pick up your child. If you need to pick your child up early due to an appointment, etc., please send a note with your child that morning. The teacher will have your child ready so that an unexpected arrival will not interrupt class time.

### LATE PICKUP FEE:

There will be a \$5 late fee for every 5 minutes a parent or guardian is delayed in picking up their child. Example: \$5 - 5 minutes; \$10 - 10 minutes, etc.

### INCLEMENT WEATHER:

In case of inclement weather, we generally follow the public school closings. Watch for Gloucester County Public Schools announcements on the local news stations. Those closings are announced on WXGM (99.1) and Facebook. When the public schools are delayed, please check our Facebook page to see what our plan is for the day.

We will always be closed the first day if the public schools close. Sometimes we may return sooner. You will receive an email/text or check Facebook if this should happen.