

Bethel Christian Preschool Parent Handbook



2022-2023

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Welcome Parents...

Welcome to Bethel Christian Preschool, a ministry of Bethel Church in Redding, CA. We are so glad we have the opportunity to partner with you in the greatest act of our lives: raising children! We are grateful for the trust you have placed in us to raise world changing leaders. We are excited to get to know you!

Please read this handbook carefully, as it provides specific information about our policies and purpose as a preschool.

We have the unique opportunity to influence the minds and spirits of the next generation. As a staff, we realize we may be your child's first interaction to the world outside their immediate family. We have the potential to influence and shape how these world changers see the world and experience the Lord. Given these responsibilities, we ask our teachers and parents to continually seek and pray for direction from the Lord as we embark on the journey of this year together.

It's an exciting task that lies before us. United in one purpose, equipped by God's strength and grace, we can make an eternal impact on the lives of the children entrusted to us.

Much Love,

Charlene Payment

Director of Bethel Christian Preschool

Introduction

Organization

Bethel Christian School (BCS) of Redding, California, operates within the structures of the Constitution and by-laws of Bethel Church.

Mission Statement

Bethel's mission is REVIVAL: the personal, regional, and global expansion of God's kingdom through His manifest presence.

BCS Motto

God is the center of all subjects. Romans 1:20

BCS Mission Statement

At Bethel Christian Preschool, we partner with parents to prepare and develop the whole student: mind, body, and spirit, through academic training that is interwoven with ministry and worship. Proverbs 22:6

BCS Vision Statement

Our students will become successful life-long learners and leaders in a lifetime relationship with the Lord Jesus. 1 Thessalonians 2:11 & 12

BCS Mascot

THE WARRIORS

BCS Colors

Purple, Gold, and Black

Educational Philosophy

Students at Bethel are...

- Commissioned to make Disciples
- Friends with God
- Sons and Daughters
- Successful Self-Directed Learners and Leaders
- Passionate Worshipers

Warrior Traits

- **World Changer**-A BCS student is growing in their relationship with Christ, is led by the Holy Spirit, and is anchored in His Word. Their Christian character is displayed by the fruits of the Spirit. They freely use spiritual gifts at school, in the community, and abroad.
- **Culture Creative Learner**: A BCS student appreciates creativity and diverse forms of arts, cultures, and athletics. They have the freedom to explore and grow in confidence in a set of skills and disciplines.
- **Successful Communicators**: A BCS student clearly presents accurate information in written, verbal, and non-verbal form.
- **Effective Learner**: A BCS student demonstrates fundamental, age-appropriate skills and logic in applying their skills to new situations.

Statement of Faith

We believe that there is only one true God who is the eternal King, Creator, and Redeemer of all that is. He is perfectly holy, just, loving, and truthful. He has revealed Himself to be eternally self-existent – one being in three persons: God the Father, God the Son, and God the Holy Spirit.

We believe that the Bible is the inspired and only infallible and authoritative Word of God.

We believe that humankind was created in the image of God to know and enjoy Him, yet we willfully rejected the Lordship and glory of God for which we were intended. Because of this, sickness, death, and judgment entered the world and now creation experiences the effects and consequences of sin.

We believe in the Lord Jesus Christ, the one and only Son of God, was conceived of the Holy Spirit, born of the virgin Mary, and is God's Anointed One, empowered by the Holy Spirit to inaugurate God's kingdom on earth. He was crucified for our sins, died, was buried, resurrected, and ascended into heaven, and is now alive today in the presence of God the Father and in His people. He is "true God" and "true man."

We believe that we are saved by God's grace, through faith in the person and work of Jesus Christ. Anyone can be restored to fellowship with God through repenting, believing, and receiving Jesus as their Savior and Lord. The Holy Spirit convicts, regenerates, justifies, sanctifies, and adopts us as we enter the kingdom of God as His sons and daughters.

We believe in the ongoing, sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life and minister super-naturally. The baptism of the Holy Spirit, according to Acts 1:4-8 and 2:4, is poured out on believers that they might have God's power to be His witnesses.

We believe in the victorious, redemptive work of Christ on the cross provides freedom from the power of the enemy – sin, lies, sickness, and torment.

We believe that the Church consists of all who put their faith in Jesus Christ. He gave His Church the ordinances of baptism and communion. The Church exists to carry on the ministry of Jesus Christ and further advance His kingdom by undoing the works of the enemy, preaching and living the good news of God's love, and discipling the nations – baptizing and teaching them to love and obey God.

We believe in the ever-increasing government of God and in the Blessed Hope, which is the glorious, visible return of the Lord Jesus Christ to rule and reign with His overcoming bride – the Church.

We believe that heaven and hell are real places. There will be a resurrection of the lost and the saved, the one to everlasting death and the other to everlasting life.

We believe the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive covenant union, as delineated in Scripture. (Gen 2:18-25) and that God intends sexual intimacy to occur only between a man and a woman who are married to each other and that God has commanded that no intimate sexual activity is engaged in outside of marriage between a man and a woman. (Genesis 1:27–28; 2:21–24, Matthew 19:4–9; Mark 10:5– 9; Ephesians 5:22–33).

Community Care Licensing Section 101195 B and C

Bethel Christian Preschool is a State Licensed Facility. The licensing agency shall have the authority to interview clients including children or staff. Licensing can audit client's facility records without consent. The licensing agency shall have the authority to observe the physical conditions of the client which could indicate abuse, neglect, or inappropriate placement and to have licensed medical professionals examine the client.

Policies and Procedures

General

Admission Policy and Forms

School policy requires children to be at least three years of age and FULLY potty trained before entering preschool. We admit children of any race, color, sex, or national origin. A completed online application, which includes a NON-REFUNDABLE registration fee, as well as the documents listed below, must be completed before children can be enrolled into the program and attend school. Our application can be found online at www.bcsredding.org,

Affirmation Agreement

Application

BCS Required Emergency Information

Copy of Birth Certificate or Passport

Handbook Signature

Health History

ID and Emergency Information

Immunization Record/Waiver or TB Test

Consent for Medical Treatment (BCPS and CCL)

Personal and Parent Rights

Photo Consent

Physician's Report

Social Security Card or Passport

Toileting Waiver

Photo Consent

Each student must have a "use of image" and "student work" consent form on file for the current/upcoming school year. The form grants authority and consent to Bethel Christian School to use student schoolwork, photographs, still or motion pictures, and the voice of the student in web pages, school newspaper or commercial advertising, and/or promoting Bethel Christian Preschool. The student's last name will not be used on public media i.e. commercials, Internet, etc. Permission and consent will continue until revoked by the parent in writing.

Enrollment

The first six weeks of your child's preschool enrollment are considered probationary. At the end of this time, **if needed**, a parent, teacher, and director meeting will take place to evaluate your child's needs.

Withdrawal from the Program or Schedule Changes

Families desiring to make a change, increase or decrease, to their schedule, will pay a \$25 change fee. Additionally, for schedule increases, a flat tuition charge of \$25 will be added to cover the cost of a partial month until the new tuition amount takes effect at the beginning of the next billing cycle.

Please notify the director of your desired change, 7 days before your tuition is due. Please allow 7 business days before your student's schedule can take effect. For withdrawals please give the office a 2 week notice or allow 2 weeks for the change to go into effect.

If a student withdraws during the school year, tuition will be prorated based on the number of weeks the student(s) has/have attended in the school year.

PLEASE NOTE: The last day to withdraw and have tuition prorated in this manner will be March 30th. After March 30th, each family will be expected to pay their full annual tuition. It is our goal that all BCS and BCS Preschool students complete their education by remaining in school until the posted end date.

Tuition Payments

Tuition payments are due monthly. In order to make sure that tuition payments are made in a timely manner, BCPS uses FACTS tuition management program to help with the automatic debit of tuition payments from your checking or savings account. With the FACTS program, tuition can automatically be debited from your account on either the 5th or the 20th on a 10 or 11-month payment plan. Should you have any questions regarding tuition, please call the BCPS office (530-246-2065). Tracie de la Pena is our school bookkeeper. The preschool director will serve as a liaison between preschool families and Tracie. Late fees will be charged if there is a late payment.

Release of Children/Absences/Holidays

Staff personnel are responsible for the release of children to adults. Only parents or other responsible adults listed on the child's EMERGENCY CARD may pick up a child. If the child is going to be picked up by someone not listed on the

emergency card, a parent must add that person to the child's emergency card in the office BEFORE the child will be released to the new person. The newly added person must bring a photo I.D. with them to show a staff member at time of pick up. Children must be legibly signed in and out using the parent or responsible adult's **full legal name**. These are state licensing requirements for all children being dropped off and picked up.

A student's days of enrollment are set. **We do not trade days**. If a child misses school s/he cannot trade it for another day. We do not accept drop-ins. Annual tuition is split into 10 or 11 months. **There will be no refunds for days missed**. We follow a typical school calendar, corresponding with the BCS elementary school. Days that the school will be closed in observance of various holidays will be announced in monthly newsletters. Should your child be absent due to sickness or otherwise planned absence/s (vacation, doctor, etc.), please notify the school office via e-mail or phone.

Health:

Illness/Medication Policy

Children must be kept at home if they are showing any of the following signs and for 24 hours once the signs/symptoms have subsided: fever, vomiting, diarrhea, discharge from the eye, ear, or nose, or have any kind of rash. **Children with the following contagious diseases are not permitted to attend school:** strep throat, pin worms, viral infections (demonstrated by yellow or green colored mucus), measles, mumps, chicken pox, conjunctivitis (pink eye), fifth disease, whooping cough, or head lice. Please do not send cough drops or over the counter medicines to school with your child. A doctor's note is required after three days of absence.

LICE: BCPS has a nit fee policy.

Morning Checks

Each child needs to be screened before entering the classroom to ensure they are healthy. The teacher may look for:

1. Unusual pallor and flushed face.
2. Rash or spots.
3. Dizziness or faintness.
4. Swelling of the face or neck glands.

5. Symptoms of acute cold (green mucus, fever, excessive coughing).
6. Repeated sneezing or coughing.
7. Sore throat.
8. Stiff or rigid neck.
9. Chills or fever.
10. Check pain or neck pain.
11. Listlessness or sleepiness.
12. Red or weeping eyes.
13. Excessive scratching of the head.
14. Any marked change in appearance.

Additionally, the teacher is to inspect the child before the child is permitted to come back into the classroom. The following conditions are permissible:

- When a cold is over, but the child is left with minor clear nasal drip.
- After chicken pox blisters have all dried up and crusted over and/or on the 6th day after the rash began.
- After head lice is treated and the child is nit free.
- 24 hours after the parent began giving medicine for conjunctivitis (pink eye) or strep throat.

Hand washing

The best way to reduce disease in our school is to follow recommended hand washing procedures. Students AND parents will be asked to sanitize their hands through traditional hand washing procedures or by using hand sanitizer provided in the classroom upon entering the classroom. Due to health and safety regulations, children cannot carry their own sanitizer during preschool hours.

Students will wash their hands:

- When they come into the classroom in the morning.
- After coming in from outside.
- Before eating, serving, or preparing food.
- After wiping his or her own nose, sneezing, or coughing.
- After they have been to the bathroom.

First Aid/Injury

First aid kits are provided for teachers as well as basic first aid training. Basic

accidents include, but are not limited to: scraped knees, head accidents, and hurt fingers etc. Basic first aid includes band aides and ice packs. Teachers are encouraged to use his or her best judgment on how severe the injury is and whether or not the child should be sent to the office. Should a child persist in his or her crying or if the injury is beyond the basic first aid, the teacher will escort the child to the office and emergency procedures will commence. "Ouch reports" will be sent home notifying guardians of minor injuries.

Operational

Dress Policy

Parents are responsible for helping their child adhere to the dress code. If a child comes to school in clothes that do not adhere to the dress code, the teacher is to enforce the dress policy and ask the parent to keep the child until the dress code is followed. Bethel Christian Preschool's dress policy is as follows:

- Girls wearing dresses need tights, leggings, or shorts underneath (we do not want their underpants showing).
- Shirts must be non-offensive and long enough to cover the waistband of the student's pants when arms are fully extended above their heads.
- Shoes need to be closed-toe and have a full back or back strap. NO SANDALS. Shoes should also be well fitted (not too big or loose). For safety and ease, flat shoes are preferred for girls (vs. shoes with heels).
- We go outside frequently, so it is probably best to send a coat or jacket (**labeled with your child's name**) to school with your child. If the temperature is 60* F or lower, we ask students to wear jackets outside. If the temperature is 90*-99* F we use discretion as to whether or not we will play outside. We will not go outside if it is over 100*F.

Extra clothes are to be kept in the classroom for emergencies. The clothes are to be reflective of the season outside. On the first day of school please bring a zip-lock bag labeled with your child's name with the emergency/spare clothes on the inside. The teacher will notify parents if their child is in need of extra clothes. In the event the child is missing clothes from his or her emergency zip-lock, the office will provide "loaner" clothes. "Loaner" clothes are to be cleaned and returned on the child's next scheduled school day.

Snack Policy

Food does affect our attitudes, energy levels, and ability to focus. We are providing these recommendations to help both the students and teachers have the best experience possible! Please see the corresponding amount of snacks/food you are required to provide for your child's school schedule. Please label food accordingly so the teacher knows what the child should be fed.

Example: If your child is scheduled till 4:00pm, you should label one to three items as AM Snack, one to three items for lunch, and one to three items for PM snack.

- The sharing of snacks is not permissible
- 8 am – 12 pm students need an AM snack
- 8 am – 2:30 pm students need an AM snack and a lunch
- 8 am -4:00pm students need an AM snack, lunch, and a PM snack
- Juice is **not** permissible at any time at Bethel Christian Preschool.
- Parents are encouraged, but not required to provide a bottle of water for their child.
- Parents are responsible to provide healthy options for their children to eat. (If your child's snack/lunch requires a spoon/fork, please send one to school with your child.). Some examples of healthy snacks include:

Yogurt Muffins

Apples Melon

Peeled Oranges Applesauce

String cheese Dry Cereal

Fruit Cup Banana

Strawberries Trail Mix

Pineapple Grapes cut in ½

Carrots Crackers/Cheese

Toileting

The term "potty trained" means that a child can go by themselves and take care of their own needs – including fastening and unfastening their clothes, cleaning themselves, washing and drying their hands, and returning to the group. (This includes napping/resting without the use of pull-ups/diapers.) We understand

that “accidents” do happen **occasionally**. However, if your child begins to have accidents regularly (directly dependent on the number of days enrolled per week), then we will request s/he be removed from the school until they are fully potty trained.

Naptime

Student’s who are on the $\frac{3}{4}$ or full day schedule and are 3 or 4 years of age for the entirety of the year (or older students who have special arrangements with the director) will nap/rest quietly on their own specifically designated nap/rest mat during daily nap/rest time from 1:15pm-2:15pm. If your student stays for nap/rest time please send a small thin blanket to school with them. Please make sure your student’s name is on their blanket. **Please do not send pillows or stuffed animals to school. We do not have enough storage space.**

*Blankets and sheets will be washed on a weekly basis.

Student’s who are on the $\frac{3}{4}$ or full day schedule and are 5 years old or will be turning 5 during the school year will join a quiet room with quiet restful activities (soaking, drawing, reading stories, etc.). If your student is/will be 5 years old or has otherwise discussed arrangements with the director regarding their naptime, you do not have to send a blanket to school. All $\frac{3}{4}$ or full day children are required to rest via a state regulated adherence.

Arrival and Departure

$\frac{1}{2}$ Day Schedule:

7:30-8:15 AM Drop off

11:45-12:00 PM Pick Up

$\frac{3}{4}$ Day Schedule

7:30-8:15 AM Drop off

2:30-2:45 PM Pick Up

Full Day Schedule

7:30-8:15 AM Drop off

4:00-4:15 PM Pick Up

Late Pick-Up Policy

Please see the above schedule for appropriate pick up times. Students who have

not been picked up by the end of the designated pick up times will be charged a late fee. **There is a \$5 late charge for the first 15 minutes and an additional \$1 for every minute after the first 15 minutes.** This policy is put in place in order to help us adhere to state regulations. Late fees will be added to your FACTS account at the end of each week and should be paid each month.

Afternoon Program Information

Preschool closes promptly at 4:15 pm. If you are delayed due to an emergency you must call the school @ 530-246-2065. If a child has not been picked up by 5:00 pm and we have not been contacted, the staff may contact Child Protective Services. The child will be considered abandoned and may be picked up by the police. Please do not ask staff to transport your child.

Lost and Found

Lost and found articles will be gathered and placed in the preschool office. Occasionally, lost and found bins will be put outside the preschool office. Articles that are not gathered after an extended period of time will be sent to a local charity/thrift store. The staff will give advance notice before items are packaged and given away. To help identify lost and found articles, please write your student's name, in permanent marker, somewhere on your student's items.

Class Parties

Throughout the year there will be occasions for a celebration or a party at school. The major holidays celebrated in the classroom are: Thanksgiving, Christmas, Valentine's Day, Easter, and the Last Day of School. In addition to holiday-oriented parties, some teachers may choose to have behavior incentive parties. We do not include the Easter bunny, Santa Claus, elves, leprechauns, witches, ghosts, jack-o-lanterns, and magic in any celebrations or room décor. For parties, food restrictions do apply. We do not wish to have an abundance of sugary snacks in the classroom; teachers and parents usually aim to have a balance of dessert and protein or find non-food ways to celebrate.

Be advised we **do not** have **Birthdays parties for the kids in the classroom**, but we do find ways to celebrate them on their special day including praying

over them, special prizes, special privileges etc.

Share Items/Toys

Each individual teacher may choose to initiate share days within his or her classroom. On those days the teacher will communicate what share items are acceptable to bring in and those items will only be shared during designated share times. We ask that any other toys or personal items that are not for share times *be left at home or with parents (this includes pacifiers or special stuffed animals)*. If the student has personal items in the class they may be asked to stow them in their lunch box or the teacher will hold onto the item until the end of the school day.

Volunteer Hours

We have a high value for connecting and partnering with parents. One way that we are able to reach for excellence is with the help of parent volunteers. Each family is encouraged to volunteer at BCS/BCPS in accordance with the number of hours their student(s) attends preschool. See the schedule listed below to see how many “volunteer hours” you owe as a parent of a BCPS student(s). **If you have children at BCS and BCPS, BCPS, you owe a total of 30 hours per family. You can complete the hours at BCPS or or the elementary campus.**

- MWF 8 am to 12 pm {12 hours}
- T/TH 8 am to 12 pm {8 hours}
- M-TH 8 am to 12 pm {16 hours}
- M-F 8 am to 12 pm {20 hours}
- MWF 8 am to 2:30 pm {18 hours}
- T/TH 8 am to 2:30 pm {12 hours}
- M-TH 8 am to 2:30pm {24 hours}
- M-F 8 am to 2:30pm {30 hours}
- MWF 8 am to 4pm {24 hours}
- T/TH 8 am to 4 pm {16 hours}
- M-TH 8 am to 4 pm {32 hours}
- M-F 8 am to 4 pm {40 hours}

Throughout the school year the teachers and the director will post or notify families of various volunteer opportunities. Parents will be responsible to record their hours online. To keep track of your volunteer hours, please refer to the section about Family Portal (ParentsWeb).

Staff and Curriculum

Overall Curriculum

We are looking to develop whole individuals who thrive academically, spiritually, emotionally, and socially with God being the center of all subjects.

Core Curriculum

Teachers are asked that these principles be taught in the classroom at the academic level of your students.

1. Literacy Concepts
 - a. (letter sounds, basic handwriting technique, lowercase and uppercase alphabet, sequence and recognition of letters*, letters/words/sentences*, concepts of print*, fluency*, rhyming, beginning and ending sounds*, blending*, name recognition and writing)
2. Math Concepts
 - a. (shapes, colors, patterns [AABB/ABAB/ABCABC], basic addition [single digit]*, even and odd numbers*, least and greatest*, count objects up to 10, numbers 1-20 [number recognition and sequence], sorting, sequencing*, measuring*)
3. Calendar Concepts
 - a. days of the week, months of the year, seasons, weather,
4. Character Development
 - a. obedience, attentiveness, helpfulness, contentment, patience, kindness, diligence, forgiveness, self-control
5. Opportunity to grow their relationship with God

- a. Adoration
- b. Weekly Key Bible Stories
- c. Kingdom Keys (Healing the sick, Giving Encouraging words, etc.)
- 6. Other
 - a. Body Parts (arms, legs, head, teeth, etc.)
 - b. Positional Skills (above, below, beside, on, off, inside, outside, between, under, and behind)
 - c. Basic Vocabulary skills (boat, sun, girl, boy, etc.)
 - d. Conflict Solving Skills

While these components are the core of academics at the preschool, we do recognize that depending on the class ages/abilities a modified version may need to be taught in order to meet the developmental needs of each class. Those topics denoted with a “*” indicate concepts primarily taught in Pre-K classrooms (4’s/5’s).

Overview of the Day

While the day tends to fluctuate based on classroom, there are many core components that exist in all rooms.

Adoration- Adoration is a time for the children to focus their hearts and attention upon the Lord. This can be achieved through worship, a teacher led encounter, prayer, or prophetic acts.

Circle Time- A gathering of all students, directed by the lead teacher to instruct on key curriculum including academic elements, teacher/student connection, student/student connection, as well as corporate social and spiritual growth.

Bible Time- Although we do follow weekly Bible themes, in which key elements of Bible stories are taught to the students, Bible time can also include: soaking, praying for others, bible verse activities, key kingdom truths, etc.

Center Time- This is a time for the children to engage in creative play or

educational play. This is also a time for the teacher to work with students individually who may be struggling academically or to engage with students who are more academically advanced.

Snack Time - Snack is not only great to refuel and recharge, but it is also a great time to build relationship with each other and to reinforce/learn basic life skills. (How to clean up after yourself, pour a glass of water, follow instruction, communicate respectfully to peers/adults, etc.)

Outside Time-Each class has at minimum a 30-minute time during their day in which the teacher monitors students on the playground. Students build their gross motor skills through biking, climbing, running, digging, kicking, etc.

Discipline Procedures

Discipline is a word that means “to train”: guiding, molding, encouraging, teaching, reproofing, and correcting, all with a goal of students learning to manage their own behavior. When a student is trained they will become self-disciplined. As much as possible, the characteristics of our discipline are modeled after God’s.

- God teaches us out of unconditional love. He does not love us any more when we do good, nor does he love us any less when we do evil. [Proverbs 3:12, Hebrews 12:6]
- God delights in us. [Proverbs 3:12]
- As Christ did with his disciples, we visualize what a student can become. [Romans 8:29, Hebrews 12:10]
- God expects us to produce fruit in our lives. [Colossians 1:10]
- The fruit of repentance. [2 Corinthians 7:9-11]
- The peaceable fruit of righteousness. [Hebrews 12:12, Galatians 5:22, 23]
- God forgives and forgets. [Hebrews 8:12, Titus 2:14]

Attendance at BCS is a privilege. Each student is accepted as an individual with individual needs. Students are expected to conduct themselves according to the

state policies and programs of the school. The school endeavors to work with and communicate closely with parents in all matters of discipline. BCS' discipline is based on Danny Silk's "Loving Our Kids on Purpose" and Jim Fay and Foster Cline's "Love & Logic". Students will be treated as individuals. When the need for correction is required, it is viewed as an opportunity for the student to learn by his/her mistake. The student will be actively involved in determining the best course to make amends; by asking forgiveness and deciding to repair damaged relationships or objects (cleaning up their "mess"). The student must learn that, as in life, when I make a bad choice it effects others and I have to fix it. We are not here to bail them out, but to guide them in making better choices. It is our goal to work with parents/guardians in the area of discipline. In order for any discipline to work in training children, it is essential for the school staff and parents/guardians to be in agreement. A parent/guardian who is not supportive of the school's discipline program will undermine the structure of the school. For this reason, parents/guardians that are against the policies of this school and school board may be asked to leave the school if no understanding can be reached. Each classroom utilizes a "social contract". A "social contract" is the agreed upon rules by both teachers and students. It is developed by the whole class at the start of the school year and is "signed" by every student and teacher as a commitment to each other).

The following is an example of some common language that may be utilized with Loving on Purpose or Love & Logic:

Loving On Purpose Cheat Sheet Language Used by BCS

Preschool Staff • Think it Over Spot/Chair

- This is not a time out chair. This is a chair for the student to think over how s/he can fix their mess or fix the problem s/he created in their classroom. The child can decide when s/he wants to leave the chair based on the method they have come up with to clean up their mess.

- Hassle Time

- When a child refuses to do something or is being unreasonable the teacher will start the hassle clock. The student will then have to “pay back” the amount of time they “hassled the teacher” when it is

least convenient for him/her.

- Procedure of Discipline:

1. Child receives a verbal warning –should the action merit a warning or s/he may receive a redirecting prompt.
2. Child is asked to leave the circle time or activity, questions are asked, and a resolution is sought.
3. If needed the child can stay in the no fun chair/hassle time for an extended period of time until the mess is cleaned up or the attitude of the heart has shifted. Sitting in the chair is not to be a punishment, it is a place for the child to think about what happened and come up with a solution.
4. The teacher who invited the child to the no fun chair/hassle time will be the one to restore the relationship with the child.
5. Should the child continually be disruptive or continually be in the no fun chair/hassle time, the child is to be taken to the office to have some hassle time with the director.
6. Hassle time is to be administered if the child is being continually disruptive or destructive in the class. It is up to the teacher’s discretion where hassle time should be served.
7. Ongoing hassle times or continual behavioral problems should be recorded and a meeting should be arranged among the student, parent(s), teacher(s), and the director.

Behavior Contract

Should a child consistently work his or herself out of the classroom and into the office, a meeting will be held between the parent(s), teacher(s), and director. A “behavior contract” would be a discipline program the parent(s), teacher(s), and director agree to help the child’s behavior improve. The goal of the behavior contract is to help the child feel safe in the classroom and to have an attainable goal to work towards in order to help his or her behavior improve.

Parent School Communication

Parent Communication

There are a number of ways in which a staff member may try to get in touch with you. Communication means may include mass e-mails to the whole school or whole classroom, individual e-mails, paper/e-mail copies of monthly newsletters, ouch reports, proud moments, connection cards, bulletin boards, and Family Portal (ParentsWeb). As a staff we are aware of how important it is to maintain and continue to build partnership with parents, students, and families, therefore we take great efforts to keep you updated and informed as to what may be taking place corporately with the whole school or individually with your child.

Monthly Newsletters

The preschool administrative staff will be providing monthly newsletters for the entire school. The monthly newsletters will include a review of important dates, policy reminders, testimonies, weekly themes, and academic highlights, etc. These newsletters may also include “take-homes” that serve as opportunities to further solidify what is being taught at school. “Take-homes” include ideas or activities that can be done with family and friends outside of school, in order to cement growth in students socially, spiritually, emotionally, or academically.

Ouch Reports

As stated earlier, in the Policies and Procedures section, in the case of a basic accident, which include, but are not limited to: scraped knees, head accidents, and hurt fingers, parents may receive a phone call (where necessary) and/or an “Ouch Report”. Such reports will describe what happened that resulted in an “ouch” and what action was taken by the teacher or staff.

Proud Moments

Proud Moment notes highlight exemplary behavior often unsolicited by a teacher. These are actions that demonstrate honor, love, compassion, support, respect, or moments of breakthrough and success. These are opportunities not only for the teacher to identify and encourage that kind of outstanding choices, but to let parents know of the students exceptional choices and allow parents to further reinforce and celebrate that kind of behavior at home.

Communication and Connection

As students are becoming even more powerful decision makers, we know that poor choices may create “messes”. Messes that are physical, emotional, or spiritual in nature (Ex-hitting another student/teacher, generally being unsafe for themselves or others, yelling/screaming, etc.). Teachers will partner with the student to walk through certain messes that may have been created and equip them with positive conflict resolution skills. In many of these situations the teacher may choose to inform you of the students growth experience and invite you to partner with the progress the student has made through email, a phone call, a note home or in person. In certain instances, students may be asked to go to the office. In this case, the office staff will send a note home to the parent describing the nature of the incident.

Progress Reports/Conferences

There will be two progress reports sent home each year. The first will be sent in November and will include how the child did on his or her first skill assessment and how his or her behavior has been so far in the classroom. A conference will be held with the parents in November to discuss the progress report. The second progress report will be sent at the end of the school year. Parents of Pre-K students who will be entering kindergarten the following year are invited to connect with teachers in January to review any thoughts/concerns prior to kindergarten enrollment in February.

General Communication

General school information will be added to Family Portal (ParentsWeb) and dropped into your student’s paper file in his/her classroom. We encourage you to build a time in your daily or weekly routine to check your student’s paper file and Family Portal (ParentsWeb) so that we can keep a solid parent/school connection.

Change of Address/Phone/Emergency Pick Up

In the event that your address, phone number, or any pertinent information has changed please inform the director IMMEDIATELY. It is important that we have all up to date information on file so we can contact you in the case of an emergency. It will be vital for us to have current information not only online on Family Portal (ParentsWeb), but also in our school office.

Family Portal (ParentsWeb)

Account

Every parent at the preschool should have access to a Family Portal (ParentsWeb) account through the website: <http://www.factsmgt.com/>. At the top of the page go to the menu box that says “Parent Login” and select “Family Portal (ParentsWeb)” from the drop-down menu. Once you have selected Family Portal, it will prompt you to login. Using your Account ID and password you used to apply to the school, log into Family Portal. The district code is BTL-CA.

Layout

On Family Portal, you will have access to newsletters, BCPS calendar, volunteer hours, and other helpful resources.

- Home Screen:

- Announcements – will be located in the calendar tool for both the preschool and the main campus. Please pay attention to those that say PRESCHOOL.
- The SCHOOL Tab – you can access the calendar and any web forms we have placed on the website. Please again be advised if it does not say PRESCHOOL it does not pertain to you.
 - The FAMILY Tab – you will find the “Service Hours” box. This is where you can add and track your parent volunteer (service) hours. Once you have finished volunteering, log into Family Portal and record your hours by clicking on “add” in the “Service Hours” box. You can also view your billing and your financial records to make sure our records match yours.

I, _____ have read the

(Print name)

Bethel Christian Preschool's Handbook.

Signature

Date

Print Child's Name