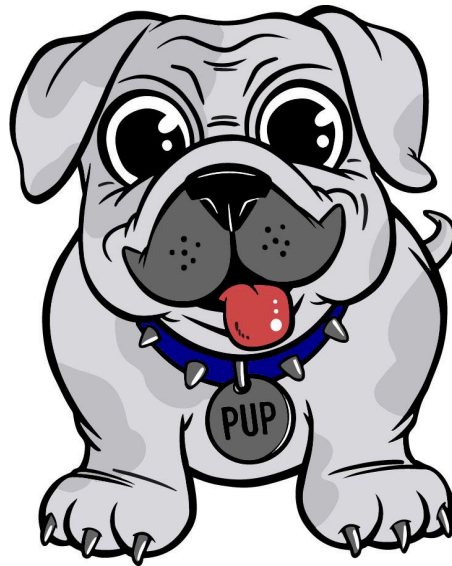




CHRISTIAN PRESCHOOL



PARENT HANDBOOK

2024-2025

Introduction

Dear Families,

God tells us in **Psalm 127:3 that "Children are a gift of the Lord, the fruit of the womb is a reward."** We at Bethany Christian Preschool are overjoyed that you have chosen us to care for your children.

We believe the most important thing in caring for children is their well-being and learning about Jesus. **"But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control."** **Galatians 5:22-23a NIV** We seek to live by this verse so that we can be like Jesus ourselves, and in turn be an example to children and families alike.

We believe that children learn through play, and we provide many opportunities for your child to thrive. We incorporate many life skills and academic ideas into our program. Children will learn letters, numbers, concepts, shapes, colors, art, music, science, literacy, PE, and Bible. They will have many sensory, hands on, visual, and fine and gross motor experiences.

Our goal is to partner with you during this time of growth and development of your child. **Luke 18:15-17 MSG Jesus called them back. "Let these children alone. Don't get between them and me. These children are the kingdom's pride and joy."** We welcome you to take an active role in your child's educational process. This handbook is a guidebook to assist you in understanding our school. The following pages will answer many of your questions pertaining to our school's procedures, philosophy, and overall operation. Your child will grow spiritually, cognitively, socially, emotionally, and physically.

We are so excited to get to know your children!

Blessings,

Audriana Carrillo
Director

OUR PHILOSOPHY

Bethany Christian Preschool's purpose is to provide quality education of academics and the gospel, along with developmentally appropriate activities and classrooms. We believe that the well being of the child, and learning about Jesus are of the utmost importance. We believe that children learn through play, and provide many different learning experiences for them. We believe in the whole child: spiritual, physical, social, emotional, and cognitive. We continually provide ways for children to grow in all avenues of development by providing fun, safe, and appropriate experiences in and out of the classroom.

We believe all children learn and grow in different ways and at different times. We believe every child is unique, and we invest in discovering the learning style of each child, along with learning what their specific interests are. We believe that each child deserves individual attention and has individual needs. We believe love and care is especially important at this age, and give a quality of care that exceeds expectation by hiring godly, loving, kind, caring and educated teachers and staff.

OUR MISSION

Bethany Christian Preschool provides a Christ centered environment nourishing and cultivating the whole child to develop a love for Christ and for others.

When your children leave Bethany Christian Preschool, our goal is that they will leave with these abilities/knowledge, as well as having an environment that will help them express themselves, feel free to explore, and provide positive experiences.

THE WHOLE CHILD:

- Spiritual: pray on their own, learn scripture, learn weekly Bible stories, engage in chapel, the knowledge that Jesus loves them.
- Physical: run, climb, hop, skip, jump, ride a trike, play sports games.
- Social: play with peers, talk with peers, invite peers to play, speak in front of a group, able to share stories with peers/adults.
- Emotional: express feelings, self-soothe, empathize and sympathize, stand up for others, and learn emotions.
- Cognitive: puzzles, problem solve, learn math concepts, learn literacy, build, and create.

PROMOTING LEARNING EXPERIENCES:

- Developmentally appropriate classrooms: age appropriate furniture, toys, and manipulatives
- Sensory bins and experiences
- Music & Movement in and out of the classroom, including rhythms and instruments
- Outside environment: opportunities to learn through sand, water, gardening, and physical activities

- Dramatic Play areas in the classrooms and outside, along with props/costumes
- Libraries in each classroom with age appropriate books and soft-seating
- Writing and Math centers in each classroom with hands-on materials
- Fine motor activities such as tracing, cutting, using tweezers, and lacing

SUBJECTS TAUGHT:

- Art: painting, coloring with crayons and markers, water-coloring, cutting and pasting, mosaics, process art, directed art, free art
- Bible: Bible stories, Bible verses, Chapel, crafts, daily prayer
- Math: counting, number permanence, recognizing, tracing, and writing numbers, hands on addition and subtraction, number matching, sorting, patterns, size comparison
- Science: experiments, cooking, prediction, estimation, lifecycles, gardening, animal habitats, nutrition, sensory
- Literacy: tracing lines and curves, recognizing, tracing, and writing letters and names, letter sounds, letter matching, learning upper and lower case, learning left to write reading, learning parts of a book, reading comprehension

GENERAL INFORMATION

HOURS OF OPERATION:

- 6:30 AM until 6:00 PM, Monday through Friday twelve months a year except for select days.
- Fall program begins the Monday before Labor Day and continues through mid-June.
- Summer program begins mid-June and continues through the end of August.
- See current year's calendar for exact dates, early closures, holidays off, teacher prep days, and parent-teacher conferences.

STATE LICENSE:

Campus- Bethany Christian Preschool

- Licensed for an enrollment of 102 students per day.
- Inspected by the California State Licensing Program Analyst
- License number is #300614019.

NON-DISCRIMINATION POLICY:

- Bethany Christian Preschool admits students of any race, color, national or ethnic origin, or ancestry to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate against any race, color, national or ethnic origin, or ancestry in administration of educational policies, admissions policies, and other school-administered programs.

HISTORY & STANDARDS:

- We exist to bring glory to God and good to his people as we...
 - Share the Hope
 - Speak the Truth
 - Serve the King
- Bethany Christian Preschool was established in 1980.
- We are a ministry of Bethany Bible Fellowship Church. <https://www.bbfo.org/>
- Bethany Bible Fellowship is an Evangelical Free Church of America.

OUR TEACHERS:

- Meet and exceed the State of California requirements.
- Meet and exceed Title 22 requirements
- Are CPR Certified every two years
- Undergo continued education hours yearly
- Meet all state health requirements
- Cleared through LiveScan–fingerprinted and background checked
- Are born-again believers who live out biblical principles

DAILY PROGRAM:

General schedule

- 6:30-8:00am Arrival and inside integrated social center play
 - 8:00-9:00am Outside play and activities
 - 8:30-9:00am Children enter primary classrooms, according to age group
 - 9:00-11:15am Primary classroom activities:
 - Snack, circle time, centers, crafts and more along with age grouped recesses.
 - 11:15-12:00pm Lunch and library time to prepare for nap time
 - 2:30-3:00pm Wake up and potty
 - 3:00-4:30pm Snack, open classroom, outside play and activities
 - 5:00-6:00pm Classroom activities
- See Daily Class Schedule in your child's classroom.

WEEKLY ACTIVITIES:

- Chapel alternating Monday and Tuesday mornings each week
- Webby Dance is an outside company that teaches dance on Tuesdays, and Gymnastics on Wednesdays. Sign-ups are through the company for a separate fee. All staff are fingerprinted and licensed to be on campus with children.

DRESS CODE:

- Best to wear washable play clothes.
- Having clothes easily managed by your child helps him/her to gain independence and makes using the restroom an easier experience.
No onesies or hard to close/open pants.
- Tennis shoes are advised, but your children can wear **sandals if they are closed toed, with a back strap.**
- Please put your child's name inside of clothing, coats, and sweaters. We do our

best to keep track of identical clothing. Please label everything.

- If an item has been misplaced, notify the office for assistance. A message can be sent to families to see if someone has accidentally taken it home. We are not responsible for lost items/clothing. Lost items, jackets, sweaters, etc. will be kept in the office area.
- Extra clothing to bring: **Underwear - 2 pairs, socks, shoes, clothes that can be worn according to the season and weather.**
- Please check your child's cubby each day to see if there is a need to replace these items.
- If your child is in diapers or pull-ups, you must supply enough for everyday use. There will be extra space for these items in your child's classroom.
- Children who are potty training or in diapers need to have several extra sets of clothes.

FOOD AT BETHANY

BCP meets or exceeds the child care nutrition guidelines recommended by the USDA CACFP (Child and Adult Care Food and Program) for all the foods we serve. To provide a healthy and balanced diet that includes fruits, vegetables, and whole grains and limit foods and beverages that are high in salt, sugar, and unhealthy fats. Menus are adopted to incorporate local and fresh in-season produce when available.

WEEKLY NUTRITIONAL SNACK POLICY

- Veggies 2x a week
- Fruit 4x a week
- Whole Grains 5x a week
- Dairy 5x a week
- Protein 4x a week
- 1% milk when served
- 100% juice when served

BREAKFAST:

- BCP does not provide breakfast.
- Children can bring a healthy breakfast to school if this is more convenient for your morning routine. "Heat-ups", microwavable food, can be done in the opening classroom. Please label any items that need to be returned.

LUNCH:

- Lunchtime is approximately 11:20am
- We encourage parents to send children with healthy foods and drinks.
- **No candy or soda is allowed.**
- **No glass containers.**

- Parents will need to provide a sack lunch or lunch box daily. Lunch boxes are stored in the classrooms. If food needs to be kept cold, include an ice pack.
- Teachers are able to heat food items for your child.
- Teachers encourage healthy foods or “growing food” to be eaten first.
- It is important to label all items to be returned home, including their ice pack.

SNACKS:

- List of snacks provided by BCP is located by the check-in counter.
- Approximate times: 9am and 3pm
- Snacks are used as part of the school's curriculum, often related to the unit topic, and as an experience in tasting new foods.
- Children are welcome to bring personal snacks for their individual consumption during the day.

PARTIES:

- Class parties will have sign up lists at the front desk or online. There is no obligation to purchase outside items to bring to a class party.

BIRTHDAYS:

- If you would like to bring food or dessert for your child's party please contact the teacher and the office the week prior. Please bring individual desserts for easy serving of the children.

ALLERGIES:

- We are not a peanut free school.
- When a child has an allergy, the teacher provides a nut free table. The child with the allergy, along with several friends that do not have the allergy food in their lunches, will join that group.
- Other special provisions can be made upon request.
- If you are making homemade food for the class, please do not use nuts. Let the teacher know if there is any gluten, dairy, or eggs.
- BCP has a Child Allergy list and those restrictions are considered when preparing snacks.

CAMPUS INFORMATION

NAPS/RESTING:

- 12:30-2:30 PM each day.
- Provide a small blanket and crib sheet clearly labeled with your child's name. Small pillows are okay.
- Bring fresh bedding on the first day of the week and take home to wash on the last day of the week.
- A child may bring a labeled security item for nap time. We do our best, yet children often put these items in odd spots so they can be misplaced.

OBJECTS BROUGHT FROM HOME:

- Toys and other objects may be brought for "Share Day". Your child's teacher will notify you of their share day.
- Pretend weapons are not allowed at school as we adhere to state restrictions on weaponry.
- Please do not bring scary toys.

FIELD TRIPS:

BCP has many on-campus experiences. Watch for announcements of upcoming events.

SCHOOL PICTURES:

School pictures will be taken twice annually: during the fall and spring. Check the calendar and watch for updates. All school pictures are optional, and can be purchased through the photography company after pictures are taken.

VISITING/VOLUNTEERING:

Bethany Christian Preschool has an open door policy. For security reasons, all visitors must check-in at the office before entering the campus to receive a security badge. If parents would like to volunteer, please contact the office and child's teacher.

HOLIDAYS:

The holidays and closures that Bethany Christian Preschool observes are (See calendar):

1. Labor Day
2. Veteran's Day
3. 3 days for Thanksgiving
4. 7-10 days for Christmas and New Year's
5. Parent Teacher Conferences (A Friday in January or February)
6. Martin Luther King Jr. Day
7. President's Day
8. Good Friday and Easter Monday
9. Memorial Day
10. Independence Day
11. Teacher Prep Days (3 days in June, 1 week in August)

If the holiday falls on a Saturday or Sunday, it is observed the day before or after.

TUITION:

- The tuition is calculated on a monthly basis on the first day of each month. This includes any early day closures, teacher prep, or holiday closures.
- We offer weekly or monthly payment options.
- If paying monthly, payment is due by the tenth of each month.
- If paying weekly, payment is due by Wednesday each week.
- Please see the current *Billing Agreement* for choices on billing options.
- There are several options of payments provided in the office or ProCare online parent portals including:

1. ACH payments: automatic payment that parents authorize online by entering banking information. This deposits monthly on the 5th.
2. Tuition Express: Online platform parents can access anywhere on a computer after signing in. **There is a 3% surcharge for all credit/debit card transactions.**
3. Procure Sign-in: At our sign-in kiosk, there is a card reader where you can make payments. **There is a 3% surcharge for all credit/debit card transactions.**
4. Checks delivered to the office in the check box.
5. Cash delivered to the office desk.

REGISTRATION FEES:

- A registration fee is payable at the time of application for summer or the school year. **It is non-refundable.**
- Families will be provided options at the beginning of enrollment periods.
- The registration fee secures your child's enrollment.
- Once enrolled, your child has a limited time of priority for re-enrollment for the new session before open enrollment.

RETURNED CHECKS/LATE FEES:

- Please refer to your *Billing Agreement* in the Enrollment Packet.

TUITION VACATION CREDIT:

- All families who are enrolled twelve months a year, are given a week of vacation credit per calendar year.
- Requests for vacation credit are located in the office.
- Families are responsible for making these requests and must be given two weeks in advance.

PROCEDURE FOR ENROLLMENT:

A. Eligibility

1. Enrollment may be open to any child, provided the school can meet the needs of the child.
2. Minimum age requirement for enrollment is two years old (24 months).
3. Pre-K enrollment:
Pre-K (Pre-Kindergarten) is a play-based environment designed for children to prepare them for Kindergarten the following year. Once completed, children would be eligible to enter Kindergarten, or K4 at the elementary level pending KRE (Kindergarten Readiness Evaluation) results. Students in this class will typically have a fourth birthday between January and December of the current year. Eligibility for enrollment is the decision of the Director as well as the guidelines below.

Guidelines:

- Students turning 4 years old between January 1 and December 31 of the current school year.
- Students turning 5 years old between August and December of

the current school year.

-Students turning 4 between August and December may be eligible for our older 3's class, depending on parent, teacher, and Director input.

4. Enrollment is completed through an online waiting list and/or receiving of enrollment applications. **Classes shall be filled in order of applications received.**
 5. As vacancies occur, classroom quotas shall be filled as names appear on waiting lists.
 6. Total enrollment shall not exceed that which is allowed by the licensing agency. Ratio 12:1. Each classroom has different ratio requirements per square footage licensing requirements.
 7. Class screening and placement remain the sole responsibility of the school's staff.
 8. Siblings of, and current BCA/BCP students have priority registration. **However, each year you must renew enrollment and pay the registration fee to ensure your child's spot for the next year.**
- B. Termination: A student may be requested to withdraw from school for reasons of non-cooperation, delinquency in payment of fees, inability of child or parent to adjust to the preschool program, or not being able to accommodate a child depending on their needs. Such terminations are to be determined by the Director. We do our best to work with families to retain enrollment and rarely have to exercise this right.
- C. Withdrawal: It is important to file a withdrawal form (2) two weeks prior to your child's final day of school. Forms are available in the office. **All tuition and outstanding charges must be paid for on the child's last day attending. If the child withdraws without giving a two week's notice, the ledger will still be billed for two weeks.** BCP uses this time to notify children on the waiting list to fill the enrollment spot. See Billing Agreement for more information on Withdrawal Billing.

ARRIVAL & DEPARTURE:

- We use ProCare Software as our sign-in/sign-out attendance system. During registration all authorized pick-up people will be associated with the student. The first time an authorized person arrives, he/she must have their photo ID with them for verification. The office staff will walk them through the finger scanning. From this point on, authorized people will check-in and check-out at the ProCare Attendance computer in the office. They will receive a ticket and give that to the teacher supervising the child.
- BCP operating hours are Monday through Friday 6:30am-6:00pm
- We are unable to start care for your child before 6:30am.
- The start of the academic day is 8:30am for Pre-K and 9:00am for all other ages. **Please bring your child on time so they do not miss out on learning, activities, and have consistency. At 9:00am, the doors will be locked.** If your child is going to be dropped off late due to an appointment, please notify the office in advance.

- If a child is still not picked up by 6:00pm, there will be a dollar added for each minute time a BCP teacher is required to stay. See Billing Agreement.
- State regulations require that pickup authorization people must be at least 18 years of age.
- Any additional people added to your authorized list within ProCare will need to be added with the authorization form in the office ahead of time. Phone call notification can be done with call verification. The additional people must arrive with a photo ID and be cleared by the office staff.
- Licensing also states that we can only release children to authorized persons who are not under the influence of any substance that may be impairing the ability to operate a vehicle. We will call the next authorized person in the child's file for pickup. The local police department may be called.
- Additionally, all authorized pickup persons must have an age appropriate car seat for the child. If not, staff will not authorize the child to be picked up.

CONFIDENTIALITY OF RECORDS:

- A child's records are only open to authorized BCP staff. Other than the "Getting to Know Your Child" form, the director will determine what additional information needs to be given to individual staff members.
- Parents may see their child's file.
- Upon visits from state licensing, the licensing program analyst or other authorized state employee is allowed to see the child's file.

HEALTH

GENERAL HEALTH POLICY:

Good health is important for all of our staff and students. Please watch for signs of illness. If your child is sick, please keep him/her home to help prevent spreading those germs with others. Here are some health assessment guidelines:

- Fever of 100 degrees within the last 24 hours (No fever reducing medication can be given)
- Illness related vomiting and diarrhea (cannot have thrown up or have had diarrhea for 24 hours)
- Lethargic or achiness within the last 24 hours
- Sore throat or hurting belly (not constipation related)
- Persistent cough/congestion or runny nose (with green or yellow mucus)

If a child becomes ill at home, please telephone the office to let us know the circumstances. We would like to keep a special watch for illness in other classmates.

When a physician diagnoses a child as having a communicable disease, or it is known that the child was exposed to a communicable disease, the parents will be notified. Parents shall be required to notify the school whenever a child has or has been exposed to a communicable illness, and a doctor's note may be required. After Bethany Christian Preschool has been notified, we are required to let parents and Social Services know of certain communicable diseases.

BCP must have authorization for emergency medical care and transfer of medical records to the local hospital.

MINOR INJURY:

Children often get scrapes and bumps as they enjoy the playground and movement. Teachers will report these to the office and parents will receive a notification via the ProCare app within 3 hours about the event.

MEDIUM INJURY:

When the injury is a little bigger, the director or office staff will call parents to give the information and report the event including the additional care given. Anything involving the head will be a phone call within 15 minutes.

URGENT INJURY:

In case of accidental injury, we will make an immediate attempt to contact a parent and the designated physician. If necessary, we will call 911 to get immediate paramedic help. Until the arrival of a parent, or paramedic, the director or a qualified staff person will be in charge and make all decisions about the care of your child. You will be expected to assume responsibility for any additional expenses not covered by your insurance. It is to your child's benefit that you keep the school up-to-date on phone numbers, and other pertinent information.

INCIDENTAL MEDICINE SERVICES:

- Bethany Christian Preschool can administer many medications. Parents or legal guardians must fill out a Medication Permit with each medication, and it must be signed by a doctor. All medications must be in their original packaging.
- Inhaled Medication can be given when they are prescribed to the child by a physician to control lung-related illnesses, including, but not limited to, local held nebulizers.
- EpiPen Jr. and EpiPen can be administered by a trained BCP staff member only in case of an emergency. This medication must be prescribed by a physician. Additionally, the parent is in charge of training the staff on how to administer the medication. If this medication is used, the parent or legal guardian will be called and 911 if needed.
- Non-Prescription Medications can be given in accordance with the product label directions on the container.
- STORAGE:
 - Refrigerated Medication will be stored in the staff refrigerator. The original bottle will be put in a zip lock bag with the BCP release form. The zip lock bag will have the child's name and room number written on it.
 - Non-Refrigerated Medication will be stored in the labeled top drawer of the file cabinets in the front office area. The original bottle will be put in a zip lock baggie with the BCP release form. The zip lock baggie will have the child's name and room number written on it.
- Record of Medication Dosage: Staff member will fill out the bottom portion of the Medication Permit at the time medication is given and then return to the storage place.

- The zip lock bag (medication and permit) will be given to the authorized adult at pickup time.
- BCP is unable to offer services for Blood Glucose Testing, glucagon administration; Gastrostomy tube care, nasogastric or mesenteric feeding tube, and the administration of crushed medication is prohibited.

UNIVERSAL PRECAUTIONS:

- The staff will use universal precautions when dealing with infectious material. This means that all staff will use latex gloves when performing any duties that involve bodily fluids. Also, any clean up materials will be disposed of properly to ensure safety for all.

ADDITIONAL INFORMATION

PARENT / SCHOOL COMMUNICATION:

- Information is sent out via the ProCare app, emails, and through a monthly email newsletter.
- Teacher communication can be made in person, through email, or through the Procare app.
- Please let your child's teacher know what information you desire on a daily basis.
- Information on monthly themes and classroom activities are posted in the classrooms.

PARENT MEETINGS:

- Whenever parents desire a meeting, please schedule one with the office.
- BCP continues to have open dialogue about everything happening on our campus.
- Additionally, parent conferences are scheduled once a year. See Calendar.

TRAINING & DISCIPLINE:

- BCP works towards instructive, as opposed to restrictive, speech. This means using instructions of what children should be doing, as opposed to what they should not do. We will say what we want instead of what we don't want.
 - o "Walk please" vs "Don't run"
 - o "Inside voices" vs "Don't yell"
- We set up clear boundaries to allow children to see where the limits are.
- We have times where the children are involved in setting the classroom rules to allow for collaborative involvement, so that the students can understand the reasons why rules are important and embrace them.
- Our rules and guidelines are about respecting each other and safety. Clear understanding and training about interpersonal skills and understanding how to prevent obvious dangers are interwoven into conversations.
- De-escalation of energy is also included as part of daily activities to help children learn self-control.
- When a child breaks the rule:
 - o 1st time: Reminder of the rule- Clear communication and understanding
 - o 2nd time: Removal from the area- Loss of privilege
 - o 3rd time: Time-out/Calm down area

- o 4th time: Visit Mrs. Audri

When persistent behavior needs to be addressed, the director will have a conference with parents to develop a plan of action and decide if and when additional resources or services may be needed.

ASSESSMENTS:

Developmental assessments are done twice per year to show the child's growth. In January/February, Parents and Teachers will meet in a conference to discuss their child's development. Teachers give the assessments and a summary to parents. Additionally, Kindergarten Readiness Evaluations are done mid-year for children moving up to Kindergarten/T-K.

CHILD ABUSE:

All staff members are Mandated Reporters. All staff are trained every two years for recertification on the most current regulations protecting children from abuse.

SPECIAL EDUCATION:

We work with parents, the school district, and teachers to help accommodate a child with special needs as best we can. This may include physical accommodations, an aide in the classroom, fidget toys, moveable seating, timers, visual schedules, and IEPs. If you have a child that you feel needs to be assessed, we have many wonderful, reliable, and Christian resources. In the event that we are not able to accommodate a child with special needs, we work with the family to find care for the child in their best interest.