

I. Mission Statement

The mission of the Prince of Peace Preschool is to provide a Christian school for preschool-age children of the congregation and the local community. Our faith in Christ is the basis for our understanding of child development, teaching strategies, and curriculum content.

II. Philosophy

Learning in the preschool years forms the foundation for the remainder of life. The purpose of Christian Education is to enable all children to develop their God-given potential.

III. Goals

At Prince of Peace Preschool, we are here to:

- Assist parents in providing for the spiritual, emotional, educational, and physical needs of their children.
- Lead the children on the way to everlasting life through Jesus Christ, the only Savior.
- Teach the children to love and serve God, their neighbors and their country.
- Equip the children with the knowledge and life skills needed to be successful in their educational and future endeavors.

IV. Relationship of Prince of Peace Preschool to Prince of Peace Church

- A. Prince of Peace Preschool is an extension of Prince of Peace congregation and a mission to the local community, specifically families with young children. This outreach is a non-profit and financially self-supporting activity of Prince of Peace Church.
- B. The Prince of Peace Board of Christian Education shall serve as the governing body of Prince of Peace Preschool. It is the responsibility of this board to provide for the efficient management and operation of the Preschool.
- C. Responsibilities of the Prince of Peace Board of Education in regard to the Preschool include, but are not limited to, the following:
 - Attendance at all board meetings.
 - Approval of the staff.
 - Evaluation of the staff.
 - Reaching decisions by a simple majority.
 - Promote school ministry within the congregation.
 - Hire or appoint a Preschool Business Manager.

- Review and approve the budget for the next fiscal year (July 1-June 30). Present to Church Council for their review and approval.
- Approval of all unbudgeted expenditures.
- Review monthly financial report from the Preschool Business Manager.
- Annually approve the Preschool's curriculum and handbook.

V. Enrollment Policy

- A. Enrollment shall be open to any child, provided the school can meet the needs of that child.
- B. Prince of Peace Lutheran Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and athletic and other school-administrated programs.
- C. Enrollment ages and teacher-student ratio will be in accordance with the guidelines provided by the Commonwealth of Virginia.

VI. Staff

A. Director:

1. Qualifications:
 - Active member of a Christian congregation. If not Lutheran, must become familiar with Lutheran teachings.
 - Preferably has Bachelor's Degree in Education or working towards qualifications for state accreditation (e.g. provisional licensure).
 - Previous Early Childhood teaching experience.
2. Responsibilities
 - Maintain office hours as specified in the director's work agreement.
 - Perform a yearly review and update of the curriculum.
 - Plan the schedule and set a calendar in accordance with the Virginia Beach City Schools and the needs of the Preschool.

- With the Business Manager, prepare and submit an annual Budget to the Board of Christian Education.
- Implement decisions of the Board of Christian Education.
- Maintain the facility in order to comply with the guidelines from the Commonwealth of Virginia.
- Order materials.
- Prepare monthly reports and attend monthly meetings of the Church Council.
- Interview and recommend staff with the approval of the Board of Christian Education.
- Conduct regular staff meetings.
- Conduct formal observations of teachers and assistants once each semester.
- Compile an annual evaluation of each staff member.
- Provide opportunities for staff development.
- Inform parents of school policies through the production of a school handbook.
- Develop and hold parenting programs including, but not limited to a parent orientation, Christmas program, and an end-of-year program.
- Be available to staff and parents.
- Other duties enumerated in the Job Description section of the Prince of Peace Operations Manual (see addendum).

B. Teachers

1. Qualifications

- Active member of a Christian congregation.
- Previous experience in early childhood education with a minimum of one year experience as a lead teacher or two years as an assistant.
- A minimum of 6 credits in Early Childhood Education or sufficient participation in staff development activities.

2. Responsibilities

- Plan a daily program under the supervision of the director which meets the needs of the children.
- Create and maintain a developmentally appropriate learning environment.
- Attend all staff meetings.

- Be available for parent conferences as needed.
- Supervise the teaching assistant.
- Participate in professional growth activities.
- Other duties enumerated in the Job Description section of the Prince of Peace Operations Manual (see addendum).

C. Teaching Assistants

1. Qualifications

- Active member in a Christian congregation.
- High School diploma.
- Previous experience in a child-care or early childhood educational setting preferable.

2. Responsibilities

- Work at the direction of the classroom teacher and director.
- Participate in professional growth activities.
- Attend staff meetings as required.
- Other duties enumerated in the Job Description section of the Prince of Peace Operations Manual (see addendum).

D. Business Manager

1. Qualifications

- Active member of Prince of Peace congregation.
- Familiar with standard accounting practices.
- Previous accounting experience.

2. Responsibilities

- Record all financial transactions of the Preschool.
- Provide written financial reports to the Board of Christian Education and the Director monthly.
- Record and report petty cash expenditures.
- Disburse funds in accordance with approved annual budget and current financial status.
- Maintain purchase records.
- Maintain bank accounts.

3. Review

- The Board of Christian Education and Church Council will provide for an annual review of all financial records.

VII. Evaluation

A. Annual evaluations of all staff will be conducted.

1. The Board of Christian Education shall evaluate the Director.
2. The Board of Christian Education shall evaluate the Business Manager.
3. The Director shall evaluate the teachers and teaching assistants.

VIII. Financial Responsibility

- A. The Preschool is a subordinate entity of Prince of Peace congregation.
- B. Bank accounts and financial records will be maintained separate from those of the congregation. The Board of Christian Education will provide current financial reports to the Church Council and Voter's Assembly at the regularly scheduled meetings of both groups.
- C. The Preschool will operate without direct financial support of the congregation. The Preschool may request direct financial assistance in extreme circumstances.
- D. The Director and Business Manager may budget and contribute a portion of Preschool income to the Prince of Peace Church general fund.