



Parent Handbook

2026 / 2027

Mission Statement

Great Beginnings Preschool will provide a safe, caring environment where each child can develop skills that will prepare them for success in school and develop a value system that has a belief foundation in Jesus Christ.

Lessons are planned to promote the physical, social, emotional, creative, language, and cognitive development of each child.

Burlington Flats Baptist Church

The Burlington Flats Baptist Church has been organized and operates exclusively for religious purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1986, as amended , or any superseding section in order to at its discretion to:

- Minister the Word of God to the faithful;
- Advance the kingdom of the Lord Jesus Christ;
- Conduct a religious public worship service through the ministry of the organization and the cooperation with other organizations ministering within the community; through the preaching of the gospel; and the consistent Christian living of its members, personal evangelism, missionary endeavors, and Christian Education.

This Church is not organized nor shall it be operated for pecuniary gain or profit, and it does not contemplate the distribution of gain, profits, or dividends to its members and it is organized solely for nonprofit purposes. The property, assets, and net income of this Church are irrevocably dedicated to charitable, religious, and educational purposes.

Foremost in the operation of The Burlington Flats Baptist Church and its Bylaws is the Word of God (Bible, Holy Bible, Scripture) as taught in The Old and New Testaments of the Holy Bible. All provisions of the Articles of Incorporation and Bylaws of the Burlington Flats Baptist Church are declared to be subject to the Word of God as inspired and infallible. Speaking with final authority concerning truth, morality, the sanctity of life, the sanctity of marriage, home and family, creation, and the proper conduct of mankind, The Bible is the sole and final source of all that we believe.

Therefore (Statement of Faith):

We believe that the Bible is the inspired Word of God, a revelation from God to man, without error in its original manuscripts, and is our infallible rule of faith and conduct,

We believe that the triune Godhead is composed of three (3) separate and distinct personalities, The Father, The Son, and The Holy Spirit, who are eternally self-existent, self-revealed and function as one entity.

We Believe that Man was created good and upright, for God said, *“Let Us make man in Our image, according to Our likeness;”* (Genesis 1:26a NKJV). **But, man, by voluntary transgression, fell** and his only hope of having this alienation removed and redemption is through faith, trusting in Jesus Christ the Son of God alone for salvation.

We believe that man's only hope of redemption is through the shed blood of Jesus Christ. The deity of Jesus Christ, His virgin birth, sinless life, miracles, substitutionary death, and shed blood on the cross provide for our redemption. His bodily resurrection, ascension into heaven, present ministry of intercession for us, and His soon and certain return to earth in power and glory provide the evidence that these affirmations are true.

We believe that the miracle of the new birth in unbelievers is performed through the personality and deity of the Holy Spirit. He enables believers to live godly lives by illuminating, regeneration, indwelling, baptizing, sealing and giving special unique spiritual gifts.

We believe that the church is the body of Christ, composed of all who are saved from Pentecost to the Rapture, immersed into one body. The church is the habitation of God through the Spirit, with divine appointments for the fulfillment of her Great Commission, and serves as the espoused Bride of Christ. WE, therefore practice 'Believer's Baptism by Immersion and The Lord's Supper as ways to symbolize and remember the Death, Burial, and Resurrection of Jesus Christ.

We recognized that in Christ we have individual soul liberty; however, we also have the right to refuse to allow anything in our life that may control us. So then, we are not to be

under the influence of anything that may harm us, our walk with God, or our testimony before others.

We believe and affirm the value of human life, from conception to its natural end, that a culture of death by choice inevitably cheapens life in all its stages and conditions.

We believe that God's design for cohabitation is a natural marriage relationship. Therefore, the term "Natural marriage" has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, and that God intends that sexual intimacy to only occur between a man and a woman who are married to each other.

We believe that the household that remains under His blessing shall submit to one another in the fear of God; Husbands are to selflessly and sacrificially love their wife with the love Christ demonstrated to the Church; Wives are to willingly and lovingly offer themselves to their own husband as they would to the Lord; Children are to obey and honor their father and mother in the Lord, for this is the way God has designed it, and it is the right thing to do, plus, it carries with it great promise; Fathers are not to provoke their children, but rather, train them to serve God.

We believe that any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pornography, or any attempt to change one's sex, or disagreement with one's biological sex, is sinful and offensive to God. When believers trust and follow Him and His ways there is great reward, but when believers doubt, blame and act independently of Him we will suffer grave consequences.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accordance with Scripture nor the doctrines of the church.

We believe that no one should be forced to embrace any religion, doctrine, or belief against his or her own will, nor should persons of faith be forbidden to worship God according to their own conscience or express freely and publicly their deeply held religious convictions.

Curriculum

At Great Beginnings we use the Abeka curriculum as a base to teach our Bible lessons. Our teachers combine their experience, resources and other curriculums to create the best classroom learning experience for our students.

Program Options

- Morning Program (8:00 am - 12:00 pm)

- Full Day Program (8:00 am - 3:00 pm)
- Before school Program (7:00 am - 8:00 am)
- Afterschool Program (3:00 pm - 4:30 pm)

*All program ‘spots’ are considered full week slots. If your child attends less than five days a week this does not change the tuition fee.

*A program ‘spot’ may not be shared between two students.

Calendar/Snow Days

Great Beginnings Preschool will start in September after Labor Day and close around the last week in June.

Great Beginnings Preschool will follow the Edmeston Central School Calendar for days off and vacations. These are color coded in the Great Beginnings Calendar you received with this handbook, as well as listed below. Great Beginnings will have conference days on ECS full conference days, on half day conference days our school is still open.

Great Beginnings Preschool will close for all snow days that Edmeston Central School closes for. We do not participate in delays, though we ask your patience for staff to arrive at school as quickly as safely possible. In the event that ECS calls for a snow day later than 7 am, our school will remain open until 3pm, and our after school program will be cancelled for the day.

Great Beginnings Preschool is currently waiting on Edmeston Central school to release their upcoming 2026-2027 school year calendar before we release our own calendar. We will up date you as soon as we can. Thank you for your patience.

Children Supervision Policy

Great Beginnings Preschool will employ or have available staff who will promote the physical, intellectual, social, cultural and emotional well-being of the children. The Preschool will provide supervision of the staff responsible for the care of children. Children will be in direct, competent supervision at all times. No one other than the director, teacher or assistant teacher will supervise a group of children independently, even for a brief period of time, except in an emergency. No one under the age of 18 will be left alone to supervise a group of children at any time. The staff to child ratio is as follows:

3 year old – 1 staff to every 7 children

4 and 5 year old – 1 staff to every 8 children

Staff Qualifications

Director: Bachelor’s Degree (including 12 credits in early childhood or related field), one

year teaching experience, one year experience supervising staff

Head Teacher: Associates Degree in Early Childhood or related field

Assistant: high school diploma or substantial experience working with children under the age of 13

All staff must love the Lord, agree to the constitution of the Burlington Flats Baptist Church and be a member or associate member of the Burlington Flats Baptist Church.

Mandated Reporters and Child Abuse/Neglect

Staff at Great Beginnings Preschool are mandated reporters. We are required by law to report any suspected case of child abuse or neglect. Child abuse/neglect is harm or threatened harm to a child's health or well being by a person responsible for that child.

Daily Health Checks

Staff at Great Beginnings Preschool are required to conduct a daily health check on every child. A note will be made of any difference in the child's behavior, physical appearance, sickness and any information that you as a parent give us as to how the child was at home.

Confidentiality

The individual dignity of the children, families and employees will be respected at all times. Information about children, families, or employees will not be given to anyone other than the person authorized to receive such information. Staff are not permitted to give a family any information about another child or family in the preschool. This includes even those situations that appear evident, such as discussing why a child uses a wheelchair. This would also include information about an incident in which your child was involved. For example, staff can not say who bit your child, only that your child was bitten. Please do not put staff in a position where they might violate this policy.

Registration and Tuition

A registration fee of \$150.00 is required to enroll your child in preschool. The fee is used to purchase curriculum books, insurance while your child is at preschool and supplies for the current school year. This fee must be paid each year that your child is enrolled at Great Beginnings Preschool and is non-refundable. GBP asks that you pay with a check, money order or a certified check as cash is not accepted. (Exceptions to this policy are at the discretion of the Great Beginnings Preschool Board.)

Tuition

2026-2027 2027-2028 2028-2029

Morning 8am-12pm \$5250.00 \$5500.00 \$5750.00

Full Day 8am-3pm \$6250.00 \$6500.00 \$6750.00

Before school 7am-8am: additional \$100 a month

After School 3pm-5pm: additional \$100 a month

Before and Afterschool: additional \$200 a month

Registration fee: \$150 yearly due at the time of enrollment

*Tuition fees are subject to change.

*All program slots are considered full week slots. If your child attends less than five days a week this does not change the tuition fee.

Payment of Tuition- GBP asks that you please pay through Bright Wheel (online payments through your card or checking account,) check, money order or cashier check.

10 monthly tuition payments are due on the first of each month (Sept.-June).

A late charge of \$20 will be assessed for late tuition payments received after the 10th of each month.

A service fee of \$25 is charged for any payment returned by the bank. After two returned checks in any one school year, payment must be made by money order or certified check.

Delinquent Tuition Payments:

After one month of non-payment, parents will receive a written note restating payment policies in the parent handbook. A \$20 late fee will be assessed and the parent will be requested to contact the director to discuss payment.

After two months of non-payment, parents will receive a written statement of termination of enrollment from the director asking them to bring the problem to a resolution by paying all owed back tuition in full before the student will be re-enrolled in preschool. Students will not be permitted to attend class when their tuition is two months past due.

Parent – Teacher Communication

Because you are an important part of your child's education, it is important that we have open and close communication with you about how your child is doing and what we are doing at preschool. We need you to let us know if there is anything at home that may affect your child while at school. We will keep in touch with you by:

- Class Dojo
- Notes home
- Newsletters
- Telephone calls when necessary
- Conversation at drop off and pick up
- E-mail
- You may request a formal meeting with the teacher and/or director at any time. Please keep in mind that it may take time to schedule this. Please don't expect a teacher to interrupt class time for a conference.

Parent Concerns

If a parent has a concern about a staff member's conduct they should direct all concerns to the Director. Director will then take the steps necessary to resolve all concerns of the parent.

Behavior Concerns

If a teacher has an ongoing behavior concern for a child, a meeting will be scheduled with the teacher, parent and director. At the meeting we will discuss the concerns of the teacher and develop a temporary plan to resolve the behavior. If the behavior is unsafe for the child/staff/other children in the program and has not shown improvement within 2 weeks another meeting will be held. At this meeting the parent, teacher, and director will determine if it is safe for the child to continue being enrolled in Great Beginnings.

Parents as Volunteers

Parents are always welcome at Great Beginnings Preschool. Parents as volunteers serve a double purpose. We get those much needed "extra hands" and benefit from the ideas and talents of parents. It also gives the parents an opportunity to learn different ways of working with children and provide activities parents may use at home.

NYS Office of Children and Family Services has added the following to their Child Care Regulation: *A mandated training requiring volunteers in all programs, who have the potential for regular and substantial contact with children at the program must be completed. This OCFS health and safety e-learning is named **Foundations in Health and Safety e-learning**. There is no charge for the training which can be found at the following website: http://www.ecetp.pdp.albany.edu/elearn_catalog.shtm. To start the training and receive*

the certificate of completion, each individual must create an Early Childhood Education and Training Program (ECETP) account with the Professional Development Program (PDP). Accounts can be set up in minutes and require only a little information. (<https://www.ecept.pdp.albany.edu/mytraining/login.aspx>.) All individuals who complete the training will be credited with a certificate of completion which must be kept on file at the child care program

Clothing/Supplies

Children's clothing should be simple, washable, seasonally appropriate and easy for them to manage, with their name on everything. Children will be encouraged to dress themselves completely as they learn the skills to do so. Children need to dress for outdoor play throughout the school year.

Children need to have:

- A pair of sneakers for play in the gym and on our outdoor equipment during fair weather months. Other shoes are fine for class time, but children must change into sneakers for gross motor play to remain safe.
- An extra set of clothes kept in their book bag at preschool. If these clothes come home wet or soiled please send in another set the next school day.
- For outdoor play in the winter time mittens, coats, snow pants, hats, and boots are absolutely necessary. We do have extras, but not enough to accommodate every child.
- Children will need a backpack that is large enough to hold a take-home folder, rest-time items, and extra clothing.
- Children staying until 3pm or later will need rest time items including a blanket or sleeping bag, pillow, and one stuffed animal if desired.

Change in Schedule

If there is a change in your child's schedule, for example, joining the after school program or a change from the morning program to a full day program, the director must have written notice two weeks in advance. This is to ensure that proper student to teacher ratio is maintained.

Pick Up and Drop Off

It is important that your child arrives and leaves the preschool at the time set up by you and the staff. If a child arrives late each morning they may miss many of the fun activities that start the

school day. Only people listed by you on the approved blue information form are allowed to pick up your child. Any changes must be submitted to the preschool in writing. If the person sent to pick up your child is not listed on the blue information form or we do not have consent from you that this person is to pick up your child, we will not let this person leave with your child.

When dropping off your child at Great Beginnings Preschool please park parallel to the church. When coming to the preschool for a special event (ex. Programs, graduation) where there are many cars, park vertical to the church.

Action Taken if a Child is Not Picked Up

If after a half an hour from the end of class the parent has not come for their child, we will try to contact the parent and all emergency names and numbers will be tried. If after two hours no one has still come to pick up the child, the local or state police will be called, and the Department of Social Services and the Child Protective Services will be called.

Policies Regarding Admission

Enrollment at Great Beginnings Preschool is on a first come, first served basis. Your child's name on the "waitlist" does not guarantee enrollment, but serves as a tool for the Great Beginnings Director to ensure you get the materials you need to register your child. Parents are encouraged to turn in their paperwork to the Director by the end of June, thus securing the child's spot for September.

The following must be done in order to begin at preschool:

1. Child must be at least 3 years old
2. Child must be potty trained
3. Registration form must be filled out and signed by a parent or guardian
4. **\$150.00 registration fee must be paid before September 1st.**
5. Tuition from previous school year must be paid
6. Child must have a physical exam. Children returning for a second or third year will need a physical exam done one year after the previous exam.
7. Child must be up to date with immunizations including Lead Test.

Discipline Policy

Corporal punishment will not be used at Great Beginnings Preschool. For a child that is misbehaving, after the first offense there will be a verbal discussion about the child's behavior with the child. After the second offense there will be a time out. Time out is a time to sit in a specific area in the classroom and have the child sit and think about his or her actions after discussion with the teacher. Length of time in time out will be based on age, developmental level and the ability of the child to calm down. After the timeout there will be another discussion

between the child and the teacher about the child's behavior. Parent meetings will be held for extreme behavior such as hitting, punching, kicking, biting, swearing, etc.

Program Activities

- Play or Gym Time
- The following is a sample schedule of a day at Great Beginnings Preschool
- Children arrive
- Morning Snack
- First Circle Time (pledge, calendar, weather, songs, Bible)
- First Table Time (letters, phonics, games, worksheets)
- Playtime and Art
- Second Circle Time (numbers, letter, poems, finger plays)
- Outside Play or Gym Time
- Bathroom and Hand washing
- Lunch
- Story time
- Rest Time
- Afternoon Snack
- Circle Time (review the day)
- Outdoor After school Program

Food Service

Great Beginnings Preschool will provide a nutritious morning and afternoon snack every day. We will not be providing lunch. Each child is encouraged to eat breakfast at home and to bring his or her own lunch every day. Please label all containers.

Personal Hygiene Policy (Accident Policy)

At some point during the year your child may have an accident. We have asked that you provide a change of weather appropriate clothing in case this happens. If a child has diarrhea or two accidents in one day we will contact you with a phone call.

Health Care Policies

At some point during the year your child may become ill. In order to lessen the spread of illness within the preschool we ask those children who have been ill the night before be kept home with the following symptoms:

- Fever (oral temperature of 101 degrees or higher)
- Severe coughing or trouble breathing

- Vomiting or diarrhea
- Unusual rashes or spots
- Infected skin patches (impetigo, ringworm, etc.)
- Contagious illness (chicken pox, strep throat, etc.)
- Head lice
- Headache
- Stiff neck

If your child becomes ill during the day, he or she will be sent home for that day and the following day if symptoms of illness are still present. If you can not be reached your emergency contact will be notified.

Staff members at Great Beginnings Preschool are trained in CPR and first aid. At this time Great Beginnings will not be administering medication. You can make arrangements for a parent/family member to administer medication at school.

Parents must sign the OCFS-6010 to consent that their child receive sunscreen and bug spray application during care. Great Beginnings Preschool provides sunscreen and bug spray, however you may bring in your own sunscreen and bug spray for your own child's use, to be stored in a clear labeled gallon sized plastic bag that will be stored in the white cabinet of the bathroom. Great Beginnings Preschool will log when children have sunscreen and/or bug spray applied, and any reactions that may present on the child's skin. In the event that a parent refuses this permission, children will be restricted to playing in shady areas with light-weight clothing protecting their skin from sun and bugs while outside

Any and all policies within this hand book are at the discretion of the Great Beginnings Preschool Board.

Payment Agreement

I have read and agree to abide by the Great Beginnings Preschool Handbook.

Name _____

Signature _____ Date _____

I agree to pay the yearly tuition of \$ _____ in ten monthly installments

of \$ _____ by the tenth of each month from September-June.

Name _____

Signature _____ Date _____

Please note that we do not accept cash. Personal checks, money orders or cashiers checks only. Thank you.

Great Beginnings Preschool

A Ministry of the Burlington Flats Baptist Church