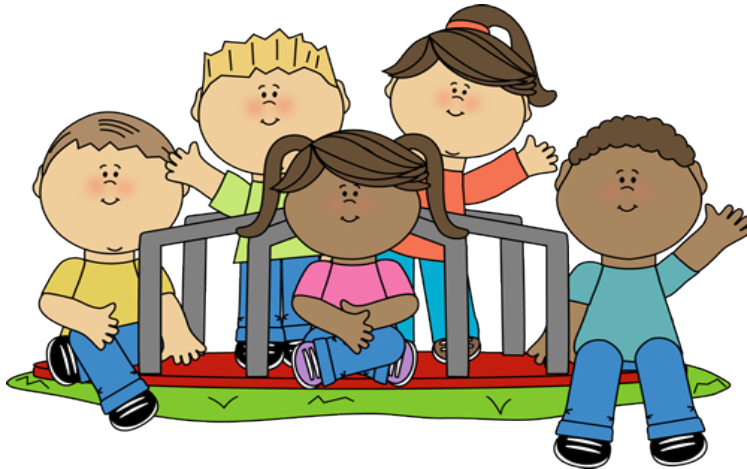


**BETHANY CHRISTIAN  
PRESCHOOL  
PARENT HANDBOOK  
2022 – 2023**



Bethany Christian Preschool  
93 N. Baldwin Avenue, Suite B  
Sierra Madre, CA 91024  
(626) 355-3527

BETHANY CHRISTIAN SCHOOL EARLY EDUCATION  
FOUNDATION FOR EARLY CHRISTIAN EDUCATION

“I have no greater joy than to hear my children walk in truth”

### 3 John 1:4

Dear Parents,

Welcome to a new year at Bethany Christian Early Education Program. Created by God, each child has a unique developmental timetable. Each member of the Early Education Staff has a different role, yet each desires to protect and nurture the uniqueness of your child's spiritual, physical, emotional, social and intellectual well-being.

Children often leave behind "*fingerprints*" as they explore their environment. It is our desire to leave a lasting impression on each child that passes through our door, one that will follow each child well beyond their years at Bethany.

We hope to imprint, on the heart of each child, that school is an exciting and safe place to learn, explore, build confidence, and above all, experience the love of Jesus.

Please read the information included in this handbook and keep it available for reference throughout the year. Feel free to call or come in if you should have a question, a concern, a need, or a prayer request. We want to serve you in any way we can while you are a part of our ministry here at Bethany Christian Early Education Program.

We welcome you!

In His service,

Wendy Veas

Bethany Preschool Director

# **Table of Contents**

PARENT HANDBOOK .....	1
Bethany Christian Preschool .....	1
Statements.....	6
Bethany Christian Early Education Mission Statement .....	6
Bethany Christian Early Education Organization .....	6
Philosophy and Purpose .....	6
Our Program .....	7
Concept Goals & Benchmarks .....	9
Family Life Values Statement.....	10
Policies and Procedures .....	11
Child Admission Criteria .....	11
Continuous Enrollment.....	12
Waiting List .....	13
School Tours .....	13
Initial Interview .....	13
Arrivals and Departures.....	14
Motor Development.....	14
Enrollment Fees.....	14
Enrollment Agreement.....	15
Tuition and Fees .....	15
Scheduled Charges Billing and Payments .....	15
Non-Scheduled Charges Billing and Payments.....	15
Payment if Withdrawing.....	15
Terms of Payments .....	16
Unscheduled Hours.....	16
Late Pick-Up Policy.....	16
Withdrawal from School.....	17
Toilet Training .....	17

Clothing .....	17
Snacks .....	18
Lunch .....	18
Lunch Program .....	18
Lunch Guidelines .....	18
Forgotten Lunches .....	18
Share Items/Toys .....	19
Sheets and Blankets .....	19
Accidents/Injuries .....	19
Birthdays .....	19
Walking Field Trips .....	20
Brightwheel App .....	20
Attendance .....	20
School Visits-(Sorry, No Visitors right now because of COVID Protocols) .....	20
Peer Group/Family Member Visits .....	20
General Health Information .....	21
Administering Medications .....	22
Bethany Christian School Plan of Operation .....	22
Medication and Incidental Medical Services Administration Policy: .....	22
Medication Administration Procedure: .....	23
Care and Storage: .....	23
Administration of Routine for Medication and Incidental Medical Services: .....	23
Documentation: .....	24
Crisis/Disaster Situation .....	24
Immunizations .....	24
Common Communicable Diseases Chart .....	25
Allergies .....	26
Credits .....	26

Medical Assessment Requirement.....	26
Emergencies.....	27
Parent Forum-(Sorry not allowed COVID Protocols).....	27
Volunteer Program.....	27
Parent Conferences.....	27
Staff and Curriculum.....	28
Staff.....	28
Curriculum Goals.....	28
Chapel/Bible Stories.....	29
Disruptive Behavior/ Discipline Policy.....	30
Individuals Authorized to Pick-Up a Child.....	31
Changes in Custody.....	31
Child Safety Procedures.....	31
Procedures for Suspected Child Abuse.....	31
Release of Child to Intoxicated or Drugged Individual.....	31
Miscellaneous Safety Procedures.....	32



## **BETHANY CHRISTIAN EARLY EDUCATION 2021-2022 HANDBOOK AND CALENDAR**

### Bethany Christian Early Education Mission Statement

Bethany Christian Early Education Program partners with parents to nurture and develop the young child as a whole, emphasizing Christ in every phase of life.

### Bethany Christian Early Education Organization

Bethany Christian Early Education program, is a ministry of Bethany Church of Sierra Madre. The church is affiliated with the Evangelical Free church, and has a concern for Christian education and Bible training. The Board is made up of members of Bethany Church including a representative from the church Property and Finance Team and Elder Board. These individuals provide spiritual and policy making leadership. Bethany Christian Early Education Program is a member of The Association of Christian School International (ACSI). The school is licensed under the authority and supervision of the Community Care Licensing Division.

### Philosophy and Purpose

Bethany Christian Preschool believes that the Bible is the inspired and only infallible Word of God, and therefore the final authority in faith and life. We believe in one God, existent in three persons: Father, Son and Holy Spirit. We believe that all mankind is born in sin and only through faith in Jesus Christ's life, death, and resurrection can a person receive forgiveness and eternal life.

The Bible is the core of our curriculum, not just a separate subject matter. Weekly chapel services, prayer, Bible reading and Scripture memorization are regular parts of our curriculum. Our goal is to relate the Bible and Jesus Christ to the everyday lives of our students.

We recognize that the family is God ordained. It's the family's responsibility to educate and nurture their child and to provide opportunities for family involvement.

A Christian emphasis, appropriate to the child's level of understanding, is incorporated by uplifting the Lord Jesus Christ, prayer, teaching the Bible as God's word, music, drama, and art. The Bible clearly speaks to us concerning how essential it is to bring up a child in the principles and direction of Jesus Christ. **“Train up a child in the way he should go; and when he is old, he will not depart from it.” Proverbs 22:6**

In the early years concepts of oneself and others are formed. Our focus is to create a climate in which children feel competent in what they can do and integrate life-learning skills into their daily lives. Everything a child experiences throughout the day is a part of his/her total education. The classroom environment is designed to allow each child to participate in experiences that are meaningful to him/her. Children develop in an orderly, predictable pattern. As a result, we recognize that learning is best served through active exploration, manipulation of concrete (hands-on) materials, self-initiated projects, and receiving guidance from teachers. This is called "The Developmental Process." The child follows his/her own timetable within a predictable age range.

## Our Program

Bethany Christian Early Education program is a child-friendly developmental approach with blended academics, Zoo Phonics and Learning without Tears curriculum. Each classroom has planned activities to enhance each child's opportunity to play and learn. The atmosphere is nurturing where a child's self-worth is strengthened each day. Your child will be exposed to the following areas:

**BIBLE** - To help children develop a love for God and others. Also, to teach them that Jesus is God's son and how much He loves them. An age-appropriate Biblical curriculum will be interwoven through weekly chapels, Bible stories, life application stories, prayer, pictures, flannel graphs, stories, puppets, songs, Godly character traits, Bible DVD's and a Bible memory verse program.

**CIRCLE TIME** - To encourage the development of language skills, socialization between groups of children, appreciation for literature, increase attention span and vocabulary, expressive language, introduce concepts, acquire facts and knowledge, group singing, movement, group games and sharing.

**LANGAGE & LITERACY**- To encourage the ability to express oneself verbally, book awareness, vocabulary development, word recognition, listening comprehension, to understand words and to make associations with written words.

**MATH** - Concepts of how many, learning one to one correspondence, counting, less or greater, small and large and big and little are introduced. Also, to encourage making predictions, graphing, adding and subtracting, patterning and number recognition. Numerals 0 to 20+ will be taught with emphasis on the concept of how many.

**BLOCKS** - To encourage their problem solving, large muscle development, creative play, imagination, math, grouping, social development cooperation play and spatial relations.

**PLAYGROUND** - Toys and playground equipment are used to develop muscular coordination and control. Also to encourage large muscle development, dexterity, coordination, balancing,

experimenting with a wide variety of equipment like: tricycles, scooters, swings, learning centers, easels, sandbox, water table, slides, balls, parachutes, running, climbing and jumping.

CREATIVE ART - Includes easel and finger painting, play dough, gluing, crayons, markers, chalk, paper, scissors, collage, and constructions to stimulate the child's imagination and help him express his feelings and ideas through artistic activities and small muscle development.

DRAMATIC PLAY - To encourage symbolic play, imagination, self-identity, family relations, child's view of the world, fantasy play and reality play.

MUSIC, MOVEMENT AND DRAMATICS - To develop and encourage appreciation of music, singing, rhythm, and experimenting with rhythm instruments. Music appreciation is developed through listening to tapes, CDs, musical games, self-expression, group singing and chapel worship.

SCIENCE - Our science program is an active and on-going program that uses magnets, magnifying lenses, measuring, exploration, discovery, encourage thinking, problem solving, observing, predictions, balance, insects, plant and animal life, nature and sensory materials which enhances the curriculum. Also, making reasonable cause and effect conclusions of the world God has made for us.

FREE CHOICE CENTERS - Manipulatives, blocks, problem-solving, matching, dramatic play, musical instruments, sorting, shape and color discrimination, encourage self-motivation, independence, making choices, eye/hand coordination, visual discrimination, readiness skills, counting materials of varying degrees of difficulty, offer opportunities for decision making, free choice of working alone or interrelating with other children. (Rotation of manipulatives-COVID)

LIBRARY CENTER - To encourage a love for literature, a cozy place to relax, to look at pictures and words, and a place to be by one self or others. We have plenty of books available for children to enrich experiences and interest.

COOKING - Simple cooking experiences develop many skills and concepts, as well as enriching the vocabulary. It also stimulates conversation and appreciation for group effort.

CONCEPT SKILLS – We want the students to begin to make associations and recall as the child understands their environment. Some of the concepts we will be working one are: colors, shapes, sequencing, size perception, fine motor skills, gross motor skills, positions, opposites, rhyming, alphabet & number recognition, auditory/ visual memory, patterning, tracing and writing number and letter, recognize and write name, puzzles, following directions, matching, present a very basic instruction on how to print letters both in upper and lower case.



TECHNOLOGY - We watch interactive movement videos with our Zoo phonic program, singing videos or themed movies that correspond with our curriculum. The TK class will offer iPads with a variety of skilled games, which are age appropriate.

BATHROOM AND HYGIENE- To encourage independence, grooming, healthy habits and cleanliness. (Extra Handwashing and sanitizing-COVID)

## Concept Goals & Benchmarks

Following is a list of benchmarks taught at our preschool. The benchmarks were created to develop a common understanding about what children should know and be able to do at different stages in their lives. They help teachers and parents better understand what they can expect to see as their children develop to better support and enhance their children's development and learning.

### For: 2 & young 3 year olds

1. Concept of "one"
2. Begins to problem solve
3. Counts 1-10
4. Knows basic body parts
5. Recognizes shapes
6. Recognizes 1-5
7. Recognizes colors
8. Groups things together by size
9. Repeats rhyming words
10. Paints with large brush
11. Displays observation skills
12. Colors with large crayon
13. Retells story parts
14. Starts using scissors
15. Rolls, pounds and squeezes clay
16. Uses objects to imitate real life
17. Toilet trained
18. Recognizes familiar books read previously
20. Follows adult directions
21. Begins to show fine motor dexterity and control
22. Begins to function in a group setting with cooperation
23. Listens to simple stories and songs
24. Begins to recognize and distinguish alphabet symbols
25. Begins to recognize letters in name
26. Begins to understand and use expected behavior
27. Participates in musical activities
28. Displays ability to catch, throw and kick objects
29. Responds to others with caring emotion
30. Uses feeling words
31. Uses three plus word sentences
32. Begins to clearly pronounce words
33. Initiates conversations and makes requests
34. Begins to develop friendships
35. Shows satisfaction with completed projects
36. Begins to use family terms, such as "Mother", "Father"
37. Demonstrates independence in hygiene & nutrition



### For: 3 & young 4 year olds

1. Counts 1-10 or more
2. Can explore with materials
3. Sorts objects by size, shape & color
4. Exhibits beginning listening skills
5. Recognizes shapes (10)
6. Concepts big/little, short/tall
7. Uses scissors
8. Recognizes name and letters in name
9. Beginning sequencing
10. Uses three-to-five word sentences
11. Memorizes and repeats simple rhymes, songs and Bible verses
12. Retells story parts
26. Demonstrates understanding and recognition of numbers 1-10
27. Letter recognition and alphabet role
28. Maintains concentration and interest despite distractions
29. Demonstrates understanding of same/different
30. Uses large muscles to manipulate objects
31. Pretends to read books
32. Shows awareness of self and knows personal information
33. Begins to create patterns by extending and comparing
34. Experiments with different writing tools and materials
35. Attempts to communicate using scribbles
36. Progresses from scribbles to using letter-like symbols
37. Puts together a 6 to 8 piece puzzle
38. Begins to show fine motor dexterity and control

13. Engages in simple conversation
14. Identifies colors (10)
15. Uses feeling words
16. Follows adult directions
17. Participates in musical activities
18. Uses language to satisfy personal needs
19. Displays observation skills
20. Rides a tricycle
21. Can separate easily from parents
22. Understands the function of 5 senses
23. Uses large muscles to manipulate objects
24. Recognizes books read previously.
25. Initiates conversation and makes requests

39. Describes action in picture
40. Understands more complex spoken language
41. Begins the process of zipping and snapping
42. Recognizes cause and effect and can predict outcomes
43. Begins to understand and use expected behaviors
44. Displays confidence and independence in a school setting
45. Expresses feelings and is aware of how actions affect self
46. Recognizes and names (12) body parts
47. Follows rules and uses materials purposefully in cooperative play
48. Begins to function in group setting with cooperation
49. Shows give-and-take interactions and is able to negotiate conflict
50. Demonstrates independence in hygiene and nutrition
51. Understands basic health and safety rules

### For: 4 & 5 year olds

1. Holds pencil properly
2. Exhibits beginning listening skills
3. Recognizes name
4. Can write name (1st letter capital)
5. Uses three-plus word sentences
6. Uses different writing tools and materials
7. Identifies colors (10)
8. Recognizes shapes (10)
9. Recognizes & understands (1-20)
10. Memorizes weekly memory verses
11. Counts (1-20+)
12. Recognizes and names body parts
13. Shows interest in reading-related activities
14. Knows top/bottom, biggest/smallest
15. Knows same/different
16. Classifies objects by color, size & shape
17. Begins to associate letters with sounds
18. Rhymes words together
19. Can cut without help
20. Patterning
21. Colors in the lines
22. Shows awareness of how books work
23. Understands ordering (sequencing)
24. Understands the concept of measurement
25. Understands the functions of 5 senses
26. Identifies upper and lower case letters
27. Recognizes forms of print
28. Demonstrates eye-hand coordination
29. Uses large muscles to manipulate objects
30. Understands basic health and safety rules

31. Displays observation skills
32. Progresses from using scribbles to using letter like symbols
33. Recognizes the beginning letters in familiar words
34. Recognizes spatial relationships (position, directions & opposites)
35. Understands that letters create words and words are read from left to right
36. Maintains concentration and interest despite distractions
37. Exhibits problem-solving skills and accepts a variety of answers
38. Shows the ability to retell, dictate and predict story outcomes
39. Clearly pronounces words
40. Shows awareness that words can begin with the same sound
41. Understands more complex vocabulary and displays listening comprehension
42. Interacts with others by helping, sharing and developing friendships
43. Follows simple directions (1-3 steps)
44. Displays confidence and independence in a school setting
45. Bounces and catches a ball
46. Can separate easily from parents
47. Participates in musical activities
48. Understands that writing is a way of communicating
49. Shows awareness of individual family composition
50. Identifies sounds in the environment and in speech
51. Verbally expresses ideas about art and completed projects
52. Plans and works independently through the process of art activities
53. Participates in dramatic play by using materials to role play
54. Makes independent choices and is willing to try new things
55. Demonstrates independence in hygiene and nutrition
56. Begins to show fine motor dexterity and control
57. Represents stories and experiences through pictures and dictation
58. Shows awareness of the natural world and living thing

## Family Life Values Statement

Bethany Christian Early Education program is an outreach ministry of Bethany Church of Sierra Madre and exists to demonstrate God's love for children and parent of this community. Because we are a Christian ministry and because we believe in the truth and relevance of the Bible...

- Our desire is that each of our staff members has a personal relationship with Jesus Christ.

- Our curriculum for children is taught from a Christian perspective and is based on Biblical principles.
- We honor the parenting roles and child development principle taught in Scripture.

Here are the key examples:



Genesis 1:27 **“So God created human beings in his own image. In the image of God he created them; male and female created them.”**

Specifically, we teach that men and women (boys and girls) are created with equal value in the image of God and that he loves them intensely.

Genesis 5:1-2 **“When God created human beings, he made them to be like himself. He created them male and female, and he blessed them, and called them human.”**

Ephesians 5:21 **“Submit to one another out of reverence for Christ.”**

We believe that the primary teachers of children are their parents. Our intent is to assist parents by teaching their children Biblical truths, love of God, and love for mankind, along with the skills and knowledge necessary to equip them for life.

Proverbs 22:6 **“Direct your children onto the right path, and when they are older, they will not leave it.”**

We believe that when a child is taught a love for God and Biblical principles, then God will insure those values will stay with that child throughout their life. Godly training is a gift that will last a lifetime and our desire is to give that gift to all of the children we are blessed to minister to.

3 John 1:4 **“I have no greater joy than to hear that my children are walking in the truth.”**

As a parent, by registering your child at Bethany you agree, understand and support the principles mentioned above. You also agree that you are the primary teacher and encourager of your child and will take on that responsibility as child’s parents.

As a staff, we are committed to Jesus Christ, dedicated to the work that He has called us to do, and acknowledge that we “train and educate” on behalf of the parents, not in place of them, and view ourselves as an extension of the educational process of the home.

## Policies and Procedures

### Child Admission Criteria

Admission is open to children of all races, creed, ethnic origins and abilities. Bethany does not discriminate based on race, color, creed, national and ethnic origin in administration of its educational, and admission policies and other school administered programs.

Bethany is licensed for children 2 to 5 years old in our Early Education Program. Our ratio is 12 students to 1 teacher.

All children attending our Preschool MUST be immunized according to the State of California Department of Health Standards.

### Condition of enrollment

If a learning or behavioral, and/or emotional disability or difference becomes apparent or is professionally identified, and that Bethany Christian School does not have the depth of knowledge, adequate resources or staff to support my child's educational learning needs, the school has the right to inform the parent/guardian with 30 days advance notice, that the child will be unenrolled at Bethany Christian School at the end of that period.

### Behavior Pathway

Should a potential learning or behavioral difference be suspected:

1. The teacher will begin to communicate this to the parent/guardian

Parents are also made aware of the potential need for a Student Success Team (SST) or a Behavioral Conference (BC)

2. Teachers will collect data for 2 weeks while providing classroom support

If the student is not meeting behavioral expectations for 2 weeks

- A behavior plan will be developed
  - This includes the presentation of collected data
- A follow up date (can be a phone call, email, etc.) is set to monitor student progress
- The student makes little to no progress after 2-4 weeks following the initial behavior conference
- A second behavior meeting is scheduled, the student is placed on behavioral probation, and a behavioral contract is created
- Failure to fulfill a behavioral contract may lead to dismissal or prevention of re-enrollment for the following school year

### Continuous Enrollment

Year round tuition will be a consistent monthly payment throughout the whole year. Preschool will follow the K-8 academic school year with holidays, professional development days, and campus activities. While the K-8 goes on summer break, the preschool will remain open with the same hours of operation. The play and academic based curriculum will be modified during the summer months to support summer related themes and activities.



Enrollment is on a first-come first-served basis. An enrollment fee is due at this time to hold a space for your child. When classes are full we will begin a waiting list.

### Summer Enrollment

Since we are now a year round school, the *Tuition Vacation Credit* and the *Summer Break* option will **no longer be available**. Instead, families may receive a tuition credit during the Preschool Break Weeks, which will be in June and August (dates TBD).

### Extended absences

We do not offer tuition credit for short term or extended absences.

If you are taking an extended absence and chose not to pay the tuition for the extended absence (half a month or more) you may fill out a *Withdrawal Form*. We will withdrawal your student from the school and you will need to reapply when you are ready to return.

When you withdrawal, spaces are not guaranteed when you return. Your student will be placed on a waitlist.

We cannot hold your spot unless you continue to make the monthly tuition payment.

### Waiting List

If enrollment at the school is full, children will be placed on a waiting list in numerical order from the time that the application is made. When a space becomes available in the school, the parent will be contacted and have three (3) days to decide whether to enroll their child in the school. The enrollment fee will be charged at the time of enrollment.

### Advancing to the next class

Students may only advance to the next class at the beginning of the academic school year OR if there have been arrangements set between the family, teacher and the director.

### School Tours

We will be happy to give tours of our school and answer any questions that you might have by appointment only. Our tour are on Thursdays and can be scheduled between 9:00 - 11:00 am or 1:00-3:00 pm.

### Initial Interview

An initial interview is required in order to determine whether the school will be able to meet the particular needs of both the child and the parents. The interview is a good opportunity to visit the school and ask questions of the staff and director. The initial interview does not guarantee the school will be able to enroll the child. Through the interview if we observe the child is in need

of specific care beyond our resources/qualifications we will not be able to accept the child into our program. Our program does not provide children with one on one care.

Enrollment depends on available space and the number of children on the waiting list. At the time of enrollment, parents will receive all of the necessary forms needed to enroll their child in the school, along with a copy of the “Admission Agreement” and “Parent Handbook”. At the time of enrollment, the payment of an enrollment fee is required.

### Arrivals and Departures

Children arrive between 8:00 and 8:15 am the teachers will receive their children in their individual classrooms. At 8:15 am the children will line up for Morning Muster in McAndrew’s Hall adjacent to their classrooms. Morning Muster consist of American, Christian and Bible Pledges, prayer and announcements. The primary teaching period begins at 8:30 am. In an effort to **limit interruptions**, thus allowing our teachers to accomplish their developmental and academic goals, we ask that if you arrive after 8:30am, you bring your child to the school office, the parent will sign in their child. Our office staff will welcome your child and transition him or her into their classroom’s morning activities. Please when departing the school, make sure to check your child’s cubby daily.

**Children cannot be dropped off after 10:00am unless arrangements have been made with the director.**



You must **sign in/out with full signature and time.**

### Motor Development

During the school day each child is given the opportunity to develop his or her fullest potential in motor and perceptual skills. We offer two morning recess times which children can perform gross motor skills such as walking, running, jumping, throwing, climbing, kicking, skipping and balance. Inside the classroom fine-motor skills such as stringing beads, drawing and cutting with scissors promotes the developmental milestones. We offer *Amazing Athletes* sports class and *The Lucky Duck* dance class available, once a week for an extra charge.

### Enrollment Fees

Enrollment and Application fees are **non-refundable**, (refer to financial agreement for current prices.) This needs to be paid at the time of enrollment. **If there is an outstanding tuition balance at the time of enrollment you may not be allowed to enroll until the outstanding balance is paid in full or an arrangement is made with the School Office. If you are allowed to enroll and there is still an outstanding balance at the beginning of the new school year, your child will not be allowed to start school until the balance is paid in full.**

## Enrollment Agreement

Every parent **MUST** complete the Online Enrollment Packet and all attached forms before the child attends school. You are required to hand all signed paper work into the School Office **3 days prior to attending** so we may be able to process your paper work in a timely manner.

## Tuition and Fees

As a self-funding school, we rely entirely upon tuition to meet salaries and expenses. Tuition is due on the first of each month. All charges and fees for Bethany Christian School are divided into two categories, each billed separately: *Scheduled Charges* and *Non-scheduled Charges*.

- \* Scheduled Charges includes tuition.
- \* Non-scheduled Charges include, but are not limited to, late pick-up, extended child care, lunch and field trips.

## Scheduled Charges Billing and Payments

\*We may transition out of our current billing system. When the roll out occurs, please follow the instructions on how to set up your billing through Brightwheel account.

Parents have two options for paying their Scheduled Charges.

1. Make a onetime payment due on July 1<sup>st</sup>. Make this payment directly to the Business office at Bethany Christian School.
2. Make monthly payments on-line directly to FACTS Tuitions Management.
  - a. Payments through FACTS are automatically made by Electronic Funds Transfer on the 5<sup>th</sup> of each month.
  - b. If there are non-sufficient funds (NSF) in the account on the day of the transaction, a \$30 late fee and an NSF charge from FACTS will be applied to your account.
  - c. If there are non-sufficient funds on the 5<sup>th</sup> of the month, FACTS will make another attempt to collect funds on the 20<sup>th</sup> of the month.
  - d. Requests for changes to your FACTS tuition payment plan must be made in the school office no later than 5 days before the transaction or the transaction will go through as originally scheduled.



## Non-Scheduled Charges Billing and Payments

All non-scheduled Charges will be billed directly from Bethany Christian School through Renweb (not FACTS Tuition Management). Payments for Non-scheduled Charges may be made by check directly to the school office, or on-line via Renweb “Pay Now”. Renweb is available on the BCS website [www.bcslions.org](http://www.bcslions.org)

If payments, for either Scheduled or Non-scheduled Charges, are 30 days past due, your child will not be allowed to attend classes, until paid in full.

## Payment if Withdrawing

Each child is enrolled for the entire year, or balance of the school year. Upon withdrawal, two weeks prior notice is required in writing or two weeks tuition is payable. A child in school as of April 1 will be charged through the close of the school year.

Bethany Christian School will attempt to collect any unpaid balances by means of phone calls, letters, and outside collection, which may result in a negative report on your credit score.



### Terms of Payments

The Enrollment Agreement sets forth the parent's obligation to make payment to the School. All tuition charges and penalties are explained therein. A non-refundable fee is due when enrolling in any program. Registration for summer and fall programs begins in February for returning families and in March for new families.

Monthly payments are due by the 1st of each month and are late if paid after the 5th by 9:00am or if the 5th falls on a weekend payments are due on the Friday before. A late charge of \$30.00 will assessed on the unpaid balance of an account after the 7th of each month. If the tuition is not paid by the 8th of the current month, your child may not return until paid in full. This agreement is unconditional and no portion of such fees paid or outstanding will be returned or cancelled for absence, dismissal, or long-term non-attendance during the year.

The preschool is open Monday through Friday. There will be no reduction in tuition for illness, holidays and in-service days. There may be additional field trips with a minimal cost, depending on the field trip.

### Morning Extended Care

Extended Care will be available for an additional fee of \$120 a month.

The hours of Extended Care are from 7:00 am to 8:00 am. Children may bring their own breakfast to eat during extended care. Breakfast is not provided.

Extended Care is on a first come, first serve basis. We have availability for 12 students.

Students who have not signed up for Extended Care may not be dropped off in the Extended Care classroom. They must wait for their teacher to open the classroom doors at 8:00 am.

### Unscheduled Hours

Because we are governed by licensing regulations children may only attend school on their scheduled days, unless prior arrangements have been made with the school office. The director must approve this based on space availability and your acceptance of additional cost of current rate per day. **You may not have a make-up day if your child has missed their regular scheduled school day.**

### Late Pick-Up Policy





Our school is open Monday through Friday, from 8:00 am to 6:00 pm. We expect each child to be picked-up by your contracted hours (half, 3/4 or full days). If you are late picking up your child you will be charged \$1.00 per minute that your child is at school after your contracted pick-up time. The fee will be charged via Renweb. If you are late three or more times in one school year your child may be asked to leave the program.

### Withdrawal from School

Enrollment and application fees are non-refundable. In the event of a withdrawal from school, a child withdrawn up to the 15th of the month will be charged half of that month's tuition. A child withdrawing after the 15th of the month or after will be charged the full month's tuition. Any excess payment, based on the above conditions, will be refunded within two weeks. Parents wishing to terminate their financial agreement are required to notify the school office, in writing, at least two weeks prior to termination.

### Toilet Training

Bethany Christian Early Education Program partners with parents to help children with toilet training. Our toilet training is only offered in the Butterflies classroom which is ages 2 – 3 years old. The student will need to be fully toilet trained by 3 years old. Students will need to be fully toilet trained by the first day of the academic school year.

Please have your child wear/bring diapers or pull-ups to assist with toilet training.

For more information about how we partner with families during the toilet training process, please visit our YouTube at: <https://youtu.be/zKEH3bh6nW4>

### Clothing

Please have your child wear **play clothes and tennis shoes**. Keep in mind that your child will be climbing, painting, digging, playing with water, and helping himself/herself with toilet needs.

We emphasize having a good experience rather than keeping special clothes spotless. Clothing with many buttons, buckles, belts, and straps are hard for little hands to maneuver. Overalls are difficult when it comes to "toilet time." Children can manage boxer-type shorts or pants with ease. You can help your child grow toward independence in dressing by selecting clothing he/she can manage easily on his/her own.

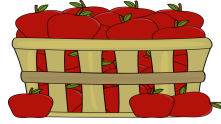
Jewelry is **NOT** appropriate.

One piece bathing suits will be worn during the summer months for Splash Days.

All children, full, ¾ or half day, need to have a change of clothes and shoes, with the child's name printed on each item of clothing, in a plastic bag.

Girls should wear shorts or tights under their dresses.

For safety sake, boots, open toed sandals, crocs or flip flops are not permitted! **Tennis shoes or rubber-soled, close-toed shoes are required.** Be sure to **mark** all removable clothing such as sweaters and jackets with your child's name.



Snacks

A nutritious mid-morning and mid-afternoon snack will be provided by our parents each day. In our half-day program a mid-morning snack will be provided and in our ¾ and full day programs snack will be served again after naptime. We serve a variety of fruits, and vegetables, whole grains, pretzels, popcorn, crackers, and cereal products. (Community Care Licensing limits juice or milk to 4oz 100% juice and 2% or non-fat milk can be served daily. Food is cut into small pieces to prevent risk of choking.) Menus are planned to include at least one serving from each of two or more of the four major food groups and meet state requirements for nutrition and quantity served. To foster confidence and self-esteem in the young preschool child it is also important to make self-feeding as successful as possible.



Lunch

The two year old class eats in their classroom. All older children will eat lunch with their teachers outside on the lunch benches, weather permitting. If the weather is not permitting the children will eat in the classroom with their teachers.

Lunch Program

BCS has partnered with Only Place in Town to provide a variety of healthy lunch options for our students. Parents may provide their own lunch for their students or order their children's lunch at the end of each month prior to lunch service and their children's lunch will be delivered fresh to the school daily.



Lunch Guidelines

Children should not bring any food that requires warming in the microwave or refrigeration. All food should be packed ready to eat. Sample lunches

<b>OPTION #1</b>	<b>OPTION #2</b>	<b>OPTION #3</b>	<b>OPTION #4</b>
Turkey + Cheddar Roll-up	Hummus	Hard Boiled Eggs	Almond Butter + Jelly (or PB +J)
Fresh Berries	Pita Bread	Baby Carrots + Ranch	String Cheese
Yogurt	Grape Tomatoes	Pretzels	Fruit Cup
Trail Mix	Cucumbers	Peaches or Applesauce	Chips

Forgotten Lunches

Children who forget their lunch will have the opportunity of an emergency lunch, or something from the lunch program. The Lunch Supervisor will be responsible for coordinating this. Parents will be billed for these emergency lunches.

### Share Items/Toys

Each room is well equipped with toys that are appropriate for the child's age. At first, some children may feel the need to bring something from home, as it may give needed security. The toy can be brought in and placed in their cubby. After that, we ask that the children bring toys to school only for specified "Share Time."



All classes have a special time set aside for each child to share each month. As the year progresses, help your child select an appropriate item, as the monthly theme warrants, to help develop thinking and decision-making skills as well as reinforce something being taught (colors, shape, etc.). Books, tapes, pets and even family members are good sharing items also. Be sure your child remembers to bring the "sharing item" home at the end of that day.

**WAR TOYS, GUNS, MODERN WEAPONS, OR VIOLENT-TYPE TOYS ARE NOT ACCEPTABLE AT SCHOOL.**

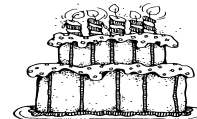
### Sheets and Blankets

It is a state requirement that every child napping has a sheet and blanket. Please provide a small child size blanket or bath size towel for your child. The school will provide a sheet. Each month your child's blanket will go home for you to launder. School will take care of the sheets.

### Accidents/Injuries

In case of an injury, an "Ouch Report" will be sent home with your child noting the injury and treatment or care given. In case of an accident, we will make an immediate attempt to contact a parent, in addition to contacting 911, if necessary. If we cannot reach the parent, we will call the people provided on your emergency list.

**It is extremely important that you keep the Preschool office informed of all phone numbers where you can be reached (home, work, cell phone, pager, etc.) and any changes that occur throughout the year.**



### Birthdays

We encourage you to celebrate your child's birthday with us at school. We will all sing "Happy Birthday" as we honor your child on his/her special day in their classroom.

You are welcome to bring a healthy treat for the children in your child's class to share. Class birthdays will be celebrated during snack time and may last 15 minutes. Please make all necessary arrangements with the teacher, we have to adhere to COVID Protocols. **PLEASE DO NOT PROVIDE GOODY BAGS FOR THE CHILDREN!**

If you are planning a birthday party for your child, please be sensitive to the feelings of others. Please mail invitations, unless you are inviting the entire class. Class lists, with addresses and phone numbers, are available to our families in Renweb.

### Walking Field Trips

Occasionally your child's class may take a field trip. You will be notified ahead of time, in writing, and the teacher will post detailed information. These trips are not possible without the help of a few parents from each class, so we encourage you to join us! Because of liability concerns and for the safety and protection of our students, we need all eyes and hands on our preschool students. Therefore, no siblings are allowed on most field trips.

It is school policy that in the event of rain, or if traveling conditions are determined to be unsafe, the field trip may be cancelled. It will be rescheduled for a later date, if possible.



If parents do not want their child to attend the walking fieldtrip then the child must stay stay home for the day.

### Brightwheel App

Families will be required to download the Brightwheel app on their phone. This program will be used for daily check in and check out. Brightwheel will send notification updates, reminders, and view the calendar of the school. Authorized pick ups will be given their own code.

Teachers may send photos of your student through the Brightwheel app. The photos will only be sent when the teacher is available to sit during quiet time. We will continue to ensure the safety and supervision of all students so photos are not to be expected for all activities throughout the day in real time.

### Attendance

Please leave a message with your teacher if your child is unable to attend school. We appreciate knowing whether your child is ill or absent for another reason. **Notify us immediately if your child has a contagious disease** so that we may issue the necessary notices. When your child returns to school from a prolonged absence, please be sensitive to his/her feeling "out-of-sync" with classmates and the school routine, until they become readjusted.

### School Visits-(Sorry, No Visitors right now because of COVID Protocols)

We welcome parents of those who are currently enrolled to come and visit the school and your child's class anytime during the school year. We want you to be well-informed of your child's progress throughout the school year. If you would like to observe your child for a 30 minute length of time, you will need to make arrangements with the director. Please arrive first to the school office to sign-in and receive a visitor's badge to be on campus.

### Peer Group/Family Member Visits

Due to insurance reasons, we are not able to have a child bring another child to visit and remain at the school.

### General Health Information

As per Title 22, Department of Social Services Licensing Regulations, upon acceptance in the Preschool you are required to submit the Physician's Report (included in your enrollment packet), signed by your child's physician, with an overall assessment of your child's general health. This is to be dated no earlier than one year prior to acceptance into our school.

Bethany Christian School cannot permit any child who is ill with a contagious or communicable disease to attend school. If, in the opinion of the Bethany Christian School staff, a child arrives at school and is ill, the staff member will refuse to admit the child. If a child becomes ill while at school, the school will immediately notify the parent and isolate the child until the child is picked up. The parent, guardian, (or authorized person) must pick the sick child up in a timely manner. Please notify Bethany Christian School if your child has any contagious or communicable diseases.

When a child has contagious symptoms such as a fever, runny nose, sore throat, or bad cough, he or she must stay home. A child will be sent home if he or she appears to have symptoms of illness.

A child may not come to school if the following symptoms are present:

- Cold/flu
- Fever of 100 degrees or higher in the last 24 hours (without medication)
- Runny nose with green or yellow discharge
- Watery/inflamed eyes, Conjunctivitis
- Sore throat
- Ear-ache
- Constant cough
- Diarrhea (one or two incidents), increase in stool water and/or form that cannot be contained
- Vomiting (one incident) Child cannot return to school if they have vomited in the last 24 hours
- Marked drowsiness or dizziness
- Draining sore, burns, or abscess
- Rash (until cause is diagnosed by a physician and determined non-contagious/note from physician will be required)
- Scabies
- Impetigo
- Strep Throat
- Mumps-exclude until nine days after the onset of gland swelling
- Measles-exclude after the onset of the rash
- Antibiotic for 24 hours



- Chicken Pox-exclude from school for six days after the onset of rash or until all sores have dried up and crusted.
- Rubella-exclude for six days after onset
- Respiratory illness
- Difficulty breathing

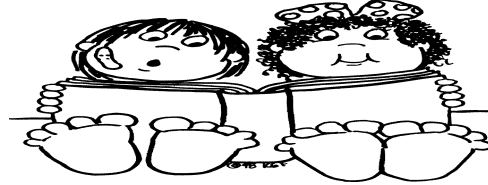
The child must not come to school if their illness or recovery results in greater care needed than the staff can provide without compromising the health and safety of the other children, (one-to-one-care).

If your child has been exposed to a communicable disease, it is very important to notify the Preschool Office, so as to make our staff aware of the situation. If there is a communicable disease, we will send a note home to notify parents of the date of the exposure and the condition, along with a list of general symptoms to look for in their child.

**The 24 Hour Rule**-A child may return to school when they have gone 24 hours symptom free (see list above) **WITHOUT** medication. Children who leave school early for any illness will not be admitted the following school day unless they have a Doctor's note stating the child is not contagious.

### Administering Medications

We do not administer over the counter or prescribed medication unless you have a physician's note stating the dosage amount and for how many days medication is administered. With your child's medication you also need to supply a medication tool to administer the proper dosage. Your child's name needs to be clearly written on the medication bottle and in the original container. The only exceptions are diaper rash cream/ sunscreen will be treated as a medication but does not need a physician's note.



## **Bethany Christian School Plan of Operation**

### Administration of Medication and Incidental Medical Services Purpose:

To ensure safe and accurate administration of Medication and Incidental Medical Services to all children in care. Bethany Christian School will enroll children that may need services for any of the following:

- Administering Inhales Medications
- EpiPen Jr. and EpiPen

### Medication and Incidental Medical Services Administration Policy:

The following requirements must be met before enrolling students who require administering medication and/or Incidental Medical Services:

- Written Authorization from the child's physician and a valid prescription.
- Written Authorization from the child's authorized representative. Parents must complete the Parent Consent for Administration of Medications form.
- Medication, Supplies and equipment must be in the original labeled container with the child's name on it, and may not be expired.
- Bethany Christian School will maintain documentation of medication and Incidental Medical Services on a log after every medication or service is administered.
- Proper safety precaution will be in place. Staff must wear gloves when dealing with blood or bodily fluids, properly wash their hands and properly dispose of instruments in an approved container.
- Bethany Christian School will have designated trained staff on the various Incidental Medical Services, which the center provides.
- On Field Trip day's medication will be carried by a designated trained staff personnel. If a designated staff personnel is unable to attend the Field Trip a parent must accompany their child and if the parent cannot accompany their child, they will not be able to attend the Field Trip on that day.

The child's authorized representative is responsible for providing all medications and supplies to the school. In most situations, children should not transport medications to and from Bethany Christian School: this includes medication placed in a diaper bag or backpack. Special arrangements must be considered regarding the safe transport of medications. Bethany Christian School employees may not deviate from the written authorization from the child's physician. Bethany Christian School must have a designated trained staff person on premise's when the child in present at the Bethany Christian School.

Medications that have expired or are no longer being used at the Bethany Christian School should be returned to the child's authorized representative. If the medicine has not been picked up within one week of the date of the request, then medication must be disposed of by trained staff.

### **Medication Administration Procedure:**

#### **Care and Storage:**

Incidental Medical Service supplies and medications at BCS should be stored in a secure, inaccessible, clean location and under conditions as directed by the physician or pharmacist. Medication that requires refrigeration should be stored in a designated area of the refrigerator separated from food and will be inaccessible to children.

#### **Administration of Routine for Medication and Incidental Medical Services:**

Once all requirements are met, the designated trained staff will administer Medication or Incidental Medical Services by utilizing the following requirements:

1. Actual Child
2. Correct Medication
3. Accurate Dosages
4. Exact Time
5. Correct Routine

### Documentation:

Any Medication or Incidental Medical Services routinely administered must be documented on a log by staff member who administered the medication. Authorized representative must be informed of each occurrence when their child received medication or when Incidental Medical Services are performed, via a copy from the medication Log.

***If a child is administered any emergency Incidental Medical procedure the child's authorized representative and 911 must be called immediately. A usual incident report must also be sent to the Department of Social Services.***

### Crisis/Disaster Situation

In the event of a crisis or disaster situation, be assured that our staff will be giving your child any emergency care they may need. Our school is equipped with: flashlights, transistor radios, cell phones, disaster food, blankets, water and supplies.

We do monthly emergency drills with your children. They are taught safety procedures and exit procedures and our staff is trained in crisis/disaster procedures. They are all trained in CPR and First Aid.

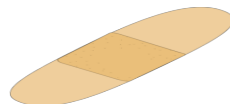
### Immunizations

Before being admitted to the school, each child must be immunized as required by the law. The parent shall provide documentation of immunizations, completed by a licensed physician or health center, to the school before attendance.

The State Law requires that all children under the age of eighteen (18) be immunized against certain diseases. The following is a list of the immunization that are required

#### Vaccines

Polio  
DPT  
Measles/Mumps/Rubella (MMR)  
HIB



#### # Of Doses Required

3  
4  
1  
1





Hepatitis B	3
MMR	1
Varicella	1

Date of MMR and HIB must be on or after the first birthday.

A child may be exempt from the immunization requirements when:

- Their physician recommends against the immunization based on medical grounds. If a child is exempt and there is a communicable disease outbreak, the child may be temporarily excluded from our program for his or her own protection. This exclusion may be ordered by the local Health Department.

## Common Communicable Diseases Chart

### **Chicken Pox**

Symptoms: Fever, Loss of appetite, red spots-some with a clear blister  
 Incubation: 14-21 days  
 Isolation: 6 days symptom free

### **Fifth Disease**

Symptoms: Fever followed by rash. Child is contagious while they have the fever. Face can look as though it has received a hard slap on the cheeks. Rash can take on a "lacy" look. May disappear and reappear - heat sensitive  
 Incubation: 7-10 days  
 Isolation: 4 days

### **German Measles**

Symptoms: Sign of cold, swollen glands, rash  
 Incubation: 14-21 days  
 Isolation: 4 days or until well



### **Hand-Foot-Mouth Disease**

Symptoms: Canker sores inside or around the corner of the mouth  
 Rash or blisters on hands and feet-skin may peel. Fever  
 Incubation: 7-10 days  
 Isolation: 3 days symptom free

### **Head Lice**

Symptoms: Scratching of head, rash like appearance around ears and neck.  
 Incubation: 3 week cycle  
 Isolation: See physician. Also, child must be treated according to proper guidelines for treating lice.

### **Impetigo**

Symptoms: Small blisters with thin yellow fluid, blister breaks, a scab is formed  
 Incubation: 5 days  
 Isolation: If sore is treated and kept covered child may attend school

### **Measles**

Symptoms: Signs of cold, red eyes, fever, red spots  
Incubation: 10-40 days  
Isolation: 7 days or until all scabs have disappeared



### **Mumps**

Symptoms: Swelling, fever, sore throat, difficulty swallowing, tired  
Incubation: 12-26 days  
Isolation: 10 days or until swelling has disappeared

### **Pink Eye**

Symptoms: Pink coloration of eyes, swollen eyelids, matted eyes, and sticky discharge from eyes.  
Incubation: 4 days  
Isolation: 4 days

### **Ringworm**

Symptoms: Raised, round ring shaped, red and itchy  
Incubation: 10-14 days  
Isolation: If sore is treated and kept covered child may attend school

### **Scarlet Fever and other Strep Infection**

Symptoms: Sore throat, fever, and possible rash  
Incubation: 2-7 days  
Isolation: 4 days until well if under antibiotic treatment

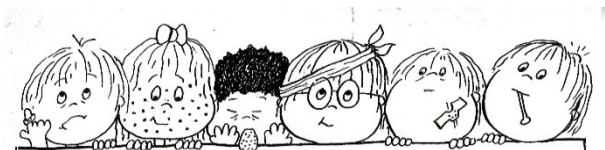


### Allergies

Allergies are not contagious, but may make your child feel less than normal, as will some medications. Even if your child shows no definite signs of illness, but is unusually irritable, tired, or fussy, please consider how his/her behavior will affect the class and the child's school experience. Please make sure the preschool is notified of any type of allergies that your child is susceptible to, especially any type of food allergy. We do our very best to monitor food allergies and make a conscientious effort to make sure that your child is not exposed to anything that would cause an allergic reaction.

### Credits

Credit will not be given for days your child is absent from school for illness or vacation. If the school is closed for holidays there will not be any credit given to your account. Your fees are accessed on a monthly basis.

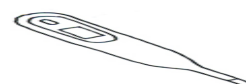


### Medical Assessment Requirement

The parent shall provide Bethany Christian School with the Physicians Report provided in the enrollment packet at the time of enrollment so that the school can determine whether we can provide the necessary health related services to the child.

The Physicians Report must be performed by or under the supervision of a licensed physician and must be less than one year old. In addition, the assessment must contain all of the following information.

1. A record of any infections or contagious diseases, which preclude care of the child by the licensee.
2. Identification of the child's special problems and needs.
3. Identification of any prescribed medications being taken by the child.
4. Ambulatory status.



### Emergencies

If a child is injured or becomes seriously ill while at school, the child will be taken to the hospital. The Medical Consent Form allows the school to have your child transported to a hospital emergency room and treated there. It is critical for each parent to complete the "Identification and Emergency Information" form so that the school can contact the parent or other authorized person in an emergency. The parents must notify the school if there is any change in the information on the form (such as telephone number, employer, etc.).

If you have a question or concern about your child, our staff is available to conference with you any time during the school year. Please contact the teacher to set up an appointment or call the school office and our staff will get back to you. Phone conferences are also an option if schedules cannot be coordinated. Please do not call the teacher (other than to check on your child) during classroom hours to have a phone conference.

### **Parent Forum-(Sorry not allowed COVID Protocols)**

#### Volunteer Program

Parents can help with many of the daily activities, special occasions and field trips. Please make arrangements with your child's teacher. Visitation-Parents have the right to visit their child at any time. If you would like to visit your child for a 30 minute length of time, you will need to make arrangements with the director. Please arrive first to the school office to sign-in and receive a visitor's badge to be on campus.

#### Parent Conferences

Our teachers are continually making observations, collecting samples of work, and assessing the developmental growth of each child during the school year. In fall we will schedule an opportunity for you to have a conference with your teacher so see your child's progress. Spring you will receive your child's report card in their file.

If you have a question or concern about your child, our staff is available to conference with you any time during the school year. Please contact the teacher to set up an appointment or call the school office and our staff will get back to you. Phone conferences are also an option if schedules cannot be coordinated. Please do not call the teacher (other than to check on your child) during classroom hours to have a phone conference.

### Publicity

Photographs of the children may be used in brochures, on our website, and informative publications describing the school. If you do not wish your child to be included in any photographs or publications, you can indicate that wish in your "Parent Handbook Receipt Form". Teachers will often take photographs of the children taking part in classroom activities. If you do not wish your child to be photographed, notify your child's teacher.



## **Staff and Curriculum**

### Staff

Bethany Christian School is an equal opportunity employer. Our staff is made up of Godly Christian men and women who strive to provide a comprehensive education in a Christian environment. Our staff meets and exceeds all educational requirements that our license requires. They are all encouraged to continue their education until degrees are acquired. Each staff member is required to attend conferences and workshops and are members of many professional organizations.

### Curriculum Goals

Everything the young child does and everything that happens to him is a part of his/her education. The early years of a child's life are by far the most important to his/her development. In these years, he/she develops a concept of him/herself and others, and a pattern of feeling and behaving that underlies all his/her later experiences.

Our philosophy is to provide a child-centered environment. The young child should learn first the pleasures of all he/she can do. We offer an environment geared toward success for the child and one that eliminates competition. Thus, learning takes a positive approach. How the child feels about him/herself is of utmost importance, a child who likes him/herself can afford to like others.

The environment is planned to encourage active participation. We believe children learn by becoming involved. Learning through planned, guided play is an important part of our curriculum.

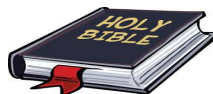
This type of play involves setting limits. Limits are established which will be of benefit to the child. Limits will help the child learn about safety, respect the rights of others, and respect property.

We believe there are critical periods of development when growth is most affected by the environment. Growth occurs in an orderly sequence and we know that certain learning must come before other learning. Learning is sequential, children must move through the sequence at their own pace. We encourage continuous learning but do not push. Because all aspects of growth are interrelated, our curriculum considers intellectual, physical, social, emotional and spiritual development. In other words, we are concerned with the whole child rather than any one aspect of his/her growth. Bethany Christian School offers many sensory, firsthand experiences, for the only avenues into the brain at this age are through seeing, hearing, tasting, smelling, touching, and the kinesthetic sense. It is a creative environment, which encourages the child's creativity and resourcefulness.



Intellectual development is a very important part of our curriculum. At Bethany Christian School, intellectual development is not presented in a formal, structured manner with an academic approach. Instead, learning experiences are planned and presented to the child with interpretation, vocabulary, and questions to further his/her own thinking. In this way basic concepts, knowledge, and experiences are learned at the teachable moment when it is relevant and important to the child.

Because language competency begins with speaking, listening, understanding, and exposure to written language, we offer children many opportunities to build their language power. We believe that childhood has its own values and needs that should be met, before formal work with words begins. Success in learning to read is almost assured by the acquisition of these pre-reading skills.



### Chapel/Bible Stories

We take every opportunity to teach and model Biblical standards and characteristics, as well as to use everyday occurrences to teach God's character and creation. Therefore, twice a week the children will enjoy a "chapel story," sing Christian songs, and learn about God's love.

Our primary focus is to relate Bible stories with the Godly character traits addressed in Chapel. It is our desire, not to teach specific doctrine, but to teach the children about Jesus and what a special friend He can be to them.

## Disruptive Behavior/ Discipline Policy

Corporal punishment is unlawful even if authorized by the parent. Re-direction will be used in most instances with “Time Out” being used only when needed. To insure the most productive environment in which to develop and motivate each child, it is incumbent that a policy regarding classroom conduct be established. We use the “Peacemaker Plan” to encourage children to be peacemakers and resolve problems.

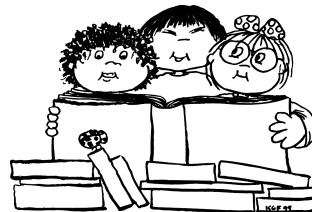
The following are examples of behavior guidance and discipline techniques. Because each teacher is unique, there is no one style that will work uniformly with all teachers. Conversely, given the individualized temperaments of children, there is no one style that will work uniformly with all children either. Our teachers are committed to these principles:

1. Show love for the child with eye contact, physical hugs, and focused attention by spending individualized time with the child. Praise desirable behavior.
2. Communicate respectfully with children by listening to their feelings and talking with them as valued individuals.
3. Extinguish unacceptable behavior by stating your expectations (keeping in mind the developmental age of each child) beforehand. Remind the child of the acceptable behavior without focus on the negative.
4. Remind children of consequences of undesirable behavior. Consequences such as time out, loss of privileges, redirecting, a note or a phone call home.
5. When a child is sent to the office for disruptive behavior, willful disobedience, deliberate defiance, or deliberate destruction and aggression, a note home will be sent explaining the problem or a phone call will be made to the parent.
6. If a child becomes a frequent discipline problem a parent-teacher-director conference will be arranged. Should the behavior continue, the parents will be asked to withdraw the child from our program.

Volumes have been written on the subject of discipline. As a bibliographic resource, the following are suggested titles.

The Strong -Willed Child / Parenting Isn't For Cowards  
You and Your Child  
Dare To Discipline / Temper Your Child's Tantrums  
Heartfelt Discipline  
Helping Our Children Grow In Faith

James Dobson  
Chuck Swindoll  
James Dobson  
Clay Clarkson  
Robert J. Keeley



## **Individuals Authorized to Pick-Up a Child**

### **Changes in Custody**

The school can release a child only to the parents or legal guardians of the child, or to those individuals authorized to pick-up the child whom the parent/guardian has listed on the school's "Child Release Authorization" form. Staff members of the school may require any person who arrives to pick up a child show their identification.

All persons authorized to pick-up a child MUST be at least eighteen (18) years old.

If only one parent has custody of the child and the other is not authorized to pick up the child, the parent must instruct the school of this fact, and must provide the school office with a certified copy of the Court Order confirming that one parent does not have visitation rights.

If there is any change in the legal custody of the child while the child is enrolled at Bethany Christian School, the parent must immediately notify the school, and must provide the school office with a certified copy of the Court Order confirming the change in custody.

This policy is essential to protect the release of a child to an unauthorized person.

If an unauthorized person arrives at Bethany Christian School to pick-up a child, the staff will notify the parent immediately.



### **Child Safety Procedures**

#### **Procedures for Suspected Child Abuse**

Each staff member of Bethany Christian School is required by law to report evidence or suspicion of child abuse or neglect to Child Protective Services or law enforcement officials. Persons found guilty of failure to report abuse or neglect is subject to a fine or jail term or both.

#### **Release of Child to Intoxicated or Drugged Individual**

If, a parent or authorized person arrives at the school intoxicated or under the influence of drugs, in order to protect the child from any potential danger that could arise because of the person's condition, and to protect the school against any potential claims, it is the policy of the school to take all reasonable steps to avoid releasing the child to a person in a drugged or intoxicated state.

Accordingly, if in the opinion of the senior staff member present at the school, a parent or authorized person who arrives to transport the child home from school is in an intoxicated or drugged condition, the staff will:

1. Notify any other parent or guardian of the situation
2. Ask the person to leave his/her car at the school and take the child home using another means of transportation; and/or

3. Offer to call another relative, friend or taxi (at the parent's expense) to drive the person and the child home

If the parent or guardian insists on driving the child home, the staff member will notify the local police department.



### Miscellaneous Safety Procedures

Children must be brought to their class, the play yard, or special area by the adult and properly signed in. The adult is to be certain that the staff member has recognized the arrival of the child. Please note time of arrival and any special instructions on the sign-in sheet.

When picking up children, sign them out and be certain the staff is aware of the child leaving.

Hold children's hand while in the parking lot and while walking to and from class.

Use caution at all times while driving in the parking lot.

Park only in designated parking spaces. Observe the NO PARKING and Handicapped Parking spaces. Always be sure children are in car seats and are buckled up. NEVER leave child unattended in your car. NEVER leave your car running while you are out of it.

## Pandemic-COVID-19 Appendix

These protocols have been implemented using recommendations from the CDC (Center for Disease Control) and CSL (California State Licensing) and local community guidelines. Preschool follows additional protocols required by our state license. Please remember to be kind and courteous to our preschool staff while we implement required procedures. This is topic cannot be negotiated with the Director or administration. Regardless of your stance on the subject we have to follow strict guidelines in order to uphold our license.

- Daily Health Check: Upon arrival, students will be screened with non-touch thermometers for fever and illness at the sign-in tables. If it is determined that a fever or illness is present, entry will not be allowed. Your child can return to school after 24 hours without fever. If your child is still showing signs of illness after 72 hours a Negative Covid-19 test is required.
- After Health Check –Walk your child to the classroom.
- Please sign-in with your own pen or use our sanitized ones and deposit in dirty cup.
- Please drop off your child, have a **brief** goodbye and we will see you at pick-up.
- Be sure to label your student's mask. Please, no inappropriate images.
- Classrooms will be wiped down throughout the day.
- Frequent staff and student hand washing is required. Staff will teach and reinforce healthy hygiene practices daily.
- Personal Table Bins- Each child will have his/her own bin with a set of personal supplies: crayons, pencils, scissors, glue stick, play dough and watercolors.



- Nap time- We will continue to provide the sheets and we will launder/sanitize them in-house.
- Sick at School: If a child is found to be sick at school, the student will be isolated in our health room and parents will be notified for immediate pickup.

