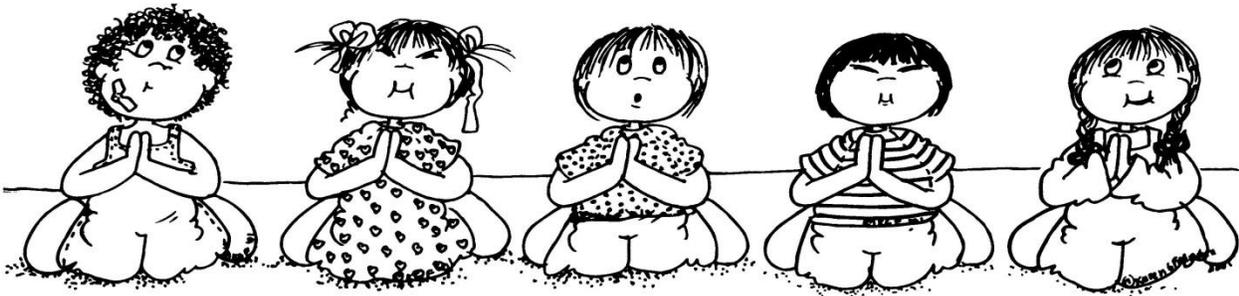


# Preschool Handbook



**621 South Orchard Avenue  
Vacaville, CA 95688  
(707)451-6678  
[www.gobethany.com](http://www.gobethany.com)  
[preschool@gobethany.com](mailto:preschool@gobethany.com)**

**Accredited by WASC and NLSA**

License No. 480100056

## **2017-2018 School Year**

The members of Bethany Lutheran Church are offering a private Christian, non-profit preschool to the community. It is licensed by the Department of Social Services of the State of California, and adheres to standards set by that department.

Bethany Lutheran Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, or other school-administered programs, and it adheres to ADA requirements.

We feel we are offering a service to the community and welcome community involvement at all times.

### **Statement of Faith**

Bethany Lutheran School and Preschool teaches and responds to the love of the Triune God: the Father, creator of all that exists; Jesus Christ, the Son, who became human to suffer and die for the sins of all human beings and to rise to life again in the ultimate victory over death and Satan; and the Holy Spirit, who creates faith through God's Word and Sacraments. The three persons of the Trinity are coequal and coeternal, one God.

We accept and teach Bible-based teachings of Martin Luther that inspired the reformation of the Christian Church in the 16<sup>th</sup> century. The teaching of Luther and the reformers can be summarized in three short phrases:

**Grace alone, Faith alone, Scripture alone.**

**Grace alone** – God loves the people of the world, even though they are sinful, rebel against Him and do not deserve His love. He sent Jesus, His Son, to love the unlovable and save the ungodly.

**Faith alone** – By His suffering and death as the substitute for all people of all time, Jesus purchased and won forgiveness and eternal life for them. Those who hear this Good News and believe it have the eternal life that it offers. God creates faith in Christ and gives people forgiveness through Him.

**Scripture alone** – The Bible is God's inerrant and infallible Word, in which He reveals His Law and His Gospel of salvation in Jesus Christ. It is the sole rule and norm for Christian doctrine.

## **The Ministry of Teaching**

Bethany Lutheran Church, as an LCMS congregation, operates a Lutheran Christian school and preschool. Lutheran schools and preschools are different from other schools and preschools with the following goals and objectives:

- driven by a commitment to the Gospel.
- governed by board members who clearly understand their roles.
- meet or exceed state and national academic standards.
- develop Christian assets in children
- educators who model visionary leadership.
- educators who model spiritual leadership.

Teachers and school administrators are called by God to help raise up the young in the ways of faith. Jesus, the Savior, was also a teacher. He gathered His disciples and others around Him and taught with such conviction and truth that the “many who heard him were astonished, saying, ‘Where did this man get all this? What is the wisdom given to him? What mighty works are wrought by his hands!’ ” (Mark 6:2, RSV). His apostles, likewise, were teachers and gave witness “with great power,” through their words and their deeds, and “gave their testimony to the resurrection of the Lord Jesus, and great grace was upon them all” (Acts 4:33).

The ministry of teaching obligates the teacher to assist his or her students in understanding not only mathematics or physics, but also how the order and discipline of mathematics or physics reveals the mind of God. It obligates one not only to instruct in geography and history, but also to inculcate the faith by helping the students know that God created the mountains, the sea, the rivers, the deserts, the forests, the plains, and all the creatures that inhabit them, and helping them learn that human discoveries, empires, conflicts, and social movements are measured by the divinely ordained order.

The ministry of teaching requires one not only to help students acquire skill in spelling, reading, grammar, and writing, but also to understand that human language is a primary means by which students might explore the wonders of poetry and narrative and sacred Scripture itself—all of which indirectly or directly disclose salvation history. Regardless of the subject, true teachers minister to their students by helping them follow Paul’s admonition:

Finally, brethren, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is gracious, if there is any excellence, if there is anything worthy of praise, think about these things. What you have learned and received and heard and seen in me, do; and the God of peace will be with you. (Philippians 4:8–9)

Teachers in a Lutheran Christian school must be ever mindful that they instruct not just through rational explanation of formal subject material but even more powerfully through word, deed, example, and shared experience. Simply put, they teach the faith by modeling the faith and by modeling faithfulness. This is why all teachers, even before their first meeting with students, must subscribe to the school's statement of faith. This is why teachers are required to give a godly example, both at school and away. Teachers must teach truth and avoid falsehood. "Therefore, putting away falsehood, let everyone speak the truth with his neighbor, for we are members one of another.... Let no evil talk come out of your mouths, but only such as is good for edifying, as fits the occasion, that it may impart grace to those who hear" (Ephesians 4:25, 29).

Teachers minister to their students by providing them with faith experiences. They lead the youth in prayer, praise, and mercy. Paul urged Christians: "Let all bitterness and wrath and anger and clamor and slander be put away from you, with all malice, and be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you" (Ephesians 4:31-32).

Teachers also model the Christian life by being active in their own church community and by serving as intermediaries assisting their students in becoming active in their respective church communities so that those students might be further nurtured in faith where their friends and family are around them.

Even as we may see our society change in its beliefs, Bethany remains rooted in the Holy Gospel and our affirmations of the Biblical truths upon which Bethany is founded and operate do not. Our faith foundation on some, but not all, of those differences are defined below.

*marriage:* the Holy Scriptures teach that God, in creating the world, gave marriage to be the life-long union of one man and one woman (Gen 2:24), a gift to be held in honor and kept pure (Heb 13:4; 1 TH 4:2-5). As a man and woman freely commit themselves to one another, God himself joins them as one. Marriage is far more than a social contract or a mere interpersonal bond. It is an act of God the Creator. So our Lord Jesus says in Matthew 19 (verses 4-6), "Haven't you read that at the beginning the Creator made them male and female and said, 'For this reason a man shall leave his father and his mother and be united to his wife and the two shall become one flesh'?"

*male/female:* Biological sex means the biological condition of being male or female as determined at birth based on physical differences, or when necessary, at the chromosomal level.

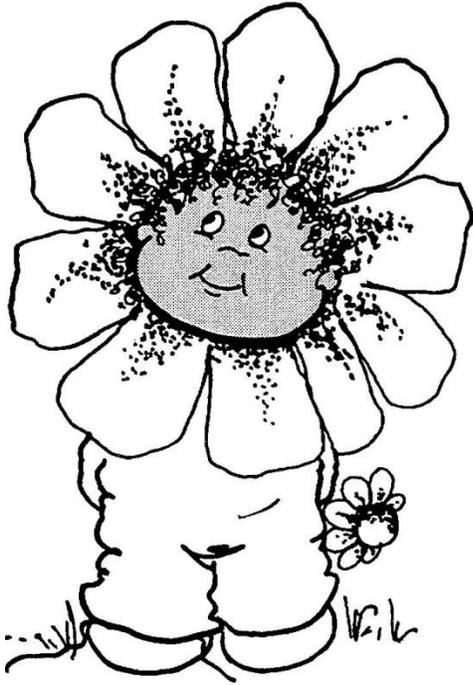
*Facilities use:* Notwithstanding any other board policy, student and other restrooms, locker/shower rooms, etc., that are designated for one biological sex shall only be used by members of that biological sex. In any other school facilities or settings where a student may be in a state of undress in the presence of other students (that is, changing costumes during school theatrical productions and so on), school personnel shall provide separate, private areas designated for use by students according to their biological sex.

*Christlike:* The biblical and philosophical goal of Bethany is to develop students into mature, Christlike individuals who will be able to exhibit a Christlike life. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christlike life. Even though parents may personally believe differently, while enrolled at Bethany Lutheran School, all students are expected to exhibit the qualities of a Christlike life espoused and taught by the school and to refrain from certain activities or behavior. Thus, Bethany retains the right to refuse enrollment to or to expel any student who engages in sexual immorality, including any student who professes to be homosexual/bisexual or is a practicing homosexual/bisexual, as well as any student who condones, supports, or otherwise promotes such practices (Leviticus 20:13, Romans 1:27).

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## **Philosophy**



Our philosophy is to strive to provide a Lutheran Christian preschool program to families of the community that is consistent with the Christian teachings of Bethany Lutheran Church of Vacaville.

We believe our program should meet the needs of the whole child (spiritual, physical, emotional, social, creative, and cognitive) in a safe, nurturing positive environment. We believe a child learns best by having opportunities to explore, create, and discover, and we maintain a child-oriented classroom, keeping an appropriate balance between child-initiated and teacher-directed activities. We believe the learning environment should foster a positive self-

concept in each child, and our staff should be sensitive to the individual differences and developmental stage of each child. We also value our communication with parents and believe in assisting in areas of parent education.

## **Staff**

Bethany Lutheran Preschool is a Christian education ministry of Bethany Lutheran Church. The Preschool Director is responsible for the day-to-day operation of the preschool.

Our teaching staff consists of dedicated and caring individuals who are trained in child development and early childhood education. Their balance of education and experience enables us to offer a preschool program of the highest quality. Additionally, the entire staff participates in on-going in-service education and studies for professional advancement in order to remain current to the needs of children and parents. Our staff is CPR and First Aid certified, passes tuberculosis screenings, is finger printed and background checked, and is a State of California mandated reporter (Penal Code Sections 11165-11174.3).

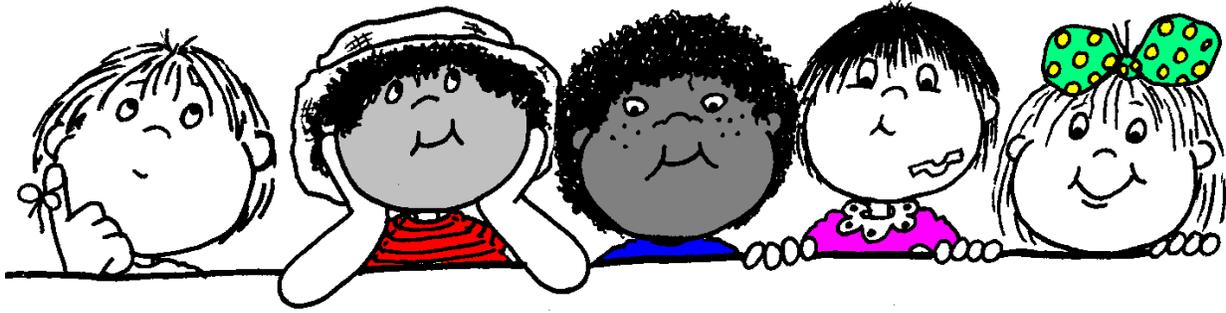
## Goals For Our Children

- to grow in understanding God and His loving care
- to develop a positive self-concept, to think as an individual, to expand perspectives, and to concentrate on individual tasks
- to develop communication skills needed to solve problems peacefully through working and cooperating together in small and large groups, respecting the property of others, and caring for others
- to encourage children to think, reason, question, and experiment through developing number sense and mathematical reasoning skills
- to develop language and early literacy skills that include letter recognition, letter-sound correspondences, concepts of print, early writing skills, oral and listening skills
- to develop appreciation for art, music, poems and books
- to participate through play, singing, creative experiences, rhythmic activities and dramatic play
- to promote physical development and well-being
- to respect cultural diversity through books, pictures, foods, props, visitors, and cultural resources available in our community



## Discipline

We foster a positive approach to discipline using suggestions, positive reinforcement of desired behavior, re-direction of activities, discussion of feelings, anticipation and elimination of problem areas, and gentle but firm guidance when necessary. Parents and teachers will problem-solve together when needed. We prohibit any form of corporal punishment, humiliating, frightening, or threatening punishment.



## **Admission Policy**

1. Priority in enrollment will be given to eligible members of Bethany Lutheran Church, then to presently enrolled children and their siblings. After this, admission is granted on a “first come, first serve” basis to children who have reached at least the minimum of two years nine months, and who are ready for the experience. Upon reaching the limited number of children for which the school is licensed, a waiting list is maintained.
2. Each child admitted must be ready for the type of group experience that the preschool has to offer. Additionally, children enrolling shall be toilet trained and capable of caring for their personal needs, except in situations of physical limitation, or unusual emergencies.
3. There will be no discrimination made on the basis of race, color, national origin or ancestry.
4. A child can be dismissed at any time for reasons including, but not limited to, continuous misconduct, incompatibility to group activities, or harmful behavior towards others (i.e. biting), violation of policy:
  - a. Proper consultation with parents will be attempted. Parents may be asked to come in and observe their child in the classroom environment, and work in partnership with staff to help improve the area of concern.
  - b. In the event a child is removed from the program, a refund of remaining fees will be made.

## **Registration**

A non-refundable registration fee and a non-refundable facility fee are required upon enrollment of your child in the preschool. In addition, the following forms are to be filled out and must be returned before your child attends school:

Copy of Birth Certificate

Copy of Current Immunizations

Admission Agreement

Parent's Rights- LIC 995

Personal Rights- LIC 613A

Identification and Emergency Form- LIC 700

Child's Pre-Admission Health History- LIC 702

Physician's Report- LIC 701

Consent for Emergency Medical Treatment- LIC 627

Personal Profile Sheet

Photo & Press Release

Sunscreen Permission Slip

Registration Packet with Automatic Tuition Authorization Form

## **Tuition Policy**

Tuition payments may be made in one of the following ways:

**INSTALLMENTS:** Installments debited from your checking account. An ACH form will be provided to all families to review, and return to our school if this is the payment option you select.

**PAYMENT IN FULL:** The annual tuition may be paid in full by June 30, and you will receive a 3% discount on the total amount.

**CREDIT CARD:** Payment in full, or two installments in August and January. No discount applies.

Each child is enrolled for the entire school year. To officially withdraw a student, a 30 day written notice is required and must be submitted to the preschool office. However, if the student is removed after March 1<sup>st</sup>, you will pay the remaining balance of the annual tuition.

If you have any questions or concerns regarding billing, please contact Student Billing at (707)451-6681.

### **Late Pick-Up**

Fees for late pick-up are as follows: \$5.00 for each “five” minutes after pick-up time. (11:30am, 12:00pm, 1:00pm, 3:30pm, or 6:00pm)

## Health

Since the health of each child is of major importance, please notify the Director of any special circumstances regarding your child's health.

The Department of Social Services (our licensing agency) mandates that we maintain a program for "well children." A Physician's Report must be on file before your child's first day of school. It must be updated each year, with **evidence of up-to-date immunizations** for DTP or TD (diphtheria, tetanus, pertussis); Polio, MMR (measles, mumps, rubella); Hib Meningitis; Hepatitis B; Varicella; and a screening for tuberculosis.

### Childhood Immunizations

18 months–5 years..... 3 Polio, 4 DTaP, 3 Hep B, 1 MMR on or after the first birthday, 1 Hib at any age, 1 Varicella

5 years .....4 Polio (3 doses if one was given on or after 4<sup>th</sup> birthday), 5 DTaP (4 doses if one was given on or after 4<sup>th</sup> birthday), 3 Hep B, 2 MMR, on or after the first birthday, 1 Hib at any age, 1 Varicella

**Children are to be kept home if they show any signs of the following: severe cough; tonsillitis; red throat; red eyes; listless behavior; ear ache; fever; diarrhea; vomiting; swollen neck glands; unexplained rash/skin eruptions; nasal discharge; or any behavior noticeably out of the ordinary.**

Children will be observed by the admitting teacher upon arrival and admittance will be refused to any child with the above symptoms. Children must be FEVER FREE for 24 hours before coming back to school.

Additionally, a child may not come to school if diarrhea or vomiting has occurred within the preceding 24 hours. Following any serious illness, a doctor's statement may be required for admittance. A child should stay at home a minimum of 24 hours after the first dose of prescribed medication.

In general, if a child comes to school he/she should be well enough to participate in the entire program – indoors and outdoors. A child who becomes ill while at school will be isolated from the group until he/she can be taken home. Children, who are sent home from school, need to remain home a minimum of 24 hours before returning to school. In case of illness or injury at school, the parents will be notified, or if they cannot be reached, the emergency number(s) will be called. (Local numbers, please)

Parents may also be contacted if for some reason the child is unable to participate comfortably in the daily routine, or if a child requires more care than the staff is able to provide without compromising the health and safety of the other children. For the safety of each child, staff and Center, we will only administer labeled prescription medication, in the original packaging, with written authorization from parents. Please contact the preschool office for approval. We will not administer aspirin, Tylenol, cough drops, lozenges, etc. If you have any questions, please feel free to ask our staff.

## **Communicable Diseases**

When a child is found to have a disease which is considered to be communicable, we must be notified immediately so we may post a Medical Alert to inform our other families of possible exposure. The child must remain home for the entire illness period, and in certain instances, a note will be required from the child's doctor or County Health Department before the child may return to school.

A child should stay at home a minimum of one whole working day (twenty-four hours) after the first dose of prescribed medication.

Communicable diseases include: measles, mumps, chicken pox, ringworm, strep infections, scabies, conjunctivitis (pink eye), hepatitis, fifth disease (slap cheek), impetigo, head lice, and pinworm.

## **Allergies**

We are an allergy ready school. Office Staff should immediately be informed of any dietary restrictions or food allergies your child may have. An emergency care plan will need to be completed by parents as to properly inform the teachers of your child's allergy and the appropriate care that needs to take place. Your child's safety is our first priority. Parents of children with a food allergy will work directly with staff. If feasible, classroom modifications may be considered to ensure the health and safety of all our children.

# Medication Policy

## For Asthma and Epi Pens

1. For asthma and epi pens - NEVER accept medication without proper paperwork IN the ziplock bag with the medication. Paperwork to be included:
  - a. Nebulizer Care/Verification Consent for Childcare Facility Form to be completed by the parent AND the doctor (LIC 9166)
  - b. Parent Consent / Medicine Chart (LIC 9221) to be completed by the teacher for when medication is administered.

## Other Medication including antibiotics

1. Over the counter medication (diaper creams, Benadryl, Tylenol, etc.) must be accompanied with parent authorization to administer medication and must be in original container. Staff will follow the instructions on the label.
2. Prescription medication can only be administered with signed consent / Medication Chart (LIC 9221) from the physician.
3. Parent Consent / Medication Chart (LIC 9221) is posted on the cupboard labeled with the Red Cross and the medication is either stored inside the red emergency back pack, cabinet labeled with the red cross, or in the refrigerator, if needed. Refrigerator must then be locked.
4. Medication must be duplicated if needed for a child that travels to multiple classrooms. A child cannot be in possession of their own medication when traveling.

Please remember that the admitting teacher begins the communication. Please be sure to pass along any and all information to all teachers who come in contact with that child throughout the course of his/her day.

Also, the Allergy/ Medical alert forms must be filled out. Original remains in child's file in the main office and the duplicates are in the classroom.

FYI: Keep the appropriate medical with the medication (because it gives the person administrating the meds important information.)

## **Incidental Medical Services Plan (IMS)**

The plan of operation that Bethany Lutheran Preschool will provide for Incidental Medical Services is as follows:

- Bethany Lutheran Preschool will only administer over the counter medication such as cough syrups, Benadryl, topical creams under the direction of the parent/physician. We will require all medications to be provided in their original container and accompanied with Consent for Administration of Medications and a Medication Chart (lic9221).

- Medication will be administered in accordance with the label directions. If the required dosage is different from what is clearly on label then written directions provided by the treating physician must be submitted to the Bethany Lutheran Preschool Office.
- Bethany Lutheran Preschool will also administer Albuterol/Inhaler to children who are in need of treatment during the duration of their school day. In order to provide this care, we will need a prescription from the treating physician. Medication is required to be in its original container with a completed Nebulizer Care Consent Verification form (lic9166) along with the Consent for Administration of Medications and a Medication Chart (lic9221). Anytime a change needs to be made in regards to the administration of medication the parent needs to submit a new directive from the treating physician to the Bethany Lutheran Preschool Office. Parents will provide the prescriptions so that Bethany Lutheran Preschool may properly store it with our Emergency supplies in your child's classroom for immediate access in the case of a life threatening episode.
- Bethany Lutheran Preschool will provide incidental medical services for children who have a Food Allergy Action Plan. This would include administering Benadryl if needed as well as the Epi Pen in case of an emergency. All medications must be documented on the Food Allergy Action Plan with dosages and signed by both the physician and parents. Parents are required to provide Bethany Lutheran Preschool with all documented prescriptions to be properly stored with our Emergency supplies in your child's classroom for immediate access in the case of a life threatening episode.
- All documentation of medications must include current and accurate dosages, dates and times to be given, and a parent signature.
- All Staff at Bethany Lutheran Preschool are required to maintain up to date First Aid and CPR certifications. Recertification is done every two years.
- If a child in our program has a medical need for medication administration while on a field trip, the child's parent will be required to attend to provide medication.
- In the case of a disaster, Bethany Lutheran Preschool staff will keep medications along with proper documentation with our emergency supplies to be transported with the children and staff.

## **Disaster Plan**

Fire drills and earthquake drills will be done on a routine basis to help assure preparedness in an emergency.

In case of a major emergency or disaster, we will take all children to Bethany Lutheran Church or Alamo Elementary School. Parents will be contacted as soon as possible.

## **Children in Vehicles**

Licensees are responsible for providing supervision to children in facilities at all times. This responsibility includes never leaving children unattended in motor vehicles. On a warm, sunny day, even at temperatures as mild as 60 degrees Fahrenheit, a closed vehicle can heat up to dangerous levels within minutes, and children left in this environment can face serious injury or even death. Because heat affects children more quickly and severely than adults, they are especially vulnerable.

To address these dangers, the Unattended Child in Motor Vehicle Safety Act (also known as “Kaitlyn’s Law”) was incorporated into the California Vehicle Code (Division 6.7), and became effective on January 1, 2002. This law makes it an infraction, punishable by a fine of \$100, for a parent, guardian, or other person responsible for a child six years of age or younger to leave that child in a motor vehicle without supervision. Title 22 Regulations, Section 101225(e) and Section 102417 (K) (1) prohibit children from being left in parked cars in licensed CCCs and FCCHs.

## Arrival and Departure

School doors open promptly at the start of each session. We ask that children do not arrive before this time, as the teachers are busily preparing for the children's active preschool day.

A parent or person responsible for the child (caregiver, carpool driver, etc.) is required to walk the child to their classroom door and sign him/her in on a posted "Sign-In" sheet. The person responsible is also required to "Sign-Out" the child upon departure. Additionally, the person responsible must sign their **complete** name, rather than using initials.



It is important to your child to be picked up on time. As anxious as they are to come to school, they are just as anxious to see that familiar face greeting them when school is over. Arrival and departure time is a cell phone free time. A parent's full attention is required at arrival and departure.

Written permission is required anytime someone other than the names designated on your child's Identification and Emergency Information form is to pick up your child.

### What to Wear to Preschool

Think of your child's comfort, and provide clothing that is free of complicated fastening.

Think of messy art materials and other messy activities, and provide clothing that is sturdy and washable.

Finally, think of all the unclaimed clothing, and put labels on the inside of all outer garments, including hats.

For your child's protection on the playground, we ask that they not wear open sandals, flip-flops, or boots to school.

Please send a complete extra set of clothes for your child to be kept at preschool (socks, underpants, shirt, pants). Send the clothing in a Ziploc bag, and be sure to label every item. Thank you!

## **Daily Schedule**

### **Three-Year-Old Morning and Afternoon Sessions**

8:30 - 9:10	<b>Floor Time</b>	12:30 – 1:10
9:10 – 9:30	<b>Opening Activities</b>	1:10 – 1:30
9:30 – 10:00	<b>Activity Areas</b> Manipulatives, Dramatic Play Science, Arts and Crafts	1:30 – 2:00
10:00 – 10:05	<b>Clean Up</b>	2:00 – 2:05
10:05 – 10:15	<b>Circle Time</b> Bible Story Concept Development, etc.	2:05 – 2:15
10:15 – 10:30	<b>Snack</b>	2:15 – 2:30
10:30 – 10:55	<b>Outdoor Time</b> Large Muscle Development, Sand and Water Play, etc.	2:30 – 2:55
10:55 – 11:00	<b>Rest</b>	2:55 – 3:00
11:00 – 11:20	<b>Music</b> Songs, Creative Dance, Rhythm Instruments, Motor Skills Activity	3:00 – 3:20
11:20 – 11:30	<b>Story, Sharing, Review</b>	3:20 – 3:30

*Please keep in mind this is a very general idea of our daily schedule. Most activities will vary from day to day.*

## **Daily Schedule**

### **Four-Year-Old Morning and Afternoon Sessions**

8:30 – 8:50	<b>Arrival - Floor Time</b> Puzzles, Games, etc.	12:30–12:50
8:50 – 9:10	<b>Opening Circle Time</b> Greeting, Calendar, Discussion of Day’s Activities, Bible Story, Frontline Phonics	12:10 – 1:10
9:10 – 10:15	<b>Activity Areas</b> Manipulatives, Dramatic Play, Science, Arts and Crafts, Writing Center, Language Arts, etc.	1:10 – 2:15
10:15 – 10:20	<b>Clean Up</b>	2:15 – 2:20
10:20 – 10:40	<b>Snack</b>	2:20 – 2:40
10:40 – 10:55	<b>Music,</b> <b>Songs &amp; Finger Plays</b> Creative Movement, Rhythm Instruments Motor Skills Activity (bean bags, balls, etc.)	2:40 – 2:55
10:55 – 11:20	<b>Outdoor Time</b> Large Muscle Development, Sand and Water Play, etc.	2:55 – 3:20
11:20 – 11:30	<b>Story, Sharing, Review</b>	3:20 – 3:30

*Please keep in mind this is a very general idea of our daily schedule.  
Most activities will vary from day to day.*

## **Daily Schedule**

### **Preschool / Extended Care**

7:00 - 8:30 a.m.	<b>Arrival - Indoor / Outdoor Time</b>
8:30 – 8:50 a.m	<b>Floor Time</b> Puzzles, Games, etc.
8:50 - 9:10 a.m.	<b>Opening Circle Time</b> Greeting, Calendar, Discussion of Day’s Activities, Bible Story Frontline Phonics
9:10 - 9:40 a.m.	<b>Snack / Library Time</b>
9:40 - 10:20 a.m.	<b>Indoor Areas</b> Art, Science, Dramatic Play, Writing Center, Manipulatives, Small Motor Development
10:20 – 11:00 a.m.	<b>Outdoor Activities</b> Bikes, Sandbox, Water Table, Large Muscle Development, Easel Painting
11:00 - 11:30 a.m.	<b>Music, Songs, &amp; Finger Plays</b> Creative Movement, Rhythm Instruments, Motor Skills Activity, Songs
11:30 – 12:00 p.m.	<b>Story, Sharing, Review</b>
12:00 - 1:00 p.m.	<b>Lunch - Outdoor Activities</b>
1:00 - 3:00 p.m.	<b>Rest and Relaxation</b> Cots, Quiet Book Time
3:00 - 4:00 p.m.	<b>Wake up / Activity Time</b> Snack Indoors or Outdoors
4:00 - 5:15 p.m.	<b>Afternoon Program</b> Bikes, Water Table, Sandbox, Science or Art Offered
5:15 - 5:30 p.m.	<b>Story Time</b>
5:30 - 6:00 p.m.	<b>Departure</b> Rug Games, Play Dough, Blocks

*Please keep in mind this is a very general idea of our daily schedule.  
Most activities will vary from day to day.*

## **Daily Early Kindergarten Schedule**

8:30 - 8:55 a.m.	<b>Journals / Free Choice Activities</b>
8:55 - 9:15 a.m.	<b>Circle Time</b> Flag, Calendar, Jobs, Introduce Small Group Time
9:15 - 9:45 a.m.	<b>Small Group Time</b> Math, Writing, Science, Table Games
9:45 - 10:15 a.m.	<b>Outdoor Time</b>
10:15 - 10:30 a.m.	<b>Snack</b>
10:30 - 10:55 a.m.	<b>Language Arts Curriculum</b>
10:55 - 11:15 a.m.	<b>Second Circle</b> Music, Sharing
11:15 - 11:45 a.m.	<b>Art Activity - Free Choice Activities</b>
11:45 - 12:00 p.m.	<b>Closing Group Time</b> Story, Sharing, Review

*Please keep in mind this is a very general idea of our daily schedule.  
Most activities will vary from day to day.*

## **Lunch / Rest Group Schedule**

11:30 a.m. - 12:15 p.m.	<b>Outdoor Play</b>
12:15 p.m. – 1:00 p.m.	<b>Lunch</b>
1:00 - 3:00 p.m.	<b>Rest and Relaxation</b> Cots, Quiet Book Time
3:00 - 4:20 p.m.	<b>Storytime; Snack; Indoor/Outdoor</b> Play Art or Science Offered
4:20 – 6:00 p.m.	<b>Travel to PS/EC Building</b>

## **Snack**

Children are asked to bring a daily nutritious snack to preschool. We will provide 2% milk and/or water, napkins and utensils. During snack, children are saying prayers, sharing experiences, building communication skills, learning manners, practicing self-help skills and learning about the diverse foods that others bring to school. We encourage having your child help you make a nutritious, special snack that is to their liking and that will meet any special needs. Due to allergies, we instruct children that sharing food is prohibited.

## **Preschool/Extended Care Snack and Lunch**

In our full day program, place your child's name on their morning and afternoon snack and put in our snack basket. We also ask that a nutritious daily lunch be sent to preschool with your child. We will provide 2% milk and/or water, napkins and utensils at meal times.

## **Lunch Group**

If your child is joining us for our lunch group, please send a nutritious lunch for your child. We will provide 2% milk and/or water, napkins and utensils. Please provide an additional snack for the afternoon if your child stays all day.

## **Napping Needs**

Rest Group and Preschool/Extended Care students should bring in a resting backpack. This should include a blanket, small pillow and comfort item. Cots will be provided. We would like rest time to be a comfortable and stress-free experience for all.

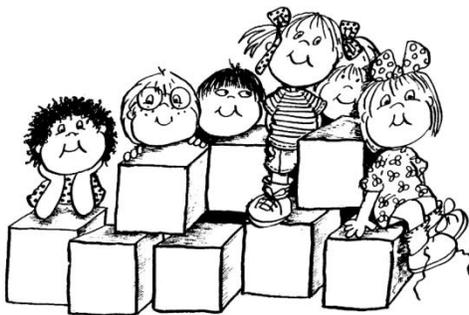
## **Parent Partnership**

We rely on parent help to make our program possible and successful. We do request that parents make childcare arrangements for siblings when helping on party days or field trips, as all hands are needed for the preschoolers. (Please, no strollers, coffee cups, or cell phone conversations.) Involvement sets an example for the children, and helps families stay in touch with their child and our program. We ask that each child's family complete 15 hours during the school year. Please complete the Family Partnership Hours Form and return it to the preschool office monthly. Partnership hours must be completed by June 15. Families will be charged \$10 for each incomplete partnership hour. Hours may be served in many ways; in the classroom, fundraisers, campus work days, cutting projects, baking, class projects, party days, field trips, etc. We also welcome parents sharing with us a hobby, talent, occupation, or cooking experience. Hours may be served by parents, grandparents, or other family members.

## **Field Trips**

Parents are notified of all field trips in advance, and must fill out a permission slip. Due to insurance requirements, our teachers will not be able to transport children on field trips. If parents are needed to transport children on a field trip, drivers must complete a statement of insurance form and include all necessary documents.

The State of California requires by law that all children under the age of 8 or weighing less than 80 pounds must use a child safety seat, booster seat, or other CHP approved safety restraint system. Children may not ride in the front seat.



## Conferences

Parent-Teacher Conferences are held twice a year. Developmental assessments are maintained for each child. These will also include samples of their accomplishments, as well as pictures of their preschool experiences. Each year copies are placed in your child's file to follow them through their school years at Bethany.

If you need a conference at any time, please let your child's teacher know at arrival, or send a note to school with your child. The teacher will be happy to set up a time to talk with you. Communication with our families is very important to us!

## Communication Procedure for Problem Solving

Bethany Lutheran Preschool desires to handle all concerns in a Biblical manner, per Matthew 18:15-20 and Galatians 6:1-5. Please help us handle concerns effectively by following the same Scriptural guidelines. Parent cooperation is vital. The goal of Christian reconciliation is for all parties to the students' education (parent/guardian, school, student) to follow Christian principles and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private (1Corinthians 6:1-8; Matthew 5:23-24; and Matthew 18:15-20).

If a specific concern or suggestion exists, tell it to the appropriate person. Concerns about school policy or operations should be expressed directly to the person in charge of the department in which there is a concern. Here is the step-by-step procedure to follow:

**Step 1** All classroom, playground, etc. situations should go to the staff member first. This should take place at a time that does not interfere with instruction or normal school operations. Prior contact by e-mail or phone correspondence is recommended.

**Step 2** If the situation cannot be resolved after further clarification with the staff member, then involve the director. The goal of this communication process is to have concerns and complaints resolved at the department level.

**Step 3** When applicable, the Senior Pastor will actively participate in matters of church doctrine and reconciliation.