



TABERNALE BAPTIST PRESCHOOL

K3 & K4

INFORMATION HANDBOOK

Rev. 9/24/2026

Administration reserves the right to modify this handbook at any time.

A Personal Word from our Administrator

Dear Parents,

Welcome to Tabernacle Baptist Academy! Thank you for entrusting us to aid in your child's education and spiritual development. We are here to be an arm of your family, in that God-given responsibility in raising your children. Our desire is to provide an environment where students **LEARN** academically and spiritually, **GROW** as a young person, and learn to **SERVE** the Lord and their community as Christian citizens.

Thank you for allowing us to invest in the life of your child. It is an honor and privilege. We look forward to serving your family throughout the school year.

In Christ,

Mike Dudley - John 15:16

Administrator

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GENERAL PHILOSOPHY

In keeping with the spirit and philosophy of Tabernacle Baptist Church, the fundamental Baptist biblical position will be taught from the chapel pulpit and in the classroom. Although students from other denominations are welcome to attend TBP, they are not at liberty to promote their own beliefs within the student body or in the classroom. Doctrinal positions will not be debated in the classroom. Tabernacle Baptist Church Ministries (TBCM) uses only the Authorized Version (King James) of the Holy Scriptures.

Our Doctrinal Position:

1. We believe in the verbal, plenary inspiration of the Bible as the only rule for faith and practice.
2. We believe in God in three persons—Father, Son, and Holy Spirit.
3. We believe in the new birth in Christ alone and the eternal security of the believer.
4. We believe in the virgin birth, the bodily resurrection of Christ, and His bodily ascension into heaven wherein He now intercedes for believers.
5. We believe in the six days of creation.
6. We believe in the pre-tribulation rapture of all believers, the pre-millennial return, and millennial reign of the Lord Jesus Christ.
7. We believe in the two judgments—the Judgment Seat of Christ and the Great White Throne.
8. We believe in the reality of heaven and hell.
9. We believe in the local church as God’s autonomous institution of regenerate, immersed believers practicing the two ordinances—Baptism and the Lord’s Supper.
10. We believe in two Scriptural offices—the pastor and deacon.
11. We believe that every believer is responsible to live a holy life and to practice separation both ecclesiastically and personally.
12. We believe that every believer should witness to others of the saving power of the gospel and carry out both at home and abroad the Great Commission.
13. We believe in the priesthood of individual believers, soul liberty, and the freedom to interpret the Bible individually.
14. We believe in the separation of church and state.
15. We believe that the process of inspiration ceased with the Autographa. The Textus Receptus is essentially the preserved Autographa and the Authorized Version is an accurate and trustworthy translation. Consequently, the Authorized Version is the Word of God in English and is the only version used from the pulpit.

Our Mission Statement:

“Under the direction of Tabernacle Baptist Church Ministries, Tabernacle Baptist Preschool is a community of teachers, diverse in many ways, dedicated to assisting parents in their God-given responsibility of educating their children by providing a high quality academic program that is biblically based and Christ-centered while challenging each student to reach his full potential by making Jesus Christ Lord of his life, by seeking His will and by striving to become productive citizens within their own community.”

Our Parent Code:

The parents of our students are vital to the success of TBP. We could not have a Christian school without those that entrust their children to us. We can provide a quality Christian education that honors the Lord if our parents help by adhering to these expectations:

1. To pray regularly for the faculty and administration of TBP.
2. To do my best to cooperate fully with the educational program at TBP, endeavoring to have each of my children well prepared for class each day and to help them cultivate a relationship with the Lord Jesus Christ and an appreciation for a true biblical Christian education.
3. To pay my financial obligations to TBP on time. If for whatever reason I am not able to do this, I will notify the administrator in advance of the due date to explain the delay, as well as make arrangements for taking care of my obligation.
4. To volunteer to help with school functions as my schedule permits.
5. To attend and support the programs of TBP as my schedule permits.
6. To refrain from criticizing the school in front of my children or others. I will seek to resolve the matter promptly in a biblical way with the person or persons involved (Matthew 18).

Grievance Guidelines:

Please remember that if you complain to your children, criticize the school, or make negative remarks to other parents, you undermine the authority structure in your child's life which eventually hurts your own efforts with your child.

Follow the proper chain of command. Work to solve the issue with the individual. Go to them (the teacher or other person) and try to resolve the problem. If after that initial meeting, the problem has not been resolved, contact the administrator for a meeting with all parties. The final step of appeal will be to the pastor.

At no time should a parent resolve an issue with a student that does not belong to them. Issues involving other students should be brought to the administrator's attention immediately.

ADMISSIONS POLICIES

Attendance at Tabernacle Baptist Preschool is a privilege. Students are admitted based on their desire and the support of their parents for a Christ-centered education. The privilege of attending may be lost by any student/parent who is not in harmony with either the guidelines or the spirit of the school.

Non-Discriminatory Policy:

Tabernacle Baptist Preschool admits students of any denomination, race, color, national, or ethnic origin to all rights, privileges, programs, and activities generally accorded, or made available to students at the Preschool. TBP does not discriminate based on denomination, race, color, national, or ethnic origin in administration of its admission policies, educational policies, and other school administered programs.

Requirements:

A student will be considered for admission to TBP after the parents and student have an interview with the administrator. The purpose of an interview is to present the school's philosophy and the opportunities available to each student. Parents are given the opportunity to ask questions and tour the facility.

Once the interview has been conducted, all information and payments in the application and enrollment packets must be completed to be admitted. You may find the application [here](#).

The Preschool also requires copies of the student's birth certificate, student's social security card, immunization records, parent's social security card, and current school physical form.

Before attending Tabernacle Baptist Preschool, a child MUST be completely potty trained.

To enroll in K3, a child must have their 3rd birthday prior to attending.

To enroll in K4, a child must have their 4th birthday by September 30th of the current school year.

*At least one parent must attend orientation with the student prior to school starting.
This meeting is held on Thursday evening before the first day of school.

A probationary period of four to six weeks is required of all new students. During this period, the faculty and administration will observe the student's attitude and actions to see if the student's philosophy aligns with TBP philosophy. A meeting will be scheduled when deemed necessary.

Re-enrollment Policy:

Re-enrollment will begin middle to late winter. To re-enroll, a student must be acceptable academically and complete the re-enrollment packet on FACTS.

FINANCIAL POLICIES

All programs are operated on a 10-month payment plan that is a "school year." Tuition rates and fees are established to cover the operating expenses of the school for an entire year. Once an applicant has been accepted, his family is responsible for all tuition and fees throughout the year. In the event of loss of job or some other extreme circumstance, the parents must make the administration aware of the situation by scheduling a meeting with the administrator. Monthly communication will be required after the initial meeting with the administrator until the bill is brought current.

Tuition Plans:

Tuition may be paid in full, monthly, or bi-weekly. Tuition paid in full by the first Friday in August will receive a 3% discount. For those paying by installments, tuition may be paid in ten equal payments due the 1st or 15th of each month, beginning in August, and extending through May. Families may put a larger amount down in July so that their payments are lower each month.

Fees:

Registration Fees: Application and enrollment fees are due at the time of submission. Enrollment is not complete until the enrollment packet has been submitted and reviewed by the Preschool office. Book fees must be paid prior to orientation night, or a late fee will be assessed. Any rental textbooks that are damaged or destroyed will need to be replaced by the student at the cost of a new textbook.

Incidental Charges:

Incidental charges include fees, fines, and other charges that are not tuition. Charges are due when billed and accounts must be kept current. Incidental charges not kept current will be assessed as a late fee each month. In addition to the late fee, before care/after care privileges will be removed.

TBP uses FACTS to facilitate monthly tuition payments and incidental charges. Each family must set up an account with FACTS to make payments. Payments are either made by automatic withdrawal or a monthly invoice that will be emailed.

Lunch:

Students may bring their lunch from home or order lunch from our cafeteria in advance on FACTS. **Notify the office as soon as possible if your child will be late or absent from school to avoid unnecessary lunch cancellations or charges.**

Important Information:

1. Students with outstanding bills from the previous school year may re-enroll for the coming school year; however, if the previous school year's bills are not paid by July 31st, the student will not be able to attend school. The registration fee will not be refunded.
2. The entire month's tuition and all fees are due and payable if a student is withdrawn for any reason.
3. A student is considered enrolled until a parent makes a formal withdrawal by filling out a withdrawal form in the Preschool office. Parents will be responsible for the first month's tuition and fees unless a formal withdrawal is submitted.
4. There will be a fee for returned checks. After two returned checks during one school year, TBP will no longer accept checks for payment.
5. All unpaid tuition from previous years is due to TBP. Unpaid balances are not canceled at the end of the school year. An exact balance may be obtained by contacting the Preschool Finance Office.
6. Report cards, transcripts, and diplomas will be held until all bills are paid.
7. If a bill is over 90 days late, it will be in default. At that time the bill will be turned over to an attorney for collection and a collection fee will be applied. The parents/guardians agree to pay and be responsible for all TBP's attorney fees incurred because of any legal action brought against TBP that is determined by a judge or jury to be without merit.

School Hours:

Full-time student class hours are 8:00a.m.-3:00p.m., Monday-Friday.

Part-time student class hours are 8:00a.m.-12:00p.m., Monday-Friday.

All children must be dropped off and picked up at the side door of the preschool building. Please ring the doorbell then bring your child to the front desk to drop them off with a teacher. Make your stay as brief as possible so your child can settle in their class. Please pick your child up promptly after school.

Parents should park in the space “B” ([see map](#)) to drop off or pick up their preschooler. If you have an additional child at the Preschool building, pick up your preschooler and notify the teacher in elementary car line and your child will be escorted to you.

Due to recently updated safety and security protocols, if your child is to be picked up by someone other than the parent/guardian, a written note with a signature must be provided regardless of the person being on the pickup list. Picture identification will be required at time of pick up for verification.

Early Care/After Care:

Full-time and part-time student early care hours are 6:30a.m.-8:00a.m.

Full-time student after-care hours are 3:00p.m.-6:00p.m.

Part-time student after-care hours are 12:00p.m.-12:15p.m.

DRESS GUIDELINES**Attire:**

Due to the nature of activities, projects and play at preschool, children are to come in washable, comfortable, non-ripped or torn clothing. Footwear should be closed-toe sneakers or rubber sole shoes with socks.

The following clothing items are not permitted:

- No sandals
- No spaghetti straps or sleeveless tops
- No muscle shirts
- No one piece jumper suit or romper outfits
- No pajamas or character costumes
- No Halloween, skull attire, or inappropriate graphics or language.

ILLNESSES

Immunization Records:

All students are required by the Commonwealth of Virginia to have “documented proof” of immunizations on file at school. This must be on a “state” form which can be found on our [website](#). Any student transferring from another state will be required to submit a Virginia form. Records will be checked for all appropriate immunizations.

Illness:

We are aware that from time to time a student may not be feeling well or may be “under the weather.” We ask you to follow these guidelines:

1. Students running a fever (100+) or vomiting within the last twenty-four hours cannot attend school.
2. Students who begin to have a fever or vomit during school hours will have a guardian contacted to pick them up as soon as possible. Students who leave school due to illness may not return until twenty-four hours after the fever breaks or the last time vomiting occurred.

Please call the office at 757-424-4673 to notify us of an absence due to illness. This aids in preparation for the day and allows us to pray for the student.

Tylenol and Ibuprofen are given by permission only and are monitored through the office. Medication will not be administered to control fevers.

It is important that you contact the teacher/office if your child contracts a contagious disease so the other parents can be notified. This would include chicken pox, mumps, measles, head lice, conjunctivitis (pink eye).

PARENT/SCHOOL COMMUNICATIONS

Daily Folders:

Parents should check the folders each day, take out what items need to stay home, and return the folder and any other contents to the teacher with the signature line signed if the teacher requires one.

Conferences:

From time to time, a conference may need to be scheduled to discuss the student's progress. Please feel free to schedule appointments as necessary with your child's teacher. Appointments may be scheduled any day provided the teacher's schedule is open. The administrator does not need to be included in any conference unless deemed necessary by the teacher.

Parent/Student/Office Relationships:

Please remember that the Preschool office is the central point of our ministry. Giving us a day or two notices will provide time for us to process your request in a timely manner.

The lobby is never a place to discuss your personal issues or discontent. Please refrain from this type of behavior.

OTHER INFORMATION**Parental Dress:**

School dress is required for parents who do various volunteer tasks at school. However, we do ask that parents coming to the property for events be properly dressed for the occasion.

Insurance:

From time to time, accidents and illnesses occur. For mutual protection, our in-school insurance coverage applies to all full-time TBP students. Our insurance is secondary to your own policy and limited in its content.

Birthdays:

It is always an exciting time when a student celebrates a birthday. If you plan to bring snacks to celebrate, you **MUST** notify the teacher. Snacks may be dropped off in the preschool lobby for the children. ***Due to safety and security regulations, parents and other students are not permitted in the preschool classrooms. ***

As the children get acquainted, they often want to invite classmates to their parties away from school property. If you wish to invite the entire class, invitations may be put in the daily folder at school. However, if you are inviting only some of the children, the invitations must be mailed or handed to the other child's parents.

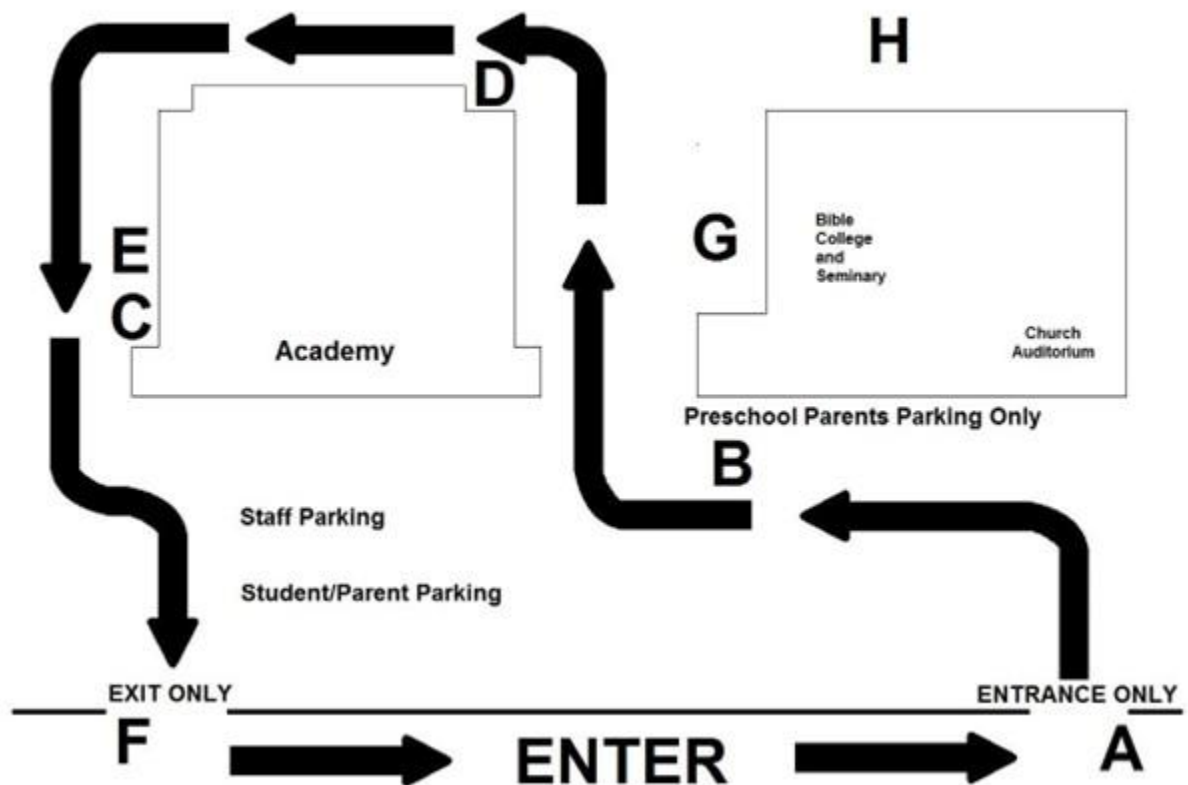
No Smoking Policy:

No smoking may take place on the property or in any building.

Transportation:

Students come and go from TBP by private transportation. **At no time during the day should you enter the exit area of the Preschool.** Please help us by not parking your car in any area of campus other than parking spaces. Do not leave your car unattended. Students are not to be dropped off or picked up in any area other than designated areas.

*See below for a transportation map



1. Enter at "A."
2. Drop off/Pick up at "B." Do not stop between the buildings.
3. Exit at "F."