



## Parent Handbook

9:30am – 1:30pm

Before School Program Available at 8:30 am

After School Program Available until 2:30 pm

1920 Pleasure House Road, Virginia Beach, VA 23455

[www.baysidebc.org](http://www.baysidebc.org) E-mail: [bbwp@baysidebc.org](mailto:bbwp@baysidebc.org)

**757-460-0333**

# Welcome to Bayside Baptist Weekday Preschool

**“Partnering with families to lead preschoolers to trust and grow in Christ”**

This handbook has been supplied to answer many of your questions.  
Please contact our Weekday Preschool office if you have further questions.

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## Bayside Baptist Weekday Preschool

Bayside Baptist Church offers preschool and kindergarten classes as a ministry outreach to the Church and the community. Our preschool program provides a secure and stimulating learning environment in which the young child is encouraged to develop their God-given potential in an atmosphere of Christian love. We pledge to work in cooperation with home and church as we nurture the young child spiritually, physically, emotionally, socially, and intellectually. We believe that children learn through their play, and as they explore, question, listen, build, paint and sing, they develop a love of learning and readiness for school and other life experiences. We commit to honor Jesus through a lifestyle that is a testimony to our students, their families and our community.

### **Planned within the framework of philosophy and purpose, our curriculum includes:**

Sharing and conversation time...stories, songs, and finger plays  
Creative art activities, crafts, and easel painting  
Weekly Chapel, Music, and Science  
Exposure to shapes, colors, numbers, and letters  
Games for large and small muscle development  
Science and nature activities  
Cooking experiences  
Daily Scripture Learning  
In-School Programs  
Daily playground or gymnasium free play  
Celebration of Holidays and Birthdays

### Curriculum

Zoophonics	2 ½ & 3's, Toddlers (Jan.)
Sing-Spell-Read-Write	4's
Saxon Math	3's & 4's
McGraw Hill Letter Books	Kindergarten
Scott-Foresman Addison-Wesley Math	Kindergarten



### Daily Scripture Learning

Scripture Bites  
Route 52

Toddlers- 4's  
Kindergarten



## Tuition Information

**Hours of Operation:** 9:30am – 1:30 pm (September – May)

**See the Registration Form for current tuition rates.**



## Payment Policy

- Tuition may be paid in full or in *nine equal monthly installments due on the first of each month*, beginning in August and ending in April.
- Tuition can be made via check, cash, or credit card.
  - Monthly Automatic Payments are available for your convenience.
  - Checks are payable to BBWP or Bayside Baptist Weekday Preschool.
- BBWP reserves the right to charge 10% per month when a payment is not received by the 8<sup>th</sup> of the month unless previously approved by the preschool Director.
- **Tuition is an annual fee:** No reimbursement will be given due to illness, vacation, holidays or emergency closings. Make-up days will be at the discretion of the Weekday Preschool Director and Church Administrator and may only be considered after 5 days of school are missed due to an emergency closing (i.e. inclement weather, major building issues, etc.).
- Students who enroll after the session has begun will be charged full tuition through the 15<sup>th</sup> of the month. Students enrolling after the 15<sup>th</sup> will be charged half tuition for that month.
- Students who withdraw after March 31<sup>st</sup> are responsible for all remaining tuition payments.
- All accounts must be **paid in full** no later than April 1 of the current school year.
- Your canceled check will serve as your receipt unless otherwise requested.
- A charge will be assessed for any returned checks. Fees are determined by the bank utilized by Bayside Baptist Church (see registration form for current year fees).
- A statement detailing our financial policies will be provided in your registration package.

## Withdrawal Policy

Parents *must* give, in writing, two-week notice prior to withdrawal from the program. Regardless of your child's attendance, **tuition for the month is still required**. Because tuition is an annual fee, children who are withdrawn after March 31<sup>st</sup> are responsible for the remaining payments.

If you withdraw your child and then wish to re-enroll, a re-enrollment fee equal to your monthly tuition is required. Re-enrollment will be based on availability. Bayside Baptist Weekday Preschool reserves the right to withdraw a student with respect to delinquent tuition payments.

Policies have been put in place to ensure the safety and well-being of our students and staff. It is imperative that each parent follow the policies of the weekday preschool. In the event of a policy infraction, weekday preschool leadership will initiate a resolution process. The preschool reserves the right to disenroll a family that demonstrates consistent disregard for preschool policies and/or a consistent lack of civility towards the staff and/or preschool families.

## **Registration Policy**

Registration for the new school year begins mid-January of the preceding school year. Registration forms are in the Weekday Preschool office. Forms will be sent home to current weekday families the first week of January.

### **Registration forms are accepted as follows:**

1. Currently enrolled families will register the first two registration days.
2. Previous families and Bayside Baptist Church members register on day 3 of registration.
3. New Families may register on day 4 of registration.

A ***non-refundable registration fee*** is required for each child at registration. Payments are made payable to BBWP or Bayside Baptist Weekday Preschool. Your child is not considered registered unless this fee is paid, and your paperwork has been submitted.

Our preschool program is available to all children who are at least 18 months of age by September 30<sup>th</sup>. To be eligible for our 3-year old program, your child must be completely toilet trained (including wiping their bottom). The age cut-off for each program is September 30<sup>th</sup>. ***\*\*THERE WILL BE NO EXCEPTIONS TO THE AGE REQUIREMENTS.***

Bayside Baptist Weekday Preschool does not discriminate on the basis of gender, race, color, nationality or ethnic origin in the administration of its educational policies, admissions policies or other school-administered programs.

## **Enrollment Forms**

**The following items/forms must be completed to satisfy Department of Social Services Licensing regulations. Please provide the following for your child to attend BBWP:**

- **Proof of Identity**- Proof of a child's identity and age may include a **certified** birth certificate, notification of birth (hospital, physician or midwife record), birth registration card, or passport. Photocopies cannot be accepted. The information will be recorded, and the form of identification will be returned.
- **COMMONWEALTH OF VIRGINIA SCHOOL ENTRANCE HEALTH FORM**- Upon initial entry to BBWP, every child must show proof of a current physical examination and up-to-date immunization records. A current school physical is required once every six months for children under the age of two years; and is not required again until entry to kindergarten. This documentation must be signed or stamped and provided on the Form MCH 213 G or on a physician's form for immunizations that contains a statement that the child is adequately immunized. **ALL students must be vaccinated.**

### **Additional forms due prior to the students first day of school:**

1. **Emergency Information Forms**- to be kept in the office
2. **Emergency Medical Authorization Form**- Should an emergency arise; parents will be notified immediately. If your child should need medical treatment, he/she will be taken to the nearest medical facility via EMS.

## **General Information**

A before school program (Early Birds) is available at 8:30am, as well as after school options (Kids Club & Stay 'N Play) from 1:30pm- 2:30pm. See the office for more information.

It is imperative that your child arrive on time for class each day. Welcome Center **doors will open at 9:20am** and the director will greet our families. Teachers will greet their children at the classroom. It is requested that parents bring their child to the classroom (where a teacher will greet them), say goodbye and leave promptly as circle time will begin at 9:35.

Welcome Center doors will be locked at 9:35am daily. Students arriving after 9:35am must be buzzed in the church office door located in the back of the building.

Dismissal Procedures are located at the end of the Parent Handbook. Dismissal for our toddlers and 2s will start at 1:20 pm. The remainder of the school will dismiss at 1:30 pm.

## **Late Pick-Up Policy**

First and foremost, please contact the school immediately when you realize you are going to be late. We will waive your first late charge, but after that, children who are not picked up on time will assessed a **late fee of \$1 per minute per child**. Late fees are collected to help compensate the staff that is supervising your child.

**Toddlers & 2s: Please plan to arrive by 1:15 pm.** Your children will come to the Welcome Center to meet you at 1:20pm. Parents arriving after 1:15 pm will be assessed a late fee as stated above.

**3s to Kindergarten: Please plan to arrive in the dismissal line by 1:30pm.** Students will dismiss from their classrooms at 1:25pm and come to the Welcome Center. We will begin dismissal as soon as they are settled. Parents arriving after 1:35pm will be assessed a late fee.

**Kids Clubs and Stay & Play: Please plan to arrive by 2:25pm.** Students will dismiss from their classroom at 2:30pm and come to the Welcome Center for dismissal. Parents arriving after 2:30 will assess a late fee.

## **Parent Teacher Conferences**

If you would like to speak with your child's teacher regarding his/her progress, please request a conference or a phone call and the teacher will schedule one. We ask that you discuss your child's progress privately with your child not present. We ask that you keep your child's teacher informed about events that may stress your child and cause behavioral changes in school. Examples: parent deploying, death in the family, birth of a sibling or other significant family changes.

A parent/teacher conference day is scheduled in **the fall (October/November) for the 2 1/2s, 3s, 4s and kindergarten**. A second conference day is scheduled in **the spring (April/May) for the entire school (18 months to kindergarten)**.



## Before & After School Programs

### **Early Birds (8:30am)**

Early Birds is available beginning the first day of school for all age groups (toddlers – kindergarten). This program may be used on an occasional or regular basis. Fees and additional information is located on the Registration Form and in our “Meet and Greet Packet” that is mailed in August. Please pack a simple breakfast snack if your child has not eaten prior to coming to school.

### **Stay ‘N Play (1:30pm-2:30pm)**

Stay and Play is available beginning the first day of school for students in the 3s, 4s, and kindergarten only. This program may be used on an occasional or a regular basis. Fees and additional information is located on the Registration Form and in our “Meet and Greet Packet” mailed in August. Students enrolled in Stay ‘N Play enjoy classroom playtime and/or playground or gym time.



**Please note the following regarding our Early Birds and Stay ‘N Play:**

- **Rates will not be pro-rated** if your child arrives late for Early Birds or is picked up early from Stay ‘N Play.
- When either program is used on an **occasional basis** a 24-hour notice is **required**. You will be **billed at the end of the month** for the days/hours used.
- If your child is signed up for either program on an occasional basis and you determine that care is not needed, you must notify the office. If the office is not notified, you **will be charged**.



### **Kids Club (1:30pm - 2:30pm)**

Kids Club is a new program that began in October 2014. Kids Club will run from October to May. Students enrolled in our **3s, 4s and kindergarten program only** are eligible. Kids Club is on a **“regular” basis** and there will be no “drop-ins” allowed. A non-refundable registration fee per class is due at enrollment. A monthly fee per class is due from October to May. Space is limited and is on a first come/first served basis. A 30-day paid notice is required to withdraw from a class.

**Examples of classes offered (subject to change):**

- **“Book Nook”**
- **“Food Fun”**
- **“Little Picasso’s”**
- **“Spanish Club”**
- **\*\*Soccer** (schedule, registration and fees from company running program)
- **Dance** (schedule, registration and fees from company running program)



## Discipline Policy

Our preschoolers are very precious to us. It is our goal to help them develop self-control through positive reinforcement in an atmosphere of Christian love. Classroom rules will be age-appropriate, clearly stated and reinforced. There will be times, however, when corrective measures need to be taken. Re-direction and the “Thinking Chair” are used to curb consistent inappropriate behavior. At no time will any employee of the preschool use any form of corporal punishment. Should inappropriate behavior continue, the child will be removed from the classroom and brought to the Director’s office where the child will discuss the behavior with the Director prior to returning to the classroom. *If behavior is aggressive (biting, kicking, etc.) the parents will be called to pick up the child and it may be requested (for repeated events) that the child remain at home for additional school days.*

If a child consistently causes disruption in the classroom, it will be requested that the parents attend a conference with the Director and teacher to agree on a strategy to curb the inappropriate behavior. In some cases, the teacher or Director may recommend that a child see a development specialist, pediatrician or other appropriate professional to assess the child. If a child consistently exhibits behavior that endangers the safety or health of self, peers, or staff, the preschool reserves the right to remove that child from the program.

## Inclement Weather Policy

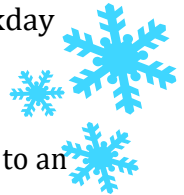
Hampton Roads weather can be unpredictable. In the event of inclement weather (snow, ice, hurricane) the following is a general rule:

If the Virginia Beach City Public Schools are closed or delayed.... **we will be closed.**

If the Virginia Beach Public Schools close early due to a weather emergency...**we will too.**

Due to the size of our school, television stations will not post our closure information. Every effort will be made to reflect the opened or closed status of the school on the Weekday Preschool answering machine (460-0333).

Make-up days will be at the discretion of the Weekday Preschool Director and Church Administrator and may only be considered after five (5) days of school are missed due to an emergency closing.



## Emergency Closings

In case of an emergency at Bayside Baptist Church due to fire, loss of electricity, severe weather, etc., it may be necessary to close the preschool. The Preschool Director and the church staff will make this decision. Should this be necessary, the parent phone tree will be utilized. Should it be impossible to contact a parent or other authorized adult, the director and church staff will decide what is in the best interest of the child’s safety. Parents will be notified of the details of this decision by a phone/text message if the parent cannot be reached.

Make-up days will be at the discretion of the Weekday Preschool Director and Church Administrator and only considered after 5 days of school are missed due to an emergency closing (i.e. inclement weather, major building issues, etc.).



## Illness Policy

**Students arriving at school who are noticeably ill will not be admitted for that day.**

Parents will be notified immediately if a child becomes ill during the school day. In the event a child contracts a communicable disease and exposes other children, notice of such exposure will be sent home and posted.



**A child should stay home if he/she has:**

- Had a temperature in the past 24-hour period... **must be fever free without use of medication!**
- Inflamed mouth or throat, Strep throat, or other streptococcal infection.
- Had a rough night sleeping, shows unusual fatigue, irritability or crankiness.
- Vomiting, diarrhea, or blood in the stools within the past 24 hours- Diarrhea, defined as waterier, less formed, more frequent stools *not associated with a diet change or medication*, a stool not contained by the child's ability to use the toilet.
- A runny eye or eyes. Purulent conjunctivitis (pink or red eye lining or whites of the eyes with white or yellow pus coming from the eyes).
- An undiagnosed rash.
- Symptoms of severe illness such as lethargy (more than expected tiredness), uncontrolled coughing, inexplicable irritability or crying, difficulty breathing, wheezing, or other unusual signs (until medical evaluation determines the child can remain in care).

**If your child is ill with fever, diarrhea or vomiting, your child may NOT return to school until free of all symptoms for a full 24 hours without the help of medication. Not only does your child put others at risk, but his/her resistance is low, and he/she may pick up something more serious.**

## Health Screening

A simple health screening will be done each morning upon arrival. If at any time, a child displays any of the above symptoms, he/she will be removed from the classroom and a phone call will be made to that child's parents. **The child will not be allowed to participate in preschool activities until he/she has fully recovered and/or has been treated and released by a physician.** A note from your doctor may be required before your child returns to school.

In the event of an injury while at school, the staff will administer first aid, hugs, and a "Boo Boo Report" of the injury. All staff is trained in First Aid and CPR. If the injury needs additional medical attention, we will call 911, if necessary, and notify you as soon as possible. **Please keep phone numbers, emergency numbers, and other pertinent information up to date.**



## **Medication Policy**

No over-the-counter medication will be administered at the school. Please do not pack medications (bug spray, sunscreen, cough drops, inhalers, etc.) in your child's backpack.

Only **emergency** medications (Inhalers & EpiPen) that are *required* for your child's well-being will be dispensed during school hours on an as-needed or long-term basis. Special needs will be considered on an individual basis. An up-to-date, written **Medication Consent Form** must be on file in the Preschool Office *before any* medication will be dispensed.

## **Food and Environmental Allergy Policy**

At Bayside Baptist Weekday Preschool, it is our desire to create the safest possible environment for our children. We will make every effort to prevent exposure to any food product or environmental agent that would cause allergic individuals to experience a negative reaction. Notwithstanding our best efforts, however, we cannot **guarantee** complete exclusion.

It is considered a parent's (or guardian's) responsibility to:

- Notify the Director and the child's teacher regarding an allergy and provide the parent's or guardian's written permission to administer medication (if needed).
- Provide information regarding the severity of the allergy and instructions on its management as well as any other information deemed important by the child's physician. **This information must be signed and dated by the physician.**
- Provide the preschool with the medication to be used in an emergency. BBWP administers only those medications that were **dispensed from a pharmacy** and maintained in the **original, labeled container**. *Medications will be administered only to the child identified on the prescription label in accordance with the prescriber's instructions pertaining to dosage, frequency, and manner of administration.*

Emergency medication is to be brought to the preschool office by the parent on the student's first day of school. **No child will be left in our care until we have this medication on hand.** The medication may be picked up from the preschool office on the student's last day of attendance.

Children with food allergies should provide an appropriate lunch. Your child's teacher will inform you of "special snack days" and discuss alternative options if necessary. You may be asked to provide special substitute foods for your child during parties and other festivities.

## Back to School Tips

**Weekday Preschool Hours: Arrival begins at 9:20am in the Welcome Center Parking Lot...and doors will be open until 9:35am.** Please enter the door under the Welcome Center Sign. Try to arrive by 9:30am so backpacks, etc. can be put away before circle time begins. Teachers begin their morning routines at 9:35am and it is important that everyone is on time so that all can participate in opening activities.

We know that separating from your child can be tough (for parents and children) on the first day of school. We recommend walking your child to the classroom, give them a big hug, tell them they will have a fun day, and remind them you will be back in a few hours. Say goodbye and leave the classroom area. Our teachers are there to reassure your child and help him/her with the transition. The Director is more than happy to talk with you and check on your child as reassurance to you that they are transitioning.

Please attach a **tag (or a sticker tag) to your child's shirt with *his/her name and teacher's name***. Please wear it EVERY DAY for the FIRST WEEK or two of school.

Please remember that all **children** (except toddlers and 2-year olds) must be **completely toilet trained and able to attend to their own toileting needs** (including wiping) before the start of school. Please, do not send your child to school in pull ups (except 2 ½ year olds that are training).

## Dress Code



Please dress your child in **play clothes (elastic waistbands on pants make for easier bathroom visits) and tennis shoes**. Please do not send your child wearing sandals or dress shoes as they can be dangerous on the playground and in the gymnasium. Daily activities include active and messy play and the children should feel comfortable enough to enjoy themselves without worrying about their clothes. **Your child's name should be placed on all outdoor clothing and other belongings** to help ensure the return of all possessions and clothes.

Please label *all* personal items with your child's name. For those occasional accidents, an **extra change of clothes** (including socks and shoes) should be left in your child's backpack enclosed in a zip lock bag. Be sure to change this set of clothes with the season.

## Outdoor Play

Classes have daily outside playtime unless it is raining or there is an extreme of hot or cold weather. In the event of extreme weather, students will have playtime in our gymnasium. Be sure to provide jackets, hats and gloves in cold weather for outdoor play. Please label all items with your child's name.



## Lunch

We ask that you provide a healthy lunch and drink for your preschooler each day. **No refrigeration or heating is available.** Please avoid candy, cake, gum, nuts, or any food high in sugar or that would present a potential choking hazard. Be sure to let the Director know, in writing, if your child has any food allergies. Please pack a snack if your child will be participating in the after-school Stay N' Play program. Label that item for after school so it will not be offered at lunch.

## Birthdays

Plan with the teacher in advance if you would like to provide refreshments for your child's birthday. If you supply balloons, **Mylar balloons** are okay. **Latex balloons are a choking hazard and are not allowed in school!** Birthday invitations may be handed out at school if **all** students from the class are invited. Being left out of an important event at this age is painful.



## Backpacks

Every child should have a backpack large enough to hold 9"x12" pieces of construction paper. For the safety of our children...backpacks on wheels are not allowed! Please label your child's bag. Remember to **check your child's bag every day** for their special things and notes from the teachers and/or school. **\*\*Please remember a change of clothes in a zip lock bag.**

## Toys and Personal Items

There will be Show-and-Tell days assigned by your child's teacher. We ask that your child leave "special treasures" at home otherwise. This prevents the sadness that is experienced when a treasure is lost or broken. Always check with the Director before bringing pets, insects, or other animals into the school.

## Messages

When necessary information must be communicated to the staff, please put this information in writing and give it to the teacher and/or Director. Discuss any classroom concerns or suggestions with the appropriate teacher before sharing them with the Director.

## Personal Information

Please notify us in writing if there is a change in your address, phone number or any other personal information regarding yourself or that of an emergency contact person.

During the year, parents sometimes ask for names and addresses of classmates for party invitations. Any parent **not** wishing this information to be released should notify the teacher and the office.

## **Enrichments**



To enhance your child's learning experience, guests will be invited into the preschool throughout the year. Some examples of these guests are the Fire Department, Police Department, D.A.R.E., Virginia Aquarium, etc. Guests will be scheduled as a support to the curriculum objective.



## **Fire Drills**

Fire drills are held monthly. We want your child to be prepared and confident should it be necessary to evacuate the building.

## **Volunteers/Parental Support**

We welcome volunteers to assist teachers with special class activities, help with fundraisers and special school events. If you are unable to work in the classroom but would like to help, ask the teacher if there is anything that you could do at home to assist her with upcoming activities. The parent-teacher partnership is important to us!

## **Staff Qualifications & Health Requirements**

A staff of trained educators who love the Lord Jesus Christ and His children serves our preschool families. Each staff person has experience and/or training in early childhood education. Our staff participates annually in programs/workshops to enhance their education. A staff person trained in CPR, First Aid, and administration of prescription medications is on site each day. A Central Registry Check and a fingerprint check is on file for each employee.

Our teaching staff must be certified annually to be free from any disability that would prevent them from caring for children.

## **Licensure**

Bayside Baptist Weekday Preschool has been granted exemption from licensure. This exemption is granted to religious institutions that file annual state required documentation and who are approved upon the receipt of such documentation. This information is on file with the Virginia Department of Social Services, Division of Licensing Programs.

## **Enrollment Capacity**

The maximum number of children that the Center will enroll is 130. The maximum number of children to be in care at any one time (as dictated by the local building inspector) is 99.

## Physical Facilities

Bayside Baptist Weekday Preschool is a ministry of Bayside Baptist Church and is housed within the general facility at 1920 Pleasure House Road. The Weekday Preschool utilizes nine classrooms, a Worship Center, a Gymnasium, and a playground located on the premises. BBWP does not intend to provide food service.

## Public Liability Insurance

Bayside Baptist Weekday Preschool is covered by public liability insurance and accident insurance through *Maskin Management and Raymond W. Stiles and Associates in Virginia Beach*.

## Persons Authorized to Pick Up Child

- **Children will only be released to persons authorized by the custodial parent.** Authorization is determined by those listed on the Registration Form and the Emergency Pick-Up Card. **If there is a court order concerning custody of your child, we must have a copy on file in our office.** This information is confidential and will only be used by our staff. To delete or add persons to pick up your child on a permanent basis, please come to the preschool office and make changes to the Emergency Pick Up Card in INK, DATED and INITIALED.
- If someone other than those listed will be taking your child home, please make sure that the teacher and Director are **notified in writing** beforehand. A picture ID will be required if the staff does not know the pick-up person.
- If for any reason a staff member suspects a child's safety is at risk, we will not release the child to a third party. Every effort will be made to contact the parents should this situation occur.
- All doors to the church are locked during school hours. You may enter the building in the back-parking lot across from the covered picnic area. You will be buzzed into the building.
- **"PLAY DATES"** are so much fun...**WE MUST HAVE A NOTE** (in ink, signed and dated) **each time** your child goes home with another student that he/she does not carpool with on a regular basis. Please give your child's teacher the note alerting her of the change. The teacher will forward the note to the Director for verification. Please do not call the office to make a dismissal request unless it is an absolute emergency!

## Reporting Abuse/Neglect

All members of the preschool staff are **mandated reporters**. Any suspected abuse or neglect will be reported to the Virginia Department of Social Services for evaluation and investigation as required by Virginia State Law. Our policy is to direct all inquiries regarding calls or reports to the Department of Social Services. No staff member will discuss these matters with a parent, guardian or outside source.



## Arrival & Dismissal Procedure

Arrival for **all students** begins at 9:20 am at the Welcome Center doors.

Dismissal for our **toddlers and 2s** is 1:20 pm at the Welcome Center doors.

Dismissal for our **3s, 4s and Kindergarten** begin at 1:30 pm in the Dismissal Line.

Dismissal for **after school activities** will begin promptly at 2:30 pm in the Dismissal Line.

**\*All persons authorized to transport your child should be familiar with our procedures.\***

The following is our procedure for use of the arrival/dismissal lane. For our system to work effectively, we need your *patience and cooperation*. Be patient during the first few weeks of school as we work out the kinks and get carpool line running smoothly! Students should enter/exit the vehicle on the SIDEWALK side of the car.

Every family will receive a sign with their child's name and teacher name to be displayed at arrival and dismissal throughout the entire school year. The Director and staff members will assist with your little one and use the Welcome Center Lobby during arrival and dismissal each day.

- **Vehicles should enter the parking lot closest to Northampton Blvd.** Follow the map diagram provided. **The Welcome Center entrance will be EXIT ONLY during arrival and dismissal.**
- The **first vehicle in line** will pull up to the Welcome Center circle (keeping the sidewalk on your left) and stop at the Welcome Center overhang for arrival (9:20am) and the tree at the end of the sidewalk past the Welcome Center doors for dismissal (1:30/2:30 pm).
- **All families have the same arrival procedure.** To assist us with an efficient arrival procedure, please help unbuckle your little one (they should not EXIT the vehicle) and share love/encouragement prior to staff coming to your car. Students adjust quickly to their routine when we do not linger at arrival.
- **PLEASE NOTE...Toddlers and 2s follow a different dismissal procedure.**
  - Parents of our 2s will bypass the dismissal line and park their vehicle in a space facing the parking lot exit for afternoon dismissal.
  - Come to the sidewalk **by 1:15 pm**, pick up your child, and secure your child in the vehicle prior to exiting the parking lot.
  - Parents of toddlers and 2s **who are picking up older siblings** can stand outside the Welcome Center doors (as a "walker") **OR** take their child to their vehicle in the dismissal line to complete the process indicated below.
- A staff member with a walkie-talkie (around 1:15 pm) will note cars that have arrived for dismissal. Place your dismissal sign in your front window so it is visible for the staff.
- The Director will call children to line up for dismissal. **We will not release students until ALL cars are stopped and your car is along the sidewalk.**
- **REMAIN BESIDE YOUR CAR** and wait for your child. Children should enter your vehicle from the driver side of the car. During dismissal, children will be reminded to use their "**walking feet**" and **stay on the sidewalk**.
- Once your child is **buckled** safely in your car AND the cars in front of you move forward...you may drive away *slowly*.
- **Please wait for the cars ahead of you to move...DO NOT PULL OUT OF LINE!**



1920 Pleasure House Road VA Beach VA 23455

757-460-2481

[www.baysidebc.org](http://www.baysidebc.org)

Every Sunday

Three Styles of Worship

Same Bible-Centered Message

8:30 Traditional

9:45 Coffee House

11:00 Praise Worship

Church Office Hours:

Mon-Thu 9AM-3:30PM, Fri 9AM-1:00PM

## Bayside Baptist Weekday Preschool

### Mission Statement:

Partnering with families to introduce preschoolers to trust and grow in Christ.

**Luke 2:52** "Jesus grew in wisdom [cognitive], stature [physically], and favor with God [spiritually], and man [socially and emotionally]."

