

Vista Kids Preschool Policies and Procedures

Name and Location

The name of the preschool ministry at Vista Grande Baptist Church (VGBC) shall be Vista Kids Preschool, hereinafter referred to as “the Preschool”. It shall be located at 5680 Stetson Hills Blvd, Colorado Springs, CO 80917.

Vista Kids Preschool Philosophy and Goals

Vista Kids Preschool is a nonprofit outreach ministry of Vista Grande Baptist Church. Because we believe that early childhood is a critical time in the development of children's foundational perceptions of themselves, of others, and of our Lord, we have established a program designed to meet the needs of young children and to promote their development spiritually, socially, cognitively, and physically. We hold the view that God created each child a unique individual with his or her own developmental timeline. The primary source of learning for young children is play, in which they have opportunities to explore the world around them. Because learning is an interactive process, teachers prepare an environment in which children may learn through active exploration and interaction with other children and adults.

Additionally, according to our Biblical beliefs, specifically Luke 18:16, we believe that young children have the ability and desire to begin a relationship with God. Vista Kids Preschool fosters spiritual development through the children's relationships with teachers whose words and actions demonstrate God's love and who integrate the truths of God's character throughout the daily activities.

Relationship Between the Church and the Preschool

The Preschool shall be an educational and outreach ministry of VGBC which shall not be run for profit. The Preschool Director shall be an employee of VGBC and is responsible for managing the daily operations of the Preschool. The Minister of Administration or other Minister of VGBC shall be the direct supervisor of the Preschool Director. A Preschool Advisory Board shall be formed to give support and advice to the Preschool Director.

The objectives of the Preschool Advisory Board (PAB)

1. To support the Director/Assistant Director/Staff
2. Ensure adequate resources by reviewing quarterly financial reports and advising the Preschool Director
3. Assist the Director in development of an annual budget
4. To help the Preschool Director to set measurable goals consistent with the Preschool's mission
5. Periodic review of the Preschool Employee and Parent handbook to recommend policies relating to personnel, enrollment, tuition health, safety and scheduling to the Preschool Director
6. To support and interpret the work of the Preschool Program to the Church and community

7. Reviews the performance of the Preschool Director annually according to the job description in the Employee handbook and recommends Salary increases to the Personnel Committee
8. Provide recommendations to the Personnel Committee when there is a necessity to hire a Preschool Director

Preschool Advisory Board Membership

The PAB of the Preschool may consist of :

The Minister of Administration or other Minister of VGBC

The Preschool Director

The Preschool Assistant Director

A member of the Stewardship Committee chosen by the Stewardship Committee

A member of the Personnel Committee chosen by the Personnel Committee

A Preschool parent/member of VGBC chosen by the Director

A member of the Custodial Staff or Properties Committee chosen by them

The VGBC Children's Director

The PAB shall meet quarterly or as needed by the Director or other members of the Board.

Finances

The Preschool Director will collect tuition and turn it in to the VGBC Financial Ministry Assistant. The Financial Ministry Assistant will ensure deposit of funds into a separate account from the main accounts of VGBC. There will be no co-mingling of funds. VGBC may choose to contribute to the preschool. The Preschool will use tuition funds for classroom equipment, curriculum, payroll and when needed upgrades to the Preschool rooms or wing. However, Preschool funds may not be seized by VGBC.

The Preschool will provide:

- Director, Assistant Director and teacher salaries
- Part Time Custodian for the Preschool area
- Rider of insurance
- Education Supplies
- Supplies (soap, toys, snack supplies, copies and paper etc)
- Bank transaction fees
- Background checks for all employees of the Preschool

VGBC will provide:

- Facilities and Equipment
- Building Maintenance to meet Colorado State Requirements
- Utilities
- Financial Ministry Assistant
- Security
- Primary Insurance

Changes to the Vista Kids Preschool Policies and Procedures

Changes to the Vista Kids Preschool Policies and Procedures may be made by a majority vote of the PAB.