

# Preschool Handbook 2021-2022



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License No. 483009264

## **2021-2022 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.

## **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.

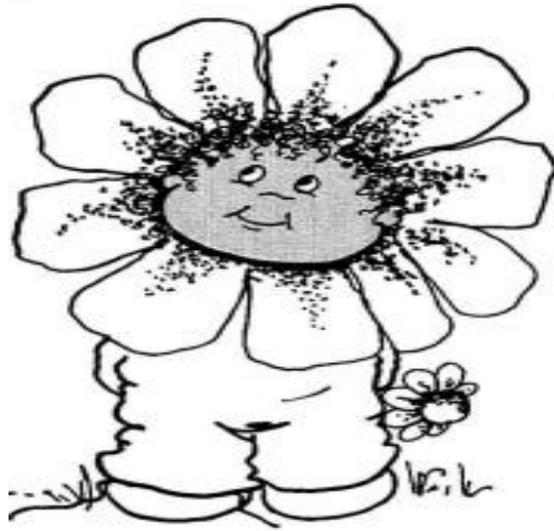
*Marriage:* the Holy Scriptures teach that God, in creating the world, gave marriage to be the lifelong union of one man and one woman (Gen 2:24), a gift to be held in honor and kept pure (Heb 13:4; 1 TH 4:2-5). As a man and woman freely commit themselves to one another, God himself joins them as one. 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).

## Philosophy



Our philosophy is to strive to provide 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 with updated regulations and procedures which meet the needs of our students. Our staff is CPR and First Aid certified, passes tuberculosis screenings, is fingerprinted and background checked, and is a State of California mandated reporter (Penal Code Sections 11165-11174.3).

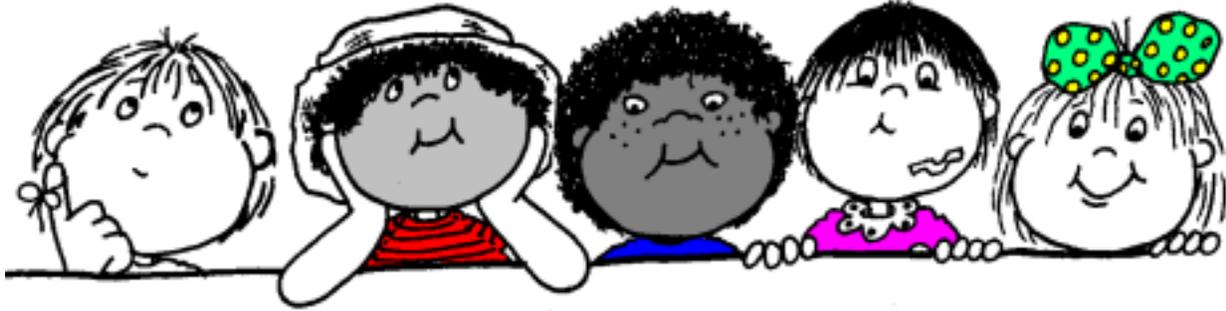
## **Goals for Our Children**

- Grow in understanding God and His loving care
- Develop a positive self-concept, to think as an individual, to expand perspectives, and to concentrate on individual tasks
- 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
- Encourage children to think, reason, question, and experiment through developing number sense and mathematical reasoning skills
- Develop language and early literacy skills that include letter recognition, letter-sound correspondences, concepts of print, early writing skills, oral and listening skills
- Develop appreciation for art, music, poems and books
- Participate through play, singing, creative experiences, rhythmic activities and dramatic play
- Promote physical development and well-being
- 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.



## Admissions Policy

1. Priority 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 for the preschool program, and eighteen months for the toddler program. 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 or toddler program has to offer. Additionally, children enrolling in the preschool program must be toilet trained (with the exception of our toddler program) 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 (2), Personal Profile Sheet, Photo & Press Release & Pesticide Form.

Personal Rights- LIC 613A

Consent for Emergency Medical Treatment- LIC 627

Identification and Emergency Form- LIC 700

Physician's Report- LIC 701

Child's Pre-Admission Health History- LIC 702

Parent's Rights- LIC 995

Field Trip Permission Slip

## 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.

Enrollment is for the entire school year. If you have any questions or concerns regarding billing, please contact Student Billing.

## Late Pick-Up

Fees for late pick-up are as follows: \$15.00 for every “fifteen” minutes or any fraction thereof after program scheduled pick-up time.

# 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. We must have **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.

## Immunizations

ths-5 years..... 3 Polio, 4 DTaP, 3 Hep B, 1 MMR on or after the 1<sup>st</sup> birthday, 1 Hib on or after the 1<sup>st</sup> birthday, 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 1<sup>st</sup> birthday, 1 Hib on or after 1<sup>st</sup> birthday, 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; earache; 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.

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 but not an allergen free school as we cannot guarantee a totally safe environment because there is no reasonable or fail-safe way to prevent an allergen from inadvertently entering into a building. If your child has a documented food allergy, staff must be notified in writing so we can take active steps to reduce the risk of exposure. An emergency care plan must be completed by the parents with the director to properly inform the staff of your child's allergy and the appropriate care. Your child's safety is our first priority.

## **Medication Policy**

### Asthma and Epi Pens

1. NEVER accept medication without proper paperwork in the zip lock bag with the medication. Paperwork must include:

2.
  - a. Nebulizer Care/Verification Consent for Childcare Facility Form to be completed by the parent and doctor. (LIC 9166)
  - b. Parent Consent/Medication Chart to be completed by parent and teacher who administers the medication (LIC 9221)

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 for from the physician. (LIC 9221)
3. Medication must be duplicated if needed for children that travel to multiple classrooms. The child cannot be in possession of their own medication when traveling.

Medication forms must remain in student's file when finished with the medication. Teachers will return unused medication to the parents and turn medication forms to the office.

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

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

- All Staff at Bethany Lutheran Preschool are required to maintain up to date First Aid and CPR certifications.
- 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/Medication Chart. (LIC 9221)
  - 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 (LIC 9166) along with the Consent for Administration of Medications/Medication Chart (LIC 9221). Anytime a change needs to be made in regard to the administration of medication the parent needs to submit a new directive from the treating physician to the Bethany Lutheran Preschool Office.

- 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. Parent's must sign a Consent for Administration of Medications/Medication Chart (LIC 9221)
  
- For a child with a need for medication administration while on a field trip, the child's parent must pre-arrange with the teacher to ensure schedule can be met.
  
- In the case of a disaster, Bethany Lutheran Preschool Staff will keep medications along with proper documentation in our emergency supplies to be transported with the children and staff, unless disaster limits our ability to do so.

## **Disaster Plan**

In cooperation with the Vacaville Police Department, Bethany Lutheran School and Preschool, as well as most of the schools in Vacaville, are using the Standard Response Protocol (SRP) that was developed by the “I Love U Guys” Foundation as the guideline for our response to an incident at school: weather events, fire, accidents, intruders, and other threats. This includes LOCKOUT:

“Secure the Perimeter”

LOCKDOWN: “Locks, Lights, Out of Sight”

EVACUATE- “To the Announced Location”

SHELTER- “For a Hazard Using a Safety Strategy”

We also do fire drills and earthquake drills 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**

Licenseses 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 legal signature**.

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?**

Please provide cloths that are sturdy, washable, and free of complicated fastening. Children need to be able to pull up and down their own cloths. We do a lot of art in our classrooms and sometimes we get dirty. Please label all clothing that comes to school.

For your child's protection on the playground, open sandals, flip-flops, and boots are NOT allowed at school.

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

## **Personal Belongings**

Toys are not permitted at school. Children must keep personal belongings at home unless authorized by their teacher for show and tell, bring your stuffed animal to school or other school activities. Only a small stuffed animal will be allowed during rest time.

## **Daily Schedules**

Please keep in mind these are very general ideas of our daily schedules. Activities vary from day to day based on each classroom and teacher.

## **Preschool**

**6:30-8:30am: Arrival/Breakfast**

**8:30-9:00am: Free Play**

**9:00-9:15am: Circle Time/Bible/Music and Movement**

**9:15-10:15: Gross Motor Play/Art/Music and Movement**

**10:15-10:20am: Clean up**

**10:25-10:45 am Snack Time**

**10:45-11:20am: Outdoor Time and Hydration**

**11:20-12:00pm Music, Story time, Prepare for Departure**

**12:00-1:00pm: Lunch Time**

**1:00-3:00pm: Nap Time**

**3:00-3:30pm: Wake Up**

**3:30-4:00pm: Snack Time**

**4:00-5:00pm: Outdoor Time and Sensory**

**5:00-6:00pm: Free Play and Departure**

# Pre-K

## **6:30-8:30am: Arrival/Breakfast**

Free Play  
Puzzles  
Games

## **8:35-9:00am: Circle Time/Zoo Phonics/Bible Story**

Greeting  
Bible Story  
Discussion of Day's Activities  
Zoo Phonics  
Calendar  
Weather

## **9:00-9:30am: Snack Time**

## **9:30-10:15am: Recess Outdoor Time**

## **10:15-11:00am: Art/Math/Science**

### **Activity Areas**

Manipulatives  
Dramatic Play  
Science  
Arts and Crafts  
Writing Center  
Language Arts  
Arts and Crafts

## **11:00-11:30am: Music or Movement**

## **11:30-12:00pm: End of day story/what we did today discussion**

## **12:00-1:00pm: Lunch**

## **1:00-3:00pm: Nap Time**

## **3:00-3:15pm: Wake Up**

## **3:15-4:00pm: Snack Time**

## **4:00-5:00pm: Outdoor Time and Sensory**

Large Muscle Development  
Sand and Water Play

## **5:00-6:00pm: Free Play and Departure**

Music and Movement  
Songs  
Creative Dance  
Rhythm Instruments  
Motor Skills Activity



## **Snack/Lunch**

Children are asked to bring a daily nutritious snack to preschool. 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.

During snack and lunch, teachers eat with the students to be a role model for the children. We do not force children to eat their food. We do encourage them to take a few bites before saying they are done. All children must eat their grow food first. This means they are to eat their protein, fruit and vegetables before moving on to other items in their lunch. We do not heat up or refrigerate food. **This is a peanut butter free facility. Please do not bring peanut butter to the school.**

## **Healthy Foods to Consider**

### **Snack Ideas**

Nut Packages, Raisins, Cheese & Crackers, Hard Boiled Eggs, Yogurt, String Cheese, Hummus & Veggies, Craisins, Popcorn, Carrots & Ranch, Dried Fruit, Yogurt & Apples, Pretzels, Fresh fruit & Yogurt, Apple Granola Bars, Healthy Cereal Bars, Grain Bagels & Cream Cheese, Small Sandwiches, etc.

### **Drinks**

Please pack water or 100% juice for your child's snack/lunch. We will refill water bottles as needed with tap water.

## Lunch Ideas

**Figure 1. Four Food Groups Dietary Plan**

FOOD GROUP	CONTRIBUTION TO DIET	DAILY AMOUNTS	SAMPLE SERVING
Protein (Meat and Beans)	Protein - for growth and repair of muscle, organs, blood, skin, hair	2-5 ounces	1 oz. lean meat, fish, poultry 1 egg ½ cup cooked dry beans, peas, or lentils 2 tablespoons peanut butter ¼ cup cottage cheese 1 slice (1 oz) American cheese
Grains	Carbohydrate - for energy	3-6 ounces	½ slice bread ¼ cup cooked cereal ½ cup ready-to-eat cereal ¼ cup pasta or rice
Fruits and Vegetables	Vitamins and minerals - for regulation of normal growth and body functions	Fruits: 1-2 cups Vegetables: 1-3 cups	¼ to ⅓ cup child-sized portion such as ½ apple, ½ banana, small orange, ½ potato 4 oz. (½ cup) juice
Dairy	Calcium - for bones and teeth	2.5-3 cups	¾ cup milk 1 slice (1 oz) Cheese 1 cup cottage cheese ¾ cup yogurt ¾ cup pudding 1 ½ cups ice cream

**Source:** <https://www.mayoclinic.org/healthy-lifestyle/childrens-health/in-depth/nutrition-for-kids/art-20049335>

## **Rest Time**

Rest Group and Full Day students are asked to bring in a backpack that includes a blanket, small pillow and small stuffed animal. We will provide resting mats and covers. During rest time, we turn off the lights, turn on comforting music and rub backs. All children must rest during this time.

## **Partnership Hours**

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 our preschoolers and toddlers. Involvement sets an example for the children, and helps families stay in touch with their child and our program.

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 workdays, cutting projects, class projects, party days, field trips, and much more. Hours may be served by parents, grandparents, or other family members.

PS Full-Time: 15 Hours  
Toddlers: 15 Hours  
PS Part-Time: 10 Hours  
Max Hours: 50 per Family

## **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 less than 4'9" must use a child safety seat, booster seat, or other CHP approved safety restraint system. Children may not ride in the front seat.

## **Parent-Teacher Conferences**

Parent-Teacher Conferences are held once 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 of assessments 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**

With cooperation and partnership, parents/guardians agree to handle all concerns in a Biblical manner per Matthew 18:15-20 and Galatians 6:1-5. To deal with concerns effectively, 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, speak with 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 are the clear principles that Jesus taught in solving problems:

- Keep the matter confidential, share the problem only with those directly involved.
  - Keep the circle small, initiate face-to-face dialogue.
  - Be clear, specific, be respectful.
  - Be forgiving.
- Share the matter with higher-ups only when it cannot be resolved person-to-person.

The simplest, quickest, and most satisfactory solution often will be reached in the manner above. Knowing where to take your concern is also vital in resolving concerns effectively. Below is an example of where to start:

**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.

**2:** If the situation cannot be resolved after further clarification with the staff member, then involve the director, who can meet with both you and staff person together. This communication process seeks to resolve concerns at the department level.

**3:** If applicable, when staff and the department leader are unable to resolve the concern Administration may be included to help reach a resolution (Principal, Senior Pastor, Operations)

## **Specific Information**

### **Personal Items**

We want your child to feel comfortable at school. Here is a suggested list of items to bring that we can keep. If items are seasonal, your child's teacher will return them and request a replacement. Please clearly label all items.

- 2 pairs of socks
- 2 pairs of pants/shorts
- 2 shirts
- Light sweater/sweatshirt
- Blanket and or comfort item (for nap time)
- Several pairs of underwear
- Water bottle or sippy cup (daily)

## **Potty-Training**

Currently, we do not offer a potty-training program. Each student that is accepted into Bethany Lutheran Preschool must be 2.9 years old. Each child must be potty trained to be in the program.

## **Biting**

When children are in a group childcare setting, biting can be an unavoidable occurrence. Biting can be due to the developmental age of the child or frustration. Teachers will track incidents of biting looking for situational patterns. Parents will be notified every time a child bites. The teachers, parents, and director will work together to problem solve and find solutions to prevent biting from occurring. To ensure the safety of all children in our program any incident classified as purposeful biting, can be grounds for dismissal of student.



## Bethany Lutheran Preschool

### "PARENT HANDBOOK"

I, \_\_\_\_\_, parent or

guardian of \_\_\_\_\_ have read and

understood all the policies and procedures of the Bethany Lutheran Preschool as set

forth in the Parent's Handbook.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_