



# Mount Vernon PRESCHOOL

Mount Vernon Preschool  
A weekday preschool program & a ministry  
of Mount Vernon Baptist Church

An educational program designed to assist children in growing in the same manner as Jesus did as highlighted in Luke 2:52, "Jesus grew in wisdom (cognitive), stature (physically), and favor with God (spiritually) and man (socially and emotionally)."

## Parent Handbook 2022-23

---





# Mount Vernon PRESCHOOL

Dear Parents,

Welcome to Mount Vernon Preschool. As one of the ministries of the church, Mount Vernon Preschool (MVP) serves the community by providing the best in preschool education and by witnessing how Jesus Christ can change lives. Our main purpose is to provide Christian care and to nurture your child cognitively, physically, spiritually, socially and emotionally.

The purpose of this handbook is to provide you with very important information about MVP. Please take the time to read it carefully and discuss any questions you may have about the material with us. You may call the MVP office at 804-935-0162.

Please be aware that these policies and procedures may change at any time at the discretion of MVP. We will make every effort to advise you of any changes in a timely manner.

Thank you for selecting Mount Vernon Preschool (MVP) for your child's preschool education. We look forward to working with you and your child.



Mount Vernon Preschool (MVP) is owned and operated by Mount Vernon Baptist Church as a nonprofit ministry to our community. We invite you and your family to worship with us at Mount Vernon. We would be honored to have you as part of our church family.

---

# Table of Contents

Accident Insurance .....	13	Methods of Payment .....	10
Admission .....	6	Ministry of Mount Vernon Baptist Church .....	5
Arrival at MVP.....	8	Missing/Late Payment.....	10
Behavior of Parents .....	7	Office Hours.....	5
Birthdays & Parties .....	14	Parent Conferences .....	14
Children’s Illness .....	11	Parent/Teacher Communication Folder .....	9
Classrooms & Playground .....	8	Peanut/Tree Nut Free.....	9
Clothing .....	9	Personal Belongings .....	14
Code of Virginia .....	8	Potty Training .....	12
Curriculum .....	17	Prolonged Closure.....	11
Daily Schedule Sample.....	16	Programs .....	5
Dismissal at MVP .....	8	References.....	15
Donations .....	14	Refusal of Admission .....	6
Emergency Closings .....	11	Registration Fees .....	9
Emergency Clothing.....	14	Reporting Suspected Child Abuse.....	14
Emergency Preparedness Plan .....	13	Return Check Fee.....	10
Financial Policies.....	9	Requirements for Admission .....	6
General Discipline.....	7	Scholarships/Financial Aid.....	10
Holidays/Closings.....	10	Security.....	13
Late Pick-up .....	8	Snacks/Lunches .....	8
Late Pick-Up Fee .....	10	Staff .....	14
Lice.....	12	State Licensed.....	5
Lunch Bunch/Enrichment Classes Transition..	8	Student Tote Bags.....	9
Lunch Bunch Fees/Enrichment Class Fees.....	10	Tuition Obligation .....	9
Medical Requirements.....	6	Unacceptable Behavior of Children .....	7
Medication .....	12		

---

# About Mount Vernon Preschool (MVP)

## Ministry of Mount Vernon Baptist Church

Mount Vernon Preschool (MVP) is owned and operated by Mount Vernon Baptist Church as a nonprofit, faith-based preschool in our community. MVP admits students of any race, color, ancestry, national and ethnic origin and religious background.

## State Licensed

MVP is licensed by the Virginia DOE of the Commonwealth of Virginia and meets or exceeds the minimum standards for childcare. The standards relate to personnel, health requirements, staff training, program staff, administration, general supervision, ratios, physical environment, space, furnishings and safety procedures. We believe that licensing regulations help us to provide loving care for children and peace of mind for parents.

## Office Hours

September-May • 7:45am-2:00pm • Monday—Friday  
June-August • 9:00am-2:00pm • Monday—Friday

## Programs

### Mom's Morning Out

MVP offers a toddler class for children ages 18 months-2 years.  
Class meets Tuesday/Thursday from 8am-12pm.

### Preschool Classes

MVP offers preschool classes for children ages 2 years-5 years.  
Preschool classes meet from 8:00am-12:00 pm. Class days vary.

### Kindergarten Classes

MVP offers kindergarten classes for children 5 years old by September 30.  
Classes meet from 8:00am-2:00pm. Monday-Friday and follows the HCPS school calendar.

### Lunch Bunch

Lunch Bunch is our extended day program. During Lunch Bunch, children eat a parent provided lunch and enjoy playtime with other MVP students. Lunch Bunch meets until 2:00pm and is available for students in the 3-year-old—5-year-old classes. Additional fees apply.

### Enrichment Classes

Enrichment Classes meet after school until 2:00pm. Enrichment classes are available for MVP students who are in the 3-year-old—5-year-old classes and are fully potty trained. After eating a parent provided lunch, children participate in a special class designed to introduce children to new skills. Additional fees apply.

### Summer Camp

Summer Camp meets 9:00am-12:00pm, Tuesday-Thursday.  
Summer Camp dates are set annually.

---

# Admission/Behavior

## Admission

### Admissions Process

Students are admitted to MVP on a first-come, first-served basis with the following priority:

1. Current students
2. Siblings of current and former students
3. Mount Vernon Baptist Church Members  
(membership must be verified through the church office)
4. Waiting List
5. Walk In

### Requirements for Admission

Students must have the following information on file in the MVP office prior to their first day of attendance:

- Enrollment Form
- 2 Emergency Contacts
- Proof of Identity – Original Birth Certificate must be viewed by a MVP Administrator or designee. Copies cannot be accepted.
- Enrollment Contract

### Medical Requirements

MVP requires that your child has a doctor's Certificate of Physical Examination and Immunization record before entering MVP for the first time. We will provide a state form, which needs to be filled out by your physician that verifies your child's immunization records. Periodic updates will be requested as determined by the state regulations. It is also necessary that a certified birth certificate be shown to the office staff before your child attends MVP.

### Refusal of Admission

Children are admitted to MVP on a first-come-first-served basis, depending upon availability. However, children also may be dismissed from MVP or refused admission at the discretion of MVP.

Before MVP dismisses or refuses admission of a child, it will make every effort to complete the following process:

- The staff has carefully documented incidents of unacceptable behaviors and efforts for behavior modification have been unsuccessful.
- The child's parents have received written notification regarding unacceptable behaviors.
- A conference with parents has not resulted in a change or improvement of the child's behavior or attempts to schedule and conduct a conference with parents are unsuccessful.

Parents may appeal the decision of the Preschool Director to dismiss or refuse admission of a child to the MVBC Minister for Children and Families.

---

Despite this policy, it is not guaranteed that MVP will go through these steps before dismissing a child. Nothing herein entitles a child to this process before dismissal.

## **Behavior**

### **General Discipline**

Positive behavior begins at home. MVP makes every effort to set your child up for success at school and beyond through clearly explaining behavior expectations, positive reinforcement, redirection, and discipline as needed. We prepare your child for positive behavior by:

- Setting developmentally appropriate behavior expectations
- Modeling appropriate behavior
- Treating children as people and showing respect for their feelings
- Clearly communicating the expectations for appropriate behavior
- Praise, reward and encouragement

### **Unacceptable Behavior of Children**

Unacceptable behaviors may include, but are not limited to:

- Aggressive behavior toward other children or adults at MVP such as biting, kicking, or pushing
- Destruction of properties belonging to MVP or other children
- Disobedience of instructions, policies or procedures

The following general discipline measures may be taken in the event a child's behavior is not acceptable:

- Redirection
- Verbal discussion
- Time out in the classroom (averages one minute per year of age)
- Time out in the hall with a teacher or assistant
- Time out in the office
- Telephone call to the parent
- Child being sent home

Behavior problems will be documented and parents will be notified.

### **Parent Expectations**

MVP may refuse admission of a child to MVP under the following circumstances:

- Parents fail to comply with the financial policies of MVP
- Parents are consistently late in picking their child up at the end of the day
- Parents do not pick up their child or make arrangements for someone else to pick up their child when MVP calls due to an illness
- Parents do not keep their child at home when he/she has not been free of a fever for at least 24 hours
- Parents who fail to follow the car line procedures properly on a consistent basis
- Parents who consistently fail to cooperate with the policies and staff of MVP

This is not exhaustive. Please also see the "Refusal of Admission" policy on page 6 of this Handbook.

---

## Code of Virginia

Code 63.2-1813. Visitation by parents or guardians in child day programs. A custodial parent or guardian shall be admitted to any child day program. For purposes of this section, “child day program” is one in which a person or organization has agreed to assume responsibility for the supervision, protection, and well-being of a child under the age of thirteen for less than a twenty-four-hour period, regardless of whether it is licensed. Such right of admission shall apply only while the child is in the child day program.

# Daily Routine

## Arrival

Drop-off time for MVP begins at 8:00am. Parents can enter the building through Entrance 1 and Entrance 12 and drop off their child at the classroom door. As children are being dropped off they are engaged in valuable playtime with their peers and one on one time with their teacher. Teachers begin group activities between 8:15—8:30am. **All children are expected to be in class no later than 8:15am.** Any children arriving after 8:15am will be met at the children’s lobby doors and escorted to the classroom by a floater teacher in order to minimize disruptions in the classroom.

If your child will be arriving after 8:15am due to unusual circumstances such as a doctor’s appointment, etc. please let your child’s teacher or the MVP office know in advance as to what time to expect your child.

## Dismissal

Pick-up begins at 11:50am for Preschool, and 1:50pm for Kindergarten. Parents can enter the building through Entrance 1 and Entrance 12 and pick up their child at the classroom door. **All children are expected to be picked up no later than 12:00pm (Preschool)/2:00pm (Kindergarten).**

## Lunch Bunch/Enrichment Classes Transition

The MVP staff will transition children from their preschool class into Lunch Bunch or Enrichment classes. Pick-up from Lunch Bunch and Enrichment Classes begins at 1:50pm. Children should be picked up no later than 2:00pm.

## Late Pick-up

If a child has not been picked up within 5 minutes after the appropriate pick-up time, MVP will call the child’s parents. If MVP is unable to reach either parent, the emergency contact names will be called. If after 30 minutes, no contact has been made with either parents or emergency contacts, the Virginia Department of Education will be notified. During this time, the child will be with an MVP administrator in the school office. Please see financial policies for the late pick-up fee.

## Classrooms & Playground

MVP provides activities for learning experiences geared to each child’s age and developmental level. MVP meets or exceeds Virginia DOE student to staff ratios at all time. The outdoor playground equipment is checked on a regular basis for safety.

## Snacks/Lunches

MVP does not provide daily snacks or lunches for students. Parents must provide a healthy snack each day for their child. For children staying for Lunch Bunch or Enrichment Classes, parents must provide a healthy lunch for their child.

Because MVP classrooms do not have water fountains, parents are asked to send in a refillable water bottle with a straw for their child. Water bottles are sent home daily to be washed. Please



---

label your child's water bottle with his/her name.

Daily snacks and lunches should be labeled with the child's name and date.

### **Peanut/Tree Nut Free Environment**

MVP is a "Peanut/Tree Nut Free" school. No nuts, peanut butter, or snacks containing traces of nuts are permitted in the classrooms. Please read labels to check for cross-contamination prior to sending food items to school. Whenever preparing snacks and/or treats for a classroom party, parents must check with the classroom teacher for any food allergies in the classroom.

### **Parent/Teacher Communication Folders**

MVP provides each child with a communication folder. Please check this folder daily for important information.

### **Student Tote Bags**

MVP will provide each student with a tote bag upon enrollment. Students are required to use the tote bag for bringing in their belongings each day. MVP tote bags are sturdy enough to last for several years. MVP encourages parents to help their child personalize his/her tote bag. A \$10 fee will be charged for the replacement of a tote bag.

### **Clothing**

Clothing should be comfortable and easy for the child to manage. Tennis shoes are required for participation in preschool activities. Sandals (including Keens), flip-flops, jellies, crocs, and boots are NOT allowed! All clothing items should be labeled with the child's name.

## **MVP Financial Policies**

### **Registration Fees**

Registration Fees are annual fees collected at the time a family registers their child/children in the MVP program. Registration fees are only collected if there is an opening available for the child. **Registration fees are NOT REFUNDABLE.**

### **Tuition Obligation**

Enrollment in the Mount Vernon Preschool is for the entire school year. The operating budget for the year is based on the assumption that each student will remain enrolled for the entire year. Parents agree to pay the entire annual tuition even if the student withdraws or is dismissed from the school for any reason. Parents are required to sign a contract and pay a deposit toward their annual tuition payment at the time of enrollment. Release from this contract is at the discretion of MVP. MVP does not give tuition refunds for student absences or emergency closings.

**Tuition Deposit:** A tuition deposit equal to 1/10th of the annual tuition is required at the time the enrollment contract is signed and returned. **This deposit is non-refundable**, however it is applied to the May tuition payment for students remaining enrolled in MVP for the entire school year.

- **One Payment Option:** Parents may pay their full annual tuition at the time they sign and return their enrollment contract and receive a 2% discount off the annual tuition.
- **Monthly Payment Option:** Parents may take their annual tuition payments in 9 monthly installments beginning August 1, prior to the September start of school. All accounts should be paid in full by April 1.

### **Lunch Bunch /Enrichment Class Fees**

Lunch Bunch and Enrichment Class Sessions are offered all year. The fees for Lunch Bunch/ Enrichment Classes are due at the time of enrollment for that session. Lunch Bunch /Enrichment Class fees are based on the number days the class will be meeting during that session. Refunds

---

for Lunch Bunch/Enrichment Classes are not given due to a child's absence. In the event of an unplanned MVP closing in which Lunch Bunch/Enrichment Classes do not meet either a make-up day will be scheduled or the students account will either be credited for the day of the closing. Refunds for withdrawal from an Enrichment Class are at the discretion of MVP and the company leading the Enrichment Class.

### **Missing/Late Payments**

Failure to make the August 1 payment will result in forfeiture of your child's spot in MVP. No refunds will be given for the tuition deposit. ***MVP reserves the right to take legal actions to fulfil financial obligations.***

Monthly tuition payments are due on the first working day of each month. Late fees apply after the 10th of each month.

### **Methods of Payment**

MVP accepts payments in the form of cash or check or online payment system. Cash payments MUST be brought to the office and paid in person. MVP is not responsible for cash left in the drop box. Checks can be paid through your financial institution, our online payment system, mailed to MVP or placed in the MVP drop box. Checks should be made payable to "Mount Vernon Preschool", include the child's name on the memo line, and delivered to the office or placed in the MVP drop box. PLEASE DO NOT LEAVE CASH OR CHECKS IN YOUR CHILD'S FOLDER.

### **Return Check Fee**

Checks returned to MVP due to insufficient funds will result in a \$30 charge to your account. After the second occurrence of a returned check, payments must be paid with cash, money order, or certified check.

### **Scholarships/Financial Aid**

MVP does not participate in any government financial assistance programs. MVP does not offer student scholarships. Families who need to spread their annual tuition payments over a longer period of time will need to submit a letter detailing this need to the MVP office. The MVP administration along with the MVBC administration will determine how best to provide assistance.

### **Late Pick-Up Fee**

Children who have not been picked up by the appropriate pick-up time will be brought to the office. A late fee of \$1/minute will be charged to the child's account.

### **Holidays/Closings**

MVP follows the Henrico County Public School Calendar for most student holidays, Christmas break, Spring break, and inclement weather days. MVP will also follow the closing of Mount Vernon Baptist Church for religious holidays and/or emergencies, including but not limited to Good Friday and Easter Monday. All planned closings are noted on the annual calendar. MVP families will be notified via email of any changes in schedule related to opening/closing. Tuition fees are established on an annual basis, so no adjustment in tuition is given for planned or emergency closings. Lunch Bunch and after school Enrichment Class fees are adjusted for school closings.

### **Emergency Closings**

If Henrico County Public Schools are closed, then MVP will be closed.

If Henrico County Public Schools are on a one hour delay, then MVP will open at 9:00am.

If Henrico County Public Schools are on a two hour delay, then MVP will open at 10:00am.

---

In the event that Henrico County closes early for a weather emergency, MVP will close as well. MVP staff members will assist in calling parents to notify of an emergency closing. Parents will be notified by their child's teacher and/or email of any non-weather related emergency closings. Weather related closings will not be made up.

**Prolonged Closure Due to Emergency or by Government Officials**

A. If flood, fire, wind, hail, hurricane, tornado, or similar severe weather event prevents MVP from conducting normal activities, or if, in the judgment of the Director, or pursuant to order from an insurance official, building inspector or fire official, that a similar event caused sufficient damage to the facilities to result in the staff and students being unable to safely remain in, at, or have access to the facilities, the MVP Director, in consultation with MVBC staff, shall close MVP until such time as the facilities can be safely re-opened.

B. If MVP facilities or MVBC facilities must close due to a health emergency, including, but not limited to, the outbreak of any contagious illness, sickness, bacteria, virus, or disease, or any epidemic/pandemic, as declared by government officials, then MVP and its facilities shall remain closed until the appropriate officials decide MVP can resume normal activities.

C. If MVP is closed under paragraph A or B for 30 consecutive school days or less, then tuition and related fees shall not be subject to refund or adjustment and shall remain fully due and payable, if paid on the installment basis. If MVP is closed under paragraph A or B for more than 30 consecutive school days, but less than 60 consecutive school days, then tuition shall be pro-rated and partially refunded (or a credit applied, if requested) as the Director of MVP, after consultation with MVBC staff, may decide. If MVP is closed under paragraph A or B for 60 consecutive school days or more, then tuition and fees shall be refunded for the portion of tuition and fees allocated to the remaining part of the session occurring after the 60th school day.

## Health and Well-being

**Children's Illness**

Children must be free of symptoms of illness for 24 hours without the aid of medication in order to attend MVP. Symptoms include, but are not limited to, fever, nausea, vomiting, persistent cough, diarrhea and skin rash. Children who have had a recent illness must be able to fully participate in classroom activities, including outdoor play, before returning to school. Parents must notify the center immediately if their child has been diagnosed with a communicable disease. MVP will follow the guidelines listed by the Virginia Department of Health and Center for Disease Control for determining when a child should not attend or be sent home.

If a child becomes ill while at MVP, the parents will be notified to pick the child up. If the parents cannot be reached, the emergency contacts will be notified. Children **MUST** be picked up **WITHIN 30 MINUTES** of receiving a call regarding an illness.

Unless a written statement objecting emergency medical care is on file in the MVP office, MVP will act on behalf of the child in the event of an emergency.

**Lice**

If a parent discovers that their child has a case of head lice, they **MUST** notify MVP. If MVP discovers that a child has lice while at MVP, parents will be called to pick-up their child.

---

MVP will take appropriate measures to clean classrooms and perform head checks for children who could have been exposed.

Children MUST be NIT FREE before returning to MVP.

### **Medication**

With the exception of Epi-pens and the medications directly related to them (ex. Benadryl), MVP will not administer any medication. Sunscreen and insect repellent are considered to be medications and must be applied prior to entering MVP.

### **Potty Training**

Children are considered completely potty trained when they:

- are able to wear underwear for extended periods of time (2-3 hours) without having accidents or being reminded to use the toilet;
- are able to communicate their toileting needs to an adult other than a parent;
- are independently able to take care of their toileting needs.

**18 month-old & 2-year-old Classes** – Children are not required to be potty trained to attend MVP. Our teachers will work with parents to encourage and support healthy potty training. Children in the toddler and 2’s classes may wear disposable diapers or pull-ups (with Velcro sides) depending on where they are in the potty training process.

**3-year-old Classes** – We highly recommend that parents dedicate a couple of weeks in the summer prior to starting their child in the 3-year-old class to focus on potty training. However, if the child is not completely potty trained prior to entering the 3-year-old class, they are expected to be in the process of being potty trained. Our 3-year-old teachers will work with parents to encourage and support healthy potty training. Children in the 3-year-old class who are not completely potty trained are required to wear disposable pull-ups with Velcro sides (no diapers) as they will be participating in the daily class routine of taking turns using the potty.

We expect all children to be completely potty trained by their 4th birthday unless there is a documented medical reason for a delay. A collaborative meeting between the parents, teacher and the Director will need to take place to determine a plan of action for any child who is not completely potty trained their 4th birthday.

**4 & 5-year-old Classes** – Unless there is a documented medical reason, children should be completely potty trained, able to use the restroom independently and wearing regular underwear (NO pull-ups) before entering our 4 & 5-year-old programs.

Once children have begun potty training at home, our teachers will work with the parents to reinforce potty training at school. For sanitary reasons, children must wear a pull-up (with “Velcro” sides) or a disposable diaper until they can remain accident free at school for two weeks. For children who are beginning potty training or are newly potty-trained, appropriate clothing is essential. Please dress your child in pants with elastic waist bands that are easy to pull up and down. Onesies, overalls, belts and pants with snaps at the waist are not easily maneuvered by a small child and can cause delays in getting to the toilet “on time”, thus leading to accidents and frustration.

Due to differences in staffing and room use, children who participate in afternoon enrichment classes (soccer, ballet, basketball, art and tennis) MUST be completely potty trained to participate in these classes.

---

Children are not required to be completely potty trained to stay for lunch bunch, however children who are not completely potty trained may be placed in a younger group if necessary to maintain required student: teacher ratios.

### **Accident Insurance**

We do everything possible to minimize accidents. Our staff attends safety workshops, our facility is inspected and routine maintenance is done. Our staff is trained in First Aid, CPR and OSHA regulations. Should an accident occur, we appreciate your understanding and cooperation.

In the event of an emergency room visit and/or additional tests related to an accident at MVP, MVP carries insurance to supplement the parents' primary insurance. It is the responsibility of the parents to contact the MVP office to receive the necessary forms to be filed with the insurance company. The MVP will provide any information necessary to process the claim; however it is the responsibility of the parents to collect all documentation from medical service providers and file the claim. Illness is not covered, and therefore, no compensation will be made under our insurance program.

### **Emergency Preparedness Plan**

The Virginia DOE guidelines state that child day centers must have an emergency preparedness plan that addresses staff responsibility and facility readiness with respect to emergency evacuation and shelter-in-place. Our Emergency Preparedness Plan is on file in the school office and a copy is available for your review upon request.

MVP has developed an Emergency Preparedness Plan in consultation with local authorities, which addresses the most likely to occur emergency scenario or scenarios, including but not limited to natural disaster, chemical spills, intruder and terrorism specific to the locality. In the event of an actual emergency (evacuation from the educational building), MVP students may be picked up from the Mausoleum at the Memorial Park.

### **Security**

Fire alarm systems and a sprinkler system enhance the security of MVP. Fire drills are practiced at least once a month. Emergency Preparedness Drills are practiced each semester.

Authorized pick-up of a child is something that MVP takes very seriously. At the beginning of each school year, parents are required to complete an Authorized Pick-Up form. MVP can release children to anyone listed on this form, with appropriate identification. MVP will not release a child to anyone without written consent from the child's parent or guardian.

- When there is a change in the regular pick-up routine, it is very important that the teacher be notified in writing.
- In the event of a last minute emergency, additional measures will be taken to insure the child's safety.
- In the event of a custody issue, MVP MUST have legal documentation on file stating the custody arrangement.

MVP maintains emergency information on each child. This information includes parents' home and work phone numbers, special medical conditions, allergies and other information important to your child's health and safety. Please make sure that any information changes are noted on your child's record in the MVP office.

---

# Miscellaneous

## **Parent Conferences**

In accordance with the Virginia DOE, Licensing Division, we offer two conferences during the school year to provide parents information regarding their child's progress. This is also an opportunity for parents to communicate with staff regarding MVP's programs. We encourage you to participate in this. If you wish to have conferences at other times during the year, the staff will be happy to meet with you.

## **Reporting Suspected Child Abuse**

The Code of Virginia (Section 63.1-248.3) requires any person providing full or part-time child care for pay on a regularly planned basis to report suspected child abuse or neglect.

## **Staff**

At MVP, we carefully select qualified, experienced staff. After completing an application and interview, each person is required to have two separate background checks/fingerprinting, a Tuberculosis Test and at least two letters of reference. Staff must attend at least sixteen (16) hours of workshops and/or seminars per calendar year. We also request that each of our staff be trained in First Aid, CPR, AED, Blood Borne Pathogens, medication administration and daily health screening. All substitutes must also have background checks/fingerprinting and a Tuberculosis Test also.

## **Donations**

Donations are always appreciated. Please let the office know if you have a talent or resource that might be useful for MVP. Suggestion: for your child's birthday, donate a book in his or her honor to the school library.

## **Emergency Clothing**

A complete change of clothes must be furnished at the beginning of the school year – shirt, pants, underwear, shoes and socks. Accidents do happen occasionally (such as spilled juice) and a change of clothes may be needed. Please label all items belonging to your child.

## **Personal Belongings**

MVP is well equipped with learning materials for the children. If your child wishes to bring items from home to share with the class such as books, please notify the teacher.

## **Birthdays and Parties**

If you would like to celebrate your child's birthday with their MVP class, please make arrangements in advance with your child's teacher. MVP will not distribute party invitations in class, unless all members of the class are invited.

Each teacher plans special parties throughout the year (such as Christmas and Easter). Parents are given an opportunity to volunteer for these parties at the beginning of the school year. As a safety precaution, treat bags and latex balloons are not permitted.

---

## References

“With two children having graduated and two more to begin their education, we couldn’t be more satisfied with all that MVP offers. Their preschool experience exceeded our expectation in all areas. Education, growth, development, socialization skills, physical coordination and spiritually, together, have been nothing but a positive experience for our entire family. The overall environment is exactly what preschoolers need to feel comfortable, happy and safe while learning important skills to better their future. We can’t thank the staff enough for all that they have done to make school such an enjoyable time for our children.

— Jaclyn & Andy Bonham

“We have been a MVP family for the past 5 years and feel blessed for this school to play such a special part in our children’s lives. The teachers and staff have created a loving, nurturing environment where the students learn the tools they need to thrive in kindergarten and beyond. What we like most is that there isn’t a singular focus--our children have learned the academic, social and emotional skills they need for elementary school. Even our youngest (who is still too young to attend) feels comfortable here and can often be seen running down the hallways to get a hug.”

— Allison & John Schmitt

“My family has been a part of MVP since 2008. We are members of Mount Vernon Baptist Church so it was a natural progression for our children to attend the school as well. It was important to us to have them prepared for kindergarten and we had heard from HCPS teachers that students from MVP were well prepared for school. We have had three children attend MVP and it definitely set them up to be successful in kindergarten and all of grade school.”

— Andrew & Cameron Smith

“Mount Vernon Preschool has been a great fit for our daughter. She has been a student at the school for the last two years and has really flourished. We are excited to be sending our son there next year! The teachers and staff are very supportive and really work hard to help each child grow and improve. We are fully confident that our daughter will be well prepared for kindergarten next year. We definitely recommend Mount Vernon!”

— Ray and Caitlin Moore

---

# Daily Schedules Samples

## Toddler Class

8:00-9:00	Small Group Activities & Centers
9:00-9:30	Snack/Diaper Check/Wash Hands
9:30-9:50	Circle Time (Story/Music/Learning)
10:00-10:30	Outside Play (weather permitting)
10:30-10:50	Music (T)/Creative Movement (Th)
10:50-11:20	Art/Fine Motor Skills Activities
11:20-11:40	Small Group Activities & Centers
11:40-11:50	Diaper Check/Dismissal Prep
11:50-12:00	Dismissal

## 2-year-old Class

8:00-9:00	Welcome & Play Time
8:15-9:00	Center/One on One Teaching Activities
9:00-9:20	Chapel/Creative Movement/Music
9:20-9:40	Circle Time: songs, games, stories
9:40-9:55	Potty/Diapers/Wash Hands
9:55-10:15	Snack
10:15-10:30	Arts and Crafts
10:30-11:00	Outside Play (weather permitting)
11:00-11:15	Story Time
11:15-11:30	Potty/Diapers
11:30-12:00	Circle Time, Clean up and Dismissal

## 3-year-old Class

8:00-8:15	Arrival
8:15-9:00	Centers/One on One Teaching Activities
8:40-9:00	Chapel (Monday or Tuesday)
9:00-9:20	One on One & Centers (Monday / Tuesday)
9:20-9:40	Circle Time
9:40-10:00	Table Activity
10:00-10:20	Art/Music or Creative Movement
10:20-10:35	Bathroom / Wash Hands
10:35-11:00	Snack
11:00-11:30	Playground
11:30-11:45	Pack Up
11:45-12:00	Pick Up

## 4's & Pre-K classes

8:00-8:15	Arrival
8:15-8:45	Center Time
8:45-9:15	Circle Time: calendar, weather, alphabet
9:15-10:00	Art Activity
10:00-10:15	Bathroom and Wash Hands
10:15-10:30	Snack
10:30-11:00	Learning Activities/Activity Time
11:00-11:15	Story Time
11:15-11:45	Outside Play (weather permitting)
11:45-12:00	Clean up and Dismissal

\*Music, Creative Movement, Art & Chapel days will vary.



---

## Kindergarten Class

<b>8:00-8:15</b>	Arrival/Morning Work	<b>11:30-11:50</b>	Resource (Art, Music, Creative Movmt)
<b>8:30-8:50</b>	Morning Meeting	<b>11:50-12:15</b>	Review/Catch Up
<b>8:50-9:10</b>	Bible	<b>12:20-12:50</b>	Lunch
<b>9:10-10:00</b>	Language (Phonics/Writing/Reading)	<b>12:55-1:10</b>	Storytime
<b>10:00-10:20</b>	Snack/Bathroom Break	<b>1:10-1:40</b>	Science/Social Studies
<b>10:20-10:50</b>	Math	<b>1:40-1:50</b>	Pack up/Afternoon Meeting
<b>11:00-11:30</b>	Recess	<b>1:50-2:00</b>	Dismissal

## Curriculum

“Jesus grew in wisdom and in stature and in favor with God and man” Luke 2:52

Mount Vernon Preschool curriculum is designed to encourage children to grow as Jesus grew: Wisdom (Cognitive Development), Stature (Physical Development), Favor with God (Spiritual Development), Favor with Man (Social/Emotional Development).

This is accomplished by offering a variety of developmentally appropriate play-based experiences that engage children and help them develop a strong foundation for continuing education and a love of learning.

Our Kindergarten curriculum is based on Abeka, a faith-based program that offers a well-rounded program for our students; we ensure all Virginia SOL’s are met.

### Wisdom (Cognitive Development):

- Approaches to Learning
  - Persistence
  - Curiosity and Initiative
  - Creativity and Inventiveness
  - Reasoning and Problem Solving
- Language and Literacy
  - Listening and Speaking
  - Phonological Awareness/Alphabetic Knowledge
  - Print awareness and Concepts
  - Comprehension
  - Early Writing
- Mathematical Concepts
  - Numbers and Operations
  - Measurements
  - Patterns and Relationships
  - Shapes
  - Spatial Sense
  - Data Collection and Analysis
  - Time and Sequence
- Science Concepts
  - Scientific Knowledge
  - Scientific Inquiry and Exploration
- Families and Communities
  - History
  - Geography
  - Economics
  - Families and Communities
- Fine Arts
  - Dance Arts
  - Music
  - Theater Arts
  - Visual Arts

### Stature (Physical Development):

- Gross Motor Development
- Fine Motor Development
- Health and Well-being

### Favor with God (Spiritual Development):

- The Bible
- God/Jesus
- The Church
- Religious Observances (Christmas, Easter)

### Favor with Man (Social/Emotional Development):

- Relationships with Others
- Self-Perceptions
- Feelings and Self-Regulations
- Independence/Autonomy



---

# Mount Vernon Kids

## Mount Vernon Kids Vision and Mission Statement:

*Mount Vernon Kids ministry is called to serve God as we:*

**T**– Teach all kids to know and love God.

**R**- Reach out to share God’s love

**E**– Equip families to disciple their kid(s).

**E**– Encourage kids in a life of prayer, worship, and fellowship.

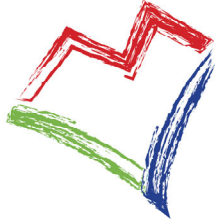
“that Christ may dwell in your hearts through faith; that you, being rooted and grounded in love, may be able to comprehend with all the saints what is the width and length and depth and height—to know the love of Christ which passes knowledge; that you may be filled with all the fullness of God. “

Ephesians 3:17-18



For more information on the Mount Vernon Kids ministry:

**[www.MVBCnow.org/kids](http://www.MVBCnow.org/kids)**



# Mount Vernon PRESCHOOL



Owned & Operated by Mount Vernon Baptist Church

Dr. Josh Franklin • Senior Pastor

Laura Cottrell • Preschool Director

For more information contact:  
(804) 935-0162 | [lcottrell@mvbcpreschool.org](mailto:lcottrell@mvbcpreschool.org)

---