

Beverly Heights Christian Preschool

Head. Heart. Hands.



PRESCHOOL HANDBOOK
2026-2027





A distinctively Christian and integrated education that forms the next generation of heads, hearts, and hands into the image and likeness of Jesus Christ—our Creator, Redeemer, and King.

This is the Beverly Way.

PRESCHOOL HANDBOOK

2025-2026

1207 Washington Road, Mt. Lebanon, PA 15228

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Church Office: 412-561-5100

<https://beverlyheights.org/preschool>

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schace@beverlyheights.org

(412) 561-5100 ext. 229

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civy@beverlyheights.org

Rev. Peter Chace, Interim Principal:

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NEED A BIBLE?

Beverly Heights Christian Preschool values the Word of God. God spoke so that we can know how to live life more abundantly. Would you like to have a Bible to read to your children? If so, please email the Interim Director, Sarah Chace, at Sarah@beverlyheights.org.



BHCP POLICIES

Morning Matins

Every weekday from 9:30 - 9:45 a.m., the Preschool and Academy will gather for worship in the sanctuary upstairs. Parents and family are invited. Please silence your cell phones.

Days and Goals

Our preschool has both structured and unstructured times during each school day. Playtime gives children the opportunity to choose from many activities around the room and to interact with the other children in free play. The teachers carefully monitor this time.

We also have more structured parts of the day when the children sit in circle time or prepare an art project together. During these times our goals for the children are to learn to pay attention to the teacher, wait for their turn, remain seated for short periods of time, follow simple directions, learn to share, and learn to control their own physical impulses. The amount of structure depends on the age of the children in the class.

Through positive reinforcement, modeling correct behavior, and gentle correction, the teachers are able to guide the students in these areas. Activities are planned in such a way as to help the children grow and reach benchmarks and milestones.

Curriculum

Our Preschool has developed an integrated curriculum. We focus on a monthly theme that is educationally appropriate for preschoolers. We root this monthly theme in God's love and care for our children. For example, in October, our theme is "Fall." We teach the children about the changes the earth experiences at this time of year and the God who designed these changes. We empathize that He cares for us through every season.

We utilize *Learning Without Tears* curriculum to introduce the building blocks of handwriting, and *Heggerty Preschool Curriculum* to build literary skills and phonemic awareness.

Monthly Themes

September: Creation

October: Fall

November: Food & Thanksgiving

December: Jesus' Birth

January: Family & Winter

February: Transportation

March: Community Helpers

April: Easter & Spring

May: Animals

Class Ratios

Beverly Heights Christian Preschool complies with Pennsylvania State guidelines and closely follows the NAEYC guidelines for teacher-to-child ratios.

Safety

Safety is one of our highest priorities at BHCP. We regularly review our procedures and preparation for emergency situations. For security purposes, we do not disclose the entirety of these procedures and policies. Some proactive measures we have taken include:

- The building is locked during school hours every day.
- Exterior and interior cameras with 24/7 recording, actively monitored during school hours
- Classrooms have intercom access to the rest of the building in the case of an emergency.
- Classrooms have a fire and emergency packet. This includes a class roster, any special medical information, and parent contact information. This packet is to be carried by the teacher for fire drills or other emergency evacuations.
- Planned meeting locations for evacuations
- BHCP has worked to build a relationship with local police and local emergency responders are familiar with our space and building layout.
- Classrooms have first aid kits
- Teachers are first aid and CPR certified
- All teachers and substitutes have child safety clearances. No adult will be left unattended with students who has not been hired by BHCP.
- BHCP security system locks the double doors on each end of the C-level hall. Late-comers will need to ring the bell to be buzzed in.

Parking

For pickup and drop off, please use the lower parking lot. For extended stays, please park in the upper lot. If one must park in the lower lot, please park in the outside lanes so that teachers can maintain a high visibility open area for student safety and play.

Discipline

Beverly Heights Christian Academy believes, in accordance with Scripture, the primary responsibility of raising a child to be that of the parents. However, when a child is under the care of the School, we are honored to thoughtfully support the role of guiding, encouraging, and correcting children as part of the partnership we have with families.

We strive to provide a loving experience for your child. To best meet the needs of every child, we seek to provide a loving, secure, peaceful atmosphere in the classroom. Children who exhibit disruptive behavior will first be spoken to and then redirected to another activity. If the behavior continues, he or she will be removed from the group for a short time.

Communication

Communication between teachers and parents is an important component of our philosophy. Teachers strive to be available to parents and parents are encouraged to communicate directly with their child's teacher. Please allow 24 hours (during the school week) for a teacher or staff member to respond to your email.

Email and Class Dojo are used to convey information to you about the class and your specific child. Newsletters

and Jackrabbit reminders or announcements will also be sent via email. Please make sure your email address is up to date in Jackrabbit.

Potty Training

Children are expected to be potty-trained and in standard underwear for admission to Preschool. The teachers will oversee children in the bathrooms initially, but we expect children to be independent in the bathroom at Preschool.

Special Services

In order to provide an appropriate preschool environment, we limit the number of adults in the classroom. We decide on special services at the time of enrollment. These services may be provided by an aide.

We do not begin the year with more than 1 aide/classroom. If additional aides join the class, parents will be notified.

Tuition

Our online payment system is called Jack Rabbit. Each family has created an account and added a payment method. Options are ACH or credit card.

Tuition is collected for 9 months. The first non-refundable payment is due May 1 and secures your child's space in their class for the following academic year. Subsequent tuition payments are charged on the first business day of the month (excluding Mondays), September through April. After the 10th of the month, a \$15.00 fee is added to the tuition due for late payments.

The first time a payment (ACH or Credit Card) fails, the family will be contacted by the Preschool's Treasurer to update their payment method. If an ACH or Credit Card fails in the future, a \$15 fee will be added to the account. Please keep your payment methods up to date when cards expire or your family changes credit cards.

If you cannot pay the tuition when it is due, please contact the Preschool Treasurer before the due date. Our Treasurer, Amy Lucas, can be reached at amy@beverlyheights.org. Unless provisions have been made, a child may not attend school when tuition is not paid. We ask that you keep us informed of any financial difficulty that could lead to non-payment. We wish to help families in need, but we must be informed of the need before, rather than after, the inability to pay.

Parents may pay tuition ahead at any time. Tax deductible contributions are always welcome, and will benefit students in need of a scholarship. The Beverly Heights Church EIN number for tax purposes is 25-0965248.

Holiday Information

Because we are a Christian Preschool rooted in worship of our Lord, Jesus Christ, we do not celebrate Halloween and we do not discuss Santa Claus or an Easter Bunny. Christmas is about Jesus and Easter is about Jesus. When children mention Santa or the Easter Bunny, we redirect the conversation.

Cancellations and Delays

BHCP parents will be notified of school closings and delays via text and email by 7:00 a.m. Classes running on a delay will start at 10:00 a.m.

Please note that there may be occasions when the public school districts will close or move to remote instruction for various reasons (e.g. weather, power outages, water problems). **Please note that BHCP does not follow public school district schedules.**

If you have questions about the weather and school cancellation on a particular day, you may contact the Interim Director, Sarah Chace (schace@beverlyheights.org).

Tardiness

Punctuality is an essential component of a successful school experience. Being late to class is disruptive to all and should be avoided as much as possible.

Arrival

Preschool begins at 9:00 a.m. The doors into the classroom will open when it is time for the class to begin.

Please bring your child no later than 15 minutes after class has started. A child who is consistently late will miss important parts of the day, such as play, worship, and socialization.

Please park in the lower lot and enter through the South entrance. Come downstairs to the Preschool level. Please help your child locate the cubby marked with his or her

name—backpacks, coats and labeled water bottles will be stored here.

To decrease the chance of spreading germs, all the children need to wash their hands before entering the classroom. Please encourage your child to use the bathroom at this time.

After this time, enter the classroom with your child and lead him or her to the attendance board and help them to identify his/her name to place on a die cut and greet the teacher.

You may guide them to a toy at the tables or a puzzle and say good-bye. At that time, you are free to exit the classroom.

Departure

The school day ends at 11:30 a.m. Children need to be picked up by their parents after school.

Changes to Pickup

If you know at drop off that another person will be picking up your child, please inform the teacher and list the name & phone number of that person on the clipboard located outside the classroom door.

If during the school day you need to change the person picking up your child, contact the teacher directly or email Sarah Chace, Interim Director (schace@beverlyheights.org).

If the teacher does not know your designated pick-up person, we may ask for identification to ensure everyone's safety.

If you need to pick your child up early, inform the teacher at the beginning of class. Please inform Sarah Chace, Interim Director (schace@beverlyheights.org), of any changes to your emergency contacts.

Playground

When a Preschool or Academy class is on the playground, no other adults or children will be admitted. There is a playground for toddlers that may be used for younger children, if it is not occupied by a Little Seedlings or Preschool class

Health Concerns

The Preschool must have on file a Child Health Report filled out by a doctor for each child enrolled. If your child has a medical concern that requires the teachers to follow emergency measures, a medical action plan form is required. Additionally, a short conference may be scheduled at the beginning of the year to address all concerns.

There is no nurse on the premises of our Preschool. If your child needs to be transported by ambulance to the hospital, please note that there may not be an adult who can leave the classroom to accompany your child. Parents will be contacted for any medical emergency. Please make sure your contact information remains updated and accurate in Jackrabbit.

Illness

For the welfare of your child and in consideration of other children and families, parents should carefully check the child's health before sending them to school.

Your child should not attend school with any of the following conditions:

- Fever, vomiting, or diarrhea has occurred within 24 hours. Do not administer Tylenol or Ibuprofen to mask a fever. Your child must be fever-free (without the aid of a fever-reducing medication) and symptom-free for 24 hours before they may return to school.
- Nasal drainage that is not clear
- Red, itching eyes with discharge
- Excessive coughing, sneezing, or runny nose
- Any symptoms of contagious illness (e.g., flu, rash, etc.)
- Head lice
 - **All cases of head lice must be reported to the Interim Principal, Rev. Peter Chace (peter@beverlyheights.org) and Interim Director, Sarah Chace (schace@beverlyheights.org).** Any child having head lice must remain at home. The child may return to the classroom after treatment has been completed and an examination shows the student is free of lice and nits. Staff will examine the child to confirm they may return to the classroom. The importance of reporting an incidence of head lice cannot be overstated. Parents who treat their child for lice, yet do not report it, risk the infestation of others and/or

the re-infestation of their own child. All reports will be kept confidential.

If your child will be absent, call the school or your child's teacher before class begins. If it is close to the start of class, email or text the teacher.

Please understand that if your child does not meet these wellness guidelines the teacher may send your child home. Children should not attend school until they are completely well and able to fully participate.

Attire

We are all about playing, exploring, learning, experimenting and getting messy! Dress your child in comfortable play clothes that allow independence in the bathroom.

Tennis shoes or other sturdy, rubber soled shoes are best to ensure your child's safe participation in our active play. Sandals and Crocs are not appropriate for our playground, which has a covering of mulch.

We plan on playing outdoors as often as we can, even on cold days, so please make sure your child is dressed appropriately for the weather. This could include a warm jacket, hat, mittens or gloves, all labeled with your child's name.

Please bring a spare change of clothes (including underwear & socks) in a labeled (gallon Ziplock type) plastic bag. It's best to bring this the first week of school. In case of an accident (water spilling, paint splashing,

toileting) your child will be more comfortable in his/her own change of clothing.

Snacks & Drinks

Please be sure your child has a good breakfast or lunch before arriving. Snacks may be served, depending on the teacher's discretion.

Also, please send your child to school each day with a reusable water bottle. Ensure your child's name is clearly labeled. Bottles should be no taller than 6" to fit inside your child's cubby.

Birthdays

Your child is a gift from God and we want to celebrate him or her. We will celebrate your child's birthday at Morning Matins (worship) in the sanctuary at 9:30 a.m. Parents are encouraged to join.

If you wish to distribute birthday invitations to children in the class, please do so outside of classroom time.

If you would like to send in a small treat to share with the class on your child's birthday, please call or email the teacher in advance. Birthday treats must also be free of nuts and not processed on shared equipment.

Friend of the Week

We begin our Show and Tell or "Sharing" part of our preschool program at various times through the year. A note (or a bag in the 4's class) will be sent home to let you know when it is your child's day to share. Other than these specified times, please do not allow your child to

bring any toys or items to school unless it is cleared first with the teacher.

We have a “Friend of the Week” bulletin board in our classroom. Each week, one child from each class is highlighted. The focus of this activity is to give special attention to our children, specifically the way God gives each of His children special attention. This helps the children to get to know each other.

Field Trips

Field trip events, procedures, and logistics will be determined by teachers. Please note that teachers are not permitted to transport children. Parents are responsible for transporting their child to and from the field trip site.

PRESCHOOL & ACADEMY CLASSES

Little Seedlings:

Monday through Friday, 9:00 a.m. – 12:00 p.m.

children ages 18 months to 3 years old

MWF 3s:

Monday/Wednesday/Friday, 9:00 – 11:30 a.m.

children who must be 3 years old by September 1 and potty trained

T/TH 3s:

Tuesday/Thursday, 9:00 – 11:30 a.m.

children who must be 3 years old by September 1 and potty trained

4s (AM)

Monday/Tuesday/Wednesday/Thursday, 9:00 – 11:30 a.m.

children who must be 4 years old by September 1

Kindergarten

Monday through Friday, 8:30 a.m. – 12:00 p.m.

Kindergarten Enrichment

Tuesday/Thursday, 12:30 – 3:00 p.m.

1st & 2nd Grade

Monday through Friday, 8:30 a.m. – 3:00 p.m.

3rd & 4th Grade

Monday through Friday, 8:30 a.m. – 3:00 p.m.

5th through 8th Grade

Monday through Friday, 8:30 a.m. – 3:00 p.m.

PRESCHOOL FACULTY

Little Seedlings

Mrs. Lauren Jabara
Ms. Addison Pitzer
Ms. Tabitha Sheko

MWF 3s AM

Mrs. Christi Ivy
Mrs. Nichole Wissel

Tu/Th 3s AM

Mrs. Kara-Mia Appleton
Mrs. Beverley Barron

M-Th 4s AM

Mrs. Laura Teufel
Mrs. Kara Coyne

Interim Director/ School Administrator

Mrs. Sarah Chace

Interim Assistant Director

Mrs. Christi Ivy

Interim Principal

Rev. Peter Chace