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# COURTHOUSE PRESCHOOL COMMITTEE POLICY AND PROCEDURES

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## Newington Courthouse Preschool Committee Consists of One Team: Weekday Preschool Team

**Article 5 - Board of Directors Section 3-4:** To establish governing principles, policies, and determining practices for the Church, including the creation and/or approval and maintenance of policies and procedure manuals, which will contain all controlling policies and procedures governing any and all aspects of the Church's affairs, including, but not limited to, committee task descriptions and policies regarding the handling of funds, use of facilities, and employment policies and practices;

**Article 10 Section 1 Church Operation Manual:** The Policies and Procedures Manual of Newington Baptist Church will provide more specific and detailed information on how NBC will operate beyond what is covered in the Constitution and Bylaws. The purpose of the Policies and Procedures Manual is to define orderly functional processes, and to protect the Church from financial, criminal, civil, and reputational risks. This Manual should include policies for all Ministries that require particular attention to detail in their processes to reduce risk or increase accountability. The manual will be maintained by the Church Administrative Assistant on the church website and other cloud storage.

Year:	B.O.D. Signature:	Date of Review:
2020	Gerald German	2/15/2020
2021	No Review due to COVID	
2022	Gerald German	3/19/2022
2023	Sharon Shelton	3/07/2023
2024	Sharon Shelton	2/5/2024
2025	Sharon Shelton	5/13/2025

Policy and Procedures Established 2019  
NEWINGTON BAPTIST CHURCH  
6169 Main Street, Gloucester, Va. 23061

## **Weekday Preschool Team**

Newington Courthouse Preschool is owned and operated as a non-profit ministry of Newington Baptist Church, Gloucester, Virginia.

The responsibilities of the Weekday Preschool Team (WPT) are to assist the Newington Courthouse Preschool Faculty and Ministerial Staff Representative in determining the policies, procedures, budget, tuition rates, staffing needs, salaries, teaching methodologies and other related items concerning the Newington Courthouse Preschool. It verifies that the school and its facilities comply with state licensing and tax exemption requirements, including requirements for background checks and child safety protocols for school staff, volunteers and substitutes, as well as requirements for safety inspections and drills set by the supervising agency(ies).

The WPT directs public relations efforts to promote, inform, involve and educate church members and the community about the school and its program. It coordinates the work of the program with other church activities.

The WPT reviews financial reports and attendance records to ensure proper operation of the program.

The WPT reports regularly to the church those items that require church awareness and/or approval.

The WPT, in coordination with the Financial Accountant, provides a financial report, and a school progress report, for Newington Baptist Church Quarterly Business Meetings.

The Newington Courthouse Preschool Handbooks for Three's and Four's provides the details of Policies and Procedures for Operation, Organization, Calendar, Times, Fees, Subjects Covered, and Child and Parental Expectation. Additionally, the Preschool Director will maintain files and/or a handbook detailing the requirements for licensing, safety inspections, personnel, etc.