

## BEDFORD FREE METHODIST PRESCHOOL: 2024-2025 HANDBOOK

Church Office: 812.275.5939 (8:00 AM-4:30 PM, Monday-Friday)

Email: [preschool@bedfordfreemethodist.org](mailto:preschool@bedfordfreemethodist.org)

Dear Parents and Guardians,

Thank you for your interest in Bedford Free Methodist Preschool (BFMPS). For over thirty years, our preschool has prepared students to succeed in school and grow in their understanding of God. We are grateful for the opportunity to minister to children and families in our community. Our promise to you is when attending BFMPS your child will learn how to be a student, a friend, and a follower of Jesus. Here is some basic information about our preschool:

### Junior Pre-K Class

Our Junior Pre-K class is designed for first-time students. This class meets 2 days a week. In accordance with NLCS guidelines concerning birthdates for kindergarten admission, students must be at least 3 years old by August 1 to be eligible for this class. The Junior Pre-K class maxes out at 14 students to allow for more one-on-one interactions between teachers and students. There are two time options for Junior Pre-K: Tuesday and Thursday, 8:30-11:00 AM OR Tuesday and Thursday, 12:00-2:30 PM. Tuition is **\$100 per month**. See Tuition and Fees section on page 6 for more information about tuition discounts and scholarships.

### Pre-K Class

Our Pre-K class is designed for students who will be moving on to kindergarten the following year. This class meets 3 days a week. In accordance with NLCS guidelines concerning birthdates for kindergarten admission, students must be at least 4 years old by August 1 to be eligible for this class. The Pre-K class maxes out at 18 students. Since the Pre-K class is focused on getting students ready for kindergarten, Pre-K students are expected to do a significant amount of independent work. There are two time options for Pre-K: Monday, Wednesday, Friday 8:30-11:00 AM OR Monday, Wednesday, Friday 12:00-2:30 PM. Tuition is **\$125 per month**. See Tuition and Fees section on page 6 for more information about tuition discounts and scholarships.

If you are unsure which class is the right fit for your child, please don't hesitate to contact us! We would be happy to talk with you to help you figure out the best option.

Enrollment is granted on a first-come, first-served basis. Your child's name may be placed on a waiting list. To enroll your child, you will need to complete this two-step process:

1. Complete the online enrollment form: [bedfordfreemethodist.org/preschool](http://bedfordfreemethodist.org/preschool)
2. Pay a non-refundable registration fee of **\$40**, to be included with the enrollment form. This fee can be paid online ([bedfordfreemethodist.org/preschool](http://bedfordfreemethodist.org/preschool)) or in person at the church office—with cash, check, or money order. Make checks payable to Bedford Free Methodist Preschool. **Enrollment will not be completed until the registration fee has been paid.**

Sincerely,

Preschool Staff: Jessica Smith, Director and Head Teacher; LaShawna Ashley, Teacher's Aide

Preschool Board: Barbara Hawkins (Chair), Kathy Thorne (Treasurer), Jessica Gbur (Secretary), Lindsey Tyree, Evalyn Walton, Kay Whitaker, Jennifer Edwards, and John Bush.

## THE IMPORTANCE OF CHILDREN TO GOD

Throughout his Word, God speaks about the importance of children. Because children are important to God, children are important to us. The following scriptures are forever reminders of why we wake each morning truly excited to serve our students:

### **The Greatest in the Kingdom of Heaven**

At that time the disciples came to Jesus and asked, “Who, then, is the greatest in the kingdom of heaven?” He called a little child to him, and placed the child among them. And he said: “Truly I tell you, unless you change and become like little children, you will never enter the kingdom of heaven. Therefore, whoever takes the lowly position of this child is the greatest in the kingdom of heaven. And whoever welcomes one such child in my name welcomes me.

— Matthew 18:1-5

### **The Little Children and Jesus**

People were bringing little children to Jesus for him to place his hands on them, but the disciples rebuked them. When Jesus saw this, he was indignant. He said to them, “Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these. Truly I tell you, anyone who will not receive the kingdom of God like a little child will never enter it.” And he took the children in his arms, placed his hands on them and blessed them.

— Mark 10:13-16

### **Psalms and Proverbs**

Children are a heritage from the Lord, offspring a reward from him. Like arrows in the hands of a warrior are children born in one’s youth. Blessed is the man whose quiver is full of them. They will not be put to shame when they contend with their opponents in court.

— Psalm 127:3-5

### **Prophets and Apostles**

An argument started among the disciples as to which of them would be the greatest. Jesus, knowing their thoughts, took a little child and had him stand beside him. Then he said to them, “Whoever welcomes this little child in my name welcomes me; and whoever welcomes me welcomes the one who sent me. For it is the one who is least among you all who is the greatest.”

— Luke 9:46-47 (also Mark 9:35-37)

## STATEMENT OF PHILOSOPHY

## **Purpose**

We exist to enrich the hearts and minds of preschool-age children from a Christian perspective.

## **Our Promise to Parents**

Upon attending Bedford Free Methodist Preschool your child will learn how to be a student, a friend, and a follower of Jesus.

## **Goals**

1. Enable physical, emotional, intellectual, social, and spiritual growth through educational training, ensuring preparedness to enter the kindergarten/primary school environment.
2. Teach the basic tenants of the Christian faith to preschool children at their level of understanding.
3. Provide a preschool marked by high standards both from a Christian and an educational perspective.
4. Provide utmost peace of mind for parents through diligent communication, demonstrated organization, and caring interactions with their children.

## **Developmental Learner Objectives**

1. Help your child experience intellectual growth by:
  - a. Exploring, observing, and making discoveries.
  - b. Increasing vocabulary and enunciation and pronunciation skills.
  - c. Relating experiences in sequence.
  - d. Experimenting with tools, materials, and resources designed to lay foundations for future learning.
2. Help your child experience social growth by:
  - a. Recognizing his/her rights as a human being, while at the same time respecting the rights of others and respecting those in authority.
  - b. Participating as both a leader and a follower.
  - c. Learning through experiences to share and respond to directions.

## **Developmental Learner Objectives, *continued***

3. Help your child experience emotional growth by:

- a. Building a positive self-concept as a unique person.
  - b. Practicing independence, self-reliance, confidence and trust in others.
  - c. Experiencing success.
  - d. Expressing his/her emotions and learning to use them constructively.
4. Help your child experience physical growth by:
- a. Developing muscular control, a positive attitude toward nourishing foods, and a wholesome attitude toward the body and bodily functions.
  - b. Participating in a balanced program of activity, relaxation, and rest.
  - c. Participating in large and small-group activities.
  - d. Gaining skill in using recreation equipment.
  - e. Recognizing safety hazards.
5. Help your child experience spiritual growth by:
- a. Thanking God for things he/she sees.
  - b. Learning about God through the stories of the Bible, especially the ones about Jesus.
  - c. Identifying with stories in the Bible based on his/her experiences.
  - d. Sensing something of God's greatness when he/she hears about and sees God's creation.
  - e. Listening to Bible verses, thoughts, and stories.

## **POLICIES**

### **Organization**

1. The Bedford Free Methodist Church sponsors Bedford Free Methodist Preschool, operated on a non-profit basis.
2. The church carries the necessary liability insurance while children are on the premises.

### **School Sessions**

1. All sessions will be on the ground level floor of the BFMC Youth Building.
2. The Junior Pre-K classes (students must be 3 by August 1st) will meet two half-days per week: Tuesday & Thursday, 8:30-11:00 AM or 12:00-2:30 PM. Classes for Pre-K (students must be 4 by August 1st) will meet three half-days per week: Monday, Wednesday, & Friday, 8:30-11:00 AM or 12:00-2:30 PM. This schedule is intended to allow compliance with Indiana state law concerning birth dates for kindergarten admission.
3. The North Lawrence Community Schools calendar will be followed for vacations and scheduled days off. As a rule, whenever NLCS has a weather-related cancellation or delay, we will also cancel and/or operate on a delayed schedule. Any other decision regarding unscheduled closings or changes to the school day will be made by the preschool director. Should the public schools have a two-hour delay, our policy will be the following: The morning class will run 10:00 AM -12:00 PM, and the afternoon class will run from 1:00 PM-3:00 PM. Delays and cancellations will be posted on WBIW and on Brightwheel.

### **Tuition and Fees**

1. A registration fee of \$40 will be required for enrollment. Registration will be guaranteed for the first 36 Pre-K students (18 morning, 18 afternoon) and the first 28 Junior Pre-K students (14 morning, 14 afternoon). Those registered over this number will be put on a first-come, first-served waiting list. The registration fee will be applied to classroom supplies; therefore, the fee cannot be refunded or applied to tuition.
2. Tuition is **\$100 per month** for Junior Pre-K classes and **\$125 per month** for Pre-K classes. BFMPs expenses are covered monthly by tuition payments; therefore, refunds for students absences are not permitted. Each month requires full tuition payment even though there may be vacation days when the children do not attend school. Due to processing costs charged by the banks, returned checks may be assessed a \$20 recovery fee.
3. For families dealing with financial hardship, need-based scholarships are available. Those are awarded on a case-by-case basis. Contact us for more information.

### **Tuition and Fees, *continued***

4. Tuition discounts are available in the following circumstances (**please note that tuition discounts cannot be combined**):

a. 5% off overall cost of tuition for families with 2+ kids enrolled in the preschool

b. 5% off overall cost of tuition for families who pay full-year tuition amount in August

5. Tuition is due the first day of each month. Payments can be made online, sent in to the school with your child, or dropped off at the church office.

6. A fee may be charged for late child pick-up (\$5.00 for each 15 minutes past dismissal time).

7. For students with an outstanding balance of more than one month's tuition, it is the policy of the BFMPs not to allow enrollment for the upcoming school year until their balance has been brought up to date.

### **Acceptance and Withdrawal**

1. No child will be refused admission on the basis of race, religion, or nationality.

2. Children must be toilet trained in order to attend the Bedford Free Methodist Preschool.

3. Special concerns should be discussed with the BFMPs staff before the child is enrolled.

4. Children may be withdrawn from school upon agreement of the teacher and parents, should extenuating circumstances make withdrawal advisable.

5. In the event that a child exhibits behavioral and/or adjustment problems that interfere with the classroom environment, and the child does not respond to the teacher's methods and techniques, BFMPs reserves the right to proceed with the withdrawal process from the program. Every effort will be made to work with the child's parents and to utilize appropriate agencies prior to making such recommendations.

### **Health & Safety Procedures**

1. In the event that a child shows signs of an illness or infection (vomiting, diarrhea, fever), he/she should be kept at home until 24 hours after the last episode. For conditions (such as lice) that could be passed on to classmates or school staff, that child will not be permitted to return to class until satisfactory evidence is provided to school personnel that the problem has been properly treated and that there is no danger to others.

2. If the child sees a doctor for flu, chicken pox, measles, Covid-19, etc., we request that the parents ask the physician when it will be safe for their child to return to school. If the child has a fever of more than 100.4, he/she should be kept home until the temperature has returned to normal for 24 hours without medication.

### **Health & Safety Procedures, *continued***

3. BFMPS has always upheld routine cleaning and sanitation processes. Our routines, including the following
  - a. Cleaning and sanitation between classes.
  - b. Hand sanitizing stations placed throughout the classroom.
  - c. Children are required to bring their own reusable water bottle, one they can open/close on their own without assistance, rather than using the common water fountain.

### **Parent Involvement**

1. Conferences will be made available to parents upon request by the teacher or parent.
2. Parents will be expected to provide snacks for their child's class arranged by the teacher on a rotating basis. More information will be provided on the first day of school.

## **JUNIOR PRE-KINDERGARTEN CLASS GOALS**

### **Basis Skills**

1. Holding pencil correctly
2. Standing/staying in line
3. Following school rules
4. Sitting, listening, and participating during floor-time activities
5. Scissor skills

### **Social Skills**

1. Responsibility - putting papers in their backpack, picking up toys, etc.
2. Sharing
3. Taking turns

### **Academics**

1. Name - recognizing name and tracing/writing name
2. Shape recognition
3. Color recognition
4. Letter recognition
5. Numeral comprehension - counting and matching quantity with numbers

### **Develop Christian Virtues**

1. Love of God
2. Love of one another

## **PRE-KINDERGARTEN CLASS GOALS**



### **Basis Skills**

1. Holding pencil correctly
2. Standing/staying in line
3. Following school rules
4. Sitting, listening, and participating during floor-time activities
5. Scissor skills

### **Social Skills**

1. Responsibility - putting papers in their backpack, picking up toys, etc.
2. Sharing
3. Taking turns
4. Respect for self, others, and school

### **Academics**

1. Name - recognizing/writing first and last name
2. Letter concepts and recognition
3. Number concepts and recognition
4. Additional Skills Covered: sequencing, sorting, classifying, song and rhyme, basic addition and subtraction, memorization/recall, beginning sight words

### **Develop Christian Virtues**

1. Love of God
2. Love of one another

## **SPECIAL ACTIVITIES**

In addition to our students' normal daily routine, here are some special activities they might participate in throughout the school year.

- Monthly Chapel time with Pastor Hannah - students go to the church chapel for a time of worship (songs, prayer, Bible lessons, ect.)
- Monthly visit from a Bedford Public Library staff member - students listen to stories, sing songs, and do book-related crafts
- Holiday Parties - Halloween, Christmas, Valentine's Day, & Easter
- Field Trips - Bedford Public Library, a local farm (all classes)
- Field Trips - WonderLab (Pre-K class only)
- Classroom pet/nature projects each Spring - chicks, caterpillars, and ant farm
- Preschool Open House - September
- Pre-Kindergarten Christmas Program - December
- Pre-Kindergarten Graduation - May