

# Harrisonburg Baptist Preschool



2024-2025

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## STAFF CONTACT INFORMATION

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# LOVE, FUN & LEARNING

**It is the aim of our Preschool to further the development of the total personality of your child - mind, body, and spirit. We hope to provide each child with the following opportunities:**

1. An opportunity to have a wide variety of learning experiences from which he can gain understanding and build readiness for future learning.
2. An opportunity for self-expression through language, music, movement, and art activities.
3. An opportunity to develop his physical strength and coordination.
4. An opportunity to succeed in doing things for himself, thereby growing in self-reliance, responsibility, and confidence.
5. An opportunity to take part in the life of a group, and to grow in his ability to "give and take" with those of his own age.
6. An opportunity to make many of his own choices.
7. An opportunity to develop attitudes that are in harmony with Christian understandings about life.

**We attempt to supply what study has taught us that the young child needs. Among them are:**

- A feeling of belonging and usefulness
- The assurance that his individuality is respected
- Consistency set in behavior limits
- Protection of personal rights
- Guidance in understanding his own feelings, and acceptable ways of expressing them
- Adequate space for vigorous physical activity
- Equipment scaled to his size
- Materials that invite him to explore, discover, and learn
- Guidance in appropriate ways of responding to other people
- Success, approval, and love

# POLICIES

## Enrollment

Children to be admitted shall be at least three years of age on or before September 1 of the school year, and potty trained. Children may enroll for three, four or five days, with Tuesday through Thursday preferred for children who enroll for three days a week.

## Payment of Tuition

Tuition will be \$2,475 for the year (\$275 per month.) **Monthly tuition will be due the first school day of each month. Mrs. Petit will be available on that day to receive payment and give you a receipt. Checks should be made payable to Harrisonburg Baptist Preschool.**

## School Hours and Attendance

The hours of operation will be from 9 - 11:30 am Monday through Friday. We ask that you walk your child to the door when you bring him/her, and come to the door again when you call for your child. Please inform us directly by text or written message if your child is to go home with anyone other than the regular ride. Or if there is someone who may on occasion be coming for your child, we would like to be notified of this by written note. **We will not send your child home with anyone unknown to the teachers, unless we have direct communication from a parent.**

## Health Records and Illnesses

A health certificate signed by a doctor showing that the child has had proper immunizations should be submitted on a prescribed form on the first day of attendance. A child shall have had immunization for diphtheria, whooping cough, tetanus, polio, measles and mumps. A child shall also have either had or been immunized for chicken pox.

If during the school hours your child becomes ill, he/she will be cared for away from the group and you will be notified to come for your child.

Parents shall care for the child at home whenever he/she has fever or other signs of illness. If your child needs medication for fever, cough, cold, etc., in order to be comfortable and ready for school, he/she should be kept at home until the issue resolves. Let's do our best to keep each other well.

Should a child be exposed to a contagious disease, please notify the teacher and keep count of the incubation period.

## Hazardous Weather

At any time the city schools are closed because of hazardous weather conditions, our Preschool will also be closed. The closing will be announced by radio, television and other media. Adjustment of days missed in this way will be made according to the city school schedule. **If Harrisonburg City Schools are on one hour delay, we will begin on time. If Harrisonburg City Schools are on a two hour delay, our school will be canceled.**

## Visits By Parents

We welcome visits by parents and others who are interested. It is recommended that arrangements be made with the teachers ahead of time, but certainly not required.

### **Snacks**

Each morning snack will be served, which parents are asked to provide on a rotation schedule for a one-week period. We urge you to keep the snack as healthy as possible, avoiding richer types of foods. Dry cereal, raisins, and pretzels are examples (see “Snack Ideas” on page 8 for more). We ask that you bring **two** items each day in case a child doesn’t like or cannot eat a particular food. **Please notify us of any food allergies.**

### **Birthday Celebrations**

Each child may have a birthday party, or if her/his birthday comes in summer, one at the half-year date. Parents and family members may attend. Parents may bring party food if desired, which will be shared at our regular snack time.

### **School Trips**

Field trips will be contingent upon parent transportation to and from the site (and in some cases, weather, of course). In accordance with state law, all children 7 years old and under must be secured in a child safety seat or booster seat. We will post car pool drivers at least a day ahead. Parents are asked to put your child’s seat into appropriate car at drop-off if possible. Otherwise please remember to leave a seat with us, labeled with the child’s name.

### **Personal Supplies Needed**

Each child shall have a complete change of clothing to be kept at Preschool. Please bring these in a bag, clearly marked with the child’s name. Opportunity will be given to change them out to conform with changing weather conditions. Each child should bring a backpack or tote with their name on it, and a filled water bottle labeled with their name each day.

### **Other Ways Parents Can Help**

- Dress your child in comfortable, washable play clothes. Shoes should be suitable for active play.
- See that children do not bring gum, candy, or money to Preschool.
- Please join us in teaching your child to put on, take off and hang up his own coat; wash his/her own hands; flush the toilet after use; pick up his/her own toys and put them away at home. In other words, help your child to help himself or herself.
- We hope you will acknowledge artwork brought home. An interested, accepting attitude toward whatever he/she may wish to tell you about what your child has drawn or painted is better than either excessive praise or many questions about what the art work represents.
- Allow your child to bring items from home to share or show in the group. This may be done at any time he/she expresses interest in doing so. However, please do not let your child bring anything of value in case of an accident. Any item that is brought will be put away after it is shown until time to go home. It is helpful to send it in a bag with the child’s name on the outside.
- **Show and tell will be on Wednesdays beginning the second week of school. We will notify you of the topic of our show and tell in our weekly online “Tattler.”**
- Always feel free to report any experience in your child’s life outside of school which would help the teachers understand better his/her feelings or actions at school. Also, confer with us whenever you have any concerns about school life.

# CALENDAR

(All closings per Harrisonburg City School Schedule)

<b>September 3</b>	First School Day
<b>September 23</b>	School closed
<b>October 14</b>	School closed
<b>October 25</b>	School closed
<b>October 31</b>	Fall Presentation for Parents
<b>November 4-5</b>	School closed
<b>November 26</b>	Thanksgiving Feast for Families
<b>November 27-29</b>	School closed
<b>December 20</b>	Christmas Program for Parents
<b>December 23-January 6</b>	School closed
<b>January 20-21</b>	School closed
<b>February 17-18</b>	School closed
<b>February 18</b>	Parent/Teacher Conferences
<b>March 7</b>	Doughnuts for Dads
<b>March 10</b>	School closed
<b>March 28 - April 4</b>	Spring Break
<b>April 18 &amp; 21</b>	School closed
<b>May 9</b>	Mothers' Day Tea
<b>May 23</b>	Last Day: Graduation/End of Year presentation



# UNITS OF STUDY



## First Semester

### *Week of:*

Sept. 3	Myself and My Family
Sept. 9	Making New Friends
Sept. 16	Seasons/Autumn
Sept. 24	Shapes/Colors
Sept. 30	Animals in Fall
Oct. 7	Pumpkins/Columbus Day
Oct. 15	Apples
Oct. 21	Bats/Spiders/Owls
Oct. 28	Halloween/Voting
Nov. 6	Leaves
Nov. 11	Rhyming Words
Nov. 18-26	Thanksgiving
Dec. 2	Patterns
Dec. 9	The Nativity
Dec. 16	Christmas Celebrations/Winter

## Second Semester

### *Week of:*

Jan. 7	Winter Fun
Jan. 13	Opposites
Jan. 22	Five Senses
Jan. 27	Animals in Winter
Feb. 3	Food Groups
Feb. 10	Valentine's Day/Healthy Hearts
Feb. 19	Outer Space
Feb. 24	Mother Goose Rhymes
Mar. 3	TBA
Mar. 11	Community Helpers/Dads
Mar. 17	Spring/Rainbows
Mar. 24	Birds/Eggs
Apr. 7	Pets
Apr. 14	Easter
Apr. 22	Earth Day
Apr. 28	Water Cycle
May 5	Celebrating Mothers
May 12	Farms
May 19	Summer Fun



Letters of the alphabet, letter sounds and pre-reading, counting, and simple math will be incorporated throughout the year. Letter of the Week (beginning the second week) will help identify, know sounds letters make, where letters are located in the alphabet and how to write them. Number of the Week will begin later in the year. Bible Stories and truths as they relate to our units or when demonstrate a behavior or principle we want to reinforce.

# TYPICAL PRESCHOOL DAY



**9:00 am      Arrival**

Mondays and Tuesday - Big Room Days

*Active play with gym equipment, pop-ups, basketball, riding vehicles, etc.*

Wednesdays, Thursdays, and Fridays - Little Room Days

*Table play, block building, dramatic play (dolls, dress up, and housekeeping), puzzles, games, arts, and crafts*

Short craft or activity pertaining to unit of study

**9:45 am      Music/Book Time**

**10:00 am      Clean up, bathroom, and hand washing**

**10:10 - 10:30 am      Group and Circle Time**

Wednesday - Show and Tell

*Calendar, finger plays, songs, sharing, showing, talking and listening  
Most group "instruction" will take place here*

**10:30-10:40 am      Music and Movement/Games**

*This will include singing, creative movement, music games, and rhythm and bar instruments.*

**10:40 am      Story/Book**

**10:45 am      Snack**

**11:00 am      Active play outdoors as weather allows or in big room**

Gym and climbing equipment  
Running and organized games, etc.  
Opportunity for 'free play'

**11:30 am      Dismissal**



# Snack Ideas



It is nice to have two items each day for snack in case a child does not like or cannot eat one item. We do encourage the children to try a small bite of each item even if it is something they do not like. Remember, the school provides drinks, cups, and napkins. **If an item requires a spoon, please send enough for each student.** Here are some ideas for snacks. You may have many more. *Be creative!*

- Any fresh fruit (cut in manageable pieces)
- Dried Fruit (i.e. raisins)
- Vegetable (with or without dip)
- Crackers (i.e. Ritz, graham, cheese, etc.)
- Pretzels
- Popcorn
- Muffins
- Bagels
- Cheese (cubes, sticks, or slices)
- Yogurt
- Applesauce
- Fruit Snacks

My snack weeks are \_\_\_\_\_ and \_\_\_\_\_.

We will inform you of any children's allergies.



**For children who will be entering Kindergarten during the next school year, we will offer an opportunity to join our Lunch Bunch.** On the first Tuesday of each month those children may pack a lunch and stay to enjoy lunch with their friends at Preschool. Pick up time will be at 12:15 pm. **We will begin the first Tuesday in October.** Each child will need to bring his/her own lunch complete with drink. Lunches will be kept in the snack room until lunch. We will work on helping the children eat their lunch in a group setting similar to what they encounter in Kindergarten. Before eating our lunches we will do a group activity for "big boys and girls" - perhaps a simple science discovery project, math activity, craft, game, etc. In January we will begin staying until 12:30 pm on Lunch Bunch Days.

# STAFF QUALIFICATIONS

Staff qualifications are as follows: The Director of the Preschool shall have a degree in Education - additional experience is not required but is recommended. Both teachers shall possess skills in first aid, rescue breathing (and others listed below), and shall assemble health information, including up-to-date immunizations of all students in the Preschool. The Associate Teacher must have at least high school education and be capable of supporting the policies of the Preschool. Emphasis on kindergarten readiness, social skills, appropriate hygiene, and safety will be shared by both teachers. Also, both teachers must have a certificate of good health on file, certified annually by a practicing physician to be free from any disability which would prevent them from caring for children, and be cleared by a criminal records check. The staff will supervise the children at all times including daily intake and dismissal procedures to insure the safety of the children. The staff also will oversee that all areas of the premises accessible to children are free of obvious injury hazards. The teaching staff will work with the Weekday Preschool Committee as a liaison with the Harrisonburg Baptist Church.

Teachers who will be with your children each day:

Director - Mrs. Sharon Wampler

Associate Teacher - Mrs. Jeannie Petit

Mrs. Wampler graduated with a degree in Music Education K-12 from James Madison University. She has 16 years teaching experience in grades K-8, is certified in Orff and trained in Kodaly music philosophies. She holds a Virginia Teaching License. She has directed our preschool for 19 years.

Mrs. Petit has been involved with this program and public school programs for many years as a parent, substitute teacher, and committee member. She has a genuine concern for the well being of the children and the skills that they learn through socialization, directed play, and activities that occur as a part of this curriculum. She has been our associate teacher for 18 years.

Both of our teachers are Christians and both promote integrity, respect, and social skills in a nurturing environment.

Both teachers are certified by the Virginia Department of Education, who regulates and inspects our school. As such, both teachers are certified in Basic First Aid, CPR/AED, and Recognizing and Reporting Child Abuse and Neglect. Mrs. Wampler has had Medical Administration Teaching (MAT).



# How Do I Learn Just Who I Am?

By Ruth Reardon

I learn from you who I am.  
Within your eyes I see  
reflected me.

Within your voice I hear  
how you see me.

You are the mirror that I look into  
And mold the image of myself.

I sense the way you hold me,  
And from your touch  
I feel my form, my shape.

And If I like what I see in  
Your eyes,  
Your voice,  
Your touch,  
My heart responds and reaches out.  
Then in its reaching, grows and grows,  
until I see myself  
as separate.  
That separate self in turn  
can love you back.  
Because you taught me  
who I am,  
And I'm loved.

"Let the little children come unto Me, for of such is the kingdom of Heaven." Matthew 19:14



## COMMONWEALTH of VIRGINIA

Office of Child Care Health and Safety  
Valley Region  
valley.cclicensing@doe.virginia.gov

DEPARTMENT OF EDUCATION  
PO Box 1208  
WAYNESBORO, VA 22980-0864

Office: (804) 921-7688  
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October 30, 2023

Jeannie Petit  
Harrisonburg Baptist Church  
501 South Main Street  
Harrisonburg, VA 22801

*Harrisonburg Baptist Church Pre-school* operated by Harrisonburg Baptist Church and located at 501 South Main Street, Harrisonburg, Virginia has filed the required documentation for exemption as a child day center that is operated or conducted under the auspices of a religious institution pursuant to Section 22.1-289.031 of the Code of Virginia. This exemption is effective December 5, 2023, through December 4, 2024.

This exemption permits you to provide services to 18 children in the age range from 3 years, 0 months through 5 years, 11 months. Based on documentation from the building official dated 08/08/1997, the maximum occupancy load (children and adults) is 20.

According to the information you have filed with us, your program is in compliance with the staff-child ratios required in the law. The exemption law requires that you maintain these staff-child ratios throughout the year.

The exemption law requires that you file the required documentation 30 days prior to the anniversary date of the current exemption. We will notify you prior to the time your renewal documentation must be submitted. If you have any questions, please contact Julie Kunowsky at (540) 430-9256.

Please be advised that as of January 1, 2020, Section 59.1-69 of the Code of Virginia began requiring that any entity, including religious institutions, file for a fictitious name through the Virginia State Corporation Commission (VSCC) prior to doing business under a name different from that of the legally operating entity. **If Afton Harrisonburg Baptist Church is conducting business as Harrisonburg Baptist Church Pre-school, a fictitious name may be required.** Additional information can be found on the VSCC website at <https://www.scc.virginia.gov/pages/Fictitious-Names>. Virginia SCC - Fictitious Names

Thank you for your cooperation.

Sincerely,

Nancy  
Hunter

Copy the top copy and file it in your file.  
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original. It is a copy of the original.  
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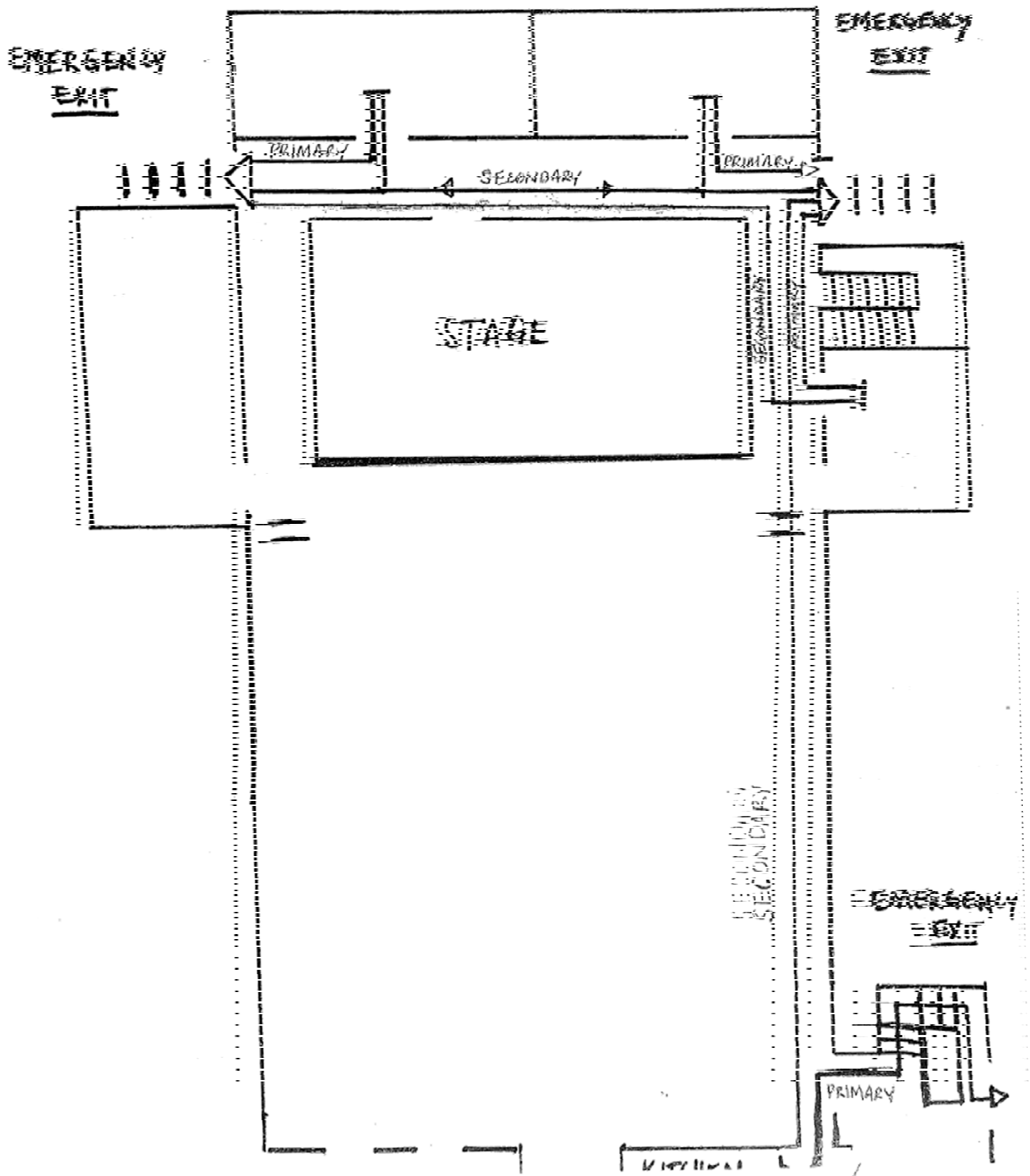
Nancy Hunter  
Licensing Administrator

# HBC PRESCHOOL INFORMATION

1. See page 11 for statement of religious exemption details.
2. The HBC Facility ID number is 995838.
3. Statement of staff ratio. HBC can accommodate up to but no more than 18 students. This form will be included with the annual religiously exempt day center renewal paperwork.
4. HBC Preschool functions in the basement of Harrisonburg Baptist Church, located at 501 South Main Street in Harrisonburg and utilizes the majority of the basement space, including the large fellowship hall for recreation and "big room" activities, as well as three moderately sized classrooms for student instruction. The approximate square footage of the fellowship hall is 3000 square feet and the classrooms 286 feet each. Two of the classrooms have attached bathrooms. Additionally, the kitchen is adjacent to the fellowship hall and is used for refreshments and snack preparation. HBC is also equipped with a large lawn space which is used for outdoor activities and includes a fenced in playground area with two large permanent pieces of equipment. See diagram for additional information on the basement layout.
5. Preschool staff undergo annual health assessments to certify that they are free from any disability which would impair their ability to care for the children.
6. HBC Preschool is covered by a public liability insurance policy with Erie Insurance, which would be utilized in the event that any student would suffer personal or bodily harm due to staff negligence while attending the Preschool program. A certificate of liability is available upon request.
7. The HBC Preschool operates under the auspices of HBC. HBC offers space for the Preschool at no charge, as described above. Additionally, the Preschool area has its own entrance. The Harrisonburg Baptist Church has an elected Preschool committee which serves as a liaison between the church and the school. Members of the HBC ministry staff participate in Preschool programs and other activities as called upon. The church's office staff provides support for the Preschool program by preparing the annual handbook, providing copies or other office needs, fielding phone calls and communicating with the Preschool through the church's intercom system as needed. The finances of the HBC Preschool are handled by the church's Financial Ministry Assistant. Funds are deposited and paid out through the church's accounts.
8. Preschool staff are required to undergo annual certification for child health screening, recognizing and reporting abuse and neglect, first aid, and CPR. Additionally, Preschool staff are required to have a background check.



# PRESCHOOL FIRE EVACUATION MAP





**HARRISONBURG BAPTIST PRESCHOOL**

501 South Main Street  
Harrisonburg, VA 22801

(540) 433-2456 | [www.hbcprek.org](http://www.hbcprek.org) | [info@hbcprek.org](mailto:info@hbcprek.org)