

**In His Steps Preschool
155 Dunlap Drive
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In His Steps Preschool is a ministry of Good Shepherd Baptist Church. As such, we invite you and your child to participate in our Christian education program for young children. Along with teaching basic pre-school skills, we share Bible stories, songs, verses, and Bible truths with your child. We know the Lord loves little children and SO DO WE!

To help you better understand our program, we offer this handbook of purposes, policies and activities.

WELCOME TO IN HIS STEPS PRESCHOOL!

Dear Parents,

May I begin by thanking you for entrusting your child to our care. We want you to know how honored we are that we can offer this ministry to you. We want to work in the fullest cooperation with you and your child.

We are very conscious of our responsibility to you and your child and want to help you grow your child in all areas of his/her life. We will strive to assist your child to mature spiritually, mentally socially, emotionally and physically. Our emphasis is on sound spiritual foundations. We are not here to teach your child the "Baptist" faith but we do know that all of life is based on our relationship to God. It is our goal for your child to realize, through Christian based education, that God is the God of all Creation and our relationship to God is only through His Son, Jesus Christ.

In His Steps is under the full sponsorship and control of the church. A qualified committee works with the Director. Our staff consists of a qualified director and trained teachers. Each has individually sensed God's calling to work with Preschoolers. We strive to continue in even greater excellence and service.

Leslie Miller, In His Steps Director
Good Shepherd Baptist Church, Christiansburg, Virginia

State Licensing

This school is exempt from licensure with the Department of Human Resources of the state of Virginia.

In His Steps Preschool is annually inspected and approved by the Montgomery County Fire Marshall.

In His Steps Preschool will perform monthly fire drills and in September and March tornado drills.

We hope that you find our program presents a well-balanced curriculum and the employees exemplary. However, if at any time you have a concern, please feel free to contact the In His Steps office and make us aware of your concerns.

Admission and Dismissal Procedures

All children will be placed in an appropriate class according to their age on September 1st of that school year.

The registration fee must be paid upon enrollment and a completed application must be in our files before a child may enter classes.

Before a child can attend, we must have a signature on file of the parent receiving and reading this handbook. This receipt should accompany the first month's payment.

In His Steps Preschool admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at In His Steps Preschool. In His Steps Preschool does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, and other school-administered programs.

All 3-year olds must be potty-trained prior to the first day of school.

All pickup will be downstairs in the fellowship hall. Identification tags will be given to parents at open house and must be presented at the fellowship hall for pick-up.

Children are not allowed to go to the car by themselves. Only adults are allowed to pick up.

Do not take your child without the teacher's acknowledgment.

Always look out for children as you drive in and away.

If necessary, a child may be picked up from his/her classroom during the school day. The parent will need to park in a parking space and knock on the door near the fellowship hall.

Pick-up will begin at 11:45 and end at 12:00.

A late fee of \$5 for every 5 minutes may be charged for late pick-up after 12:00 p.m.

This school reserves the privilege of dismissing any child, if after entering he/she seems unable to participate in a group experience.

Arrival and Departure

Arrival: When bringing children to school or picking them up, every driver should be very cautious.

All children and parents will be greeted by the director upon their arrival to school.

Parents will sign children in at the sign-in table where they will leave emergency phone numbers and pick-up information. Parents will sign the sheet indicating if someone other than the designated driver needs to pick up their child. In this case, picture identification will be required in order to pick up a child and or In His Steps Preschool laminated card. The teacher will assist with this and if there is a question, contact the director. Under no circumstances will a child be given to someone who is not on the pick up list.

Attendance

Children can benefit from the opportunities offered by a group learning program only if they attend regularly. One of the most important developmental opportunities our school offers your child is interaction with his/her peers. A child who is frequently absent or late will miss the overall program presented by his/her teacher. Therefore, it will be difficult for him/her to keep up with the group because he/she has not shared the same experiences. Regular attendance is strongly urged so students may reap the benefits of our ongoing program.

Birthdays

Your child's birthday may be celebrated with his/her class by sending special treats to share during the regular class snack time. Suggestions include cookie cake, cookies or cupcakes. Gifts cannot be exchanged nor party invitations sent out through the school. If your child has a birthday that falls in the summer or during the holidays you may select any day during the regular school term to celebrate his/her "pretend" birthday. Please contact your child's teacher to schedule birthday treats so there are not multiple parties on the same day.

Children with Special Needs

In His Steps Preschool is not a special needs facility. We will, however, work with any parent who feels his child can participate in a mainstream classroom. The director will evaluate the child and see if this is possible.

Classes

Three Year ----- Preschool
Four Year ----- Preschool

Classes will be filled on a first come, first serve basis. All children will be placed in an appropriate class according to their age on Sept. 1 of that school year.

Class Parties

The school will sponsor four classroom parties during the school term: Thanksgiving, Christmas, Valentine's Day, and End of School.

These parties may be attended by the parents at the teacher's discretion.

We do not celebrate Halloween.

During the Christmas holidays, we do not talk about Santa Claus or make any art projects with Santa. We will emphasize Jesus' birth.

For Easter, we do not talk about the Easter bunny or make any art projects with the Easter bunny. We will emphasize Jesus' resurrection. All this, of course, will be at the child's level of understanding.

Communications

The primary means of communications between school and home will be director letters and memos from your child/s teacher. These notes will keep you informed of upcoming events at our school, as well as share with you some of our exciting daily activities. Letters from the director will always be printed on colored paper and included in your child's backpack. Please watch for these notes and read each one carefully as they will also advise you of holidays, parties, pictures, special happenings, and program schedules. Carpool parents should alert those who pick up their child to watch for notes and bring them to your attention.

You will receive a calendar at the beginning of the school year that contains planned activities for the entire year.

Parents need to be diligent about any information that may change during the year for their child. The Director should be made aware of such things as change of address, change of phone number, and any medical information so the child's record can be updated.

Discipline Policy

We know that the word "Discipline" comes from the word "disciple" and the definition of disciple is "to teach." Our approach to discipline will be on the positive aspect of discipline rather than the negative. A child who has good behavior habits will be recognized and praised for the same. Children will be given a clear explanation and guidance on their level of understanding of the rules to be used during the time they are at

our

school.

When a child misbehaves, he/she will be helped to understand why the conduct is unacceptable. Brief, supervised separation from the group may be necessary to give the child time to understand what is expected of him/her. This is called "time-out." Discipline will be relevant to the behavior involved and done so in a Christ-like manner.

Any staff member of In His Steps Preschool will not be permitted to spank a child, regardless of the consent of parent or guardian. Children will not be disciplined by the use of abusive language nor deprived of snacks or restroom privileges. Children will not be hit or shaken.

Parents are encouraged to inform the staff of any daily situations that might affect the child's classroom behavior, such as a death in the family, death of a pet, divorce, etc.

Aggressive behavior, such as biting, hitting, scratching, abusive language or any intentional physical contact that causes physical harm to another person will be dealt with the following procedures. Step one will be a time-out in class. Step two will be a time-out in the Weekday office. The parents will get a copy of the disciplinary actions taken. After two consecutive trips to the office, the director will schedule a meeting with the parents. After three consecutive trips to the office for the same behavior, suspension will be for two days. If upon returning to school and doing the same behavior, suspension will be for 4 days. During any suspension, tuition payment is required and not refundable.

Fee Structure and Payment

The registration fee and book fees are due upon enrollment of your child in our program. This fee reserves your child's place in a class and covers all necessary supplies and paperwork for the year. These fees are non-refundable. These fees are:

Registration Fee: \$35

Book Fee: \$25

Tuition fees are based on costs for the school year. For your convenience, we have averaged the cost over a nine-month school term. Tuition will be the same each month, regardless of absences or holidays. Tuition fees are as follows:

Preschool

Three days

\$105 a month

Tuition is due and payable a month in advance the first of each month and no later than the tenth of each month. If payment is not made by the tenth of the month, parents will be notified. If tuition is still not paid, the school reserves the right to suspend the child until payment is made and/ or fills the vacancy.

If you have a financial problem, please call or come by the In His Steps office. We will try to work out special arrangements for deferred payments whenever possible, so that your child may continue in his/her learning experience.

We require a 30-day written notice in order to withdraw your child. This must be submitted to the director rather than giving it to the teacher. If notice is not given, your child is considered enrolled and tuition for the following month will be due.

No refunds are made for parents' vacations or school holidays.

Please make checks payable to In His Steps Preschool. Please note on the check your child's name. Checks are preferred, but cash may be given in a sealed envelope labeled with your child's name. Payment may be placed in the basket on the sign-in table. Families with two or more children enrolled will receive a 5% discount on tuition expenses.

Field Trips

Occasionally, a teacher may want her class to go on a specific field trip. All field trips will be adequately supervised and all participating must sign a release form in order to go. If you do not want your child to go on a specific field trip, he/she may not attend school that day. No reimbursement of tuition will be granted.

Food

Occasionally, the children will be preparing a snack as a part of their daily activity and will enjoy eating the products of their efforts. The teacher will post an allergy alert sheet on the door when this activity occurs.

Goals and Objectives

We at In His Steps Preschool are interested in the "total" child. It is our intention to present a well-rounded program, which contributes to the physical, social, mental, emotional and spiritual needs of each individual child. We will work toward developing the following:

1. Intellectual skills to his/her level of ability, focusing on the alphabet, numbers, colors and shapes.
2. The ability to observe, experience, discover, think, and generalize.
3. An understanding of his physical world through concrete learning experiences.
4. The ability to express thoughts and feelings more creatively through language, art and music.
5. Listening skills.
6. Social skills that will enable him to interact with his peers and adults.
7. Attentiveness to personal health and cleanliness.
8. Muscle coordination, strength, and physical skills. (Gross motor development activities)

9. Self-confidence and independence
10. Positive feelings toward school and learning and self-motivation for learning.

Along with the above skills, it is our desire to help each child discover the wonders of God's world and come to a greater understanding of God's love.

Listed below are some specific goals and objectives for each age group.

Threes

At the end of year a child should be able to:

- . Recognize name, shapes, circle, square, rectangle, oval, and triangle
- . Recognize 8 basic colors
- . Be familiar with basic cutting and gluing
- . Have a concept of a simple calendar
- . Be able to say ABC's
- . Count objects 1-4
- . Recite 1-10 together in class
- . Know how to play and share with others
- . Know one simple nursery rhyme
- . Know that before eating we pray.
- . Know that he/she is special to God and teachers.

Fours

A child upon leaving 4-year-old program should be able to:

- . Write name properly and with ease.
- . Cut with ease.
- . Know all letters.
- . Recognize all letters.
- . Recite 1-20 with class. Able to count 1-10. Recognize 1-10 out of order.
- . Know shapes, colors, matching, differences, & patterns.
- . Know how to pray.
- . Know sibling's first names
- . Know address
- . Know left and right
- . Will be learning how to tie shoes.
- . Know how to rhyme words
- . Know that before eating we pray.
- . Know that he/she is special to God and teachers.

Guidance procedures

It is our desire to guide your child in a learning experience that vigorously involves the total child. To achieve this, we have developed an early childhood program that will introduce a number of new and exciting experiences in learning play. This creative play/work will provide:

- . An informal period for creative work and play with art materials, puzzles, blocks, home-living equipment and other media whereby the child can work by himself or in a small group.
- . A regular period for outside and inside activity
- . A time for building a vocabulary, looking at books, being read to, seeing written names and learning to write their own name (when developmentally appropriate), telling about experiences and learning beginning sounds, letters, and an awareness of reading.
- . A time for refreshments.
- . A time for learning to talk in conversation with peers.
- . A time to learn to express themselves through music.
- . At the end of the day as preparations are made to go home, children may enjoy a time of singing or another type circle time activity.

Health/ Illness/ Medications

For the well being of all children in our program, sick children will not be allowed to remain at school. If symptoms of illness are observed, parents will be contacted to come for the child. In the meantime, we will separate the child and provide care for him/her until someone can come for him/her.

If your child has a cold (runny nose other than clear), fever, diarrhea, vomiting, visible rash, or requires medication during school hours, he/she cannot come to school. A child must be free from symptoms for 24 hours before coming back to school.

No medications can be administered during school hours except for the following: inhaler for asthma or to check blood sugar. The office must have a permission slip on file in order for the teacher to administer the above medication.

If a child is highly allergic to certain foods, stings, etc. and requires an Epi-Pen to be on the premises, the Epi-Pen must have the child's name clearly written on the box and an expiration date circled. The Epi-Pen must remain in the child's backpack and a permission slip on file.

The Authorization for Emergency Medical Care included in the application must be completed and on file in the office in case a child sustains injuries and we are unable to locate you at the numbers given.

Hours of Operation

Classes at In His Steps begin promptly at 9:00 a.m. and end at 12:00 p.m. Our building is open for children at 8:55 a.m. A signal that we are ready to receive children will be the hall lights and fellowship hall lights coming on. If it is dark in the halls, please do not come in as we are busily preparing for your arrival.

Preschool: 3 year olds

3-day classes: Mon/Tues/Wed

Preschool: 4 year olds

3-day classes: Mon/Tues/Wed

Classes begin September 1st and end May 26th. Most Montgomery County School System's closings and holidays will be observed during the school year.

Immunization Records

The state requires that we have copies of updated immunization records. These are available from your pediatrician at no cost. We must have these no later than one month after your child starts in our program. You will be sent home a reminder as these records expire. You have two weeks to send in a replacement copy. You may have your pediatrician fax it to the director at 1-866-849-1818.

Open House

Open House will be held the Tuesday, August 25th from 6:30 pm-8:00 p.m. Parents and children may visit classrooms and meet teachers. Teacher/room assignments will be posted on a wall in the fellowship hall. A color-coded nametag for the backpack will be given to each child along with a coded key ring that has In His Step's numbers. This key ring must be presented in order to gain admittance to the building during pick-up.

Parent Conferences

It is the desire of every teacher to know each child and his family on a personal basis. Any of our teachers will be happy to meet with parents to discuss either progress or problems their child might be having. Simply call the school office to make an appointment for a conference. Please do not take class time to talk to a teacher about your child.

Fours will be evaluated in the fall.

Fours will have a scheduled conference in January to talk about their child. The teacher will set this up.

Parental Involvement

It is our desire to have a close relationship with the parents of our students. In His Steps has an open door policy where parents may visit at anytime during our hours of operation. It is our policy that parents check in at the sign in table and notify the Director of their presence and desire to visit their child's classroom.

Pest Control

In an effort to keep our school as clean and safe as possible for our children, we will be periodically spraying pesticides around the church property to help with the control of pests. A licensed pest control operator will treat the church area. Please rest assured that every precaution will be taken to keep these pesticides away from areas that our children will be playing.

Policy Changes

Parents will be notified of any changes in the policies of In His Steps Preschool in the form of written notification that will be sent home with each child. Parents will have the opportunity to call and talk with the Director if there is any question concerning the policy change.

Returned Check Policy

Returned checks will be resubmitted and if returned again a late fee of 10% will be charged. Any bank fees that are incurred will be the sole responsibility of the parent to pay.

School Dress

Children should be dressed comfortably in clean, washable play clothes.

In warm weather, outdoor play is part of the day's schedule and cool clothing will make this time more enjoyable for him/her. Some games and activities call for sitting on the floor: therefore, pants or shorts are more suitable attire. We will try to go out even in cool or mildly cold weather. Please send a jacket or sweater with your child's name on the inside.

All children should have a change of clothes including socks and underclothes in the backpack for the appropriate season. Accidents do happen during the day and we will have to call you if extra clothes are not provided.

Please make sure that everything is properly labeled with your child's name on it.

Children should not come to school with their personal toys. They are often too young to understand when their favorite toy becomes community property. Please leave toys, dolls, stuffed animals, etc. at home or in your car.

School Holidays

In His Steps Preschool follows the Montgomery County school closings. If the county schools make up a snow day, In His Steps will, also, make the day up provided the day scheduled to make up falls before the 26th of May.

We will be closed for Good Friday.

School Pictures

A photographer will come to our school to take individual pictures of every child in the early fall. Class pictures will be taken in the fall.

Every child will have pictures made.

You are under no obligation to purchase these pictures.

Security

Doors are locked at 9:15 a.m. for security. Parents may knock on the doors leading to the fellowship hall. Only the director or assistant is allowed to open the doors.

Solicitations

We do not send home any flyers that deal with outside ministries other than those that our church, Good Shepherd Baptist Church, sponsors.

Special Events

December -----Christmas Program
3yr.-4yr. Olds participating

May --- Graduation Service
4 yr. Olds participating

The area in front of the stage is a "no kids land". Please do not let children sit, stand or run in this area while the program is in session.

Childcare will be provided for preschool children that night in the preschool wing. We must know by the Thursday before the program if you will require this service.

Weather

All Montgomery County school closings will be observed. Weekday will start up to 1 hour late in the event public schools have a late start due to weather. Public schools starting two hours late, In His Steps Preschool will not be in session. Watch WSL 10 for school closings due to inclement weather. You can, also, visit our website, www.inhisstepspreschool.com and view the scrolling banner for announcements.

**Parent Handbook
Acknowledgement Receipt**

I have received the Parent Handbook for In His Steps Preschool and understand this handbook lists policies for the operation of the In His Steps program. Should I have any questions about these policies, I can contact the In His Steps office at 540-382-0719.

Student Name _____

Parent Signature _____

Date _____

***Please fill out the above and return the receipt to your child's teacher, Thank you.**

How to become a Christian

A Step of Faith

In your personal opinion....

What do you understand it takes for a person to go to heaven? Consider how the Bible answers this question. It is a matter of FAITH.

F is for FORGIVENESS

We cannot have eternal life and heaven without God's forgiveness.

"In Him (meaning Jesus) we have redemption through his blood, the forgiveness of sins." (Ephesians 1:7)

A is for AVAILABLE

Forgiveness is available. It is-

-Available for All.

"For God so loved the world that He gave His one and only Son, that whoever believes in Him shall not perish but have eternal life"

John 3:16)

-But Not Automatic.

"Not everyone who says to Me, "Lord, Lord" will enter the kingdom of heaven". (Matthew 7:21)

I is for IMPOSSIBLE

It is impossible for God to allow sin into heaven.

-Because of who He is; God is loving and just. His judgment is against sin.

"Judgment without mercy will be shown" (James 2:13)

-Because of who we are; Every person is a sinner.

"For all have sinned and fall short of the glory of God." (Romans 3:23)

But how can a sinful person enter heaven, when God allows no sin?

T is for TURN

Turn means repent.

-Turn from something - sin and self.

"But unless you repent, you too will all perish." (Luke 13:3)

-Turn to Someone; trust Christ only.

"If you confess with your mouth, "Jesus is Lord", and believe in your heart that God raised Him from the dead, you will be saved."

(Romans 10:9)

H is for HEAVEN

Heaven is eternal life.

-Here...

"I have come that they may have life, and have it to the full."

(John 10:10)

-Hereafter...

"And if I go and prepare a place for you, I will come back and take you to be with Me that you also may be where I am." (John 14:3)

-How...

How can a person have God's forgiveness, heaven and eternal life, and Jesus as personal Savior and Lord? By trusting in Christ and asking Him for forgiveness. Take the step of faith described by another meaning of FAITH: Forsaking All I Trust Him. Then tell someone about the important decision you have made. Grow in your faith and enjoy new friends in Christ by becoming part of His church and attending the Sunday School class a church has just for you.



In His Steps
Preschool