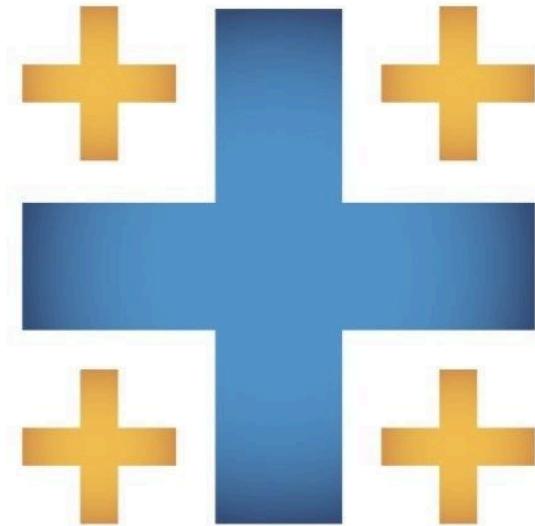


Bethany Lutheran Preschool

A Nationally Accredited School



INSPIRING LIFE-LONG LEARNING
THE SCHOOLS OF
BETHANY
LUTHERAN
CULTIVATING CHRISTIAN CHARACTER

Parent Handbook

Gathered • Connected • Sent

Dear Parents and Guardians,

Welcome to Bethany Lutheran Church Preschool! We are delighted that you have chosen us to be a part of your child's early learning journey. This handbook is designed to help you understand our policies, procedures, and what to expect during your time with us. Bethany Lutheran Church Preschool's purpose is to nurture lifelong disciples of Jesus Christ by teaching God's love and truth in early childhood, as called by the Great Commission.

Please read through this handbook carefully and feel free to reach out if you have any questions.

In His Service,

Bethany Lutheran Church Preschool Staff

Table of Contents

1. Our Foundation in Faith
2. Our Early Childhood Education Team
3. Admission and Enrollment Criteria
4. Tuition and Fees
5. Hours of Operation and Daily Schedule
6. Daily Drop-Off & Pick-Up
7. Curriculum and Developmental Readiness
8. Health and Illness Policies
9. Faith Filled Family Connection
10. What to Bring to School
11. Clothing and Personal Belongings
12. Daily Snacks and Lunch
13. Naptime
14. Photo and Video Consent
15. Major Disasters, Emergencies and Safety
16. Conduct and Discipline Guidance
17. Conflict Resolution Process
18. Important Contact Information
19. Appendix Table

Bethany Lutheran Church Preschool's vision is to be the Christian preschool of choice in the greater Long Beach area, known for faith, learning, and a caring community.

1. Our Foundation in Faith

Mission Statement

Bethany Lutheran Church Preschool offers a quality Christian education in a safe and nurturing setting through a balance of play and academics. We **gather** children and families in a Christ-centered community, **connect** them to God's love and forgiveness through Jesus Christ, and **send** them forth equipped to share that love with the world.

Philosophy

At Bethany Lutheran Preschool, we believe each child is a unique individual, created and deeply loved by God. Rooted in the Gospel of Jesus Christ, our program provides a warm, loving, and responsive environment where children learn and grow through individualized care and Christ-centered guidance.

We embrace both Law and Gospel—teaching consequences for misbehavior and the grace of forgiveness for the repentant—reflecting the love and truth of God in daily interactions.

Our child-centered, developmental approach nurtures every aspect of a child's growth: physical, social, emotional, intellectual, creative, and spiritual. In a safe and healthy Christian atmosphere, children explore, discover, and learn through meaningful play and purposeful interaction—essential foundations for healthy development.

Above all, we strive to help each child develop a positive self-image, build healthy relationships, and grow in faith through a personal relationship with Jesus.

Statement of Faith

Bethany Lutheran Church bears the name of the city where the risen JESUS ascended and gave His command: "Go and make disciples of all... baptizing them in the name of the Father, Son, and Holy Spirit" (Matthew 28:19).

We believe that this same Jesus who was crucified for our sins, rose to conquer death, ascended into heaven to prepare a place for us there, is still with us and calls us to make disciples through baptism and faithful teaching of His Word.

At Bethany, we proclaim the Jesus of Scripture as the true and living Savior, who gives our lives purpose and secures our eternal future.

As a confessional Lutheran congregation, we uphold the authority of Scripture alone, salvation by grace alone through faith alone, and give all glory to God alone. We confess the faith expressed in the Apostles', Nicene, and Athanasian Creeds, and hold the Lutheran Confessions (Book of Concord) as a true exposition of God's Word.

Confessions and Creeds

Bethany Lutheran Church, a member of the Lutheran Church—Missouri Synod (LCMS), confesses the Bible as the inspired, inerrant Word of God. We subscribe unconditionally to the Lutheran Confessions as contained in the Book of Concord because they faithfully and accurately teach the doctrines of Scripture.

Worship at Bethany Lutheran Church

Worship at Bethany is centered on God's saving work through Jesus Christ, Who Gathers. Connects and Sends us as His people.

Sunday Worship Schedule

- Services at 8:00, 9:30, and 11:00 AM
 - Livestream
 - The 8:00 AM service will be livestreamed and remains available for later viewing on Bethany's [YouTube channel](#).
- Holy Communion is celebrated:
 - 8:00 & 11:00 AM: 1st and 3rd Sundays
 - 9:30 AM: 1st through 4th Sundays
 - Those who believe that Christ's true Body and Blood are received for the forgiveness of sins and approach the table in repentance and faith are welcome to commune. (1 Corinthians 11:26–29)

Bible Study

- Women's and Men's Studies at 10:45 AM, led by congregational members
- *Lessons of the Day* takes place during the school calendar and breaks for the summer.

Visit bethanylutheran.org for more information on worship, childcare, special services, and ministries.

Accreditation

Bethany Lutheran Church Preschool (BLP) is an NLSA accredited center. The purpose of National Lutheran School Accreditation (NLSA) for preschools is to assist The Lutheran Church—Missouri Synod (LCMS) early childhood centers to evaluate and improve the quality of their ministry and educational programs. Through a Christ-centered, evidence-based process, NLSA accreditation ensures that preschools operate with excellence in areas such as curriculum, teaching, safety, leadership, and spiritual growth.

Accreditation affirms that the preschool not only meets national standards but also faithfully reflects the mission of the Lutheran Church Missouri Synod—sharing the love of Jesus with children and families. It encourages continuous improvement while supporting schools in their mission to provide a safe, nurturing, and faith-filled environment where children grow physically, socially, emotionally, intellectually, creatively, and spiritually.

The LCMS operates over 1,600 early childhood centers and preschools, serving more than 100,000 children nationwide, according to the LCMS. Bethany Lutheran Church Preschool is proud to be part of this widespread, impactful ministry.

2. Our Early Childhood Education Team

Our ECE teachers are experienced, compassionate, and committed to creating a safe and enriching environment for every child.

- All staff members meet or exceed the State of California's licensing requirements for early childhood educators.
 - All teachers have obtained 12 Early Childhood Education units.
 - The majority have accomplished a Bachelor's degree or higher in applicable fields of study.
- Each employee has been fingerprinted and background-checked via LiveScan and is rostered in compliance with Title 22 regulations.
- Staff maintain current certifications in:
 - Pediatric CPR and First Aid
 - Mandated Reporter Training
 - As mandated reporters under **California Penal Code Section 11166**, staff are legally required to report any reasonable suspicion of abuse or neglect—including physical, emotional, sexual abuse, or inadequate supervision—without notifying parents in advance. Reports are made solely in the child's best interest. Once suspicion is established, staff are legally obligated to report to appropriate authorities for investigation and support.
 - IPM (Pesticide Safety for Child Care Providers) Training
 - Safe Kids' HERO (active shooter) training

Our teachers engage in ongoing professional development throughout the school year to stay current with best practices, child development research, and district influenced educational trends that support our young learners.

3. Admission and Enrollment Criteria

BLP welcomes children into a Christ-centered, developmentally appropriate program that supports the growth of the whole child. Admission is offered on a first-come, first-served basis, with priority given to currently enrolled families, their siblings and church members.

Non-Discrimination Statement

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

Eligibility

- Children ages 2 to 6 years are eligible for enrollment .

- Children must demonstrate readiness to participate in a group setting with age-appropriate behavior and separation from parents.
- Up-to-date health and immunization records are required by California law and BLP's adherence to the "No Shots, No Preschool" requirement as set forth by the Department of Social Services Community Care Licensing Division.

BLP reserves the right to determine admission and placement in the best interest of the child and the classroom environment.

Enrollment Procedure

- Families must complete an enrollment application.
- A non-refundable registration fee is due annually.
- Parents are responsible for tuition in all circumstances.
- A two-week notice is also required for schedule changes that are a reduction in the days of the week in attendance or a reduction of the program of attendance (i.e. a full day to a part day).
- A current physician's report and updated immunization record are required before the first day of attendance.

All **required enrollment documents** must be completed and submitted, including emergency contacts, allergy forms (if applicable), and the parent handbook agreement. Documents need to be submitted a minimum of 2 weeks prior to the child's start date.

Contact and Emergency Information Updates

Please notify the school office immediately of any changes to your address, phone numbers (home, cell, or work), email, emergency contacts, or authorized pick-up list. Accurate and up-to-date information is essential for student safety and communication in case of illness or emergency.

Re-Enrollment

Each February, children currently enrolled at BLP will be **automatically re-enrolled** for the upcoming school year as we plan for another year of learning, growth, and God's love.

- The **registration fee** will be charged to your **FACTS account**.
- If your child **will not be returning** (including moving on to kindergarten), a written withdrawal must be completed within two weeks (14 days) of charge.
- Registration fees will only be removed from your account **once the written withdrawal is submitted**.

We look forward to continuing to partner with your family in nurturing your child's faith and development!

All new enrollments are considered provisional during the first six weeks. Continued enrollment will be confirmed after this period based on a positive adjustment to the program, including the child's behavior, engagement, and the family's cooperation with school policies.

Deferred Enrollment Queue

When classes are full, families may join the Deferred Enrollment Queue by submitting an application (no fee required).

Enrollment Priority

1. Currently enrolled children
2. Siblings of enrolled students
3. Active Bethany Lutheran Church families
4. Community families

When openings occur, BLP will offer spots based on the **child's age, birthdate, and program availability**, in alignment with classroom space and developmental groupings.

Families will be contacted in order of priority and application date when space becomes available. A response is **required within 48 hours**.

It is the family's responsibility to keep contact information current. The queue resets annually, and families must confirm continued interest each year.

4. Tuition and Fees

- Tuition is paid through FACTS <https://online.factsmgt.com/signin/3G93J>
- Late payments incur a late fee.
- A one-time non-refundable registration fee is required at enrollment.
- **Two-week written notice is required for withdrawal.**

In the event of a preschool closure due to natural disasters, pandemics, public health emergencies, or other unforeseen circumstances beyond our control, tuition will not be refunded or prorated for missed days. This policy ensures we can continue to support staff and maintain school operations during unexpected closures.

For more definitive tuition information and fees please refer to the Tuition Agreement.

Privacy Practices

BLP is committed to protecting the privacy of its students, families, and staff. Personal information—such as addresses, phone numbers, and email addresses—will be used only by authorized personnel of Bethany Lutheran Church and School. This information will not be shared with any outside individuals, entities, or organizations without parental consent.

5. Hours of Operation and Daily Schedule

BLP is closed on most major holidays and for teacher professional development/in-service. For a detailed calendar, please see our website or the printed calendar provided in your Welcome Folder.

Hours: Monday – Friday, 7:00 AM – 5:30 PM, unless otherwise noted as a minimum day.

Teacher parent communication app Office Hours: Monday – Friday, 8:45 AM – 3:45 PM, unless otherwise noted as a minimum day.

Summer Day Camp (SDC)

BLP operates a summer day camp for preschool students that includes one week of Bethany's Vacation Bible School (VBS). A registration link will be provided in the spring. All families must submit a response to confirm enrollment for Summer Day Camp (SDC), regardless of previous attendance. SDC tuition is separate from academic year tuition and is billed in three sessions to support and encourage family vacations. Flexible scheduling is available. A sibling discount is only available for the academic year.

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 in your Welcome Folder.

Sample Daily Classroom Schedule:

<u>Time</u>	<u>Activity</u>
7:00–8:45	Arrival and Outdoor Free Play
8:45–9:00	Jesus Time
9:00–9:30	Restroom/ Hand Washing/ Snack Time
9:30–10:25	Circle Time and Learning Centers
10:25–10:45	Restroom/ Hand Washing
10:45–12:00	Outdoor Free Play
12:00–1:00	Restroom/ Hand Washing/ Lunch/ Restroom/ Hand Washing
1:00–2:30	Ready Nap Materials/ Story Time/ Rest Period
2:30–3:00	Put Away Nap Materials/ Restroom/ Hand Washing/ Snack
3:00–3:45	Afternoon Learning Centers
3:45–5:30	Outdoor Free Play and Dismissal

Chapel Services

As a ministry of Bethany Lutheran Church, our preschool nurtures each child's faith in Jesus. Children participate daily in "Jesus Time" using songs, stories, puppets, and visuals from the *One in Christ* curriculum. Each week, students attend a lively, age-appropriate **chapel service** in the sanctuary, led by church and preschool staff. Lessons align with weekly Bible stories. Families are **invited and encouraged to attend** chapel on Tuesdays at 9AM.

A **voluntary offering** is collected during chapel to support mission projects. Previous mission projects have included Operation Christmas Child, Heifer International, Hearts for Jesus and LCMS Comfort Dogs.

Children also share their faith through singing in select **Sunday worship services at Bethany Lutheran Church** and our **Christmas program**, as noted on the preschool calendar.

If you are interested in **baptism** or have faith-related questions, please speak with your child's teacher or the director to connect with a pastor. For faith formation information and resources, please see *Baptism and Faith Formation, Appendix A*.

Extracurricular Activities

Students enjoy weekly music instruction through Bethany Lutheran Church's Music Ministry and weekly Spanish lessons—both included at no extra cost. These enrichment classes support and extend classroom learning. Optional paid electives, such as Webby Dance, Webby gymnastics and Fitness For All, are also offered weekly. Registration links are available on the preschool website. All instructors meet state requirements for background checks and immunizations.

6. Daily Drop-Off and Pick-Up

- Please sign your child in and out each day. Every missed signature could result in a \$50 fine.
- Only authorized individuals, 18 years or older, (listed on your child's emergency form) may pick up your child.
 - If a non-custodial parent is not authorized to pick up a child, **legal documentation must be on file** with the preschool. Without court-issued custody paperwork, we are legally required to release the child to either parent.
 - To ensure your child's safety, please provide all relevant court documents to the Director. It is the responsibility of the custodial parent to inform the school of any changes in custody and to keep all records current.
- **Photo ID is required for anyone unfamiliar to staff.**
- Early Pick-ups: Notify the teacher via parent communication app. Park at the Arbor Road gate and wait to be buzzed in. Sign out your child at the preschool gate and wait for a teacher to escort you to and from your child's nap room. A staff member will walk you back out.
 - Pick-ups between 12:30–2:30 p.m. may be delayed due to nap time and limited staff.
- Please be prompt to pick up your child. Late fees are charged through FACTS and begin accruing **one minute** after designated pick-up time (\$25 at 12:01/5:31).
 - Fees will increase in \$25 increments for every 10 minutes. Depending on the student's schedule, this means that at 12:01/5:31 you will be charged \$25.00, at 12:11/5:41 you will be charged \$50.00, at 12:21/5:51 you will be charged \$75.00. Habitual late pick-ups will result in higher fees. Continued late pick-ups may result in removal from the program.
 - It is the parents responsibility to contact their child's teacher if a late pick-up is to occur.

End-of-Day Policy

To ensure a smooth and respectful end to each school day, we kindly ask that families complete pick-up procedures and exit the campus **by 5:30 PM**. This includes signing out your child, gathering all personal belongings, and exiting through the gates. Please note that staff are unable to leave until all children and families have departed for the day. Your timeliness is greatly appreciated and supports the well-being of both children and staff.

Parking and Traffic Safety

For everyone's safety, please follow these guidelines during drop-off and pick-up:

- Drive slowly and park only in designated spaces.
- Respect handicapped parking at all times.
- Between 8:15–8:45 AM and 3:00–3:30 PM, enter from Clark Avenue, park, and exit onto Arbor Road.
- If barriers are up, exit back onto Clark Avenue.

7. Curriculum and Developmental Readiness

BLP is a Christ-centered, play-based, full-time developmental program designed to nurture the whole child - spiritually, socially, emotionally, physically, creatively and cognitively. Rooted in the love of Christ, our curriculum supports joyful learning in a safe and nurturing environment.

Teachers use a blend of trusted Christian and educational resources to create developmentally appropriate learning experiences based on each class's needs:

- **Faith: One in Christ**
 - Bible stories, Christian values, spiritual growth
 - *Integrated into Social-Emotional Development (SED) & Language and Literacy (LL)*
- **Literacy & Phonics: Little Learners (All), Zoo-phonics (All), Learning Dynamics (E-TK/TK)**
 - *LL 1.0 Listening & Speaking, LL 2.0 Reading, LL 3.0 Writing*
- **Handwriting: Learning Without Tears**
 - *PD 2.0 Fine Motor Skills*
- **Social-Emotional: Conscious Discipline**
 - *SED 1.0 Identity, SED 3.0 Relationships, SED 4.0 Self-Regulation*
- **Math & Science: Little Learners STEM**
 - *MATH 1.0 Number Sense, MATH 4.0 Geometry*
 - *SCI 1.0 Inquiry, SCI 2.0 Observation*

Weekly lesson plans are posted in each classroom and reflect Bible stories, monthly themes, and a structured scope and sequence.

All children receive a year-end portfolio with samples of their work and pictures reflecting their growth.

Bethany promotes independence and self-help skills (*SED 1.0, PD 2.0*); sippy cups, bibs, toys, and pacifiers **are not permitted**.

Potty Assistance

At BLP, children in a 2-year-old class are **not required to be toilet trained**. If your child is not potty trained or will be potty training please see our *Potty Assistant Plan, Appendix B*.

- Parents must provide diapers/Pull-Ups (**No Easy-Ups**) with tabs and wipes.
- Staff will communicate via parent communication app when more supplies are needed.

- When a child shows readiness at home **and** school, parents and teachers will partner in a potty training plan.
- A monthly diapering fee will be charged to your FACTS account until the child is fully potty trained (can independently manage clothing, verbalize the need before it happens, wipe independently, wash hands, and has less than one (1) accident per week).

Due to staff ratios and limited facilities, children **must** be fully toilet trained (can independently manage clothing, verbalize the need before it happens, wipe independently, wash hands, and have less than one (1) accident per week) before advancing to the next classroom. **If readiness is not met, we may be unable to offer continued placement in the next class.**

Classroom Transitions

At BLP, classroom moves are based on each child's emotional, social, and developmental readiness, not just age. Transitions typically occur at the end of the school year or summer session, depending on class ratios.

We do not hold a formal Pre-K/TK graduation ceremony. Instead, teachers celebrate this special milestone with a certificate and special activities.

8. Health and Illness Policy

BLP is licensed for well-child care only. Staff conduct daily health checks, and children showing signs of illness will not be admitted or may be sent home. Parents must notify the preschool immediately if their child is diagnosed with a contagious illness so proper precautions can be taken. BLP reserves the right to make adjustments to the Health and Illness Policy dependent upon outbreak or overwhelming illness circumstances.

Children must stay home or will be sent home if they exhibit:

- Fever at or above **99.9°F** and can include any additional symptom, but not limited to
- Sore throat
- Persistent cough
- Cold with yellow/green nasal discharge
- Fatigue, general listlessness, or headache
- Vomiting and/or diarrhea within the past **48 hours**
- Undiagnosed skin rash or eruptions (must be covered and cleared by a doctor)
- Eye discharge or crust (including **Conjunctivitis/Pink Eye**)
- Lice or nits in hair
- Ringworm (must be treated and covered; contagious for 24–48 hours after treatment)
- **Impetigo/Hand-Foot-Mouth Disease** (contagious 24–48 hours after treatment)
- Other symptoms as outlined by COVID-19 guidelines (please consult the CDPH)

Returning to School

Children may return when they:

- Are **fever-free for 48 hours** without fever-reducing medication

- Are **vomit and/or diarrhea-free for 48 hours**
- Show **no eye discharge or crust**
- Are **lice/nit free**
- Have completed **48 hours of antibiotics** from first dose
- Provide a **doctor's note** if required

Medication Policy

The preschool may only administer **doctor-prescribed medications**. This includes sunscreen, chapstick, lotions or diaper creams. In addition to BLP IMS forms, all medications must be in their original container with the prescription label and clear instructions from the physician. Parents may request BLP IMS forms from the director.

Important Note

If a child becomes ill while at school, a parent or emergency contact must pick them up within **one hour**. **Failure to do so may result in dismissal from the program.**

If a child suffers from allergy symptoms such as a clear runny nose, a physician's confirmation is requested.

Daily Health Checks

Teachers will conduct a daily health check on all students.

- If a child is too ill to attend, parents must acknowledge the Illness Policy Form, and the child will be sent home.
- Parents must report any external injuries (scrapes, cuts, bruises) to staff at drop-off. These will be documented, and the parent must sign the form.
- If undisclosed injuries are noticed after drop-off, staff will contact the parent for details.

Accident/Ouch Reports and Insurance

While we strive to maintain a safe environment, accidents may occur. First aid is provided immediately, and parents are notified:

- Minor injuries: communicated via Accident/Ouch Report.
- Head injuries: parents will receive a phone call, email, or parent communication app message.
- For more serious concerns, parents are contacted directly.

Children are encouraged to report all injuries to staff.

Preschool Accident Insurance

All students are covered by limited secondary accident insurance. Ask the preschool office for additional information.

9. Faith-Filled Family Connection

At BLP, we believe that a strong, Christ-centered partnership between home and school supports every child's growth in faith and learning.

Visiting the Preschool

Families are welcome to visit classrooms at any time (this does *not* include volunteering). For safety purposes and to ensure knowledge of who is on campus, parents must check in at the preschool office and wear a visitor badge.

Volunteering

We ask each family to complete **5 volunteer hours per school year (FISH Hours)**. Families may instead contribute **\$125**, or will be billed **\$25/hour** for any unfulfilled hours by **June 1**.

To volunteer on campus, including class parties/interacting with children, the following are required:

- Provide a clear TB test or TB risk assessment form (within past 12 months)
- Flu shot or waiver
- MMR and DTaP (within 10 years)
- LiveScan fingerprinting (at parent's expense)
- Undergo a brief orientation on preschool safety, child protection, and confidentiality
- Sign-in and wear a Volunteer Badge while on campus
- Be under direct supervision of qualified preschool staff at all times

Communication

- **Parent communication app:** Used for daily/weekly classroom updates (Free App. Registration required.)
 - *Teacher parent communication app Office Hours:* Monday – Friday, 8:45 AM – 3:45 PM, unless otherwise noted as a minimum day.
- **Gradelink, SMS, Bear Cub Newsletter:** For schoolwide communication

Attendance

Please notify your child's teacher via parent communication app if he/she will be absent. Inform the office promptly if your child has a contagious illness. Tuition is not adjusted for absences, as staffing and supplies are budgeted annually. Extended absences require continued tuition to hold a spot in the class.

Conferences

Two **parent-teacher conference** opportunities are offered each year (Fall and Winter), in person or via Zoom. Conferences serve the purpose of home-school collaboration to ensure your child's success throughout the school year and readiness for their next class transition.

Family Involvement

Families are invited to participate in events, celebrations, and the **Parent Teacher League (PTL)**. The PTL meets on the 3rd Tuesday of every month September-May at 6:30 pm in the school library and via Zoom. Your presence enriches our school family and reflects our shared faith in Christ.

Distribution of Promotional Literature

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

10. What to Bring to School

- School supplies (see website or the *What to Bring to School, Appendix C*)
- Extra change of clothing
- Nap materials (see website or the *What to Bring to School, Appendix C*)
- Diapering supplies (if applicable)

Please send the following items with your child each day, as applicable:

- Snack and lunch
- Full reusable water bottle with **water only** (no exposed straws)

Toys and jewelry, including costume jewelry, should stay at home unless your teacher has announced a designated share day. **Backpacks are not permitted** due to limited space on classroom carts and in cubbies.

11. Clothing and Personal Belongings

Learning can get messy—and that's a good thing! Children will explore, play, paint, and learn through hands-on activities, so they should come dressed in **comfortable clothes** that can get dirty.

Dress Guidelines

- Wear **simple, active-play clothing**: T-shirts, shorts or pants, a sweater or jacket, socks, and appropriately sized shoes.
- **Clothing should be easy for children to manage independently** for bathroom use and for development of self-help skills. Avoid overalls, onesies, rompers, belts, suspenders, shoes that tie, soft sided high tops, etc..
- For safety, **no necklaces, bracelets, watches, or rings (toy or other), long dresses, tulle, flip-flops, Crocs, sandals, open-toe shoes, cowboy boots or rain boots on non-rainy days** are allowed. *If these items are brought to school, children will be changed into their extra clothes and/or jewelry will be put into their lunchbox for safe keeping.*

Extra Clothing

- Each child must keep **1 full change of clothes** at school (top, bottoms, underwear, socks, 1 pair of shoes and a sweatshirt/jacket), all labeled with the child's name.
- If no spare clothes are available, parents will be notified to bring some.

Labeling and Belongings

- Label jackets and sweaters with the child's **first name and last initial**. Teachers may label items if needed.
- Please leave **valuables and personal items** (toys, money, purses, expensive clothing) at home. The preschool is not responsible for lost or damaged items. Please check your child's pockets before coming to school. You never know what's sneaking in!
- Unclaimed items will be donated after notices are sent via email, newsletter, and parent communication app.

We give thanks to God for the joy of learning and play—no matter how messy it gets!

12. Daily Snacks and Lunch

Snacks and Lunch

- Breakfast is not provided; children should eat before arriving.
- **Parents must send two snacks daily** (am/pm), each with **two food groups**. Label snacks if you have time-of-day preferences. See *Healthy Snacks & Lunch Recommendations, Appendix D* for suggested items.
- Hot lunch is optional for an added fee, via Choice Lunch. Sign up at <https://www.choicelunch.com/>. If no lunch is brought from home, parents will be contacted and if unable to reach, an "emergency lunch" will be provided and **billed at \$8 via FACTS**.
- **Lunches must be ready to eat**; staff cannot heat, prepare, or refrigerate food. Cold packs for cold foods and thermoses for hot foods should be provided for food safety.
- **Do not send**: candy, carbonated drinks, children's charcuterie food picks/toothpicks or glass containers. See *Healthy Snacks & Lunch Recommendations, Appendix D* for additional choking hazards.

Children are encouraged to eat **protein and fruit/vegetables first**.

Food Allergies

- Parents must report allergies on admission forms and complete the **Food Allergy/Sensitivity Form** and **Allergy Action Plan**.
 - Provide a list of **safe foods and unsafe ingredients**.
- Bethany does **not restrict allergens** in lunchboxes. For concerns, speak with your child's teacher or the director.

BLP is **NOT a nut-free facility**.

We strive to support every child's health, safety, and well-being as part of God's loving care. For *Health & Nutrition Family Resources*, see *Appendix E*.

Birthday Snacks

Parents may provide a **store-bought, individually wrapped** birthday snack. An **ingredient list must be given to the teacher at least 24 business hours in advance** to notify families of children with allergies. If guidelines aren't followed, the snack may be delayed or sent home. For further information, see *Birthday Policy* in Welcome Folder or see *Birthday Celebration Policy, Appendix F*.

13. Naptime

Naptime Routine (Daily, Full-Time Children)

Every day, after lunch, each child is provided a designated nap cot, labeled with their name and spaced according to licensing regulations. BLP designates and provides the nap box that all nap items must fit into. For further information on our *Naptime Routine*, see *Appendix G*.

14. Photo and Video Consent

Parents provide photo and video consent at enrollment and may update it at any time. Consent applies to classroom use (e.g., parent communication apps, portfolios, yearbooks) and public use (e.g., website, social media, school promotions). Photos and videos may be taken during school events. No compensation is provided.

In accordance with California privacy laws and child protection standards, families may not share, post, or distribute photos or videos of other children obtained through school platforms.

To protect each child's privacy and parental consent, parents are asked to refrain from taking photos or videos of their child when other children are present.

15. Major Disasters, Emergencies and Safety

- In the event of a major disaster or emergency, the Bethany Lutheran School Principal will announce full campus closures in consultation with Long Beach Unified School District (LBUSD) closures. Bethany Lutheran Preschool may modify these closures as needed to comply with Title 22 regulations and licensing requirements.
- Families will be notified via email, text, or parent communication app in case of emergency closures.

- Children will relocate with the school to the grass field by the parking lot. Gates will remain closed; parents must check in at the **Clark gate**. Staff will escort children to the gate for pick-up. **Only authorized adults** may pick up children.
- Fire and safety drills are practiced regularly.
 - **Fire drills:** Monthly
 - **Earthquake drills:** 2 times/year
 - BLP maintains emergency supplies to support all students for up to **72 hours**.
 - Evacuation routes are posted in each classroom and on the preschool information board.

Campus Security Measures

Bethany Lutheran Safety Committee, collaborates across church and school to create and maintain a safe campus by:

- Promoting health & safety.
- Ensuring locked and monitored gates
- Identifying and correcting hazards.
- Conducting regular inspections.
- Providing safety training.
- Encouraging employees, parents and visitors to report safety concerns without fear.

Security Cameras

Bethany Lutheran School has a security camera system in place. Gate cameras are used to screen visitors to our campus. Additional cameras are located throughout the campus in public spaces for emergency situations (not daily monitoring) and are recording video only, not audio. These recordings are private, encrypted and only available to administrators for investigative/evidentiary purposes.

Our safety committee meets monthly to cover the above and ensure our campus' safety. For information on our campus' emergency plan, see *Emergency Disaster Plan, Appendix H*.

For your child's safety and your information, here is how you can *Protect Your Child From Lead, Appendix I*.

16. Conduct and Discipline Guidance

BLP is committed to creating a Christ-centered environment where all students, families, and staff are treated with respect and dignity. In accordance with our Lutheran faith, we recognize that all are sinners in need of God's grace (*Romans 3:23*), and we respond with both Law and Gospel—upholding standards of behavior (**Law**) while extending forgiveness and guidance through Christ's love (**Gospel**; *Ephesians 4:32*). Appropriate conduct is expected in all interactions—whether between child to child, adult to child, or child to adult.

Student Conduct

Parents are primarily responsible for their child's behavior and are expected to partner with staff in supporting a peaceful, respectful learning environment. The following behaviors are considered unacceptable: physical harm to others (e.g., hitting, biting, kicking, throwing objects), persistent use of inappropriate or degrading language, destruction of property, ongoing refusal to follow rules or instructions, or behavior that endangers self or others. Continued misconduct may result in dismissal from the program.

Parent Conduct

Parents are also expected to model respectful and cooperative behavior. Inappropriate conduct includes physical harm or threats, harassment or verbal abuse toward staff or others, property damage, failure to follow school policies, or behavior suggesting impairment. If impairment is assumed or observed, the child **will not** be released and emergency contacts will be notified. ***Violations will result in immediate removal from the premises and dismissal from the program.***

Harassment

Harassment of any kind—verbal, physical, visual, or sexual—is not tolerated. Reports will be taken seriously, handled confidentially, and addressed promptly. This includes child to child, adult to child, or child to adult. BLP seeks to maintain a safe environment where every child can grow in faith and thrive in community.

Discipline

BLP uses *Conscious Discipline*, a model consistent with biblical teaching. Discipline is not punishment but instruction and guidance aimed at self-control, reconciliation, and growth (Hebrews 12:11). Teachers model Christ-like love and forgiveness, using conflict as an opportunity for growth. Acceptable methods include setting clear expectations, redirection, calming strategies, natural/logical consequences, and parent collaboration. Corporal punishment is never used. *Children may be dismissed if the preschool can no longer meet their needs or those of the group.*

17. Conflict Resolution Process

BLP values open, respectful, and Christ-centered communication. If you have a concern, we encourage the following steps:

- 1. Speak with the Teacher or Staff Member:** Most concerns can be resolved through direct, kind conversation. Please schedule a time to talk privately.
- 2. Contact the Preschool Director:** If the issue remains unresolved, submit your concern in writing (email) to the Director. You'll receive a response within 3 business days and a meeting within 10 business days.
- 3. Contact the School Principal:** If the issue remains unresolved, submit your concern in writing (email) to the Principal. You'll receive a response within 3 business days and a meeting within 10 business days.
- 4. Request Church Leadership Review:** If further resolution is needed, concerns may be brought to the Senior Pastor. A final written response will be provided within 15 business days.

All concerns will be handled confidentially. Families are protected from retaliation for raising concerns in good faith. We seek to handle all matters with grace, humility, and unity in Christ.

18. Important Contact Information

Bethany Lutheran Church Preschool (BLP)

License #: 191600943

4644 Clark Ave
Long Beach, CA 90808
Phone: (562) 429-7335
Office Hours: Monday - Friday, 7 AM - 3:30 PM
Email: tsimpson@bethanylutheran.org
Website: www.bethanylutheran.org

Bethany Lutheran Church & Preschool Pastoral Care

Contact the church office for prayer support, home visits, or spiritual counseling.
(<https://www.bethanylutheran.org/>)

For a full list of *Community Resources*, see *Appendix J*.

19. Appendix Table

1. BLP Parent Handbook *Baptism and Faith Formation*, Appendix A
2. BLP Parent Handbook *Potty Assistant Plan*, Appendix B
3. BLP Parent Handbook *What to Bring to School*, Appendix C
4. BLP Parent Handbook *Healthy Snacks & Lunch Recommendations*, Appendix D
5. BLP Parent Handbook *Health & Nutrition Family Resources*, see Appendix E
6. BLP Parent Handbook *Birthday Celebration Policy*, Appendix F
7. BLP Parent Handbook *Naptime Routine*, see Appendix G
8. BLP Parent Handbook *Emergency Disaster Plan*, Appendix H
9. BLP Parent Handbook *Protect Your Child From Lead*, Appendix I
10. BLP Parent Handbook *Community Resources*, see Appendix J

Thank you for choosing to be a part of the Bethany Lutheran School community. Together, guided by Christ's love, we will help your child grow in faith, confidence, creativity, and care for others.

BETHANY LUTHERAN CHURCH 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

Parent/Guardian Full Name (Print)

Parent/Guardian Signature

