

Wakefield Central Baptist Church Preschool

PARENT HANDBOOK

CURRENT YEAR: 2026-2027

Wakefield Central Baptist Church Preschool
(Sponsored by Wakefield Central Baptist Church)
308 Proctor Street, Zebulon, NC 27597
PRESCHOOL OFFICE: 919.269.0777
Church Office 919.269.9512
www.wakefieldcentralbaptist.org

CURRENT YEAR Preschool Staff

Mom's Morning Out: Amanda Sutton

This program allows little learners to enjoy a morning of play and social interaction in a safe and loving environment. Children must be 12 months old by August 31st to register and at least 14 months old and walking to begin attending class.

Preschool-2's: Kendall Beck and Emily Horton

Our 2's class is the perfect introduction to preschool with a heavy focus on developing social skills as well as fine and gross motor skills through hands on activities. Children must be 2 years old by August 31st.

Preschool- 3's: Tina Gregorius and Kerri Smith

Our 3-year-old program focuses on building social skills, strengthening motor skills, and introducing literacy and math concepts in a play-based environment. Children must be 3 years old by August 31st and preferred to be potty trained.

PreK-4's: Lisa Stout and Karen Roberts

Our PreK program is perfect for developing the social and academic skills needed for kindergarten. Children must be 4 years old by August 31st and are required to be potty trained

WCBC Preschool Assistants: Bobbie Billings, Hannah Finch

WCBC Preschool Director: Laurie Hicks

Please call the preschool office if you would like to speak to a member of our staff or leave a message for your child's teacher. We will be happy to return your call.

Wakefield Central Baptist Church requests members to serve on the Preschool Advisory Board who bring experience in preschool and classroom education, accounting, secretarial skills and parenting.

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Board Members for the CURRENT YEAR are:

Wayne Dupree

Donna Smith

Bobbi Jane Duke

Daphne Perry

Ashley Massey

“And Jesus grew in wisdom and stature, and in favor with God and Man.”

Luke 2:52

Wakefield Central Baptist Church Preschool seeks to provide opportunities for growth in all areas of child development – academic, physical, spiritual, social – just as Jesus grew! Our programs and curriculum are based on the belief that children learn best by doing and by example. Classes offered include a two, three-, four-, and five-day option for children in pre-two, two, three, and four years of age. Birthday cut off for enrollment is August 31st. Parents have the option to add days to their child’s schedule if there are class openings and director approved.

Teachers provide a positive, creative, stimulating and challenging environment with age and developmentally appropriate activities. Teachers facilitate the children’s involvement by introducing curriculum themes, encouraging and directing participation, asking questions, making suggestions, setting limits, negotiating, redirecting, and using positive guidance and discipline techniques. Children are provided many opportunities daily for growth in ALL areas of development within the varied center activities, circle time, snack time, music and library visits, Bible story time, outdoor play, and reading and talking!

PRESCHOOL GOALS:

- To help children develop a basic Christian approach to living by example, by relating God’s word in Bible stories and prayer, and in daily interactions with peers and adults – positive guidance and discipline.
- To guide, assist, and challenge each child to develop a positive self-awareness, self-confidence, and self-control: to enable each child to be successful.
- To prepare children for formal schooling by developing social and school readiness skills – develop listening skills and the ability to follow simple directions and complete a task; develop fine and gross motor skills needed for writing and reading; to share language and new vocabulary; to recognize numbers, to count and correlate numbers to quantities; to “take a turn”, wait for a turn, stand in a line, sit in a circle, hang up a coat – enabling children to be self-sufficient; to provide many happy experiences that promote a healthy attitude toward school and learning!

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PRESCHOOL RULES:

- Be kind to one another. Ephesians 4:32
- Be a helper. II Corinthians 1:24
- Be ready to share. I Timothy 6:18
- Make a joyful noise unto the Lord! Psalm 100:1

ARRIVAL AND DEPARTURE

The main priority of Wakefield is the safety of each child. We believe in “preventive medicine” and ask that you follow these rules for arrival and departure. If someone else will bring or pick up your child, please inform them of our arrival and departure procedures. If you are bringing more than one child, please speak with your teacher to arrange one door for arrival and departure.

Arrival/ Departure Time:

- **Arrival:** 9:00 am – We will open entry doors and greet all children.
- **Dismissal:** 12:00 noon – We will open doors and dismiss your child directly to you.

Assigned Doors

- Two’s Door – Right Side Door
- Three’s Door – Left Side Door
- Four’s Door – Back Door

Arrival Guidelines:

- Enter the church at the ENTER driveway.
- Park near your child’s entry door. Do not block the driveway or pull off on the grass.
- Remain with your child at all times. Wait in your car with your child or wait together at your child’s door until we open the doors at 9:00 am.
- Always HOLD YOUR CHILD’S HAND as you cross the driveway and parking areas or visit with other families.
- Do not enter building with your child. This is confusing and disruptive for other children. Staff members and teachers will be watching from their doorway to greet and assist children.
- A WRITTEN NOTE of daily requests or changes in carpool arrangements, phone numbers, etc. can be put in your child’s folder. This is the best way to communicate with us!
- LABEL child’s snack bag with their name
- If you have a question or concern, or need to speak to a staff member, please wait until all children are safely in their classroom and we will be happy to assist you.

Departure Guidelines:

- Enter the church at the ENTER driveway.
- Park near your child’s entry door. Do not block the driveway or pull off on the grass.

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- We will open the doors at 12:00 pm and dismiss your child directly to you.
- Always HOLD YOUR CHILD'S HAND as you cross the driveway and parking areas or visit with other families.

PLEASE EXERCISE THE UTMOST CAUTION, PATIENCE, AND KINDNESS IN MANUEVERING CHILDREN AND CARS DURING ARRIVAL AND DEPARTURE. WE WANT ALL CHILDREN TO ARRIVE AND DEPART SAFELY AND HAPPILY!

SNACK SCHEDULE:

Your child's teacher will give you a snack schedule and a list of suggested snack items. We request SIMPLE AND HEALTHY snacks! Please write your child's name on their snack and juice. Preschool will furnish cups and napkins. Please do not plan to have a "birthday party" at preschool – not all families are able to come to preschool during the day. However, please feel free to send birthday cups and napkins and will sing and celebrate on their special day! DUE TO CHOKING HAZARDS AND ALLERGY CONCERNS – please do not send any popcorn, pretzels, peanut butter, or nuts of any kind!

PARENT-TEACHER CONFERENCES:

Conferences may be scheduled as needed. A brief phone call is usually sufficient. PLEASE do not try and confer with your child's teacher during arrival and departure times. Please "send a note" or call preschool and leave a message and we will return your call or arrange a time to meet.

PAYMENTS/ TUITION:

Monthly Payment Rates/ Yearly Registration Fee:

Two-Day Classes: \$170.00 a month

Three-Day Classes: \$195.00 a month

Four-Day Classes: \$245.00 a month

Five-Day Classes: \$265.00 a month

*Five-Day Lunch Bunch: \$300.00 - Meets 9:00am-1:00pm

Monthly payments are DUE ON FIRST CLASS DAY each month. Write your child's name/teacher's name in the memo line of your check. If you want to pay by cash, please place in an envelope with your child's name. Registration Fee is due when you enroll your child.

Monthly payments can be put in "DROP BOX" or in your child's arrival door. The monthly payments reflect your child's annual tuition, divided by nine months and are not adjustable for days missed due to illness, vacations, etc. Payments are **considered late after the 10th** of each month. After the 10th a late fee will be applied.

Optional Expenses: Preschool Pictures, Scholastic Book Orders

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INCLEMENT WEATHER POLICY:

We usually follow the Wake County Public Schools opening/closing schedule for inclement weather. If Wake County Public Schools operates on a “delayed schedule”, we usually operate on time. HOWEVER, sometimes conditions in the western part of Wake County cause schools to be closed or delayed while conditions in the Zebulon area are “OK” – so please check the Preschool’s answering machine for updates – 919-269-0777. If it begins snowing and “accumulating on roads” after preschool begins, please call us or return as soon as possible for your child. If weather conditions in your area are unfavorable for travel, please stay home! We will not make days missed for inclement weather unless the number of class days missed exceeds three for two- and three-day classes and five class days for four-day classes.

CHANGES IN CONTACT INFORMATION:

Please notify us of any change of address, telephone number, or caregiver phone numbers, etc.

BEHAVIOR EXPECTATIONS:

At WCBC Preschool, we are rooted in developmentally appropriate practice and believe that quality early education is all about balance. We believe that children should be challenged but never pushed beyond their limits to cause learning to become unenjoyable. We embrace play-based learning and the idea that when done correctly, children don’t even realize that they are learning because they are too busy having fun.

To create a safe environment and positive experience for all children, we require that all children behave in a safe and appropriate manner. Clear expectations and boundaries will be set, and our teachers and staff will support each child in making safe and appropriate choices. A child will be given a verbal warning along with guidance and redirection if they display any of the following behaviors:

- Vulgar or otherwise inappropriate language
- Any action that causes harm to themselves or others such as hitting, kicking, biting, etc.
- Bullying
- Leaving the classroom or designated area without permission from a teacher
- Theft or destruction of property
- Repeated and difficulty listening to teachers or following directions
- Any other behavior that poses a threat of physical or emotional harm to others

If the undesired behavior continues after the child is given a verbal warning, the child's parent or guardian will be notified. If the behavior still continues, the child will be sent home for the

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remainder of the day. If a child is sent home more than once, they may be asked not to return for the remainder of the week.

DISENROLLMENT:

In the event a child's behavior poses serious safety concerns, they may be immediately sent home and asked not to return. No refunds or credits will be given for any amount of time missed due to behavior related concerns. While it is our hope these situations never occur circumstances sometimes arise. Other possible reasons for disenrollment include and are not limited to-

- parents fail to provide required enrollment forms
- tuition payments are repeatedly late or insufficient funds.
- parent is no compliant with policies and procedures
- child needs are more than what can be provided or be accommodated by WCBC Preschool.

Enrollment may be terminated at any time and for any reason by either the parents or the Administration of WCBC Preschool. The administration reserves the right to terminate enrollment immediately if necessary for the protection of staff or other children at the Preschool. Any outstanding fees must be paid on or before the child's last day of school. There is no refund for early withdrawals.

QUESTIONS OR CONCERNS:

Notify us of any concerns or questions you may have. Also, notify us of any changes in your child's environment – these include a new babysitter, new baby, loss of family member, including pet, and any other family events. Anything that might affect your child is important and of interest to us! ALL information we receive from you is confidential.

GUIDELINES FOR A SUCCESSFUL SCHOOL YEAR

1. Establish an early bedtime routine for your child. Please ensure that they eat breakfast and use the bathroom before coming to preschool.
2. Keep your child at home when sick. Children should be without fever and symptoms of illness for 24 hours before returning to preschool. If your child becomes sick at preschool, we will contact you as soon as possible so that you may return to pick them up.
3. Be on time for arrival and departure. Your child is embarrassed and anxious if they are late arriving or departing. Please call the preschool office if you are unexpectedly delayed.
4. What to Wear to Preschool
 - a. Play clothes and shoes are best – we get dirty!
 - b. Do NO wear jewelry – it is easy to loose and can be a danger to your child and other children on the playground.
 - c. Dress your child in clothes they can manage. Clothes should be loose-fitting, without belts, and with easy fasteners that they can manage.

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- d. Dress according to the day's weather – not the forecast! Our playground can be quite breezy – it is much easier to remove clothes to cool off than try to find something to warm up in!
 - e. Change of Clothes – Keep a seasonally appropriate change of clothes in your child's bookbag.
5. LABEL anything/everything that comes to preschool with your child – jacket, cap, bookbag, snack, etc. Masking tape is great for labels.
 6. Check your child's bookbag daily – before and after preschool! Please ensure that no "contraband" items are coming from home to preschool. Check after preschool for your child's work and information from preschool. We send home monthly newsletters and classroom calendars to help keep you informed of preschool "happenings"!
 7. Do NOT send any type of medication in your child's bookbag. If your child should need medication while at preschool, please speak with us directly.

Wakefield Central Baptist Church Preschool is an outreach ministry of Wakefield Central Baptist Church. The church family and the preschool staff consider your family a blessing and we look forward to sharing in the growth and development of your child.

We look forward to working with you and your family!

- Wakefield Central Baptist Church Preschool Staff