



A Ministry of  
Calvary Bible Fellowship Church  
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[www.calvarybfc.org](http://www.calvarybfc.org)

### **Statement of Faith**

We believe the Bible – the infallible, inerrant, authoritative Word of God.

We believe in one God, eternally existent in three persons; Father, Son, and Holy Spirit.

We believe in the deity of Jesus Christ, His virgin birth, sinless life, atoning death, bodily resurrection, ascension, and His return in glory and power.

We believe all mankind are sinners in need of regeneration by the Holy Spirit which enables the Christian to live a godly life and perform good works.

We believe in the resurrection of both the saved and the lost: They that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.

We believe in the spiritual unity of believers in our Lord Jesus Christ.

## **General Information**

### **Our Goal**

The Preschool at Calvary is a church ministry with the sole purpose to nurture and minister to each child with love, just as God so graciously loved us. We take our directive from the Word of God where we are told to assist parents in “Training up a child in the way he should go” (Proverbs 22:6). The main goals of the Preschool at Calvary are to encourage each child to grow spiritually, socially, emotionally, cognitively, and physically at his/her individual pace. The children will do so through education in a Christ centered environment, social interaction, and concrete learning experiences.

### **School Hours**

3 year old class – Wed. and Fri. at 9:30 AM – 12:00 PM

Pre K class – Mon., Tue., and Thu. at 9:30 AM – 12:00 PM

### **Arrival/Dismissal**

Please enter the church through the bottom entrance. Sign your child in by the church office and accompany your child to the classroom door. The teachers take time to uphold the children and preschool day in prayer and they request that you wait quietly in the hallway until they are ready to greet you.

For safety purposes, all doors will be locked while class is in session. To enter while class is in session, use the chime at the door and the secretary will buzz you in.

Dismissal will take place from the classroom. Please wait in the hall until the teacher dismisses the class. Your child will not be released to anyone except a parent or someone listed on your agreement form. If it is necessary for someone else to pick up your child please inform the teacher in writing. For safety purposes, we reserve the right to ask for identification such as a driver’s license.

We encourage parents to be prompt. Late pickup may result in a charge.

## **Admission Policy**

1. We seek to serve our church, our Christian community, and our neighborhood, and we offer the program to all children, regardless of race, creed, or color.
2. All families must fill out an Application for Admission and submit it with a \$50 non-refundable registration fee.
3. All registrations are accepted on a first-come, first-served basis.
4. All children must have up to date health and immunization records before program admission.
5. All children must be 3 before September 1<sup>st</sup> and fully toilet trained to enter the 3 year old program.
6. All children must be 4 before September 1<sup>st</sup> and fully toilet trained to enter the Pre-K (4 and 5 year old) program.
7. Placement of children with September birthdays will be at the discretion of the preschool staff.
8. **We will enforce that all children be toilet trained and able to care for their own personal toileting hygiene.** We understand that accidents do occur, however, for health and safety issues, a parent or guardian will be called in to assist if a child heavily soils themselves.
9. Once we have received your child's registration and non-refundable fee, and if enrollment is not full, a welcome letter will be sent to inform you of your child's acceptance into the program. All others will be informed of our waiting list.
10. We accept registrations during the school year if a child is at the appropriate age (3 by Sept. 1<sup>st</sup> and 4 by Sept. 1<sup>st</sup>), fully toilet trained, and there is a spot available in the appropriate classroom.

## **Tuition**

- 3 year old (2 day program) - \$120 a month or a payment of \$1080.00 for the school year.
- 4 and 5 year old (3 day program) - \$150.00 a month or a payment of \$1350.00 for the school year.
- There will be savings of 50% for BFC pastors with preschool children.
- There will be a tuition discount of 10% for families that have more than one child enrolled. The discount will be applied to the tuition of the youngest child.
- All tuition payments are due the first business day of each month, excluding September, which is due August 15<sup>th</sup>. There will be a fee of \$10.00 assessed for any late payments.
- Please make checks payable to The Preschool at Calvary

*Tuition:* Payments may be mailed directly to the church or given to the Secretary, in the church office. Because tuition is an annual fee, no refunds are given for illness, vacation, or snow days. All payments are due on the first business day of the month from September to May. Any account delinquent by 60 days will result in termination of your child's enrollment. We consider ourselves a ministry and desire to help in any way possible if financial hardships arise.

*Withdrawal:* If you should need to withdraw your child from the program during the school year, please give one month notice to the Director. In case of immediate withdrawal, the current monthly installment will be due.

*Returned checks:* There will be a charge for all checks returned. A statement will be sent to you regarding the additional charge.

## **Registration**

Registration opens in January for the coming fall enrollment. Families of currently enrolled students and their siblings will be served first. A registration fee of \$50 per year (non-refundable) is required with each Application for Admission. Registration for new students begins at our January Registration/Open House night.

## **School Closings**

We will follow the guidelines of the Southern Lehigh School District for any school closings or delays due to inclement weather. If Southern Lehigh is closed, the preschool will be closed. If the school district has a 2-hour delay, the preschool will have a modified schedule: 10:30 AM – 12:30 PM. All Southern Lehigh closings will be announced on WFMZ Storm Center Update on Channel 69. We also communicate closings and delays through email and text.

### **Communication**

Each month a calendar will be sent home to notify parents of all our activities and events. It will include our Biblical learning, associated themes, birthdays, holiday schedule, and any special announcements or reminders. Please check the preschool bulletin board outside the classroom for special information.

### **Snacks**

The preschool will provide nutritious snacks. Occasionally we may ask parents to participate in providing snacks for special activities such as star of the week or holiday occasions.

### **Birthday Celebrations**

Birthdays may be celebrated in class with a special treat, story, or guest. Please let us know a few days before your child's birthday if you are planning to bring in a special treat or if a guest will be a part of that special day. Children with summertime dates will have a special day chosen by the teachers, to celebrate it during the school year.

### **Special Activities and Events**

We incorporate many opportunities within the classroom and community to learn by doing and experiencing the world around us. Our curriculum is enriched with field trips, celebrations, and family gatherings. Some examples are:

- *Praise Days*: A scheduled time every other month that welcomes family and friends to hear our classes sing, dance, and communicate what we learn in preschool. We also gather for a special time of fellowship after the program. These times are scheduled in the morning hours and one in the evening. Details will be given in September and October in preparation for Praise Days.
- *Lunch Bunch*: A time when our preschoolers have an extended morning with their friends and partake in a packed lunch together.
- *Field Trips*: To reinforce themes of our program, we utilize opportunities within our community to broaden hands-on learning experiences and fun. Details and permission slips will be given for these activities and events.

### **Health and Safety**

To protect the health of your child and others, it is expected that children will not attend school with a fever, rash, or other illnesses. Please inform the preschool staff if your child will be absent due to illness. It is important that you notify us if your child contracts a contagious disease or has a lengthy illness (e.g chicken pox, head lice, conjunctivitis).

Your child should be without fever, vomiting, or diarrhea for 24 hours before returning to school. Should a child become ill during the day, the parent will be notified immediately. If your child has any wounds, we ask that they remain covered until they are completely healed. If a wound is

draining and does not remain covered, your child will be asked to stay at home until it has healed.

We will enforce that all children be toilet trained and able to care for their own personal toileting hygiene, which includes self-help skills. We understand that accidents do occur however, for health and safety issues, a parent or guardian will be called in to assist, if a child heavily soils themselves.

All preschool staff have received Federal and State background checks and child abuse clearances. Parents or guardians interested in volunteering in the classroom or during special events will be required to obtain the necessary clearances in order to participate.

A teacher certified in Pediatric First Aid and CPR will be on the premises at all times.

We are required by law to report any suspected signs of child abuse.

### **Clothing**

Clothing should be comfortable and casual. Due to hands on learning experiences, sneakers and play clothes are suggested. Please send an extra change of clothing in a large Ziploc bag marked with your child's name to be kept at school for the entire year. This will be used in case there is an accident. The clothing will be very helpful on the first day of school. Please label all outer clothing, such as coats and hats. Encourage your child to learn to dress himself to go outside and to remove and hang up outer clothing when he comes inside.

### **Special Items**

We ask that you leave your child's toys at home to avoid disruption in the classroom. For the first week, security items may be brought with your child to help with the transition from home to school. We will communicate with you about your child's progress. Children like to be self-sufficient. To facilitate this, we will provide a 2 handled cloth tote bag for each child. This bag will be decorated by the children and used to hold the children's artwork and important papers. Please remember to return the bags with your child. School bags with buckles, buttons, or zippers are difficult for tiny fingers.

### **Discipline**

Redirection and time-out will be used as effective methods in correction of inappropriate behavior. Time-out is not a punishment but rather a time when the child may calm down and think about his/her actions. We will always remember that these little ones are works in progress and will certainly help them during these potentially unsettling times with our love and support

From time to time, situations arise where positive reinforcement, "time-outs", and frequent communication between the child's parents and teacher do not have the desired affect in

modifying the child's behavior. If a child is unable to gain self control and/or requires more individual attention than can be given within child-to-staff ratios, a parent conference will be scheduled. Repeated uncontrollable behavior can lead to a child being dropped from the program. Further, if a child requires direct one-to-one attention beyond our capabilities, the child may be dropped from the program.

The Preschool at Calvary is a non-profit ministry of the Calvary Bible Fellowship Church and is governed by a Preschool Board responsible to the Church. All parents and friends of the Preschool are welcome to join with us in any of our worship services.

Worship Service:	Sunday 9 AM & 10:45 AM
Calvary Kids :	Sunday 8:50 AM & 10:35 AM
Family Night Ministries	Wednesday 6:15 PM

Dave Peters, Lead Pastor  
Tim Hogan, Pastor of Youth and Young Adults  
Cali Magallanes, Visitation Pastor

By the discretion of the Preschool Board, we reserve the right to make any changes in the policy herein.

January 15, 2020