

Faith Presbyterian Church Policies and Procedures Manual

CHAPTER VI – FAITH PRESBYTERIAN CHURCH PRESCHOOL

OPERATING POLICIES (REVISED 2009)

INTRODUCTION

The Faith Presbyterian Church Preschool and Kindergarten is an established component of the mission of Faith Presbyterian Church. The preschool was commissioned by the Session in 1960, and remains subject to the oversight of that body.

Faith Presbyterian Church provides substantial financial support for the preschool by providing free use of classroom facilities, and utilities. In addition, the ministers, church staff, and various working committees of the Session and Diaconate give generously of their time and effort in support of the preschool mission.

This document describes the organizational structure of the preschool and sets forth its operational policies. The procedures operating manual can be found in the preschool office.

1. PHILOSOPHY

Faith Presbyterian Preschool is established to serve the Tallahassee community as an educational arm of the total mission of Faith Presbyterian Church to witness to the love of Christ. The programs of the preschool are designed to emphasize the development of the total child, socially, emotionally, intellectually, physically, and spiritually. All subject matter is taught from a Christian viewpoint within an atmosphere of Christian love and understanding.

A church related preschool is similar to other preschools because it seeks to provide the first rate educational experience all young children need to grow and develop. It differs from non-church preschools because it consciously seeks to lead the children and their parents into a meeting with God in all of life.

Our academic goals are directed toward providing the skills, attitudes, and knowledge needed to enable each student to achieve his/her individual potential. While the academic program has a Christian atmosphere, no effort is made to divert any child from his/her established faith.

Interaction between staff, students, and parents is encouraged to attain maximum benefits for the child.

2. PRESCHOOL BOARD

The Preschool Board is a sessional committee and reports regularly and directly to the Session.

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The Preschool Board shall be comprised of at least 9 and up to 12 members as follows:

- A Board Moderator, who shall be a sitting member of the Session.
 - Appointment - appointed by the Pastor, approved by the Session.
 - Term of Office - at least 2 years; 1 year as Vice Moderator and 1 year as Moderator; serves at the pleasure of the Pastor.
- A Board Vice Moderator, who shall be a sitting member of the Session.
 - Appointment - appointed by the Pastor, approved by the Session.
 - Term of Office - at least 2 years, 1 year as Vice Moderator and 1 Year as Moderator; serves at the pleasure of the Pastor.
 - The terms of Board Moderator and Board Vice Moderator shall be staggered by 1 year.
- Board Members, who shall be members in good standing of Faith Presbyterian Church.
 - Appointment - Appointed by the Board Moderator and Vice Moderator, after consultation with current Board members and the Preschool Director.
 - Term of Office – three years. Board Members are appointed in three staggered one-year intervals. The Board may extend a Member’s appointment for successive three-year terms.
- Director of the Preschool.
 - Appointment – appointed by the Pastor, approved by the Session.
 - Term of Office - serves at the pleasure of the Pastor and the Session.
 - Serves as an ex officio (non-voting) member of the Board.

The director of Christian Education shall serve as the church liaison and should receive notice of all meetings of the board or of its sub-committees. The preschool director is subject to the oversight of the preschool board.

The Preschool Board is responsible for setting policy of the preschool, appointment of personnel, establishment of personnel policies including salaries, approval of curriculum, and establishment of fees to operate the school.

The board shall operate through three standing sub-committees appointed by the moderator.

The Finance Subcommittee shall be responsible for the development of recommendations to the board of an annual budget, for any amendment of that budget during the year, and for general oversight of the financial condition of the preschool. It shall, in cooperation with the Personnel Subcommittee, adopt a salary plan for all employees of the preschool.

The Personnel Subcommittee shall be responsible for developing and recommending personnel policies under which the preschool will operate, reviewing with the director all personnel matter including evaluation of all staff, an annual evaluation of the director, and for conducting hearings of any grievances brought by the preschool staff.

The Program Subcommittee shall be responsible for developing and recommending policies related to the preschool program, its curriculum and activities. This sub-committee will annually review the program, its curriculum and activities to ensure that they are consistent with the stated philosophy of

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this preschool. The director shall have overall responsibility for development of curriculum and activities appropriate to each grade level, subject to the oversight of the Preschool Board and the program sub-committee.

3. PROGRAM POLICIES

Faith Preschool shall consist of several: Two, three, & four year old classes and one kindergarten class with the total enrollment fluctuating annually with registration demands.

The preschool will maintain a current operating license through the state Department of Children and Families and maintains compliance with accreditation standards through the National Association for the Education of Young Children.

The normal workday is 8:30 a.m. to 12:30 p.m., Monday through Friday for all teaching staff. With the following exceptions: The music teacher's work schedule is to be determined by the director. The Administrative Assistant's work schedule is to be determined by the director. The preschool director is on annual contract with hours to be determined by the Board.

Each class shall be taught by a certified teacher and an assistant teacher. The school day shall be from 9:00 a.m. to 12:00 noon. The kindergarten class will begin at 8:50 a.m. and end at 12:00 a.m. There will be an extended Lunch Bunch program until 2:00 p.m. for an additional fee. There will be a morning program from 8-9:00 for an additional fee.

The preschool will be closed for operation when the church facility or fellowship hall serves as an emergency shelter for evacuation or emergency situations. In the event of an emergency, the minister or his/her designee should immediately contact the preschool director of such action. Preschool rooms should remain locked. In the event that the preschool rooms are deemed necessary for additional shelter or space, the minister or his/her designee should notify the preschool director in order for the director and her staff to secure and safeguard the classroom, its supplies and equipment.

The preschool shall follow the Leon county schools calendar to the best that it can with special religious days being observed like Easter Monday and Good Friday. Holidays will generally coincide with the public school holidays, except for their teacher planning days.

4. TUITION AND FEES

To the extent possible, the preschool program shall operate on a self-sustaining basis from monies derived from tuition and fees. A registration fee is required upon enrollment. The fee is non-refundable.

5. FISCAL POLICIES

The preschool Board each year shall provide the Session with a detailed, comprehensive operating budget that reflects anticipated revenues from tuition and fees set by the preschool board, and

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projects estimated expenditures in reference to salaries, equipment, supplies and other necessary operational expenses.

The preschool Board shall limit fees to only those necessary for operation of the preschool during that year, and to maintain a reasonable emergency reserve fund. The preschool board must approve use of the emergency reserve funds.

A contingency fund shall be established to be used as an emergency fund for tuition when enrolled students' fees are unpaid due to emergencies (i.e., illnesses, accidents, etc.).

A scholarship fund will be included in the yearly budget as part of the operating costs. A sub-committee of the preschool board (director and/or board member) will review, deny or grant financial aid to qualified applicants based on income, # of dependents, employment, special circumstances of divorce or hardships due to health or loss of employment. The scholarship process must remain confidential at all times. Donations given to the fund or preschool may be designated for individual students. These donations will be kept confidential and should not be disclosed for any reason.

All preschool monies shall be maintained in a separate account separate from the church account. The preschool shall reimburse the church for a pro rata share of workers compensation insurance premiums paid on its behalf by the church. The preschool shall reimburse the church for the actual health insurance premiums paid on behalf of preschool employees by the church (*updated by Session 03/14*). Financial records are to be maintained using generally accepted accounting principles. A financial statement and preschool board minutes should be submitted to the Session monthly. The financial records, projected income, budget, and fixed asset schedules shall be reported to the Session annually. An independent accounting firm will analyze internal control procedures of the preschool and a report of recommendations to improve the accounting system will be submitted to the Session.

The preschool shall adhere to the Faith Presbyterian Church policies for acquisition and purchasing, as set forth in Chapter IX-Section I -Acquisition and Purchasing Procedures of the Faith Policies and Procedures manual. In this regard, the preschool director shall act according to those provisions set forth for the church administrator, and the preschool board shall act as the standing committee, as outlined in this section.

Fundraising ideas must be approved by the session. Solicitation of funds to benefit any single/individual group is prohibited. Fundraising money shall be deposited into the preschool operating funds unless otherwise specified.

6. STAFF

The preschool shall have a director, appointed by the Session upon the recommendation of the preschool Search committee. The director is a member of the church staff and as such is under the administrative oversight of the senior minister.

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The preschool shall have an administrative assistant appointed by the board upon the recommendation of the director. The administrative assistant, under the supervision of the director, will be responsible for maintaining the books and financial records of the preschool as well as other clerical duties assigned by the director.

Each preschool class shall have a certified teacher and assistant teacher, appointed by the preschool board upon the recommendation of the director. Each assistant teacher will be assigned to work with a certified teacher and will assist that teacher in implementing a planned program of instruction. Any person employed as a teacher must have a BA or BS in either Early Childhood Education, Child Development, or Elementary Education. Non-related degrees must add Early Childhood or obtain the Child Development Associate credential. The job descriptions can be found in the procedures and policies manual located in the preschool office.

The preschool shall have a music teacher, appointed by the board upon the recommendation of the director. The music teacher, under the supervisions of the director, will be responsible for planning and implementing the overall music program of the preschool.

7. PERSONNEL POLICIES

All preschool personnel, including the director, shall be employed by the Preschool Board and shall be on annual contract. Personnel will be hired, employed, and if necessary, terminated based solely on their competence and qualifications to perform their designated duties in accordance with church policies.

All personnel will be trained in proper child abuse and neglect policies. Each teacher will be trained in CPR/First Aid, Child Abuse and Neglect, Observation, Assessment and Developmentally Appropriate Practice for the 2, 3, 4, and 5 year old, for a total of 40 HRS hours. All teachers and volunteers will be trained under the Child Protection Policies of Faith Presbyterian Church. All personnel must have a valid health certificate issued by the Leon County Health Department or a personal physician. All personnel will be screened and fingerprinted in accordance with the local and state agencies and rules and regulations for accreditation.

All personnel other than the director shall be hired upon the recommendation of the director. The Preschool Board sets all salaries including the preschool director.

The Preschool Board shall reserve the right to review employee performance and terminate any contract if there is justifiable cause. Resignations will be reviewed and accepted by the board. Any employee or parent with a grievance has the right to a hearing before the Preschool Board; and can ultimately present the grievance to the Session for its consideration.

There are additional school policies included in the preschool procedures manual that will include but not be limited to : Children who bite, hand washing, administering medication/sunscreen, allergies, illness, transportation, safety training and crisis prevention, confidentiality and privacy of employees as well as pupil records and cumulative folders, staff job descriptions, code of discipline, child protection training and reporting child abuse/neglect, sign in/sign out procedures, fire and severe weather procedures, proper use of water/sand tables, and animal control in the facility.

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Additional procedural policies can be found in the preschool office.

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