

BETHANY LUTHERAN PRESCHOOL

A Nationally Accredited Preschool



INSPIRING LIFE-LONG LEARNING

THE SCHOOLS OF BETHANY LUTHERAN

CULTIVATING CHRISTIAN CHARACTER

PARENT HANDBOOK

2019-2020

Welcome

We welcome you and your children to Bethany Lutheran Preschool, and we pray that our Lord and Savior will bless our efforts as we work together for the spiritual, emotional, cognitive, social, and physical growth of your children.

We thank you for selecting our preschool and we pledge to you our support and cooperation. We are aware of our great responsibility: we are dealing with the souls, minds, and bodies of children; people precious to you, to us, and especially to our Savior.

The purpose of this handbook is to familiarize you with our purposes, objectives, policies, and regulations. In addition to this handbook, we are regular in our communication with parents through newsletters and other means, and we attempt to keep our online version of this handbook up-to-date. You may view this on our website: www.bethanylutheran.org. Read all information carefully.

History

Bethany Lutheran Preschool has been serving the community for over 40 years. We share our campus with the elementary and middle school which includes kindergarten through 8th grade. The preschool accommodates up to 81 students per day. The State of California Department of Social Services licenses our facility. We are a fully accredited NLSA (National Lutheran School Accreditation) preschool. We are part of the Pacific Southwest District of the Lutheran Church Missouri Synod.

The Bethany Blueprint

Having been called to faith in Christ, moved by the love of God the Father and empowered by the Holy Spirit, the members of Bethany Lutheran Church are committed to:

Worshipping Faithfully: (Acts 2:42, Acts 2:46) "Worship is the climax of the week past and the starting block for the week to come. In worship our past and our future rest under the umbrella of the God of eternity in whose presence we find ourselves." The golden, blank key reminds us that: Worship is the key to the Christian life and mission; Worship sets a tone for the heavenly life that lasts forever; God wipes our slate clean in worship; God forms us for mission in worship; and worship is an everyday experience.

Forming Spiritually: (Colossians 1: 10-14) "The Lord shapes us into His Disciples through His Word." The picture on the bookmark was taken on our campus and the flower reminds us that when we are rooted and planted in the Word of the Lord, we bloom in a way that brings beauty to the world around us.

Serving Passionately: (Ephesians 2:10) "A humble, willing desire to benefit others, regardless of cost to self - that is the definition of passionate service. That is how the Lord served us in His Passion." The Scrabble tile reminds us that our gifts are needed in the body and that the Lord has "turned us over" in baptism and is planning to use us to spell out His Word in the world.

Giving Proportionately: (Luke 21:1-4) "My stuff is not my stuff." The wooden nickel reminds us that our possessions are only on loan to us from God and that everything we have is truly a gift given us by God.

Therefore, out of thanks for what we have received we, the people of God, joyfully return to Him a first-fruit percentage of all that we have.

Sharing Intentionally: (Matthew 28: 19-20) "Instead of being given something, today we are simply being given." We took nothing home with us after the sharing intentionally message, because God has given us to the world. We are the visible, physical reminder of this message. God, who has made himself known to us in Christ, has chosen to make Himself known to the world through us, His church.

Mission and Ministry Statement

To provide quality Christian early childhood education in a safe, loving and caring atmosphere; daily teaching God's forgiveness and love through our Savior, Jesus Christ.

Statement of Purpose

While recognizing the parent as the first and most important teacher in a child's life, Bethany Lutheran Preschool is dedicated to providing a quality Christian developmentally appropriate environment for every Bethany Lutheran Preschool child's early learning years.

Philosophy

We believe children are valued members of God's family who benefit by being respected, loved, and led by caring adults. At Bethany Lutheran Preschool, they will be taught God's loving guidance according to His law, and learn the blessing of forgiveness earned for each of us by our Lord and Savior, Jesus Christ.

Our program is designed to provide spiritual, physical, cognitive, social/emotional and creative experiences at the developmental level of the child. Children need time in which to think, experiment, discover and grow in an unhurried and accepting atmosphere. We will provide opportunities for your child to learn through play and interaction. We believe that play is a vitally important part of child development and is essential for every child's health and well-being.

In our play-based, developmental program, we provide time for each child to develop self-confidence and trust as they acquire skills necessary for personal expression and positive social interaction. We believe children benefit when a Christ-centered school and a loving family work together to promote their education and care. Bethany Lutheran Preschool is a ministry to the parents and children of the community.

Program Goals

The children will grow spiritually to –

- ♥ Develop a sense of trust.
- ♥ Realize their need for God's love.
- ♥ Know Jesus as their personal Savior.

- ♥ Respond to God's love.
- ♥ Feel secure in God's love and care.
- ♥ See themselves as God's children.

The children will grow socially to –

- ♥ Learn to play, work and communicate with peers and adults.
- ♥ Adjust to group situations.
- ♥ Accept others even though they may be different from self.
- ♥ Develop a sense of community.
- ♥ Accept changes in environment and routines.

The children will grow emotionally to –

- ♥ Develop a positive self-concept.
- ♥ Be free to risk failure and be comfortable with mistakes.
- ♥ Develop a sense of security and trust.
- ♥ Show independence and self-responsibility.
- ♥ Channel emotions into appropriate and acceptable outlets.

The children will grow physically to –

- ♥ Develop gross and fine motor control.
- ♥ Develop eye-hand and eye-foot coordination.
- ♥ Become aware of his/her own body.

The children will grow cognitively to –

- ♥ View himself/herself as a unique individual created and valued by God.
- ♥ Develop his/her God-given talents and abilities.
- ♥ Express ideas in his/her own unique way.
- ♥ Continue to develop language use and understanding.
- ♥ Develop an ever-increasing attention span.
- ♥ Initiate his or her own activities.
- ♥ Develop pre-reading and pre-writing skills including:
 - o Visual discrimination
 - o Auditory discrimination
 - o Understanding of symbols (letters and numbers)
 - o Love of and interest in books
- ♥ Complete tasks begun.
- ♥ Be free to express and create artistically using a variety of media.

Worship Opportunities

We encourage you to take part in weekly worship, Sunday School, and Adult Bible Studies. If you are seeking a church home, we invite you to consider the Bethany Lutheran family. In addition, baptism is offered to all families. Feel free to contact the church office for additional information.

At Bethany, worship is a celebration of what God has done for us in His Son, Jesus Christ, our Lord and Savior-His initiative in our life, His saving events throughout history. Worship is a remembrance, a reenactment-if-you-will, of God's redemptive acts for all people throughout history; it is also a joyful reception through faith, by God's people now, who live to proclaim His redeeming grace to all the world.

The Lutheran understanding of "Gottesdienst" or "God's service to us" and "our service to God" are foundational to all that we do in worship. God first comes to us, and we respond in confession, joyful praise, prayer and humble faith. Worship Service times are: Sunday at 8:00 a.m., 9:30 a.m. and 10:55 a.m. (convergent/blended style). Further information about the church is available through the church office at 562-421-4711.

Our Christian Faith

We are a Christian preschool sponsored by Bethany Lutheran Church. Your child will have "Jesus Time" in the classroom daily. We will use songs, stories, flannel board, CD's, puppets, and other types of visual aids to help your child come to know the love our Savior Jesus has for them. The children participate each week in a developmentally appropriate chapel service presented by our church and school leaders and teachers. Chapel is held on Tuesday mornings. Offerings are collected to support special causes which are highlighted in our newsletter. A chapel schedule will be posted on the Parent News board. You are welcome to join us. Once a month we celebrate the Baptism Birthdays and weekly we celebrate the birthdays of children and staff members. If you are interested in having your child baptized, or have any questions relating to baptism, see your child's teacher, the director, or one of our pastors.

We will sing during several Sunday morning church services. We will let you know the dates in advance.

We will also have a special Christmas Service in December. This is a wonderful opportunity to invite friends and family to come and hear the Gospel presented by our little children.

Bethany 101 and Bethany 201 are courses that explore the key truths of the Christian faith from a Lutheran perspective and the process and purpose of membership at Bethany using the Bethany Blueprint as our design. Attendance at 101 is required for those joining Bethany Lutheran Church. Bethany 201 is required for those joining Bethany Lutheran *apart from the transferring of membership from another LCMS congregation*. Those transferring membership *are welcome to attend*.

- ❖ Bethany 101 is a one session experience where we talk about the history of Bethany, our vision, structure and the Bethany blueprint.
- ❖ Bethany 201 covers the core basics of the Christian faith from a Lutheran perspective, in 4 sessions. We use discussion, instruction and video presentation in each session.

For more information contact the Church Office (562) 421-4711 or by emailing our Office Administrator, Cindy Morrison at cmorrison@bethanylutheran.org

Every morning, at 7:45 a.m., teachers, meet for devotions, prayer and worship. This is an opportunity for the staff to pray for the needs of our families and students, teachers, pastoral staff, and our leaders. If you have specific needs and wish to have prayer, email the Director at tsimpson@bethanylutheran.org.

Non-Discriminatory Policy

Bethany Lutheran Preschool admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities made available to the students. Discrimination based on race, color,

sex, age, disability, or national origin is prohibited. We will accept most agency assisted financial programs.

We cannot guarantee that we have the resources to adequately serve children with special needs or certain physical impairments. We also keep in mind the health and safety of all children enrolled in our program.

If you wish to enroll your child with special needs, a planning session will be held with parents/guardians, health, and/or education specialists, the director and classroom staff. This meeting will be held to review/plan an Individualized Education Plan (IEP). The same committee will meet at least quarterly to re-evaluate the child's progress. If, at any time, the committee determines that we cannot adequately meet the needs of the child, we reserve the right to remove the child from our program. We will do all in our power to refer the family to a program that will meet the child's needs. Our decision will be made in the spirit of the Gospel and in service to all children in our program.

For their first 6 weeks in Bethany Lutheran Preschool, all students are on probationary status while we evaluate their needs, attitudes, and placement, after which some changes may need to be made. This is for the good of the children and parents as well as the center to ensure a good fit.

Governing Body

Our Policy making decisions are made by the Board of Schools, which consists of voting members of Bethany Lutheran Church.

Teacher Qualifications

Our teachers and assistant teachers are experienced early childhood educators. They are Christians who provide a warm and loving environment and have a sincere concern for each of our students. They have met and exceeded the State of California Licensing requirements for early childhood educators. Some of our teachers have a Bachelor of Arts degree, Associate of Arts degree or California Child Development Teacher Permit. All employees are fingerprinted and undergo a thorough background check.

Staff members participate in several professional development opportunities throughout the year. Furthermore, a professional growth day is programmed into the calendar. The staff have opportunities to attend the Lutheran Educators Conference of the Pacific Southwest District, the Pacific Southwest District Early Childhood Equipping Conference and a regional conference.

Educational Approach

We are a developmental, play-based preschool. Small motor development occurs through manipulative materials in the classroom, such as blocks, puzzles, learning games, toys, and art activities such as cutting, gluing, coloring, painting, printing, play dough, and weaving. Socialization skills and school readiness are developed in fun ways through interaction in the housekeeping area, book corner, and small group activities. We create an atmosphere that is comfortable and compatible with the children's interests and abilities.

Large muscle development occurs through active play. The children paint large pictures (sometimes covering the entire fence with paper to paint on), they dig, climb, swing, balance, ride tricycles and scooters, use sand toys, play with the parachute, and bounce, catch and throw balls.

During our inside group (circle) time each day, children are learning through the repetitious daily curriculum that may include helper charts, share time, stories, finger plays, songs and theme related activities. The group time is geared to the attention span of each room's enrollment.

Books and theme related items are welcome. Toys from home are discouraged as they cause distractions when a child does not want others to play with them/ or they are lost or broken. If a toy is brought from home, it will be kept in the child's cubby for the day. We do not allow any violent type toys to be brought to the preschool at any time; nor are the children allowed to play in an aggressive, violent way.

Each classroom will post a weekly lesson plan that includes spiritual development, themes, portfolio items that we will be collecting, social emotional development, social studies development, physical education development, fine art development, language arts development, science development, Spanish, and mathematics development that we are focusing on for the week/month. Our monthly scope and sequence is listed on our weekly lesson plans and directly correlates to our Pacific Southwest District Curriculum Guide and our assessments which are done three times per year. The lesson plan will also list upcoming events.

We are a play based developmental program that is very intentional about giving different types of learning opportunities to the children throughout the day, week and year. We use "One in Christ," "ZooPhonics," "Handwriting Without Tears," "Spanish Champs" and "Conscious Discipline" in our classrooms. Each teacher develops lessons based on the developmental needs of the children in her care. Each child will receive a portfolio at the end of the school calendar year that has been developed throughout the year with pictures, assessments, art work, anecdotal records, etc. that serves as a view of their developmental progress and we hope will be a treasured keepsake for years to come.

Students have a weekly opportunity for additional Music and Movement with our Bethany Lutheran Church Music Department. We also offer a weekly Spanish circle time for our students. These are offered as part of our preschool program at no additional cost to our families. Classroom teachers are present during the music and Spanish lessons and extend the lessons learned into the classroom throughout the year. Our Pre-K/TK students also have the opportunity to meet with our 6th grade buddies each month typically in Room 101, the elementary picnic tables, the grass field and the library. They will do activities together such as reading, Ipad games, parachute play and puzzles.

Enrollment Policy

Enrollment is open to any child able to benefit from the program who is two years old to entrance of kindergarten. Enrollment is limited. Parents may enroll their children into a three, four, or five day half day or full day session. Prior to your child's enrollment, we encourage any prospective parent to visit our facility and set aside a time to meet with the preschool director. All of the California state enrollment forms (linked on our website) must be completed prior to the child's admission into the preschool program. Notify the Preschool office immediately if you move, change telephone numbers, begin a new job, add someone who is allowed to pick up your child, or in any way change data you had given us on

your enrollment forms. We use this information to reach you in case of emergency, therefore, it is extremely important that we have accurate information at all times.

There is a priority of admissions which gives priority to children of staff members, returning students, siblings of current students, and Bethany Lutheran Church members. Children are placed into classes with their peers based primarily upon their birthdate and secondarily upon their developmental and academic level. Class sizes are limited by teacher to child ratio and the square footage of our facility.

We do not require children to be potty trained. We change wet diapers or pull-ups several times each day; and we change bowel movements immediately. Our teachers and their assistants communicate with parents regarding the child's readiness for potty training. When the child appears to be almost ready, we will remind him or her to try to go potty frequently, and we will let the parents know when the child is ready for underwear.

Sign-in and Sign-out

It is required by the Department of Social Services of California that each child must be signed in and out upon arrival and departure using your full signature, not initials, and noting the time of day. Failure to do so can result in a fine of \$50 per occurrence. If a fine results, the cost is passed on to the parent/guardian who does not comply. Be sure to adhere to this policy. If a lack of signatures continue the family may be asked to leave the program. Sign-in/Sign-out sheets are located in each classroom. If your child is absent, we appreciate a phone call letting us know why. Bring your child all the way into the classroom ensuring the teacher is aware the child is present and help him/her to relax and feel comfortable. A warm greeting from the teacher and a big hug from you will be a nice beginning to your child's day. Brief and loving good-byes are the best.

Your child will be released to **ONLY THOSE INDIVIDUALS LISTED ON THE EMERGENCY/MEDICAL FORM**. No child may be released to a person less than 18 years of age. If someone other than yourself will be picking up your child, be sure to give prior written notice of the appropriate details to the child's teacher or the director. If the person picking up your child is not on your designated list they will need to be added before we can release your child. We will ask this person for ID, as we will not release your child to a stranger. If a non-custodial parent is not permitted to pick up your child, we must have legal and official documentation on file. To ensure the welfare and protection of your child your cooperation is sincerely appreciated. Let your child's teacher know if you plan to pick your child up at a time different than your usual pick up time, especially if you will take your full day child out before or during nap.

Arrival and Departure

We ask that children arrive by 8:45 a.m. at the very latest. It is difficult for the child when he/she is dropped off after the structured part of the class has begun; and it is disruptive for the teacher and the other children.

Children attending "Full-Day" Preschool may arrive between 6:30 and 8:45 a.m. and may be picked up any time between 2:30 and 6:00 p.m. After 6:00 p.m. late fees of \$10 for every ten minutes or a portion thereof apply and are billed via FACTS.

Children attending "Part-Day" may arrive between 8:30 and 8:45 a.m. and be picked up at 12:00 noon. After 12:15 p.m. late fees of \$10 for every ten minutes or a portion thereof apply and are billed via FACTS.

When it is apparent a parent is running late, the teacher in charge will call all numbers in the order you specify. If your child has not been picked up by 7:00 p.m., if we haven't heard from you and can't get in touch with anyone on your child's emergency list; we will call Child Protective Services.

Use our direct telephone number to call and let the staff know you are caught in traffic and on your way. Calling the day school number will give you our voice mail and that does not get transferred to the staff on duty; they will not know you have called. Use the PRESCHOOL PHONE NUMBER - 562- 429-7335 if you know you will be late. This helps your child to know you are coming -especially during the darker winter months when it is kind of scary to be the last child here! Repeated late pickups may be cause for asking you to withdraw your child.

Notify the preschool office if your child will be absent for the day.

Tuition Policies

A non-refundable registration fee of \$190 for the school year for new students, \$170 for returning students and \$75 for summer camp is required for official enrollment and is due at the time of registration. This fee covers the cost of registration materials, supplies, t-shirt, yearbook and curricular materials. It also includes the \$10.00 Disaster Supply Fee, which is paid only one time during a child's years at Bethany.

Tuition changes yearly for the preschool. Tuition is charged on a school year basis, with an annual fee, payable in full or in 10 equal payments-August through May. A current fee schedule is available in the Preschool Office or on the website at www.bethanylutheran.org.

Tuition payments are made through FACTS Tuition Management Program. Each payment is 1/10th of the total and is not related to the number of school days in that month. If the entire year's tuition is paid on or before August 1st, a 5% discount will be given. In order for this to happen the account must be set up in FACTS early in July. Parents are given the choice of having payments withdrawn on the 5th or the 20th of each month-August through May. No refunds can be given for days of illness. Full tuition payment will be expected to hold your child's place in the classroom in the event of family vacation time. No refunds of tuition will be given.

A tuition discount is given to siblings of an enrolled preschool child, either in the preschool or elementary.

A child absent for two (2) consecutive weeks will be dropped from the official class list UNLESS the office has been notified in advance. **A two-week written notice is required if a child is to be withdrawn from preschool during the school year or tuition will continue to accrue. You will pay tuition for the final two weeks after notice is given. Any outstanding tuition must be paid in full before the child leaves Bethany Lutheran Preschool.**

If your start date is after the first day of your child's program, the tuition rate is pro-rated based on how many days your child is actually enrolled in our program.

In the event the preschool closes due to a response to natural disasters or emergencies, there will be no refund given for closed days nor will tuition be pro-rated. We will follow the recommendations of the Superintendent of Long Beach School District in response to a Long Beach wide situation. We will follow the recommendations of the superintendent of Los Angeles for Los Angeles County wide situations.

Preschool Summer Camp tuition is completely separate from the school year tuition and is billed separately, payable in three sessions, to enable and encourage family vacations.

In Gradelink there will be a contract between the parents and Bethany Lutheran Preschool stating that the parents will agree to abide by the tuition policy as stated in this Parent Handbook.

Unless other arrangements have been made with the Director, late payments are assessed a \$30.00 late fee. Should tuition become one month delinquent, the student may be dropped from the program. In the event of a returned check, you will be required to repay the amount plus a returned check fee of \$30.00. We do accept credit cards. There is a \$30 fee for a declined credit card.

Space permitting, a session change may occur. There is a \$25 program change fee. One change is allowed without charge.

If you would like your child to come to school on a day that they are not scheduled to come, you may email the director, three days in advance, to arrange it in advance if space is permitting at an extra charge of \$30 per day for the preschool hours between 8:30 a.m. and noon or \$50 per day for the full day between 6:30 a.m. – 6 p.m.

Discipline Policy

The Bethany Lutheran Preschool staff is integrating the principles of Conscious Discipline into our program as our classroom management model. As we acquire the Seven Powers for Self Control and the Seven Basic Skills of Discipline, we gain the ability to become proactive instead of reactive in conflict moments. We are learning to accept conflict as a teaching opportunity instead of viewing it as a disruption to learning. Each of the seven powers has a slogan to help the adult remember to use it in conflict situations. The powers and their slogans are as follows:

- 1) Power of Perception: No one can make you mad without your permission
- 2) Power of Unity: We are all in this together
- 3) Power of Attention: What you focus on, you get more of
- 4) Power of Free Will: The only person you can make change is yourself
- 5) Power of Love: See the best in others
- 6) Power of Acceptance: The moment is as it is
- 7) Power of Intention: Conflict is an opportunity to teach

From the Seven Powers for Self Control emerge the Seven Basic Skills of Discipline. These skills promote a peaceful inner state in children. From this state, children are free to learn, cooperate and help each other to be successful. Each of the seven skills has a slogan to help remind teachers the purpose of each skill. The Seven Powers for Self Control, along with The Seven Basic Skills of Discipline, define Conscious Discipline. The Seven Basic Skills of Discipline and the slogans that support them are as follows:

- 1) Composure: Becoming the person you want children to be
- 2) Encouragement: Building a school family

- 3) Assertiveness: Saying "no" and being heard
- 4) Choices: Building self-esteem and willpower
- 5) Positive Intent: Creating teaching moments
- 6) Empathy: Handling the fussing and the fits
- 7) Consequences: Helping children learn from their mistakes

The principles of Conscious Discipline align easily with the teachings of Jesus. The belief that we are all sinners leads to the realization that conflict will never be eliminated in this world. We are not attempting the impossible through fear of punishment. We will never use corporal punishment. We are even working toward replacing "time out" with the "safe place" where children take themselves to re-gain their composure. Instead, we follow the example of Jesus and use moments of conflict to model and teach loving behaviors.

We teach forgiveness by forgiving; we teach love by loving the children and their families. We model the seven powers and seven skills of Conscious Discipline as we teach them to our students. Through this modeling and teaching, we are helping our students to develop self-discipline. We are helping them to develop problem-solving skills that will benefit them throughout their lives and into adulthood.

1 Bailey, B.(2001) Conscious Discipline: 7 Basic Skills for Brain Smart Classroom Management. Oviedo, Florida: Loving Guidance, Inc.

The purpose of discipline at Bethany Lutheran Preschool is to instruct the children in proper conduct. Discipline also teaches the children to develop self-control in order to live according to established standards of behavior in our society.

Techniques of discipline must be fair, consistent, and respectful of children and their individual needs and stages of emotional development.

Acceptable discipline techniques used by our teachers include:

1. Setting fair and consistent standards
2. Providing clearly-defined expectations
3. Redirecting the child to appropriate activities
4. Temporarily removing the child from a stressful situation
5. Limiting the child's participation in certain activities
6. Sending the child to spend time with the director
7. Contacting the child's parents for removal from the preschool

Discipline techniques our teachers do not employ at any time include:

1. Physical punishment such as spanking, slapping, hitting, pinching, or shaking
2. Verbal abuse, threats, or derogatory remarks about a child or his/her family
3. Restriction or confinement by physical means except when a child is in danger of hurting him/herself or others
4. Humiliation or frightening punishments

In an atmosphere that expects conflict and uses it to teach, mistakes are opportunities to learn responsibility. Rather than using punishment and rewards, which rely on judgement, Conscious Discipline uses consequences, which rely on reflection. Consequences are administered with the intent of helping the child learn to make better choices.

A child may be asked to leave Bethany Lutheran Preschool if, after conferences with the teacher, the director, and the parents, it is determined that Bethany Lutheran Preschool is not able to meet the needs of the child and/or the family while continuing to meet the needs of the other children enrolled in the school.

Harassment Policy

Bethany Lutheran Preschool is committed to provide a learning environment that is free from harassment in any form. Harassment of any student or staff member by any other student or staff member is prohibited. Any allegations of harassment will be considered seriously by the staff and will be investigated in a prompt, confidential and thorough manner. Harassment includes, but is not limited to, any of the following: verbal harassment, physical harassment, visual harassment, and sexual harassment.

Student Conduct Policy

Since a child's behavior is the ultimate responsibility of the parents, the parents will be expected to see that their child conforms and complies with acceptable standards of behavior within the preschool environment.

THE FOLLOWING BEHAVIORS ARE CONSIDERED INAPPROPRIATE AND UNACCEPTABLE:

1. Causing physical harm to another by hitting, biting, kicking, throwing objects, and/or any other dangerous physical actions.
2. Continual use of inappropriate language, spitting, verbal abuse, or degradation by children directed at other children or adults.
3. Destruction of property.
4. Repeated non-compliance by the child with the rules and routines of Bethany Lutheran Preschool and/or failure to listen to instructions by caregivers.
5. A child's behavior that is potentially harmful to themselves or others.

Failure to conform to these standards may result in the child's removal from the program.

Important Health Requirements

The Department of Social Services of California requires a pre-enrollment physical. This form is to be signed by a doctor and is a one-time requirement stating any medical needs or conditions your child may have, and acknowledgement that a TB test is not required or results of the administered test.

All children entering preschool for the first time are required to have the necessary immunizations. We follow the "NO SHOTS, NO PRESCHOOL" policy. An officially documented copy of immunizations from the doctor's office must be provided to the preschool. Failure to comply with this regulation may cause your child to be excluded from preschool. The child may return when the immunizations have been provided. No child may enter preschool without all shots being up to date.

Sick Policy

We are concerned about the health of your child. The California State Licensing regulations require us to have only healthy children in the preschool. Children who are ill or who show symptoms of illness while at preschool will be sent home. By keeping your ill child at home, infections are not being spread to others and your child is not being exposed to others while his/her resistance to infections is low.

Children with the following symptoms are **NOT TO BE SENT TO PRESCHOOL AND WILL BE SENT HOME**:

- with a cold that has a yellow-greenish nasal discharge
- with a sore throat
- with a constant cough
- with a temperature higher than 99 degrees Fahrenheit with other symptoms, within the past 24 hours. Children should be fever free for 24 hours without use of a fever-reducing medication.
- with undiagnosed skin eruptions or rashes. A note from a doctor is required to return to school.
- with general signs of listlessness, fatigue, flushed skin, or headaches
- with vomiting or diarrhea occurring within the past 24 hours
- unable to participate in the daily routine due to possible illness or fatigue
- with lice or nits in their hair
- that is taking antibiotics but has not been on the antibiotic for 24 hours
- with an eye discharge or crust. A child with conjunctivitis must stay out for 24 hours after the prescription medication starts and until all redness and discharges are gone.
- with ringworm. Ringworm should be treated by a physician and is contagious until 24-48 hours after treatment or unless covered by clothing.
- with impetigo. Impetigo should be treated by a doctor and is contagious until 24-48 hours after treatment.
- with symptoms of a possible communicable disease

If your child has been absent from school for two days or more due to illness, a doctor's note is required to return to school.

Even if your child appears to be well, he/she will need to remain at home for the day. **NO EXCEPTIONS.**

SHOW CONSIDERATION FOR OTHER CHILDREN AND STAFF BY KEEPING YOUR ILL CHILDREN AT HOME! If your child has a doctor's appointment for a suspected illness; do not bring your child to class prior to the appointment.

If your child becomes ill during the day, parents will be called and someone from your Emergency Contact List will be expected to come for the child **within the hour**. If you are out of the area, send someone from your Emergency Contact List to come for your child.

It is vital that the office has the name and telephone number of an adult who can come for your child in case of illness. Keep this contact information up to date by informing the preschool office of any changes.

Every effort is made to provide a safe environment for your child; however, accidents do occur. If this should happen, first aid is given as soon as possible and parents are notified either by an accident report if the injury is minor or by a telephone call if the staff feels it is more serious and might need further care.

The staff will complete accident reports when your child is injured at school. Some children will get hurt and not inform a teacher or staff member. Encourage your child to tell an adult any time they get hurt!

If your child becomes ill with a contagious infection or illness, notify the office immediately. All parents need to know if their child has been exposed to an infection or illness! The director will email notices of what symptoms to watch for. Children with nits will not be allowed to attend preschool even if a parent says treatment was administered. The lice nits, dead or alive, must be removed to prevent the spread of lice. An inspection by the Director will determine if lice and nits are gone before readmitting the child.

Failure to comply with the set illness policy of Bethany Lutheran Preschool can result in termination from the program.

Insurance

All students are covered by a limited accident insurance policy that is secondary to any policy you may have on your child. Information regarding payment for any accident is available through the preschool office.

Administering Medications

According to California Educational Code and state licensing regulations, medication can be given at school only under the following conditions: 1) The medication must be prescribed by a physician, 2) a written statement from the physician must be on file at the school stating the dosage, method of administration, and time schedule for administration. For over the counter or prescription medications, we also require a written statement from the parent or guardian requesting assistance in administering medications per medication direction. If your child requires an on-going dosage of medication that must be given during the preschool hours, the following procedures must be followed:

- All medication **MUST BE IN THE ORIGINAL CONTAINER** from the pharmacist. We do not administer over-the-counter medications without a Doctor's permission.
- A "Medication Release" form must be filled out.
- All medicines must be handed directly to a staff member. **DO NOT** put the medicine in the child's backpack, lunchbox or cubby. This includes sunscreen, diaper cream and lip balm.
- If your child has a food allergy that requires an Epi Pen, meet the director to discuss precautions to be taken and complete the appropriate Incidental Medical Services forms and Community Care Licensing form to be kept with the medication.
- If your child needs nebulizer care, see the director for Incidental Medical Services forms and other instructions.
- If medication is administered at home, inform your child's teacher in case any unusual or adverse reactions occur.

Birthdays

Each teacher designates a special day to recognize each child's birthday. We celebrate each child's birthday with singing and a birthday crown. The children are also recognized at our weekly chapel service. If you would like to bring in a special, mini treat (mini cupcakes, donut holes, fruit snacks, fruit, etc.) or small token to share with the children in your child's class, contact your child's teacher 24 hours in advance. Food items MUST be store bought. We also ask that you are sensitive to allergies and provide a treat that is peanut/tree nut free. In addition, Baptism birthdays are celebrated each month in chapel. No candles or balloons.

Food - Snacks & Lunch

Snacks are served each morning in the program. Students in the full day program will also receive an afternoon snack between 3-4 p.m. Each snack time will include one serving from at least two different food groups. Menus are sent home in the weekly e-news and are posted on our parent bulletin board.

If you forget to bring or purchase a lunch for your child, we will provide one and we will charge your FACTS account \$5.00. Make sure your child's lunch is well balanced, nutritious and healthy. The lunch container needs to be clearly marked with your child's name on the outside. Lunches sent from home must come prepared as the center can only warm up the food sent from home. This includes instant mac-n-cheese, instant oatmeal, frozen meals, etc. The children will have a 30 minute period to eat their lunch. We encourage children to eat the main staples first (i.e. sandwich, fruit, cheese, etc.) Lunches can also be purchased online through Choice Lunch.

Food Allergies

The parents' responsibility is to inform Bethany Lutheran Preschool of their child's allergy and the severity of it. We need a Doctor's note declaring the allergy. The parent's secondary responsibility is to provide us with lists of known safe foods and with lists of ingredients that are not safe.

The simplest solution is for children with serious food allergies to bring snacks from home.

Bethany Lutheran Preschool does not restrict what parents send their children in their lunchboxes. If your child has a food allergy, discuss this with the director and teacher so that strategies can be employed to keep your child safe.

Suggested Clothing

Preschool is a place for investigating and learning about many things. Many of these investigations can become quite messy and wet. Children can, and probably will, get messy and/or dirty at times at preschool. Send your child to preschool in clothing you can easily launder. While painting, the child often gets paint on their hands, arms and any clothing not covered by our paint aprons. We use washable paint, but it can stain some clothing.

We appreciate you sending your child to preschool in clothing he can easily manage to unfasten and refasten when going to the bathroom. Suspenders, belts, "body shirts", bib-type overalls are all adorable and look cute on your child, but can cause a bathroom accident if it can't be undone quickly enough. The children will be learning to do many things for themselves. If a child cannot manage the clothing after trying, help will be provided. It is the responsibility of the parent to keep pull-ups and wipes at school.

We encourage children to bring a jacket or sweater that can be left at preschool. We also request that a change (or changes) of clothing be left at preschool in case of an accident requiring a clothing change.

Tennis shoes and socks are best for running, climbing, and playing in our playground. Open toe sandals are not permissible as they are not safe for climbing or comfortable for sand play and dressy shoes can be slippery. The preschool has a very limited amount of extra clothing on hand. It is important to label coats, jackets, lunch boxes, and all possessions brought to preschool with your child's name. If your child is potty-training several changes of underwear, bottoms, socks and even an extra pair of shoes may be necessary.

Our playground equipment is not intended to be used while wearing necklaces or sweatshirts with laces. Our preference would be that these not be worn to school. If a child does wear them to school, they will be asked to put them in their cubby during outside play.

Lost and Found

In the event that an item is lost, the school is not responsible for the missing item. Labeling all belongings will help us locate lost items and help all things make their way back home. Periodically check the lost and found bins located in the Preschool hallway. Signs will be posted when it is time to clean out the lost and found and unclaimed articles will be sent to charity.

Parent and Preschool Communications

Knowing that the preschool supplements the home life, a close relationship with parents is encouraged so that home and school may each benefit from cooperation, planning and understanding.

- We invite the parents to view the classroom in action and have special days set aside for parents each year to participate. You and your family are welcome to visit the school and your child's classroom anytime during the school year. When visiting, you are required to stop by the preschool office to sign in and get a "visitor's badge". Due to insurance restrictions and Title 22 regulations, only enrolled children may stay in the classroom without their parents present. SB792 also requires that anyone who engages with children have a copy of the following immunization records on file in the preschool office: yearly flu shot, measles, pertussis, and tb.
- Our teachers want to become closely acquainted with you. When children are present in the classroom, teachers are required to give their full attention to the children. If you need an extended visit with the teacher, it is possible to meet with him or her after the preschool hours or by phone.
- Parent conferences are scheduled for a day in the late winter/early spring. Dates for these conferences will be announced in advance and by appointment. The schedules will be posted in your child's classroom. Parents are provided with an assessment three times a year. The first assessment is given in October as a skills check. The second is given at the Parent Teacher Conference and the final is given in May/June.
- A weekly newsletter and other important communications are sent home via email. One posted copy is available on the parent board.
- Preschool parents are encouraged to take part in the Parent Teacher League with the elementary school parents.
- We also have opportunities for parents to help with special days.
- We invite parents to attend parent information nights, our annual Christmas Service, parent workdays, and other special scheduled family days.
- Important notices are placed in the child's cubby with your child's work. Check them daily.
- Our app can be downloaded from the App Store or Google Play. If you have a preschool child you will login with the username and password: preschool. If you have a child in both the dayschool and preschool login with the username and password: all.
- Families may receive phone messages and can opt in for e-mail notifications from SchoolMessenger each year.
- Our classroom teachers use an app called Class Dojo. See your teacher for more information on signing up for this communication.

Families Involved In Service Hours (FISH)

Each Bethany Lutheran School family unit is asked to give five hours of service to our school each year. Families with children in both preschool and elementary school will give a total of five hours of service. These hours are to be completed by the parents/guardians, grandparents, aunts/uncles or high school graduate siblings of the students in our school.

The primary purpose of the FISH Program is to strengthen the relationship between families and our school. Willingness to use God-given abilities in service to the school enriches all of us, particularly the children, as they see servant hearts modeled. Details about how FISH hours may be served are included in a folder given to each family upon entrance to Bethany Lutheran School. If you have any suggestions to add to the list, feel free to share them with the day school Principal or the Preschool Director.

When necessary, a donation of \$100 will be accepted in lieu of service hours and will be due before the first day of school. These donations will be used to hire a part-time FISH coordinator and to fund other programs in the school. Un-served hours will be billed at the rate of \$20 per hour at the end of the school year. It is up to each family to decide how and when to fulfill their FISH commitment.

Your time and talents will improve both the quality and the quantity of programs we can offer and we also hope the FISH Program will serve as a great way to get to know the other families in our Bethany community.

Volunteers

Due to a law that was passed in 2016 (SB 792), we are now required to have immunization records including measles, pertussis, and flu on file for anyone who interacts or engages with the children. You may date and sign a note waiving the flu shot each year. In addition, volunteers must provide proof of a clear tb (taken within 1 year prior to coming to volunteer or within 7 days) and must sign a waiver that they are in good health which is available in the preschool office.

Community Service

Each year the preschool may participate in a toy drive, food drive or clothing drive to help a mission, our military or the people in need in our community.

Program Schedule

We offer the following sessions:

Preschool Program 8:30 a.m. – 12 noon.

Full Day Program 6:30 a.m. – 6 p.m.

Lunch time 12 noon

Note that on Thursdays we will go to chapel at 9:15 a.m. & outside time will be adjusted accordingly.

For those students enrolled in our full day program, the preschool will provide a nap cot for your child to nap on. Your child does not need to sleep, but must rest their body quietly. Children in our Pre-K and TK classes will have an opportunity to have a “quiet activity bag” after a designated amount of rest time has passed if they are not asleep. See your child’s classroom for specific rest times. Bring a crib sheet for your child to use on his/her nap cot at school. This can be kept at school with a small blanket and small stuffed animal. These items will be washed once a week by our staff.

No pillows or sleeping bags.

Field Trips

Field trips are important aspects of a child's education. Field trips are connected to specific learning currently happening at our center. Many field trips actually "come to" the classroom. We may also take several off campus walking field trips during the school year. A returned permission slip with parent signature will need to be returned to the school prior to the event. To help ensure close supervision of classroom students, siblings are not allowed to accompany parents on field trips. If there are not enough parent helpers with immunizations on file in the school office for a field trip, the trip may be cancelled. On-campus field trips require our yearly Campus Usage Permission slip and include nature walks to the garden or grass area, gross motor play in Room 101 or the gym, chapel in the sanctuary, visits to the elementary school library, music in the Choir Room, etc.

Extracurricular Activities

Webby Dance and Play Sports are available on a weekly basis for an additional cost. Sign up sheets are available in the Preschool hallway. Children will be picked up from class and taken to the gym, the grass field or Room 101 for these activities. All outside instructors have been fingerprinted, immunizations on file and have the minimum number of units necessary to teach in a preschool setting.

Preschool Summer Camp

Camp runs for several weeks during the summer depending on the calendar year. The only holiday observed is the 4th of July. Hours of operation are 6:30 a.m. – 6 p.m. unless otherwise noted. Tuition and information regarding the program are available in March or April. This program runs separate from the school year program. This parent handbook applies to preschool summer camp. You will be charged only for the weeks your child has registered to attend. Fees are prepaid and are non-refundable and non-transferable.

Holidays

Each family will receive an annual calendar listing special dates and events scheduled for the school year. Note: The Preschool will be closed in observance of the following holidays:

Labor Day
Veterans Day
Thanksgiving Day and the Friday after Thanksgiving
Christmas and Christmas break
New Year's Day
Martin Luther King Day
Presidents' Day
Parent-Teacher Conference
Good Friday & Easter Monday
Easter Break Friday for Teacher In-Service
Memorial Day
Independence Day
2 weeks prior to the opening of school
Day between school calendar year and summer session

Preschool will be closed for part-day students on the Monday, Tuesday, and Wednesday of Thanksgiving; and the week following Easter.

Photography and Videos

When a child is enrolled in Bethany Lutheran Preschool, his or her parents or guardians are given a Photo Release Form to complete. They have the option of consenting to the public display of pictures or denying consent. They can update and change their consent/ denial at any time. Photographs, digital photographs and or videos will be taken of children during school activities or events. These images will be used for classroom documentation, portfolios, displays, website, school Facebook, and/or advertising purposes. No compensation will be given.

Earthquake/Emergency Procedures

In the event of an earthquake or other disaster, your child will be provided for at Bethany Lutheran Preschool until you can come to get him/her. Bethany Lutheran Preschool has a plan for evacuating the buildings in case of a severe emergency. If the building is deemed unsafe, we will go to the large grassy field adjacent to the parking lot.

We have food, water, medical supplies, blankets, search and rescue tools and other provisions to care for the children for up to 72 hours.

Our staff has been trained in CPR and pediatric first aid.

In case of a disaster, the gates to the parking lot will be locked and when parents come for children there will be someone posted at the Clark gate to bring your child to you. It is imperative we have the emergency cards that were included in your registration papers up to date and on file at all times. Anyone not listed on this card to pick up your child will be turned away and we will stay with the child until an authorized adult comes.

We conduct monthly fire drills and earthquake drills four times per year. A copy of our campus disaster plan is posted on our bulletin board in the entry hallway of the preschool and available upon request.

Safety of Your Child

Realizing the potential for violence in today's world, we believe your child will be as safe as possible at Bethany Lutheran Preschool.

Teachers are instructed to always ask for picture identification when a child is picked up by someone we do not recognize – even if it is the child's parent.

If we see someone on campus we do not recognize we will find out why he/she is here.

Should your child be severely injured at preschool, we will call "911" first then the parent. For this reason, we must always have correct current telephone numbers on file for you.

Traffic Flow and Parking

For the safety of the many children who attend both Bethany Lutheran Preschool and Bethany Lutheran Day School/Extended Day Care, we ask you to be extremely careful as you drive in and out of our parking lot. Drive slowly, watchfully and courteously.

During the times of 8:15 am - 8:45 am, enter from Clark Avenue, park and drop off your child, return to your car and drive through the parking lot and exit onto Arbor Road.

In the afternoons, between 3:00 - 3:30 p.m. you can drive through the parking lot and exit onto Arbor Road.

If there are traffic barriers at the end of the preschool playground, you must exit back onto Clark Avenue.

If the rolling gate is closed do not open it. Find an empty parking space on the front parking lot, or park on Clark or Arbor while you bring or pick up your child.

The Arbor walkway gate is on a new system that requires a buzz in for entry after 9:00am until 3:00pm. No entry allowed after gate is locked in the afternoon.

Licensing

Our facility is licensed through Community Care Licensing. The Licensing Agency has the authority to inspect facilities, interview children, interview staff, and review records without prior consent. In order to meet state licensing regulations, it is mandatory that all forms be completed and returned to us by the first day of attendance at Bethany Lutheran Preschool.

Suspected Child Abuse

In accordance with California law, we are required, under penalty of fine and/or incarceration to report the reasonable suspicion of physical abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact the parent in advance of making a report to legal authorities, which would be the procedure followed in most other legal matters. The clear intent of the law (California Penal Code Section 11166) is to mandate a report of reasonable suspicion of abuse. School staff will make such reports in the best interests of the affected child, and do not, once reasonable suspicion is established, have any legal alternative except to make report to the proper authorities for their investigation and review.

Privacy Practice

We are committed to protecting your privacy. Student's and staff's personal information (i.e. address, telephone numbers, email address) are used only by Bethany Lutheran Church and School authorized personnel. Personal information is not shared or distributed with any individual, entity or organization without parent's consent.

Contact Information

Bethany Lutheran Preschool

4644 Clark Avenue

Long Beach, CA 90808

Phone: 562-429-7335

Fax: 562-429-1693

License #: 191600943

Preschool e-mail: tsimpson@bethanylutheran.org

Website: www.bethanylutheran.org

Facebook: <https://www.facebook.com/pages/Bethany-Lutheran-School-Long-Beach-CA/128458637184514>

Hours of Operation: 6:30 AM - 6:00 PM unless otherwise noted

Part-day Program 8:30 AM - 12:00 NOON

The best number to reach our staff between the hours of 6:30 a.m. – 7:30 a.m. is in our opening classroom Room 122 at ex. 27 and in the afternoon Room 121 from 5 p.m. – 6 p.m. at ex. 29