



VICTORIA BAPTIST CHURCH NURSERY SCHOOL

Handbook



2024 - 2025

1423 8TH STREET, VICTORIA, VIRGINIA

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Welcome

We are a Christian nursery school that seeks to provide children with a biblically-based approach to the most formative years of education. With a program centered on Christ, your child will be offered a safe, nurturing environment for interaction and stimulation and an opportunity to grow academically, socially, and spiritually. Our staff is dedicated to positively contribute to your child's growth and development and build a healthy foundation for Kindergarten and beyond.

Mission

Victoria Baptist Church Nursery School is designed to provide a Christian preschool opportunity to families in our community to prepare children for Kindergarten, academically, socially, and spiritually. The mission of our school includes:

- Incorporating Christian values in the classroom,
- Reflecting God's love to children,
- Committing to a small teacher/student ratio,
- Valuing the individuality of each child,
- Utilizing a curriculum with developmentally appropriate practices,
- Encouraging hands-on and active learning,
- Partnering with parents, and
- Receiving the support and guidance of Victoria Baptist Church.

Student Qualifications

The ages of children accepted will be three and four years old. Students must turn three years old before April 30th and must be potty trained.

Staff

Kelly Coffee, Teacher

Sharon Driggs, Helper

Dr. Tom Stocks, Interim Pastor

Cindy Foley, Secretary

Curriculum

We believe that children are unique individuals with their own patterns and timetables for social, emotional, intellectual, and physical development. We support and encourage their development through a Christ-centered, process-oriented, play-based curriculum. Our learning environment addresses the developmental needs of children by:

- Structuring classroom experiences around ideas and topics that are relevant to the students, with the understanding that knowledge is constructed through language, discussion, experimentation, and manipulation of objects that are meaningful to them.

- Offering learning experiences that appeal to multiple senses and provide hands-on activities using materials that encourage exploration, investigation, and learning.
- Allowing each child to interact with the environment at his/her own pace, and creating opportunities for children to explore individually, with a partner, or with a larger group of peers.
- Asking open-ended questions, allowing students the time to thoughtfully form responses, listening respectfully to their answers, and gently guiding them toward the answers they seek as they develop enhanced reasoning skills.
- Respecting students' ideas, encouraging independent thinking, and empowering students to become problem solvers.

Mission/Chapel Time

Victoria Baptist Church Nursery School is a mission outreach to our community. It is a distinctively Christian preschool with a staff passionate about building a strong spiritual foundation for children. An intentional effort is made to show God's love through daily patience, respect, care, time, and nurturing. Children will be encouraged to express their love for God through prayer, song, and living in a way that is pleasing to Him by sharing, taking turns, showing compassion, being patient, and showing kindness.

Each school day will have a special time for faith-based activities including prayer, Bible study, chapel time, and music.

- Prayer - Children will recite the Lord's Prayer each morning and pray before eating. In addition, spontaneous prayer requests are welcome and encouraged.
- Bible Study – Age-appropriate Bible verses will be taught each week. Verses will be recited, explained, and reviewed.
- Chapel Time – Time spent in the sanctuary will take place once a week, led by the pastor and volunteers. Lessons that correspond with the weekly Bible verse will be discussed using various forms of presentation.
- Music – Singing praises to God will be a form of expression of God's love to us and ours to Him.

Daily Schedule

Nursery School will be on Mondays – Thursdays, 9:00 A.M. – 12:00 P.M., starting the first Tuesday in September and ending the last Thursday in May.

Discipline

Maintaining a positive and nurturing environment for each child is vital. Classroom limits are necessary to provide a sense of order and allow teachers to spend as much time as possible providing a stimulating environment for each child. Children are encouraged to keep themselves safe, keep friends safe, and the materials at school safe. The staff will help children learn and develop skills that they need to display appropriate behavior through:

- Positive reinforcement,
- Anticipating unhealthy social interaction,
- Guiding children toward appropriate, socially positive activities,

- Naming and validating children's feelings,
- Expressing disappointment or disapproval in a respectful and constructive manner, and
- Simple, logical, and immediate consequences including time out.

If inappropriate behavior is a continuing problem, the school will work with parents/guardians to understand the issue and make appropriate recommendations. It is our goal to make school a positive, rewarding, and enjoyable experience for each child. We realize, however, that we cannot meet the needs of all children and parents/guardians. If it is determined that a child is not growing from his/her preschool experience at Victoria Baptist Church Nursery School, a discussion will be held with parents/guardians at which it may be decided that this program is not appropriate for the child.

Staff-Parent Communication

Communication is ongoing throughout the school year. Weekly newsletters and the Nursery School Facebook page will provide information on lessons, activities, and upcoming nursery school and church events. Phone calls, emails, and/or private face-to-face communication to discuss your child's experiences are welcome after school hours.

Classroom

Nursery School classes will be located in the Preschool II classroom on the second floor of Victoria Baptist Church.

Safety

- Building Security – All entrance doors are locked at all times. Security cameras are stationed throughout the building.
- First Aid – The staff is trained and certified in basic first aid procedures as well as CPR.
- Staff Policies – Two adults with approved background checks will be with the children at all times.
- Fire Escape – Routine fire drills will be practiced and fire escape plans are posted throughout the building.

Procedures

Parking

On-street parking is available on Washington Avenue between 7th and 8th Street. A gravel lot beside and behind the church is also available between 7th and 8th Street.

Student Drop-Off

Students are to be dropped off no earlier than 8:50 A.M. at the Washington Avenue entrance. A staff member will be at the door to count the child present and direct him/her to the classroom.

Student Pick-Up

Students are to be picked up promptly at 12:00 P.M. at the Washington Avenue entrance. Each child will only be allowed to leave with an adult listed on his/her registration form. Students will be lined up in the hallway with a staff member who will document the child's departure.

If a child is picked up before the end of the school day, the parent or guardian will need to report to the secretary's or pastor's office to alert the staff to send the child down for dismissal.

Inclement Weather

The Nursery School will follow the school closings schedule of Lunenburg County Public Schools. If the entire school day is cancelled for LCPS, it will also be cancelled for Nursery School.

If LCPS schedules a two-hour delay, the Nursery School will open on time.

Holidays

Nursery School will be closed on Thanksgiving Day, for two weeks at Christmas (unless otherwise noted), and for the week after Easter.

Emergencies

- Student Emergencies – Parents will be contacted as soon as first aid is administered or 911 is contacted.
- Building Emergencies – Parents will be contacted as soon as possible after the safety of the children is secured.

Medication

The nursery school encourages parents to administer medications at home and **not** at school. The nursery school staff does not routinely administer medications to the children. Also, staff does not apply sunscreen or insect repellent. Medication that absolutely needs to be administered during school hours must be cleared with the staff.

Policies

Tuition

Tuition can be paid each month or once a year. Monthly payments are due on the first school day of each month. Please give directly to a staff member.

- Monthly Tuition - \$195.00
- Annual Tuition - \$1,755.00

Attendance

Daily attendance is essential to successful and meaningful learning.

Supplies

The nursery school will provide your child's pencils, crayons, scissors, and glue. You will need to provide:

- A backpack (Send to school daily and must be large enough to hold schoolwork.)
- A change of clothes (Place in a Ziploc bag and label with your child's name.)
- A water bottle. (Filled daily with water. Bottles can be refilled at Nursery School.)

Clothing

It is recommended that children be dressed in play clothes that are comfortable, washable, and suitable for activities both indoors and outdoors. Children need to have at least one extra set of clothing appropriate for the season that can be kept at school. Parents should be aware of weather conditions and dress children accordingly, as outdoor play is an integral part of the daily schedule. Our general guideline for outdoor play is to go outside when weather is permitting.

Snacks

A snack will be shared with the children each day. Examples of snacks include pre-cut fruits and vegetables, pretzels, and crackers. Although different snacks will be served each week, every child will receive the same snack each day. Each child's water bottle will be served with the snack.

Student Health

The nursery school makes a great effort to provide a healthy environment for all children. Forming healthy habits such as washing hands before eating and after toileting is vital. To prevent the spread of germs, the classroom is cleaned daily and checked for safety.

If children become ill at school, they will be cared for separately until a parent or guardian can pick them up. Parents/guardians are requested to keep their child at home in the event of a fever, irritation, viral infection, or contagious condition.

Allergies

If your child has a known allergy, this must be documented on the child's History and Health Record kept in his/her file in the office. Also, please report these allergies to the nursery school staff. For your child's safety, these allergies will be posted in your child's classroom. In case of severe allergies, such as to bee stings or nuts, an EpiPen Injector Kit may be kept at the nursery school and used by the staff who are trained in its administration.

Chaperones

Any parents, guardians, or other adults listed on your child's registration form are welcome to chaperone.

Special Programs

Open House

Open House will be the Thursday before the first day of school. This gives your child an opportunity to visit the classroom and meet the teachers. Parents and/or guardians will receive a brief overview of what to expect during the school year and complete forms, if necessary.

Holiday Celebrations

We will celebrate holidays (Halloween, Christmas, Valentine's Day, Easter) with a party. "Party Parents" will be needed to provide a food or beverage for each party. A "Party Parent" sign-up sheet will be available at Open House. Additional information will be sent home before each celebration.

Birthday Parties

Birthdays are celebrated during snack time on your child's birthday. If your child's birthday is on a Friday, Saturday, or Sunday, we will celebrate the Thursday before. Children with summer birthdays will be celebrated on a day of the parent's/guardian's choosing towards the end of the school year. If desired, talk with your staff about bringing a special snack to share with the class.

Religious Activities/Church Functions

The Sunday School and Worship schedule will be included in the weekly newsletter in addition to weekly and monthly church-related activities. All students and families are welcome to attend. Examples of activities include a fall festival, a Christmas program, and an Easter egg hunt.

Field Trips

The staff frequently plans short walking trips around the town of Victoria. Occasionally, trips are planned out-of-town to further enhance the children's experiences. Each time an out-of-town trip is planned, parents will be notified in advance and required to sign a form granting permission for the child's participation. Parent volunteers will be needed for student transportation on out-of-town trips.

School Picnic

Families are invited to attend a school gathering at the beginning and end of the school year. "Popsicles at the Park" is held the week prior to school starting. This fun family event at Victoria Railroad Park allows children and parents to get acquainted with their new classmates and the nursery school staff. There will be a cookout at the park to celebrate the culmination of the year during the last week of school.