

# THE 2011-2012 FAMILY HANDBOOK OF BETHELVIEW UNITED METHODIST PRESCHOOL

**4525 BETHELVIEW ROAD  
CUMMING, GA 30040  
PHONE: 770-205-9656  
FAX: 770-888-8140  
WWW.BETHELVIEW.NET/PRESCHOOL.HTML**

**DIRECTOR: Shelly Leiblie  
ASSISTANT DIRECTOR: Rita Barnes**

## **Program Hours**

### **School Hours:**

Monday-Thursday

9:10am-12:45pm

*Early Release: 9:15am-10:45am*

### **Car Line Times:**

Arrival-8:50am-9:05am

Departure-12:45pm-1:00pm

*Early Release: 10:45am-11:00am*

### **Office Hours:**

Monday-Thursday

8:50am-1:15pm

*Early Release: 8:50am-11:15am*

Bethelview United Methodist Preschool admits students of any race, color, sex, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, sex or national origin.

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# Bethelview United Methodist Preschool

## Mission Statement

*The mission of  
Bethelview United Methodist Preschool  
is to provide an outstanding academic  
education grounded in Christian faith  
and values.*

From its beginning as a ministry of the church, Bethelview United Methodist Preschool has been committed to the growth and success of each student. Our educational philosophy stresses the needs of the “whole student” – personal and spiritual development, as well as academic excellence. The essence of our mission is found in Proverbs 22:6: “Train up a child in the way he should go and when he is old he will not depart from it.”

We recognize each student as an individual with individual gifts. Learning capacity is based in part upon growth and maturity, but also upon differences in learning styles. Consequently, we focus on learning experiences appropriate not only to age, but also to maturity and learning style. We promote creativity, critical thinking, and curiosity. We strive for the development of leadership capabilities and a sense of personal responsibility. We help our students develop self-discipline, practical compassion for others and appreciation of diversity. We instill the positive attitudes necessary for school success.

We believe that faith development is the responsibility of the family, the church and the Bethelview Preschool. We teach moral values and Christian significance as part of our core curriculum. We lead our students in acts of caring and compassion as expressions of their spiritual commitments. We seek to guide our students into a personal relationship with Christ as a foundation on which they can build their lives.

We regard our educational efforts as a partnership between parents and school. Bethelview United Methodist Preschool expects and values parental support in encouraging our students to develop their fullest potential, to become independent and resourceful individuals. We are committed to guiding each student in the pursuit of personal, academic and spiritual excellence.

## **ADMISSIONS**

### **Student Registration/Application Procedure**

Bethelview United Methodist Preschool is open to children ages 12 month through five years of age of all races, religions, creeds, colors or national origins. The school offers instruction to children at the level most appropriate to their development. Applicants for all classes must have attained the class age by September 1st. Class groupings are assigned at the direction of the Administration.

Registration/Application forms are available from the preschool office and the preschool website. In order to be admitted into Bethelview Preschool each child must have a completed set of forms on file including but not limited to: a copy of Birth Certificate, a Registration Form, Medical Release Form and Form 3232 Certificate of Immunization. If space is available and child is accepted into enrollment, parents will pay the appropriate non-refundable registration fee and the child is then placed in the appropriate class.

### **Enrollment**

Enrollment is conducted on a first come first serve basis, usually in February, with the following considerations taken into account: priority is given to congregation members already participating in the program, non-church member families already participating in the program, then to congregation members of Bethelview United Methodist Church. After these groups have had the opportunity to register, registration will be opened to the public. Registration information will be sent home with currently registered students. It can also be obtained through the school office.

In the event that there is insufficient enrollment to keep a class open, the parents will be given a two-week notice and the option to place their child in another class provided there is an opening. If no openings exist, the parents will have the option of being placed on a preferred waiting list for the next available opening or have the registration fees refunded.

### **Waiting List**

If there is no vacancy, the child will be placed on a waiting list to fill vacancies as they occur. Parents will be notified as space becomes available. The Registration Fee is \$85-120 (depending on class). All signed forms and fees are due at the time of registration. All fees are non-refundable.

## **PAYMENT**

We are a self-supporting, non-profit organization. All fees and tuition are used to provide the best staff, supplies, and equipment possible for our program and our students.

### **Fees**

In addition to the Registration Fee, upon acceptance to preschool, a one-time per year Activity Fee of \$75 and a one-time per year snack fee is also due. Registration Fees cover paper products, crafts, classroom equipment and other supplies. The Activity Fees covers in-house activities and food/decorations for school parties. Fees are non-refundable.

## Tuition

Tuition is divided into 9 monthly payments, based upon the program as a whole, not days attended, so no deductions are made for holidays or absences. Since tuition is our only regular source of income, fees must be paid promptly. If it is necessary to bill you repeatedly for unpaid fees, you may be asked to remove your child from the program. Payment may be sent with your child. Please make checks payable to Bethelview United Methodist Preschool (or BUMP) and **include your child's name on your check each month.**

We appreciate your cooperation in paying fees in a timely fashion. For your convenience, tuition may be paid in full at the beginning of the school year or in nine monthly installments. Tuition is due and payable on the **1<sup>st</sup> day of the month for the next month's tuition.** Please take into consideration holidays, Sundays, and your child's school schedule when making your payment. First month's tuition (September) is due August 1st and last month's tuition (May) is due by April 1st of each school year. Tuition payments are as follows:

Two-days a Week	\$170 per month (\$1530 a year)
Three-days a Week	\$195 per month (\$1755 a year)
Four-days a Week (2's, 3's)	\$235 per month (\$2115 a year)
Four-days a Week (Pre-K)	\$240 per month (\$2160 a year)

## Late Tuition Fees

Any payment made after the **8<sup>th</sup>** of the month is assessed a late charge of \$30.00. Failure to make any tuition or fee payment in a timely fashion may result in either loss of child's space in class or dismissal from school. Returned checks will be charged \$30.00. Chronic late payment and/or returned checks will require cash payment of fees.

## Late Pick-Up Fees

School hours are 8:50am-12:45pm. If you arrive after 1pm, you are considered late and a Late Fee of \$1.00 per minute will be charged for every minute after 1pm that you arrive. You will be billed separately for Late Fees. Excessive late pick-ups can result in your child being dismissed from the program.

## ATTENDANCE

### Arrival

Although class begins at 9:15am, car line starts at 8:50am. We will not accept children until 8:50am because teachers are preparing for the day and are not ready for your children until that time. Children can be received by a staff person from your vehicle in the car line. A staff person will open the door and assist your child from the car, then close the door. This will prevent mashed fingers. A staff member will be on duty from 8:50 to 9:05am. If your child arrives after 9:05am, you will be responsible for bringing the child to the preschool door.

### Departure

The school day ends at **12:45pm** with car line beginning at that time. Please be sure to have your child's car tag displayed in your window for the staff to see. The staff will bring the children

and help them into the car (rain or shine). It is your responsibility to buckle your child's seatbelt as **staff members are not allowed to buckle a child into a car seat**. To keep the car line moving, please pull forward to buckle your child. Remember, if you arrive after 1pm to pick up your child, you are considered late and must come into the building to get your child. Please see Late Pick-Up Fees regarding the topic of arriving late.

### **Inclement Weather**

In the event of inclement weather, which warrants Bethelview United Methodist Preschool to close, information regarding school closing can be obtained from local radio and television stations. If Forsyth County Schools are closed, we will be too. If Forsyth County Schools are delayed beyond 10am, Bethelview United Methodist Preschool is closed for the day.

### **School Calendar**

In general, we follow the Forsyth County School System calendar-including early release days, with the exception of your start and end days. Our first day of school will be September 1st, 2010 and our last day of school will be May 18<sup>th</sup>, 2011. Bethelview United Methodist Preschool reserves the right to adjust the school calendar as needed throughout the year.

## **HEALTH**

We follow hygienic practices at Bethelview Preschool including: regular hand washing, use of disposable gloves when changing diapers, use of disposable gloves when exposed to bodily fluids, disinfecting changing tables after each diaper change, disinfecting of tables used as eating areas, and disinfecting of toys. We also encourage children to use and dispose of Kleenex properly and to wash their hands afterwards. We encourage you to make washing hands the routine at home as well.

Preschool is a place for **Healthy** children. Children must be free of fever (above 100° F, diarrhea, vomiting, nausea, unexplained rashes, runny noses, excessive coughing, sore throat, headache, chills, open lesions, head lice, earaches or red eyes for 24 hours before coming to school. Please do not bring your child to school if he/she shows any of these symptoms unless you provide the school office with a doctor's signed verification that your child is not contagious to others. We ask your cooperation in keeping your child at home whenever he/she is sick.

### **Sick Child at School**

If a child becomes ill during the school day with any symptom from above, one or both parents will be notified immediately. In the event that parents are not able to be contacted, those listed on your emergency pick-up form will be called. Pick-up arrangements and pick-up of child must be made immediately. Please make sure that we have your current emergency phone number and that your cell phone is turned on when your child is at school. Please advise all persons designated to pick up your sick child that they will be expected to pick up such child immediately when notified of illness.

If your child is diagnosed with a contagious disease, please notify Bethelview Preschool office immediately so that we may contact the other parents. Any child who has had a communicable disease or condition may return to school only after the following procedures have been met:

<b>Strep Throat</b>	- Must be on antibiotic for 24 hours
<b>Conjunctivitis</b>	- Must be on medication for 24 hours
<b>Chicken Pox</b>	- All spots must be dry
<b>Ringworm/Impetigo</b>	- Note from doctor
<b>Head Lice/Scabies</b>	- Proof of treatment is required and no nits in hair
<b>Whooping cough</b>	- After two weeks and with a note from the doctor
<b>Scarlet Fever</b>	- Note from doctor
<b>Infectious Hepatitis</b>	- Note from a doctor. Children in families where the disease has been diagnosed need a Gamma Globulin shot to protect them against it.
<b>Meningitis</b>	- Note from doctor
<b>Measles/Mumps/Rubella</b>	- Return after 7 days and a note from doctor
<b>Tuberculosis</b>	- Return 14 days after treatment & note from doctor

Health conditions that may represent a contagious disease are:

- Fever over a 100 degrees within the last 24 hours
- Vomiting or diarrhea within the last 24 hours
- Rash of unknown origin
- Cold symptoms - yellow or green running nose, frequent cough, etc.

Any child exhibiting the above symptoms should not be with other children until the symptoms are not present for 24 hours.

If your child is not well enough to go outside on the playground, he/she is not well enough to come to school. Please do not ask the teacher to allow your child to remain inside during this time. We do not have staff to stay inside with one child. The preschool is a place for children who are ready to participate with other children in playtime, snack time, circle time, etc. If your child is fussy, cranky, overly tired or generally not himself, please do not bring him/her to school. Your child will not enjoy himself/herself and neither will anyone else. Hopefully, by the next class time, he/she will be ready.

Please inform your child's teacher of any illnesses or injuries that happened over the weekend.

Please do not bring sick siblings into the classroom of a child that you are bringing to preschool. This spreads germs to the children in that room.

**We will give no medication at school.** It is best that a sick child who needs medication during school hours be kept at home. The exceptions to the rule are Epi-Pens for allergic reactions and asthma inhalers. Please do not leave Epi-Pens or inhalers in your child's school bag. They should be given directly to your child's teacher in the original pharmacy container with the exact instructions from the doctor and a medicine form filled out. If your child has an allergy of any kind, please see that we have written information explaining what offends him/her and what his/her reactions are. We will try to keep your child as comfortable as possible.

**It is very important to keep updated emergency numbers on file and to keep your cell phone turned on when your child is at school!**

If your child has a minor accident at school, the staff will administer first aid and you will receive a note from the teacher ("Boo-Boo Report"). If medical attention is required, the staff will call the local ambulance service, which will transport the child to the local hospital. Every effort will be made to contact the child's own physician. You will be notified as quickly as possible.

## DISCIPLINE

Bethelview United Methodist Preschool subscribes to the belief that children are most successful in an environment that is stimulating, well organized and developmentally appropriate. Given this environment, discipline problems are typically kept to a minimum. However, in the event intervention becomes necessary, the following procedure will be adhered to:

- Allow the child opportunities to correct his/her behavior with teacher direction.
- Offer alternative activities.
- Warn child of consequences of continued misbehavior.
- Implement appropriate positive isolation (time-out-1 minute for every year of age).
- Child conferences with teacher and/or administrator. (Parents are notified if conference is required).

Behaviors found totally unacceptable and warranting immediate action include:

Physical aggressiveness	Damage to property
Abusive or vulgar language	Cheating
Vandalism	Lying
Stealing	

As a last result, student dismissal may be exercised at school's discretion if deemed necessary.

## DRESS

Dress your child in clothing that is durable and comfortable. Your child will be active in school and will have opportunities to participate in messy activities such as those with paint, glue and markers. He/she must not feel inhibited in activities because of fear that he/she might get something on his/her clothes. The school will not be responsible for damage done to clothing during school activities. Weather permitting, children will have outdoor play and should dress accordingly. For safety reasons, children should wear closed toe shoes. Cowboy boots, flip flops, sandals, crocs and dress shoes are inhibiting for active play at school and are discouraged. Tennis shoes are the best choice for footwear in preschool. Children who wear diapers or pull-ups should send in a minimum of 2 each day. All children should bring in a complete change of clothing clearly labeled and placed in a Ziploc-type bag – accidents can happen during lunchtime, playtime or even during bathroom breaks

**Label any removable clothing (such as sweaters or jackets) and all belongings (e.g. tote bags) with your child's name. (A black "Sharpie" marker works well.)**

## PARENT PARTICIPATION

### Volunteers

Bethelview United Methodist Preschool encourages the participation of parents. *(All volunteers will be required to obtain a background check from the Forsyth County Sheriff's office and have it filed in the preschool office.)* At the beginning of school, parents will have the opportunity to sign up for volunteer opportunities in their child's classroom as well as with other whole school activities. However, there may be times that classroom involvement has to be limited (i.e., if your child is having trouble with separation). The classroom teacher will make these determinations on an individual basis and will guide you in making wise choices on how to

proceed in helping in the classroom. We also enjoy Mom, Dad or another adult friend sharing their hobbies, jobs, cultures or other areas of interest with our classes. In order for teachers to plan their schedule, all of these visits must be arranged in advance.

### **Room Mom/Dad**

Each class is in need of a special person(s) willing to assist the teachers in various ways throughout the year such as:

- Organizing and decorating for parties
- Helping teachers and/or class with special projects

## **CHILDREN WITH SPECIAL NEEDS**

If the classroom teacher and/or the administrative staff determine by observation that a child is having difficulty with the adjustment to school, is struggling, is frustrated with the learning situation or is disrupting the learning environment for other children, the director and the teacher will meet with parents and discuss their observations. Since the staff of Bethelview United Methodist Preschool does not specialize in teaching children with learning difficulties, it may become necessary to recommend withdrawal of the child from school.

## **CHILD ABUSE/NEGLECT**

The staff at Bethelview United Methodist Preschool is required by law (Georgia Code Section 19-7-5) to protect any child whose health and welfare are adversely affected or threatened by the conduct of those responsible for his/her care and protection. In order to provide that protection, all suspect situations will be reported first to the Program Director who is then responsible for reporting such situations to the Department of Family and Children's Services (DFACS) or the Sheriff's Office.

Sadly, instances of abuse do happen. It is our policy to avoid the appearance of any impropriety of any kind. As such, no staff member is to be alone with a single child. Our policy states that there is to be at least two staff members with one child or multiple (3 or more) children to be with one staff member.

## **PROGRAMS**

### **Christian Education**

Bethelview United Methodist Preschool is affiliated with Bethelview United Methodist Church. The school promotes the development and practice of the Christian faith. The following are specific aspects of our program:

- Age appropriate devotional activities led by the classroom teachers.
- Prayers before meals and snacks.
- Monthly chapel programs.
- Integration of Christian education into daily discussions and throughout all aspects of the developmentally appropriate curriculum.

## **Developmentally Appropriate Curriculum**

The goal of our program is to nurture and encourage every child's positive self-image in an atmosphere of love and caring. A Christian environment provides the setting for the early childhood curriculum which offers opportunities for each child to grow in the awareness of God.

Young children learn by doing. Activities at Bethelview UMC Preschool are planned to present topics in many different ways, such as finger plays, songs, stories and art experiences. Our rooms are set up with learning centers, which allow each child to choose and move to specific learning activities. Opportunities for large and small group interaction as well as independent choices are presented.

Since children learn many valuable concepts in the "process" of play, please be aware that they don't always bring finished products home.

Children develop pre-reading and pre-writing skills through art by learning to visually discriminate between colors, textures and shapes and by exercising their small muscles as they work with crayons, scissors and paintbrushes. Pretend to be a two, three, four or five-year old child again. What would be more fun? Having circles, squares and triangles in all different colors put before you so you could glue them in any creative way you desired? Or, having the teacher tell you "Put a red square on the bottom. Now put a blue triangle on top of the square. Now put a yellow circle on the very top. And look; now you have all made a tower!" And in which instance did the child learn more? So if your child doesn't bring home a "teacher created" project every day, be assured: they have experienced art in the classroom that day!

Through water play, children learn basic science concepts: Properties of water and objects and basic math concepts by measuring amounts.

While playing in the block center, children have the opportunity to explore the math concepts: (1) Estimation – how many? How much? How tall? (2) Balance - building a tower, stacking large and small blocks; (3) Classifying - grouping according to size and shape.

When children participate in dramatic play, they learn other valuable pre-reading and pre-writing skills. They enjoy drawing and making the props to be used: Tickets, menus, labels, etc. It is also an excellent center for emotional development. It offers children safe ways to explore their fears, anger and anxieties through role playing. It offers an opportunity to work through many of life's real issues.

When children play outdoors, they are developing language and social skills by talking. "Watch me!" negotiating, sharing, creating order and rules, and trying out leadership roles. Each day is structured to allow alternating time for busy, active play and quiet activities.

Science, manipulatives, numbers and counting are other developmental activities included in our curriculum.

Our music program includes Expressive singing and Rhythm Activities. The bonus for your child is that Research shows that music, introduced at an early age, actually "maps" out the circuitry in the brain, increasing intelligence and making them a better performer academically.

## ONE'S and TWO'S PROGRAM

For many children, the one's and two's preschool year is the first experience in a group setting. Our goal for these age groups is that they experience a fun and happy transition from home to school in a safe and stimulating environment.

Topics of general interest to parents of one-year-olds and two-year-olds are outlined as follows:

### Curriculum

The one-year-old and two-year-old curriculum is developmentally appropriate and was developed around themes which provide opportunities for them to learn about Jesus, the Bible, self, family, others and the natural world. Experiences which encourage physical, mental, social, emotional and spiritual development are included.

The two-year old curriculum—Wee Learn—also provides a range of activities which are designed to meet the needs of two-year-olds at their level of development along the growth continuum. It provides guidance and activities in each unit to help each child develop language, pre-reading, prewriting, and other foundational skills appropriate to his or her stage of development.

### Bottles and Pacifiers

**Bottles:** We ask that bottles be left at home. A snack beverage is served from a small cup and we find that children do well with this, particularly when they see their friends drinking from a cup.

**Pacifiers:** We find that typically the children are so busy with school activities they soon forget about their pacifier. In the two's, we strongly encourage weaning children from pacifiers at school by December because we find it sometimes interferes with their language development.

### Change of Clothes

Spilling or wetting accidents often happen at school. Even if your child rarely spills or wets at home, because school is a different environment from home, your child may sometimes experience a spill or wetting accident here with us. Please keep a fresh set of clothes, underwear, and socks in a large Ziploc-like bag in your child's tote at all times. **This should be changed seasonally. (Please mark tags with your child's name using a "Sharpie" marker.)**

### Diapers/Potty Training

These age groups are typically at various stages of potty habits--particularly the two's. Potty training should be well under way at home before children use the "potty" at school. Teachers will work with you in this process.

For those children still in diapers, please dress children in simple play clothes without belts and extra accessories which are easily lost when changing them. One-piece outfits are particularly difficult to manage and are discouraged at school.

For those children who are potty training: Again, simple "potty accessible" clothes work best. Pull-ups are best used until when a child is completely trained. Otherwise, the entire outfit (bottoms) must be changed for a fresh "pull-up."

## Security Objects

One's: Due to the young age of our One's class, we will allow them to bring in a special "lovey" or security item to help with their transition to preschool. Please be sure to label your child's security item. All other toys should be left at home or in the car.

Two's: Many children have a special "lovey" such as a stuffed toy or a blanket. We ask that after the first month of preschool, you please encourage leaving the item at home or in the car. Bringing a special item from home can inhibit social development when the child fears a friend may take his special "lovey".

## Separation

What if my child cries? Separation anxiety is a universal phenomenon. The separation and attachment process is a very natural part of the human cycle. The anxiety accompanying separation will not disappear overnight. Childcare professionals can contribute to a family's well being by helping parents and children navigate from family circle to the group setting with a minimum of stress. **If a child is very upset and cannot be comforted at all after an hour, the parents will be called to come get them.** If after a few weeks, the child is still upset over separation from parents, we reserve the right to make a decision concerning the child's enrollment. Sometimes, a little one is just not ready for school at such a tender age.

## Biting

Biting is normal and natural, and nearly every child bites another child at some time. Usually, when children bite, it is because they lack the skills to cope with frustrating situations such as wanting another child's toy. We handle biting by redirecting the biter to another activity and/or modeling the appropriate words to say. When an incident occurs, teachers notify parents of the bitten child as well as parents of the child who bit.

Biting incidents are handled in the classroom by the teachers as a normal part of the One's and Two's day. However, when chronic biting incidents escalate or persist to the detriment of others in the classroom, you may be asked to withdraw your child from the program. A chronic biter is described as a child who bites more than two times in a three week period.

## Wellness Policy (Green Runny Nose, and Rashes)

For two's, the most common "ailments" we see are "green runny noses" and unexplained rashes. Both can be signs of contagion. Since two's are particularly susceptible to so many "bugs" we ask that parents cooperate by keeping children with signs of contagion at home. Consulting your pediatrician is also advisable when a symptom lingers. Children must be free of fever, diarrhea and/or nausea for 24 hours before coming to school.

Please keep in mind that two's have the highest absentee rate of any of the age groups at school because, for many, it is their first exposure to childhood illnesses.

## Show and Tell

We have found from past experience that Show and Tell items that are of most interest to the two year old "show and teller" are not easily shared with the other children in the class. To avoid conflict with One's and Two's, we generally reserve Show and Tell for our Three's and Pre-K program.

## **THREE'S and Pre-K PROGRAM**

### **Three's Curriculum**

The Bethelview three-year-old curriculum—Wonder Filled Weekdays—builds upon the Two-Year-Old program. It is also a developmentally appropriate faith-based curriculum. It is not a scaled down version of school-age curriculums but is specifically formulated to address the developmental needs of this age group.

### **Pre-K Curriculum**

The Bethelview UMC Preschool uses the A Beka Book curriculum in our Pre-K classes and is actually a Four-Year-Old Kindergarten class. Thousands around the world successfully use the *A Beka Book* curriculums, which are based on sound scholarship, common sense and the Word of God. A Beka will include Phonics and Reading: recognition of name, sound and picture of long and short vowels and consonants, sounding of blends and one and two-vowel words. Writing: formation of letters blends and words. Poetry: several poems and finger plays committed to memory. Language: language development and listening skills that include color words, shapes, animals, manners, science and more. Numbers: number recognition and counting, number concepts and simple addition facts. Bible: lessons such as Creation, Noah, Boy Samuel, Daniel and others. Fine Arts: music and arts and crafts.

### **Show and Tell**

Three's and Pre-K classes may have Show and Tell on an individual basis. Teachers will notify you of dates and times. Please be aware that this is an activity specifically designed to further develop oral language skills. We encourage you to send items that relate to the monthly theme, as suggested by the teacher, and that are relevant to a current event, etc. **NO WAR TOYS ARE ALLOWED. GUNS, KNIVES OR OTHER VIOLENT WEAPONS OR FIGURINES ARE NOT PERMITTED FOR SHOW AND TELL.** Items must be small enough to fit into the child's school bag to facilitate ease of transportation. We appreciate in advance your cooperation in this matter.

## **OPERATING PROCEDURES**

### **Accident Report Form**

Minor accidents sometimes occur. All minor accidents will be cleaned and covered. Parents will be notified of minor scrapes, bumps and bites on an Accident (Boo-boo) Report.

### **Bethelview United Methodist Preschool Board**

The Bethelview United Methodist Preschool Board is composed of individuals who are school parents and/or members of Bethelview United Methodist Church. The Bethelview Preschool Board meets periodically, acting as advisors for the total school program.

The Board's responsibilities include but are not limited to approval of the school budget which includes salaries and registration fees; addressing policy issues; recommending personnel as needed; and assisting the Director with special projects.

The Bethelview Preschool Board is charged with the responsibility of providing a quality educational program for our children and overseeing a Christian program of learning which has Christian love, caring and quality education as its foundation.

### **Car Line**

Due to the significant increase in the volume of traffic on Bethelview Road, please drive your vehicle onto church property using the south driveway (nearest the church cemetery). You will be directed to follow the drive as it branches off and circles around to the right. Please follow the circle drive up to the entryway of the preschool line.

Please remember that there is only one car line and it is important for the safety of the children and staff for you to remain in that line.

For the safety of the students and staff, we require that you refrain from using your cell phone once car line has started at 12:45pm.

We must have written permission or phone confirmation to send your child home with someone other than you – **NO EXCEPTIONS**. Children will not be dismissed to persons not authorized on student forms unless a written verifiable note accompanies the child and is given to the teacher. Unfamiliar persons picking up children will be asked to display driver's license for identification. It is the parents' responsibility to inform alternate caregivers such as baby-sitters or grandparents of these essential security procedures. This is for your child's protection.

### **Class Placements and Groupings**

All preschool classes are heterogeneously grouped for a more even distribution of ability and maturity levels. Due to the number of students in the early childhood education program, the office is unable to change children from one class to another.

### **Communication**

Parents will receive a monthly or bi-monthly newsletter of upcoming classroom activities and projects either by letter form or in the form of email. If parents wish to speak with a faculty or administrative staff member, and they are unavailable when you call the school, please leave the following information with the office personnel: Your name, phone number or numbers where you can be reached, and when you can be reached at those numbers. Every effort will be made to return your call. If the call is about an emergency situation, please indicate this to the office personnel.

### **Conferences**

Parent/teacher conference will be held at special times throughout the year. Parents are also welcome to request a conference with a teacher and/or the Director if you feel it necessary. Due to time limitations, please make an appointment to discuss specific situations or problems.

### **Confidentiality**

Children's records are open only to the child's teachers, the director and the child's parent or legal guardian. Any request for a copy of the child's records must be made in writing and signed by the parent or legal guardian.

## **Custodial Rights Policy**

In the even that a student at Bethelview United Methodist Preschool has custody arrangements involving a court order, one or both of the following conditions must be met:

1. Legal court documentation establishing the custodial rights of the parent or guardian.
2. Legal court documentation denying custodial rights as parents.

In cases where custody to a parent has been denied, we will be unable to uphold verbal or written request. Legal documentation must be presented to the preschool office.

## **Emergency Procedures**

Please be aware that your child's safety is one of our most important concerns. In the event of severe weather, close monitoring throughout the school will remain in effect. Staff members are trained in appropriate emergency and evacuation procedures and CPR. Evacuation and emergency plans are reviewed and updated periodically. Fire and tornado drills are held periodically throughout the year.

For your children's safety, entrance to the doors will be locked at 9:05am and will be unlocked at 12:45 pm. Should you need to enter during the time that the doors are locked, please ring the doorbell located next to the entrance door.

## **Field Trips**

There will be no official Bethelview Preschool sponsored field trips during the school year. Parents and teachers may choose to meet at an alternative location in place of their normal class time (i.e. Cagle Dairy Farm). However, parents must provide their own transportation to and from the event and assume all liability for their children.

## **Food and Lunch**

The only food sent to school should be your child's lunch and birthday snacks, unless requested by the school or your child's teacher. Children should not come into school in the morning with food or drinks in their hands or gum/candy in their mouths.

All preschool children will provide their own lunch, including a drink. Please make sure that lunch boxes/bags and the food containers are labeled with your child's name. Forgotten lunches should be brought to the school office.

Please send appropriate food for your child. We ask that you send finger food items that your child can eat independently. Please pre-cut your child's food to the proportion he/she needs. Please do not send foods that are a choking hazard: hot dogs (unless cut in length-wise strips), whole grapes (unless cut in quarters), hard candy, gum or nuts. Such items will be returned home in your child's lunch box.

Please NO glass containers (cups, storage containers or bottles). These are very dangerous when you have a room full of small children. Please use only plastic containers or disposable containers.

If you would like for your child to wear a bib at lunchtime, please include it in the lunch box – the teachers may not see it down in their tote bag.

Please no candy or gum in your child's lunch.

## **Immunization Records**

All students in the early childhood program are required to have a current Certificate of Immunization on file prior to or concurrent with the start of school. The Certificate of Immunization form may be obtained from your child's doctor or the health department. Periodic updates for immunizations are required, and it is the responsibility of the parent to see that the school has the most recent form. Students must have immunization records on file in the school office to start and remain in school.

## **Parent Grievance Procedure**

The Bethelview United Methodist Preschool Board is responsible for establishing the policies that operate the school. Grievances about a particular policy should be addressed in writing to that group. After the chairperson of the Bethelview Preschool Board receives the written communication, the matter will be put on the meeting agenda in a timely manner.

While both the teachers and the administrative staff are always happy to speak with parents about concerns, they only implement the operating policies established by the Bethelview United Methodist Preschool Board and are not at liberty to change them.

## **Parking Procedures**

Parents are asked to park only in designated parking spaces. The use of handicap parking spaces is for those persons with a handicap-parking sticker. During school hours, please park in the spaces to the south of the church or in the "horseshoe". When parking, please use only one parking space. CHILDREN SHOULD NEVER BE LEFT UNATTENDED FOR ANY REASON IN PARKED CARS!

Parents are asked to be mindful of all children as they come and go, observing speed limits and being watchful of persons crossing into the building. Please use exit and entrance driveways as marked.

## **Playground**

During school hours, students are under direct supervision of school staff personnel. After school hours, students are not permitted to play on the playground without a parent or supervising adult present. Pets are never permitted on the playground for hygiene reasons.

## **Program Evaluation**

Parent feedback is vital to maintaining quality standards and improving programming. Each year parents have an opportunity to provide the administration with a program evaluation. Please take the time to share your perspective with us.

## **Reasons for Dismissal from Program**

Non-payment of fees – any account as much as 30 days in arrears will make the child subject to suspension until payment is received.

Extremely disruptive, destructive, or dangerous behavior of a child in the classroom.

Rest assured that every effort would be made to work with parents and child before dismissal.

## **School Pictures**

School pictures will be taken in the Fall and Spring each year. Class pictures are made in the Spring along with individual. You will be given notice before pictures are made. Parents are responsible for payment of pictures. The purchase of school pictures is optional.

## **Snacks**

Bethelview United Methodist Preschool will provide all students with a morning snack. Please let us know if your child has any dietary restrictions or allergies. Occasionally, snacks will change due to birthdays or surplus snack items.

If your child suffers from a severe food allergy, special forms must be filled out and posted in the preschool office as well as in the classroom. It is up to the parent to notify us in person of any allergies we need to be made aware of.

## **Staff**

Our staff to student ratio is very low so each child receives personalized attention. The staff is made up of highly competent and trained individuals dedicated to offering an excellent early childhood program. These standards are maintained each year as staff members attend workshops, seminars and in-service training. Continuing education and current professional literature keep staff members abreast of new ideas and research in early childhood education. CPR and First Aide training are required.

Each staff member is required to maintain good health. Reference and background checks are required of all staff members. Frequent classroom observations and annual staff evaluations are conducted

## **Toilet Training**

The goal of Bethelview United Methodist Preschool is to meet the needs of each child. Teachers in the two- year old classes will work with each child on an individual basis to assist efforts at home toward toileting success.

Typical toileting development of threes and fours assumes that children of this age are no longer in diapers. Threes and fours classrooms are not equipped with diaper changing facilities. In the event a threes student is in toileting transition, teachers will work with a child and parent in this area for a period of four weeks as school begins. At the end of four weeks, the child's progress will be assessed. Children who are not completely potty trained may not remain in three's classes.

## **Tote Bags**

Every new BUMP student will be issued a school tote bag upon enrollment. We request that they use this as their school bag. Parents may purchase an additional BUMP tote bag or a replacement to bag for \$4. Back packs are not permitted.

## **Visitors**

Although visitors are always welcome at our program, we ask that all visitors check with the director before entering a classroom. Please be sensitive to the teacher's need to devote her time and attention to her class while you are visiting. Classroom observations by parent and/or visitors should be scheduled through the school office and teacher. Conversations about your

child should take place on the telephone or at prearranged conference rather than in front of the child. The staff at Bethelview Preschool continually monitors the school environment to insure the safety and security of all our students.

### **Withdraw Policy**

Bethelview United Methodist Preschool is a non-profit organization, all fees and tuition are used to give you the best teachers, supplies, and equipment possible. We understand that all families are different and certain situations may arise that would cause your child to be out of school for an extended time period. Since our income and budget are based on the number of students we have in each classroom it is very important that we keep these classes full for the entire school year.

If you plan to have your child out of preschool for an extended time period and would like their spot secured, we require that you pay the tuition for the time period your child is out of school. If you choose not to pay the tuition, your child's spot will be forfeited and we will fill the spot with a child from our waiting list.

Should you find it necessary to withdraw your child, we require that you give us one month's notice (30 days) in writing. If you fail to give us a month's notice, you must pay tuition for the following month, as you did not give us time to fill the spot.

If you withdraw your child or leave for an extended time period during the months of April or May you are required to pay tuition for those months, as it is not possible to fill those spots at the end of the year. If we do not receive tuition for those months you will forfeit any monies paid toward the next school year and your child will lose their place in a class.

## **BIRTHDAYS**

You are welcome to provide a special snack on or near your child's birthday. If your child has a summer birthday, you may discuss with your child's teacher a special day to celebrate with classmates—perhaps your child's half-birthday. Please check with your child's teacher before bringing a birthday treat, so they may plan accordingly. Muffins and cookies are preferable to frosted cupcakes and cakes; your child's individual teacher will guide you in making choices the children will enjoy and eat!

We will distribute birthday invitations if there is one for each child in the class.

## **PARTIES**

Classroom party occasions will be initiated by the teachers and the school. Parties will be held for Fall Fest, Christmas, Valentine's, Easter and end of the year. Room parents will coordinate party activities with the individual teachers. Party attendees will actively participate in set-up, implementation and clean-up. If you are involved in planning any of these celebrations, please plan two or three simple, yet fun, activities.

### **Party Attendees**

The purpose of the party is to have a special social time and lots of fun! In our many years we have discovered that when the parents are in attendance, it hinders the children's ability to enjoy the experience of the party, as they will often choose not to participate in the activities in fear that mom/dad, will leave them. So, we limit attendance to the room moms.

## **Party Activities**

Parties and party materials are planned and provided by designated room moms.

## **Party Food**

The preschool will normally provide and pay for the food provided for the preschool students.

The key to successful party foods for preschoolers is to keep food in small portions and have one simple food treat.

Some examples acceptable party foods are:

Small wedges of pizza

Simple cookies

Mini-muffins, fruit slices and cheese cubes

Simple no-crust sandwiches cut into shapes

Chicken Fingers or nuggets

Jell-O Jigglers in seasonal shapes

Macaroni n Cheese

Fruit juice in individual boxes

## **THINGS TO REMEMBER**

See that your child attends school regularly and arrives on time. Practicing punctuality helps the program run smoothly. Children who arrive late can be a disruption to learning.

Always be positive of this new experience for your child. Assure him/her that we will take care of his/her needs at school. Children have a way of picking up any negative feelings.

Parents are a child's first and most important teacher! Only by parents and teachers working together do we feel that we can help your child to grow and develop to their full potential. We welcome questions and comments.

And last but not least, be sure to label all items sent to school with your child's name. This includes: tote bags, jackets, lunch boxes, lunch box containers, sipper cups, show-n-tell. I promise this will avoid a lot of confusion and lost personal items.