

BETHANY LUTHERAN PRESCHOOL

A Nationally Accredited Preschool



INSPIRING LIFE-LONG LEARNING

THE SCHOOLS OF
**BETHANY
LUTHERAN**

CULTIVATING CHRISTIAN CHARACTER

PARENT HANDBOOK

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WELCOME

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

Thank you for selecting our preschool and allowing us to be part of your family's story. We pledge our support and cooperation. We are aware of our great responsibility: we are dealing with the souls, minds, and bodies of children; people precious to you, to us, and especially to our Savior.

The purpose of this handbook is to familiarize you with our purposes, objectives, policies, and procedures. Please read all the information carefully.

FOREWORD

This handbook serves as a contract and strives to communicate the philosophy and goals of our Christ-centered preschool and to set forth the standards, rules, and procedures that will foster self-discovery and facilitate a learning environment. It will change and grow as our school changes and grows. This handbook/contract is designed to foster mutual understanding.

Bethany Lutheran board members, administrators, faculty, and staff are intent on providing a program that is purposeful and effective. As parents, you are our partners. Our handbook assists us in accepting the responsibility of ministering to children. It is dedicated to the glory and honor of the Lord as we work together.

HISTORY

Bethany Lutheran Preschool has been serving the community for over 40 years. The campus serves children preschool through 8th grade. The preschool has a daily licensing capacity of 81 students. The preschool is licensed by the State of California Department of Social Welfare and the Los Angeles County Department of Health Services. Bethany Lutheran is part of the Pacific Southwest District of the Lutheran Church Missouri Synod and the preschool is fully accredited by National Lutheran School Accreditation.

THE BETHANY MISSION

BETHANY MISSION

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

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

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

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

Giving Proportionately: (Luke 21:1-4) "My stuff is not my stuff." The wooden nickel reminds us that our possessions are only on loan to us from God and that everything we have is truly a gift given to us by God. Therefore, out of thanks for what we have received we, the people of God, joyfully return to Him the first-fruit percentage of all that we have.

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

WORSHIP OPPORTUNITIES

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

At Bethany, worship is a celebration of what God has done for us in His Son, Jesus Christ, our Lord and Savior-His initiative in our life, His saving events throughout history. Worship is a remembrance, a reenactment-if-you-will, of God's redemptive acts for all people throughout history; it is also a joyful reception through faith, by God's people now, who live to proclaim His redeeming grace to all the world. The Lutheran understanding of "Gottesdienst" or "God's service to us" and "our service to God" are foundational to all that we do in worship. God first comes to us, and we respond in confession, joyful praise, prayer, and humble faith.

Worship Service times are: Sunday at 8:00 a.m., 9:30 a.m. (convergent/blended style). Further information about the church is available through the church office at 562-421-4711.

GOVERNING BODY

Policy making decisions are made by the Board of Schools consisting of voting members of Bethany Lutheran Church.

MISSION AND MINISTRY STATEMENT

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

PURPOSE

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

PHILOSOPHY

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Bethany Lutheran Preschool believes children are unique individuals created and loved by God. Children will develop healthy relationships and patterns of adjustment; learning and growing in a warm, loving, responsive environment with adults who provide individualized quality care. Our policies are rooted in the Gospel of Jesus Christ. Teachers uphold the understanding and belief of the importance of Law (consequence for misbehavior) and Gospel (forgiveness for the repentant).

The preschool program is a child-centered, developmental program that promotes and stimulates each child's physical, social, emotional, intellectual, creative, and spiritual needs in a safe and healthy Christian atmosphere. Children will have the opportunities to learn through play and interaction. Play is a vitally important part of child development and is essential for every child's health and well-being.

Bethany Lutheran Preschool strives to help each child develop a positive self-image and develop a personal relationship with God.

TEACHER QUALIFICATIONS

Bethany's Christian teachers are experienced and fully qualified early childhood educators. All staff meet and/or exceed the State of California Licensing requirements for early childhood. All employees are fingerprinted/LiveScanned and rostered according to Title 22 regulations. Staff maintain current DPR, CPR/First Aid, and Mandated Reporter certificates. Staff participate in professional training regularly to keep current with teaching trends.

ADMISSIONS

NON-DISCRIMINATION POLICY

Bethany Lutheran School and Preschool admit students of any race, color, sex, disability, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the schools. The schools do not discriminate based on race, color, sex, disability, or national and ethnic origin in the administration of educational policies, admissions policies, scholarship programs, and other school-administered programs.

ENROLLMENT

Enrollment is open to any child able to benefit from the program, who is two years old to the entrance of kindergarten. Enrollment is limited. Parents may enroll their children into a three, four, or five half-day or full-day session. Prior to a child's enrollment, the prospective parent is encouraged to visit the facility and set aside a time to meet with the preschool director. All of the California state enrollment forms (linked on the Bethany Lutheran Preschool website) must be completed prior to the child's admission into the preschool program.

Parents must notify the Preschool office immediately if there is a change in address or phone number, job, designated drop-off or pick-up persons, or information on enrollment forms. This information is used to reach the family in case of emergency; therefore, it is extremely important that the preschool have accurate information at all times.

Priority of admissions is given to children of staff members, returning students, siblings of current students, and Bethany Lutheran Church members. Children are placed into classes based on their birthdays and development. Class sizes are limited by the teacher-to-child ratio and the square footage of the facility.

In order to properly maintain and set classrooms, the child's enrollment schedule for the upcoming school year

MUST be confirmed by June 1st. Any changes made after that date will result in a \$150 schedule change fee.

ALL ENROLLMENTS ARE ON A TEMPORARY BASIS FOR THE FIRST SIX WEEKS. PERMANENT STATUS IS GRANTED ONLY AFTER THIS PERIOD, PENDING FAVORABLE REPORTS CONCERNING THE CHILD'S CONDUCT, WILLINGNESS TO PARTICIPATE, AND PARENTAL COOPERATION.

TUITION

Included in each child's permanent file will be a contract between the parents and Bethany Lutheran Preschool stating that the parents will agree to abide by the tuition policy as stated in this Parent Handbook.

A non-refundable registration fee is required for official enrollment and is due at the time of registration. This fee covers the cost of materials, school t-shirt, and yearbook. It also includes the \$10.00 Disaster Supply Fee, which is paid one time during a child's years at Bethany.

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

Tuition payments are made through FACTS Tuition Management Program. Each payment is 1/10th of the total and is not related to the number of school days in that month. If the entire school year's tuition is paid on or before August 1st, a 5% discount will be given. In order for this to happen, the account must be set up in FACTS early in July. Parents are given the choice of having payments withdrawn on the 5th or the 20th of each month. Bethany Lutheran Preschool's Federal Tax ID number is 95211043

No refunds or schedule changes will be given for days of illness or family vacation time.

A tuition discount is given to additional preschool/school children of the same family. Sibling discounts are not offered during the summer.

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

If the enrollment date is after the first day of the month, the tuition rate is prorated based on how many days your child is scheduled to attend.

In the event the preschool closes due to natural disasters, pandemics, or emergencies, there will be no refund given for closed days nor will tuition be pro-rated.

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

Unless other arrangements have been made with the director, late payments are assessed a \$30.00 late fee. Should tuition become one month delinquent, the student may be dropped from the program. In the event of a returned check, you will be required to repay the amount plus a returned check fee of \$30.00. Credit card payments are accepted and charged an additional 3% processing fee. There is a \$30 fee for a declined credit card.

Space permitting, a schedule change may occur. Schedule changes include, modifying a full day schedule to a part day schedule, or a 5 day schedule to a less than 5 day schedule, etc. For schedule changes, a written notice must be

submitted to the preschool director 4 weeks in advance and a \$150 schedule change fee will be applied to the families FACTS account. Families may request an additional nonscheduled day by submitting the request in writing to the director and if space permits, an extra charge of \$40 per half-day or \$60 per full day will be charged to the family's FACTS account.

HEALTH REQUIREMENTS

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

All children entering preschool are required to have the required immunizations as mandated by law. Bethany Lutheran Preschool follows the "NO SHOTS, NO PRESCHOOL" policy and children will not be admitted to the program without the required immunizations. Upon registering, an official documented copy of immunizations from the doctor's office must be provided to the preschool office

POTTY ASSISTANCE

Bethany does not require children to be toilet trained for the 2-year-old rooms. Parents are responsible for providing all diapers and/or Pull-Ups with tabs and wipes for their child. Staff will notify parents when additional supplies are needed. When the child shows signs of readiness at both home and school, both the parents and teacher(s) will formulate a plan to assist parents in the potty training process. A \$50 a month toilet assistance/diapering fee will be charged monthly to the family's FACTS account until the child is fully potty trained (verbalizes the need, able to pull pants up and down, wipe appropriately, and wash).

Due to teacher/child ratios and a lack of changing facilities a child may not advance to the next developmentally appropriate classroom unless fully toilet trained. **If the child does not meet these prerequisites to advance, the program may be unable to accommodate the child.** A \$50 a month toilet assistance/diapering fee will be charged monthly until the child is potty trained.

CLASSROOM TRANSITIONS

Transitions are not based solely on age, but when a child is emotionally, socially, and developmentally ready to enter the next classroom. These classroom changes are made primarily at the end of the school session or the end of the summer session depending on ratios.

Bethany Lutheran Preschool does not conduct a Pre-K/ TK graduation/promotion ceremony. The teachers acknowledge this milestone with a class party.

SCHOOL OPERATING HOURS

Bethany Lutheran Preschool operates from 7:00 am-5:30 pm Monday through Friday except for breaks and holidays explained below.

Children attending "Full-Day" preschool may arrive between 7:00 and 8:40 a.m. and may be picked up any time between 3:00 and 5:30 p.m. If a parent is running late he/she must contact the child's teacher via Classdojo. After 5:30 p.m. late fees of \$25 for every ten minutes or a portion thereof apply and are billed via FACTS. If the child has not been picked up by 6:00 p.m., and the staff is unable to contact anyone or has not heard from the parent, Child Protective Services will be called. Repeated late pickups may result in termination or a contractually agreed pick-up time from the preschool program. Beginning on the 4th late pick-up, late fees will be doubled.

Children attending "Part-Day" may arrive between 8:30 and 8:45 a.m. and MUST be picked up by noon. If a parent is running late he/she must contact the child's teacher on Classdojo. A late fee of \$25 for every ten minutes or a portion thereof apply and are billed via FACTS. Part-time children will

not be checked in until 8:30 a.m. and any early arrivals/check-ins will result in a fee charged to FACTS. Lunchtime starts at noon and is only for our full-time students. Beginning on the 4th late pick-up, late fees will be doubled.

Children need to arrive and be checked-in by 8:40 a.m. when classes begin lining up to transition into the classroom. Gates will be locked promptly at 8:45 a.m. and any late arrivals will need to enter through the Arbor Road gate and wait in the school office for a preschool staff member to escort their child to the appropriate classroom. For campus wide safety, the gate will be closed and locked promptly at 8:45. As part of our safety protocol, parents are requested not to roam the grounds but to wait in the school office until a staff member is available to assist them. Depending on time of day, this could take up to 15 minutes.

Notify the preschool office or your child's teacher to report any absences.

CALENDAR/HOLIDAYS

Bethany Lutheran Preschool's calendar incorporates holidays, closures for staff in-service days, and family events.

Each family will receive an annual calendar and the calendar is also posted on the preschool website. The Preschool will be closed in observance of the following days & holidays:

- Labor Day
- Veterans Day
- Thanksgiving Week (for staff attendance at the LEC Conference)
- Christmas and Christmas break
- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Parent-Teacher Conferences
- Good Friday
- Easter Monday (modified hours for Easter week)
- Memorial Day
- The day between the school calendar year and summer session
- Juneteenth
- Independence Day
- 2 weeks before the start of the next school year

PRIVACY PRACTICES

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

CURRICULUM

CURRICULUM

Bethany Lutheran Preschool is a play-based full-time developmental program, which implements four curriculums to provide developmentally appropriate learning experiences. Teachers develop lessons from the curriculum based on the developmental needs of the class.

- Religion: One in Christ
- Literacy: Super Kids & Learning Dynamics (TK & Prek), Zoo-phonics (2's & 3's)
- Handwriting: Learning Without Tears
- Discipline: Conscious Discipline
- Science: Little Learners STEM

Each classroom posts a weekly lesson plan that lists activities developed based on the monthly themes, scope and sequence, and Bible stories.

Bethany Lutheran Preschool fosters the growth of the whole child in all developmental areas. The five developmental areas are:

- Small motor
 - Small motor development occurs through manipulative activities such as blocks, puzzles, games, toys, cutting, gluing, coloring, painting, printing, play dough, and weaving.
- Large motor
 - Large muscle development occurs through active play such as painting large pictures, digging, climbing, swinging, balancing, riding tricycles and scooters, playing with the parachute, bouncing, catching, and throwing balls.
- Social/Emotional
 - Social/emotional skills develop through adult and/or peer interaction such as interacting in classroom centers, at recess, at mealtimes, and group activities.
- Speech and Language
 - Speech and language skills develop through activities such as adult/peer interactions and conversations, books, games, and pretend play.
- Cognitive
 - Cognitive skills develop through activities such as:
 - intentional centers: dramatic play, writing, art, science, math/manipulative, blocks, and libraries
 - large group theme-related activities such as helper's chart, calendar, stories, fingerplays, songs, theme-related activities, and share time.
 - free play inside/outside
 - teacher-directed activities

Each child receives a portfolio at the end of the school year containing pictures, artwork, etc., which portrays the child's developmental progress.

Bethany Lutheran Preschool does not conduct a Pre-K/ TK graduation/promotion ceremony. The teachers acknowledge this milestone with a class party.

Bethany's preschool program is designed to foster self-help skills; sippy cups, bibs, and pacifiers are not permitted.

Toys from home are not allowed.

CHAPEL SERVICES

Bethany Lutheran Preschool is a Christian preschool sponsored by Bethany Lutheran Church. Every child participates daily in "Jesus Time." Teachers use songs, stories, flannel figures, CDs, puppets, and other types of visual aids to help each child come to know the love of our Savior Jesus Christ.

The children participate weekly in a developmentally appropriate chapel service presented by the church and preschool staff. Offerings are collected to support special missions. If families are interested in having his/her child baptized, or have any questions relating to baptism, please contact the child's teacher, the director, or one of Bethany's pastors.

The preschool sings during several Sunday morning church services and presents a special Christmas service. The dates are posted on the preschool calendar.

PROGRAM SCHEDULE

Each classroom schedule varies, so individual schedules are posted in each classroom and families are provided with a copy at the beginning of the school year.

SIGN-IN AND SIGN-OUT

The Department of Social Services Community Care Licensing Division requires each child to be signed in and out upon arrival and departure using parent's/guardian's full signature, not initials, and noting the time of day. Failure to do so can result in a fine. If a fine results, the cost is passed on to the parent/guardian and will be charged to the family's FACTS account. Sign-in/Sign-out sheets are located on the cart outside the preschool gate. It is the parent's responsibility to notify the school office if the child is absent.

Children will be released **ONLY TO THOSE INDIVIDUALS LISTED ON THE EMERGENCY/MEDICAL FORM**. No child may be released to a person less than 18 years of age. If someone other than the regularly designated person will be picking up, parents need to give prior written notice of the appropriate details to the child's teacher or the director. If the person picking up the child is not listed on the designated form, he/she will need to be added before the staff can release the child. This person will be asked to provide an ID to match against names listed on the form.

If a non-custodial parent is not permitted to pick up the child, legal and official documentation must be on file. **To ensure the welfare and protection of your child, submit custodial paperwork to the director.** If the preschool does not have the correct paperwork, the program must, by law, release the child to this parent. Bethany will make every attempt to notify the parent on record and delay the pick-up until said parent can arrive. **If a parent is involved in or has had a change of parental custody, it is the parent's duty to make sure the staff is aware and that the office has a copy of all court records.**

Parents should notify the staff if the child's pick-up time differs from the usual pick-up time, especially if the child will be taken out before or during nap. Pick-up times between 12:30p.m.-2:45p.m. will not be accommodated due to interruption of rest time, staffing, and ratios.

PARENT AND SCHOOL COMMUNICATIONS

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

- Parents/Families are invited to participate in designated special family events. Families are welcome to visit the school and the child's classroom anytime during the school year. For school wide safety protocols, when visiting during regular school hours, visitors are required to stop by the preschool office to sign in and get a "visitor's badge". In addition, visitors must meet the following requirements:
 - Yearly flu shot or waiver declining the flu shot
 - MMR (mumps, measles, and rubella)
 - DTaP or booster within the past 10 years
 - TB test within the past 3 years
- The teachers utilize an app called Class Dojo to maintain constant contact with families. The teachers will supply the families with sign-up directions and all parents need to register as this is how you will receive notices and communication from the classroom teacher.
- The preschool staff strives to foster home/school relationships, but when children are present, teachers are required to focus on the children and may not be available to talk; therefore, parents can reach out to the staff via Classdojo. **The staff will get back to the parent within 24 hours, but the teachers are prohibited from responding to any communication outside of their scheduled working hours.**
- Important communication is sent home via Gradelink, SMS, and/or Class Dojo. It is the parent's responsibility to check emails, texts and Dojo's regularly.
- The Pre-K and TK classes have two parent conferences per year. One is November and the second in

February. Dates for these conferences will be announced in advance and by appointment only. Video calls, such as Zoom, and in-person options will be offered. During this time the child's developmental assessment will be discussed.

- Preschool parents are encouraged to attend and participate in the Parent Teacher League meeting and various activities they host throughout the school year.

EXTRACURRICULAR ACTIVITIES

Students have a weekly opportunity for additional music instruction provided by the Bethany Lutheran Church Music Department. In addition, children participate in weekly Spanish time. Both programs are offered at no additional cost to the families. The Music and Spanish lessons extend into the classroom curriculum.

Supplemental Elective programs, such as Webby Dance and Fitness For All, are available on a weekly basis for an additional cost. Parents can sign-up using the links provided on the Bethany Lutheran Preschool website. All instructors have been LiveScanned, rostered, and immunized in accordance with state requirements.

FIELD TRIPS

Teachers utilize field trips to reinforce objectives being taught in the classroom and may occur on or off-campus. On-campus field trips require the yearly "Field Trip Permission" enrollment agreement in Gradelink and includes all areas of Bethany Lutheran Campus.

Parents will be notified in advance of any field trip occurring off-campus. A permission slip with the parent's signature will need to be returned to the school before the event. Field trip fees will be charged to the child's FACTS account

Field trip volunteers will need to have the proper immunization on file and sign the "Guidelines for Field Trip Chaperones." If there are not enough volunteers the trip may be canceled. To help ensure close supervision of classroom students, siblings are not allowed to accompany parents on field trips.

CONDUCT

STUDENT CONDUCT

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

THE FOLLOWING BEHAVIORS ARE CONSIDERED INAPPROPRIATE AND UNACCEPTABLE:

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

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

PARENT CONDUCT

Parents are expected to comply with acceptable standards of behavior with Preschool Staff and within the preschool environment.

THE FOLLOWING BEHAVIORS ARE CONSIDERED INAPPROPRIATE AND UNACCEPTABLE:

1. Causing physical harm to staff member(s) or another adult.
2. Use of inappropriate language, sexual harassment, spitting, verbal abuse, or degradation toward staff or another adult in person or through other forms of communication.
3. Destruction of property.
4. Repeated non-compliance by the parent with the rules and routines of Bethany Lutheran Preschool
5. A parent's behavior that is potentially harmful to themselves or others, this includes showing signs of drug/alcohol impairment.

Failure to conform to these standards will result in the immediate removal of the parent from the premises and the child from the program.

DISCIPLINE

Bethany Lutheran Preschool utilizes the principles of Conscious Discipline as its classroom management model. The purpose of Conscious Discipline at Bethany Lutheran Preschool is to instruct the children in proper conduct. Discipline also teaches the children to develop self-control to live according to established standards of behavior in society.

The principles of Conscious Discipline align effortlessly with the teachings of Jesus. The belief that humans are sinners leads to the realization that conflict will never be eliminated in this world. The staff teaches forgiveness by forgiving; love by loving the children and their families. Through this modeling and teaching, students are developing self-discipline. The goal is for the children to develop problem-solving skills that will benefit them throughout their lives and into adulthood. Corporal punishment is never used. Each classroom is equipped with a "safe place" where children take time to themselves to regain their composure. The staff follows the example of Jesus and uses moments of conflict to model and teach loving behaviors.

Techniques of discipline must be fair, consistent, and respectful of children and their individual needs and stages of emotional development. Acceptable discipline techniques used by our teachers include:

- | | |
|--|--|
| 1. Setting fair and consistent standards | 5. Limiting the child's participation in certain activities |
| 2. Providing clearly-defined expectations | 6. Sending the child to spend time with the director |
| 3. Redirecting the child to appropriate activities | 7. Contacting the child's parents for removal from the preschool |
| 4. Temporarily removing the child from a stressful situation | 8. Logical consequences |

Consequences are administered with the intent of helping the child learn to make better choices. A child may be asked to leave Bethany Lutheran Preschool if, after conferences with the teacher, director, and parents, it is determined that the preschool program is unable to meet the needs of the child and/or the family while continuing to meet the needs of the other children enrolled.

HARASSMENT

Bethany Lutheran Preschool is committed to providing a learning environment that is free from harassment in any form. Harassment of any student by any other student or staff member is prohibited. Any allegations of harassment will be considered seriously by the staff and will be investigated in a prompt, confidential, and thorough manner.

Harassment includes, but is not limited to, any of the following: verbal harassment, physical harassment, visual harassment, and sexual harassment.

SUSPECTED CHILD ABUSE

Per California law, Bethany Lutheran Preschool is required, under penalty of fine and/or incarceration to report the reasonable suspicion of physical abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact the parent in advance of making a report to legal authorities, which would be the procedure followed in most other legal matters. The clear intent of the law (California Penal Code Section 11166) is to mandate a report of reasonable suspicion of abuse. School staff will make such reports in the best interests of the affected child, and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for investigation and review. Should an abuse incident ever be suspected, Bethany Lutheran Preschool will take action and be assured such action is taken only in the spirit of what is best for the child/ren and the family. The goal is to obtain help and support where it is needed.

HEALTH

DAILY HEALTH CHECK

Teachers will perform a daily health check before a child can be signed in for school.

- If it is determined that a child is too ill to attend, the parent will be asked to acknowledge the Illness Policy Form and the child will be sent home.
- Parents need to report any injuries that occur outside of school including scrapes, cuts, or bruises to the staff. The staff will document this information on the Daily Health Check form and parents will need to sign it before dropping the child off.
- If staff notices an injury after drop off that was not disclosed to a staff member, the parent will be contacted for more information.

ACCIDENT/OUCH REPORTS

Every effort is made to provide a safe environment; however, accidents do occur. If this should happen, first aid is given as soon as possible and parents are notified. If the injury is minor parents will be notified by an Accident/Ouch report. If the injury is to the head area, parents will receive an email, phone call, or Classdojo message. If the director and/or staff feels the injury needs further care the parent will be called.

Some children will get hurt and not inform a teacher or staff member. Children should be encouraged to tell an adult any time they get hurt.

SCHOOL ACCIDENT INSURANCE

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

ILLNESSES POLICY

Bethany Lutheran Preschool takes the health and safety of its students and staff very seriously. The preschool is licensed for well-child care only; therefore, children who are ill or who show symptoms of illness will be sent home. Our Illness Policy is a result of Public Health guidelines and recommendations, along with Community Care Licensing.

ANY CHILD WITH A FEVER OVER 99.9° F WILL NOT BE PERMITTED

- COVID-19 is still around and we have to be diligent to keep our students and staff healthy.
- If you, your child, or anyone in the house has COVID-19 symptoms the student will need to test and be symptom free before returning to school. Test results will need to be provided to the Preschool Director or the child's teacher.
- If your child tests positive for COVID-19, they will need to remain home for a full 10 days starting on the day of a positive test.

****You MUST inform Bethany Lutheran Preschool if someone in your household has tested positive or is suspected positive for COVID-19, so we can be alerted to early symptoms in those that interact daily with your child.****

Any student with the following **symptoms will NOT be accepted** for the day; if the child exhibits symptoms during school hours he/she **will be sent home**. If a child is denied or sent home the child **MUST REMAIN HOME until they are 48 HOURS symptom-free and MUST be fever free without medication for 48 hours**.

Bethany Lutheran Preschool Staff will perform a wellness check each morning. If the teacher notes any of the following the child will not be accepted:

- Fever over 99.9° F
- Coughing
- Shortness of breath or difficulty breathing
- Loss of taste or smell
- Repeated shaking with chills
- Fatigue
- Muscle pain
- Headache
- Sore throat and/or swollen glands
- Congested nose/Nasal discharge of any color- clear, green, or yellow
 - *If your child suffers from allergies- Dr. Note must be on file
- Conjunctivitis (pink eye) * must stay out for 48-hours after the prescription medication starts.

If your child displays any of the above or the following symptoms appear your child **MUST** stay home or will be sent home:

- Nausea/ vomiting within 48 hours previous to school time
- Diarrhea- change in consistency, frequency, color, or odor of stool.
- Skin rash and/or eruptions of unknown origin such as cold sores, fever blisters, and boils.

If your child is at home with any of these symptoms you must keep him or her home until **48 hours after the symptoms disappear and he or she is no longer contagious. If your child is sent home with 2 or more of the above symptoms your child must remain home until symptoms have fully resolved, and they are fever free for 48 hours without use of medication.**

In addition, if your child has any of the illnesses below your child **MUST** stay home or will be sent home:

- Lice or nits in hair (Children will not be allowed to attend until all lice or nits, dead or alive, are removed. An inspection by the teacher and/or director will determine if lice and nits are gone before readmitting the child.)
- Taking antibiotics but has not been on the antibiotic for 24 hours
- Ringworm.
 - Ringworm should be treated by a physician and is contagious for 72 hours after treatment.
 - Upon returning to school all affected skin must be covered.
- Impetigo, Hand, Foot, & Mouth (HFMD), & Thrush
 - Impetigo/HFMD/Thrush should be assessed by a doctor. Children will remain contagious for up to 10

days after symptoms occur. When your child returns to school they will need to have all affected skin covered until scabs have fully healed.

If your child becomes ill during the day, parents will be called and either a parent or someone from your Emergency Contact List will be expected to come for the child within the hour.

Before returning to school children must:

- be fever free for 48 hours without the use of fever-reducing medication such as Tylenol or Motrin
- be vomit and diarrhea free for 48 hours
- be completely free from eye discharge or crust
- be completely free from lice or doctor-prescribed
- have taken antibiotics for a full 48 hours

****The preschool can only administer doctor-prescribed medications. All medications brought to the school must have the original prescription with doctor's instructions****

Any child who develops a fever or shows signs of illness while at school will be isolated at once from the rest of the children. If the child displays any of the above symptoms, the parents will be notified to pick up the child. If the parents cannot be reached within 15 minutes of being contacted, staff will start calling designated persons listed on the emergency form. **THE CHILD MUST BE PICKED UP WITHIN AN HOUR AFTER RECEIVING A CALL FROM THE SCHOOL.** Failure to pick up your child in a timely manner can result in termination from the program.

It is vital that the office has additional names and telephone numbers of an adult who can be contacted in the event that the parent cannot be reached. Parents need to keep their contact information up to date. If a child becomes ill with a contagious infection or illness, parents must notify the office immediately. The director and staff will send out a notice of exposure and what symptoms to watch for.

ADMINISTERING MEDICATIONS

Bethany Lutheran Preschool adheres to the following requirements when administering medications: medications include but are not limited to Epi-pens, inhalers/nebulizers, insulin daily injection pens/devices, glucagon injections, antibiotics, topical creams, etc.

- **All medication must be prescribed by a physician. This includes any over-the-counter medication such as Tylenol, Benadryl, diaper rash cream, sunscreen, lip balm, etc.**
- All medication **MUST BE IN THE ORIGINAL CONTAINER/PACKAGING.**
- All prescribed medication **MUST HAVE THE PRESCRIPTION LABEL** on the packaging, stating the dosage, method of administering, and time of dosage.
- All over-the-counter medications **MUST HAVE THE ORIGINAL LABEL** and DRUG FACTS stating dosage and directions.
- An "Incidental Medical Service Plan" (IMS plan) must be filled out and signed by parents ● A "Parent Consent for Administration of Medications and Medication Chart" must be filled out and signed by the parent.
- If the IMS plan requires the use of a nebulizer, parents must fill out and sign the "Nebulizer Care Consent/Verification" form.
- **All medication must be handed directly to a staff member. DO NOT put the medicine in the child's backpack, lunchbox, or cubby. This includes sunscreen, diaper cream, and lip balm.**
- If medication is administered at home, inform the child's teacher in case any unusual or adverse reactions occur.

FOOD PROVISIONS

SNACKS & LUNCH

Bethany does not provide breakfast; therefore, children need to consume breakfast before arriving at school.

Bethany Lutheran does not provide snacks; therefore, parents will need to provide his/her child with a healthy, nutritious snack consisting of 2 food groups. This is a great opportunity to discuss healthy options and also provide a snack the child likes. If the parent has a preference for what snack is served for morning or afternoon., please have the snacks labeled.

Bethany offers a hot lunch program at an extra fee. If parents do not participate in the hot lunch program a lunch must be provided. If children fail to bring a lunch, hot lunch will be served and an \$8.00 fee will be charged to your FACTS account.

Lunches should already be prepared, nutritious, and stored safely. Teachers cannot prepare lunches, store them in the class refrigerator, or heat foods.

For health and safety concerns no candy, carbonated drinks, soda, or glass containers should be sent to school.

Children are encouraged to eat "protein" (eggs, cheese, meat, tuna, peanut butter), and fruit or vegetable, (applesauce, tomatoes, carrot sticks, canned pears, canned fruit cocktail, fresh fruit), before "treats," (chips, pretzels, granola bars, fruit roll-ups, etc.) or "dessert," (cookies, cupcakes, pudding, etc.). We will not open "treats" or "desserts" until 1/2 sandwich (or protein) is eaten and fruit (or vegetable) has been eaten. Some children are aware enough to open the treats or dessert themselves and try to do so before staff notices. Please be aware that staff will remove the item until the nutritious food has been eaten and then return it when sufficient "healthy" food has been eaten.

FOOD ALLERGIES

Parents are required to notify Bethany Lutheran Preschool of a child's allergy and its severity. A child's allergy needs to be noted on the admission forms; "Physician's Report" and "Child's Preadmission Health History." In addition, parents will need to fill out the "Food Allergy/Sensitivity/Preference" form indicating severity and reactions. The parent's secondary responsibility is to provide us with lists of known safe foods and with lists of ingredients that are not safe.

Bethany Lutheran Preschool does not restrict what allergens parents send in a child's lunchbox. If a parent has a concern regarding food allergies, the parent can discuss this with the child's teacher or the director.

BIRTHDAYS

Parents may provide a special morning birthday snack, but snack items must be store-bought, individually wrapped, and an ingredient list must be provided to the child's teacher 24 hours in advance so that it can be communicated to the other parents in the class. Parents may send a substitute snack for their child to eat if the child has allergies and cannot eat the special snack provided. If these requirements are not met the birthday snack may be sent home and/or delayed a day.

For health and safety purposes, Bethany Lutheran Preschool does not allow lit candles, balloons of any kind, piñatas, or candy. Goody bags are allowed as long as there is enough for every child. Because Bethany has a half-day program all special snacks must be provided for morning snacks, so that none of the children miss out on celebrating a classmate's birthday.

EMERGENCY /SAFETY

DISASTER PROCEDURES

If a major disaster occurs during preschool hours, the children will be consolidated with the Elementary school on the grass field located next to the parking lot. Mandated procedures will be followed for the dismissal of the children. The parking lot gates will be closed and parents will need to check in at the Clark gate. Staff will send for the child and the child will be escorted to the gate for pick-up. Children will only be released to authorized persons.

EMERGENCY DRILLS

Fire drills are held monthly and earthquake drills four times a year. Teachers discuss exit and safety procedures regularly. The preschool's emergency evacuation routes and plans are posted in each classroom and the preschool office.

EARTHQUAKE KITS

Bethany Lutheran Preschool maintains earthquake supplies and food kits. The kit is designed to maintain a student for 72 hours on a minimal level of nutrition and safety until the parent can pick the child up. In addition, children are also required to keep an extra set of clothes at school, and a picture and/or note of reassurance in the class disaster procedure binder.

PARKING and TRAFFIC SAFETY

When bringing a child to school or picking up a child from school, parents need to observe the following guidelines and exercise extreme caution for the safety of all children.

- Please drive slowly
- Park in designated spaces
- Respect handicapped parking

During the times of 8:15 am - 8:45 am, and 3:00 p.m. - 3:30 p.m. parents can drive in from Clark Avenue, park in designated parking spots to drop off or pick up child/ren and drive through the parking lot and exit onto Arbor Road.

If the traffic barriers are in place at the end of the preschool playground, parents must exit back onto Clark Avenue.

If the rolling gate is closed, do not open it. Find an empty parking space in the front parking lot, or park on Clark or `Arbor while dropping off or picking up a child.

CLOTHING

DRESS CODE

Learning is a dirty job! Children can, and will, get messy during the day. Children should be sent to preschool in clothing that can easily be laundered. When painting, the child often gets paint on their hands, arms, and any clothing not covered by our paint aprons, and while washable paint is used, it can stain some clothing. Children need to be comfortable and safe at play.

Children should dress in simple clothes for active learning; T-shirts, pants, or shorts, a removable sweater or jacket, socks, and tennis shoes. Children should be wearing clothing they can easily manage to unfasten and refasten when going to the bathroom. Suspenders, belts, onesies, rompers, overalls are all adorable and cute, but can cause a bathroom accident if it can't be undone quickly enough! **For safety reasons, children should not wear jewelry (necklaces/bracelets), long or voluminous dresses, or tutus.** *If it has tulle it does not belong at school.*

Bare feet, "Jellies," flip flops, or open-toe shoes are a safety hazard and are **not allowed** at any time. For the safety of your child, rain boots will only be accommodated on rainy days if an additional pair of shoes are provided for in the classroom and gym. Children may be asked to do alternative activities during gross motor activities.

Each child is required to provide a full change (or changes) of clothing to be left at the preschool in case of an accident. This includes a top, bottoms, underwear, and socks. **All clothing should be marked with the child's name.** If a child does not have extra clothes, the school may call the parent and ask for a set of clothes to be dropped off.

If a child brings a jacket or sweater it must be labeled with the child's first name and last initial. The teacher may initial a jacket or sweater if there is no name.

The Preschool cannot be responsible for your child's clothing and personal belongings, therefore, children should not bring anything of value to school. This includes money, purses, toys, and expensive clothes.

LOST AND FOUND

Bethany Lutheran Preschool is not responsible for lost or stolen items. Parents are required to label all belongings. The staff will do its best in locating lost items, but parents should check the fence near the Preschool sign-in and out cart for any found items. Email, newsletter, and Class Dojo notices will be sent when it is time to clean out the lost and found and unclaimed articles will be sent to charity.

COMMUNITY SERVICE

FAMILIES INVOLVED IN SERVICE HOURS (FISH)

The purpose of the FISH Program is to strengthen the relationship between families and the school. Willingness to use God-given abilities in service to the school enriches everyone, particularly the children, as the children can see servant hearts modeled. Details about how FISH hours may be served are included in a folder given to each family upon entrance to Bethany Lutheran School.

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

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

The time and talents of each family will improve both the quality and the quantity of programs Bethany can offer. The FISH Program serves as a great way to get to know the other families in the Bethany community.

VOLUNTEERS

Any persons wanting to volunteer in the classroom or on field trips **MUST** have the following shot records on file:

- Yearly flu shot or waiver declining the flu shot
- MMR (mumps, measles, and rubella)
- DTaP or booster within the past 10 years
- TB test within the past 3 years

COMMUNITY SERVICE

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

PHOTO and MEDIA POLICY

PHOTOGRAPHY/VIDEOS

When enrolling in Bethany Lutheran Preschool, parents will have the opportunity to agree or to disagree with the Photography/Video policy. Parents will be given the opportunity to provide consent for photo/video use in the classroom at our Meet the Teacher night, ClassDojo, portfolios, and the yearbook. As well as consent for the public display of pictures/videos for use on the Bethany website, Facebook, advertising, and/or any other school-related online posts. Consent forms can be updated and changed at any time. Photographs, digital photographs, and or videos will be taken of children during school activities or events. No compensation will be given.

DISTRIBUTION OF PROMOTIONAL LITERATURE

No one is permitted to distribute to classmates or preschool families, promotional literature, advertising, various pamphlets, or other materials without the direct knowledge and consent of the director.

CONTACT INFORMATION

Bethany Lutheran Preschool

4644 Clark Avenue

Long Beach, CA 90808

Phone: 562-429-7335

Fax: 562-429-1693

License #: 191600943

Preschool e-mail: tsimpson@bethanylutheran.org

Website: www.bethanylutheran.org

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

Operation: 7:00 AM-5:30 PM unless otherwise noted

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

By signing this you are acknowledging that you have read and will abide by the policies set forth in the Revised Parent Handbook. Families that do not abide by the set forth policies **may be removed** from the program.

BETHANY LUTHERAN PRESCHOOL PARENT HANDBOOK AGREEMENT

I have read, understand, and agree to adhere to the regulations and policies set forth in the Bethany Lutheran Preschool Parent Handbook.

Child's name

Date

(print) Parent/Guardian Full Name

Parent/Guardian Signature