

PARENT HANDBOOK

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Introduction

Dear Families,

God tells us in **Psalm 127:3** that **“Children are a gift of the Lord, the fruit of the womb is a reward.”** We at Bethany Christian Preschool wish to express our appreciation in your decision to entrust to us your beautiful child.

We strive for an atmosphere of Christian love and understanding to nurture your child’s spiritual growth. **But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. Galatians 5:22-23a NIV** We seek to have this ingrained in our lives to allow us to model Christ in all of our relationships.

Teachers care for each child’s individual needs and every child will be encouraged and challenged to learn through play and early childhood experiences. This process of trying new things and mastering new skill sets is exciting to watch as children grow in confidence and become exhilarated to take on new experiences and learn about the world around them. We include Bible, Science, Math, Literacy, and Social Concepts within our curriculum and throughout our play experiences. **Romans 12:5-6a NIV** **“so in Christ we, though many, form one body, and each member belongs to all the others. We have different gifts, according to the grace given to each of us.”** We desire for the children to begin to discover their uniqueness and how to be in community with others.

Our goal is to partner with you during this time of growth and development of your child. **Luke 18:15-17 MSG Jesus called them back. “Let these children alone. Don’t get between them and me. These children are the kingdom’s pride and joy.”** We welcome you to take an active role in your child’s educational process. This handbook is a guidebook to assist you in understanding our school. The following pages will answer many of your questions pertaining to our school’s procedures, philosophy, and overall operation.

It is a privilege to be entrusted with your child’s early education. We will make every effort to live up to the expectations you have confidently placed in us and look forward to this important relationship with your family over the next few years.

Blessings,
Audriana Carrillo (Mrs. Audri)
Director



MISSION STATEMENT

Bethany Christian Preschool, together with the home and church, provides a nurturing Christ-centered environment to help cultivate children with a desire to love the Lord, respect others, be a good steward of the world, and understand how each child is created in a unique way with special gifts and talents. All areas of life fall under this umbrella of establishing an understanding of the biblical principles which God desires His people to follow.

OUR VISION

GOALS:

We will provide:

- Christian growth by teaching God's truth and the love Jesus has for each one of us.
- An atmosphere that will be relaxed and loving with the flexibility to meet the individual needs of the child.
- A safe environment inside and outside that stimulates a child's individual growth by meeting his/her needs and by building important foundations for future spiritual, social, emotional, physical, and academic development.
- An affirming approach to building a child's confidence in all areas of development.
- Encouragement in adopting an attitude of respect and safety boundaries in daily living.
- Dedicated and committed Christian teachers who will model Christ-centered love and teaching.

DISCOVERING GOD'S WORLD

Summary: Spiritual, Social, Emotional, Academic, & Physical Education

Spiritual:

- Understand the Bible is God's letter of love and instruction
- Engage with weekly Bible stories
- Memorize simple Bible verses
- Attend weekly chapel time designed to teach biblical concepts with tangible activities and stories
- Participate in daily prayer and thanksgiving

Social:

- Develop consciousness of personal emotions
- Communicate feelings to other children and adults
- Listen to and care for others
- Communicate with confidence and respect
- Facilitate peer accountability

Emotional:

- Self-regulate emotions
- Recognize and articulate needs and wants
- Understand why and cope with not having one's own way
- Obtain skills to calm oneself
- Distinguish different emotions in self and others

Academic:

- Explore an environment that aids in the discovery of learning
- Follow instructions and extend attention span
- Answer questions posed by peers and teachers
- Acquire information from various sources and determine an answer
- Increase mastery of fine motor skills, rote memory skills, and visual identification skills

Physical:

- Develop coordination of upper and lower large muscle groups
- Increase mastery of balance
- Gain strength through play
- Understand personal limitations during physical activities

Techniques: Learning is exciting and fun!

- Ask Who, What, When, Where, Why and How questions. This allows children the opportunity to discover the information they already know and then apply it to a new situation or experience.
- Provide opportunities to experiment and fail. This allows children a safe environment to experience trial and error as they use their developing skills of logic and imagination.
- Help children identify the world around them through comparing and contrasting characteristics. This helps children understand that everything has numerous characteristics within the world. They can also see the variety of interactive relationships that can occur.
- Cultivate an environment that provides a variety of opportunities to engage, enhance, and grow imaginative play and discovery of learning
- Incorporate S.T.E.A.M. principles and activities:
 - Science
 - Technology
 - Engineering
 - Arts
 - Mathematics

Discovering God's World through His Word will guide children in how to interact with His physical creation and all of the people throughout the world.

GENERAL INFORMATION

HOURS OF OPERATION:

- 6:30AM until 6:00PM, Monday through Friday twelve months a year.
- Fall program begins around September 1 and continues through mid-June.
- Summer program begins mid-June and continues through the end of August.
- See current year's calendar for exact dates

STATE LICENSE:

Campus- Bethany Christian Preschool

- Licensed for an enrollment of 102 students per day.
- Inspected by the California State Licensing Program Analyst

- License number is #300614019.

AFFIRMATIVE ACTION STATEMENT:

- Bethany Christian Preschool advertises in the public media in order to make openings known to all. Children shall be admitted on a nondiscriminatory basis, according equal treatment and access to services without regard to race, sex, color, religious belief, national origin, or ancestry.

HISTORY & STANDARDS:

- We exist to bring glory to God and good to his people as we...
 - Share the Hope
 - Teach the Truth
 - Serve the King
- Bethany Christian Preschool was established in 1980.
- Part of the ministry of Bethany Bible Fellowship Church. <https://www.bb foc.org/>
- Bethany Bible Fellowship is an independent, interdenominational, Christ-honoring, Bible-teaching church.
- Follows California State Licensing requirements of Title 22

OUR TEACHERS:

But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. Galatians 5:22-23a NIV

- Meet and exceed the State of California requirements.
- Meet and exceed Title 22 requirements
- CPR Certification renewed every two years
- Minimum of 21 continued education hours yearly
- Meet all state health requirements
- Cleared through LiveScan and background checks
- Are born-again believers who live out biblical principles

DAILY PROGRAM:

General outline

- 6:30-8:00am Arrival and inside integrated social center play
 - 8:00-9:00am Integrated playground activities
 - 8:30-9:00am Children enter primary classrooms, according to age group
 - 9:00-11:15am Primary classroom activities:
 - Snack, circle time, centers, crafts and more along with age group recesses.
 - 11:15-12:00pm Lunch and slowing down activities to prepare for nap/rest time
 - 2:30-3:00pm Wake up and playground and activities prep
 - 3:00-6:00pm Integrated playground play, open classroom activities, and afternoon snack
- See Class daily schedule and child’s class schedule to find more specific details

WEEKLY ACTIVITIES:

- Chapel alternating Monday and Tuesday mornings each week
- MiniMascots drill team for Pre-K girls is held one afternoon each week (extra fee) during the school year.

DRESS CODE:

- Best to wear washable play clothes.

- Having clothes easily managed by your child helps him/her to gain independence and makes using the restroom an easier experience.
- Tennis shoes are advised, but your children can wear sandals if they are closed toed, with a back strap.
- Please put your child's name inside of clothing, coats, and sweaters. We do our best to keep track of identical clothing. Please label everything.
- If an item has been misplaced, notify the office for assistance. A message can be sent to families to see if someone has accidentally taken it home. We are not responsible for lost items/clothing.
- Extra clothing to bring: Underwear - 2 pairs, socks, shoes, clothes that can be worn according to the season and weather.
- Please check your child's cubby each day to see if there is a need to replace these items.
- If your child is in diapers or pull- ups, you must supply enough for everyday use. There will be extra space for these items in your child's classroom.
- Children who are potty training or in diapers need to have several extra sets of clothes

FOOD AT BETHANY

Good nutrition is vital to children's overall development and well-being. In an effort to provide the healthiest environment for the children in our facility, we have created the following child care nutrition policies to encourage the implementation of good eating habits that will last a lifetime.

BCP meets or exceeds the child care nutrition guidelines recommended by the USDA CACFP (Child and Adult Care Food and Program) for all the foods we serve. To provide a healthy and balanced diet that includes fruits, vegetables, and whole grains and limit foods and beverages that are high in salt, sugar, and unhealthy fats. Menus are adopted to incorporate local and fresh in- season produce when available.

WEEKLY NUTRITIONAL SNACK POLICY

Fruits and Vegetables

- We offer either fresh fruits or a snack made with fresh fruit at least three times weekly.
- We offer either fresh vegetables or a snack made with fresh vegetables at least three times weekly.

Grains

- We serve whole grain foods at least once a day.

Beverages

- We offer/encourage children to drink water throughout the day.
- We limit juice. When served, the juice is 100% fruit juice.
- We do not serve sugar sweetened beverages.
- We serve 2% milk.

Fats and Sugars

- We do not serve high fat meats.

- We do not serve fried or pre-fried vegetables.
- We limit sweet food items to special occasions.
- We use fruit to replace or reduce the amount of sugar in the food made on campus.

Role of Staff in Nutrition Education

- Staff provides opportunities for children to learn about nutrition. This includes talking about food groups at snack times and lunches along with introduction to gardening and food prep.
- Staff act as role models for healthy eating in front of the children.
- Our staff will provide a child snack sized portion and children have the opportunity for seconds if desired. Children are encouraged to eat until they feel satisfied (full not stuffed).
- Annual nutrition training is required to ensure that all staff understands the important role nutrition plays in the overall well-being of children.

Additional information and ideas: see link on page 11 **Chef Ann's Healthy Kids Meal Wheel**

BREAKFAST:

- BCP does not provide breakfast.
- Children can bring a healthy breakfast to school if this is more convenient for your morning routine. "Heat-ups", microwavable food, can be done in the opening classroom. Please label any items that need to be returned.

LUNCH:

- Lunchtime is approximately 11:20am
- We encourage parents to send children with healthy foods and drinks.
- Parents will need to provide a sack lunch or lunch box daily. Lunch boxes are stored in the classrooms. If food needs to be kept cold, include an ice pack in the lunch pail.
- Teachers are able to heat food items for your child.
- Teachers encourage healthy foods to be eaten first, then small treats if included.
- It is important to label all items to be returned home, including their ice pack.

SNACKS:

See sample snack menu below

- List of snacks provided by BCP is located by the check-in counter.
- Approximate times: 9am, 2:45pm, 4:30pm
- Snacks are used as part of the school's curriculum, often related to the unit topic, and as an experience in tasting new foods. We serve milk in the morning, and juice once in the afternoon.
- We prepare many of our cooked items ourselves using fruit as sweeteners and adding a variety of vegetables to other common snacks.
- Children are welcome to bring personal snacks for their individual consumption during the day.
- BCP has a Child Allergy list and those restrictions are considered when preparing snacks.

PARTIES:

- Class parties will have sign up lists at the front desk. There is no obligation to purchase outside items to bring to a class party.

BIRTHDAYS:

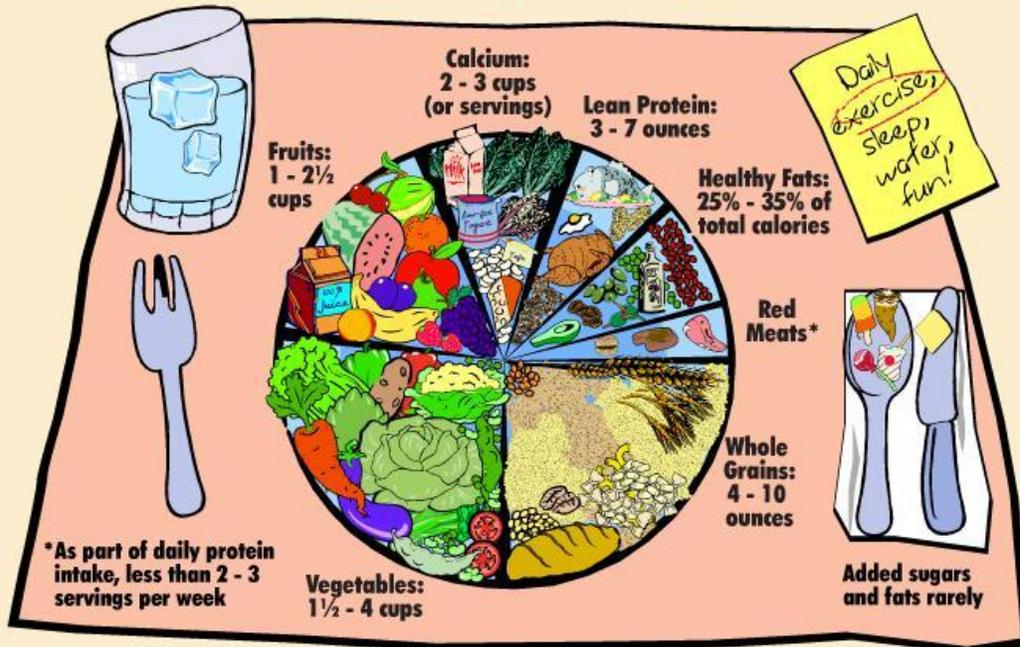
Celebrations are wonderful.

- If you would like to bring food or dessert for your child's party please contact the teacher the week prior.

ALLERGIES:

- We are not a peanut free school.
- When a child has an allergy, the teacher provides a nut free table. The allergy child, along with several friends that do not have the allergy food in their lunches, will join that group.
- Other special provisions can be made upon request.
- If you are making homemade food for the class, please do not use nuts. Let the teacher know if there is any gluten, dairy, or eggs.

Chef Ann's Healthy Kids Meal Wheel



To find school lunch alternatives, go to www.chefannfoundation.org.

Here is a great link for breakfast, lunch and snacks

<http://www.chefannfoundation.org/for-parents/home-recipes/>

Monday	Tuesday	Wednesday	Thursday	Friday
Banana Pancakes	Vegetable Soup	Quesadillas with spinach	Yogurt with fruit	Spaghetti
Cucumbers & Dip	Sliced oranges	String Cheese and crackers	Cheese toast	Celery with cream cheese
Veggie Rice	Oatmeal Muffins	Ham & Crackers	Baked Sweet potatoes	Milk and Cereal
Mixed fruit salad	Fruit smoothies	Carrots and dip	Granola with raisins	Bananas

CAMPUS INFORMATION

NAPS/RESTING:

- 12:30-2:30PM each day.
- Provide a small blanket and crib sheet clearly labeled with your child's name.
- Bring fresh bedding on the first day of the week and take home to wash on the last day of the week.
- A child may bring a labeled, security item for nap time. We do our best, yet children often put these items in odd spots so they can be misplaced.

OBJECTS BROUGHT FROM HOME:

- Toys and other objects may be brought for "Share Day". Your child's teacher will notify you of their share day.
- Pretend weapons are not allowed at school as we adhere to state restrictions on weaponry.
- Please do not bring scary toys. Children can be frightened by different things.

LOST & FOUND:

- Lost items, jackets, sweaters, etc. will be kept in the office area for at least two (2) weeks
- Periodically they will be donated.
- If your child's name is on the items, they will be put into your child's cubby.
- Please label all belongings. Often many children have identical belongings and it may mistakenly be taken home by someone else.

FIELD TRIPS:

BCP does not have off-campus field trips. We do, however, have many on-campus experiences: miniature ponies and petting zoo, faux ice skating party, Westminster Police Department K-9, Big John the Fire Truck, BCA musicals, and more. Watch for announcements of upcoming events.

EVENTS:

Please watch the calendar for family events: Back to School celebration, Harvest Costume Party, Thanksgiving Feast, Christmas Performance, Muffins with Mom, Open House Celebration, Doughnuts with Dad, and Pre-K Promotion.

SCHOOL PICTURES:

School pictures will be taken twice annually: during the fall and spring. We also have an event where students take pictures on the ponies. Check the calendar and watch for updates. All school pictures are optional.

VISITING:

Bethany Christian Preschool has an open door policy. For security reasons, all visitors must check-in at the office before entering the campus.

OFFICE PROCEDURES:

- School business may be transacted from 6:30AM – 6:00PM on weekdays.
- Appointments for conferences with teachers or the director should be made ahead of time, to assure the time can be set aside for you. Impromptu appointments may be available if needed.
- It is often difficult to have an in-depth conversation when you are dropping off your child or picking up

because the teacher is supervising children.

HOLIDAYS:

The holidays that Bethany Christian Preschool observes are (See calendar):

1. Labor Day
2. Veteran's Day
3. Thanksgiving Day and the day after
4. Christmas Eve and remains closed until January 2nd
(Some days will be credited to your account).
5. Martin Luther King Jr. Day
6. Presidents Day
7. Good Friday
8. Memorial Day
9. July 4th

(If the holiday falls on a Saturday or Sunday, it is observed the day before or after.)

On nationally recognized holidays, full tuition will be applied. On days that the school is closed for teacher prep or between holidays, your account will be credited.

NO TUITION CREDIT:

We must staff according to registration, so tuition credit will not be given during any absences, including illnesses. Consequently, we cannot grant opportunities to make up lost days as a result of absences. After a year, families are eligible for vacation credit. Check with the office for account details.

TUITION:

- The tuition is calculated on a monthly basis on the first day of each month.
- We offer weekly or monthly payment options.
- If paying monthly, payment is due by the tenth of each month.
- If paying weekly, payment is due by Wednesday each week.
- Please see *Billing Agreement* for choices on billing options.
- There are several options of payments provided in the office or ProCare parental portals.

REGISTRATION FEES:

- A registration fee is payable at the time of application.
- Fee options are full year, summer, school year.
- Families will be provided options at the beginning of enrollment periods.
- The registration fee secures your child's enrollment.
- Once enrolled, your child has first priority for re-enrollment for the new session before new enrollment is open.

RETURNED CHECKS:

- Please refer to your *Billing Agreement* in the Enrollment Packet.

LATE FEES:

- Please refer to your *Billing Agreement* in the Enrollment Packet.

CHANGE OF HOURS OR DAYS:

- Parents or guardians may request a change in your child's attendance, although it does not guarantee that

we will have an open spot. We request a two (2) week notice.

- We will do our best to accommodate all requests depending on enrollment.
- Request forms are located in the office.

TUITION VACATION CREDIT:

- All families who are enrolled twelve months a year, are given a week of vacation credit at your child's enrollment anniversary.
- Requests for vacation credit are located in the office.
- Families are responsible to make these requests.

PROCEDURE FOR ENROLLMENT:

A. Eligibility

1. Enrollment may be open to any child, provided the school can meet the needs of the child.
2. Minimum age requirement for enrollment is two years old (24 months).
3. Enrollment is completed through an online waiting list and/or receiving of enrollment applications. Classes shall be filled in order of applications received.
4. As vacancies occur, classroom quotas shall be filled as names appear on waiting lists.
5. Total enrollment shall not exceed that which is allowed by the licensing agency.
6. Class screening and placement remain the sole responsibility of the school's staff.
7. Siblings of current BCA/BCP students have priority registration.

B. Admission Completion

1. Registration packet including:
 - a) Admissions agreement
 - b) Child's pre-admission health form
 - c) Physician's report (filled out and signed by your child's doctor)
 - d) Emergency card
 - e) Authorization to treat a minor
 - f) Immunization card
 - g) Sunscreen authorization
 - h) Parents' rights
 - i) Personal rights
 - j) Permission form
 - k) Getting to know your child
 - l) Enrollment form
 - m) Billing Agreement

2. Pay registration fee.

BCP office staff must complete the student folder before the first day of attendance.

- ##### **C. Termination:** A student may be requested to withdraw from school for reasons of non-cooperation, delinquency in payment of fees, or inability of child or parent to adjust to the preschool program. Such withdrawals are to be determined by the Director. We do our best to work with families to retain enrollment and rarely have to exercise this right" or something along those lines.

D. Withdrawal

It is important to file a withdrawal form (2) two weeks prior to your child's final day of school. There are forms in the office. All tuition and outstanding charges must be paid for at the time of notification of withdrawal. BCP uses this time to notify children on the waiting list to fill the enrollment spot.

ARRIVAL & DEPARTURE:

- We use ProCare Software as our sign-in/sign-out attendance system. During registration all authorized pick-up people will be associated with the student. The first time an authorized person arrives, he/she must have their photo ID with them for verification. The office staff will walk them through the finger scanning. From this point on, authorized people will check-in and check-out at the ProCare Attendance computer in the office. They will receive a ticket and give that to the teacher supervising the child.
- BCP operating hours are Monday through Friday 6:30am-6:00pm
- We are unable to start care for your child before 6:30am.
- If a child is still not picked up by 6:00pm, there will be a late fee added for each 10 minute time block a BCP teacher is required to stay. See Tuition sheet for current rates.
- State regulations require that pickup authorization people must be at least 18 years of age.
- Any additional people added to your authorized list within ProCare will need to be added with the authorization form in the office ahead of time. Phone call notification can be done with call verification. The additional people must arrive with a photo ID and be cleared by the office staff.
- Policy also states that we can only release children to authorized persons who are not under the influence of any substance that may be impairing the ability to operate a vehicle. We will call the next authorized person in the child's file for pickup. The local police department may be called.

CONFIDENTIALITY OF RECORDS:

- Family privacy is important
- A child's records are only open to authorized BCP staff. Other than the "Getting to Know Your Child" form, the director will determine what additional information needs to be given to individual staff members.
- Parents may see their child's file.
- Upon visits from state licensing, the licensing program analyst or other authorized state employee is allowed to see the child's file.

HEALTH

GENERAL HEALTH POLICY:

Good health is important for all of our staff and students. Please watch for signs of illness. If your child is sick, please keep him/her home to help prevent spreading those germs with others. Here are some health assessment guidelines that :

- Fever of 100.4 degrees within the last 24 hours - (No fever reducing medication can be given)
- Illness related vomiting and diarrhea (cannot have thrown up or have had diarrhea for 24 hours)
- Lethargic or achiness within the last 24 hours
- Sore throat or hurting belly(not constipation related)
- Persistent cough/congestion or runny nose (with green or yellow mucus)

Be honest with teachers at drop-off if your child did not sleep well or has had some difficulty so we can be aware- i.e. dog kept them up all night, you were out late to a baseball game, or a sibling not feeling well. Let us know when your child has had recent vaccines- there are many common side effects that may be related. If we know, we are better able to assist your child with the discomfort.

If a child becomes ill at home, please telephone the office to let us know the circumstances. We would like to keep a special watch for illness in other classmates.

When a physician diagnoses a child as having a communicable disease, or it is known that the child was exposed to a communicable disease, the parents will be notified. Parents shall be required to notify the school whenever a child has or has been exposed to a communicable illness. After Bethany Christian Preschool had been notified, we are required to let Social Services know of some communicable diseases.

COMMON ILLNESSES IN PRESCHOOL:

Skin Rash

There are many types of rashes. Causes can range from heat irritating the skin, food or soap reaction, to an actual illness. Open lines of communication are important to help relieve the rash and utilize preventative care.

Hand-Foot-Mouth Disease

The telltale sign: painful sores in the mouth and throat

The Coxsackievirus pops up mainly during the summer and fall and is highly contagious, and can pass from kid to kid through touch, coughs, sneezes, and fecal matter. The sores are often accompanied by red blisters on the hands and soles of the feet that last seven to ten days.

Fifth Disease

You might know it better as "slapped cheek syndrome."

Kids ages 3 and under are the most vulnerable to fifth disease, which causes a bright-red rash on the cheeks. Your child may not have any other illness symptoms, though he/she could also have a mild fever, a runny nose, and a secondary, lacy-looking rash on his/her torso. Once the rash comes out, your child is no longer contagious, and it will subside on its own.

Pinkeye

This inflammation of the tissue lining the eyelids (also called conjunctivitis) causes redness, yellowish discharge, blurry vision, and crusty eyes. Pinkeye in younger kids is most often caused by a bacterial infection, which must be treated with antibiotic drops. (Note: It can also result from a virus, which doesn't require medication, or allergies or an irritant in the air, which can be addressed with allergy eye drops.) Your child shouldn't return to class until he/she's been treated for at least 24 hours.

State regulations require the following from each student:

- Completed physician's report within the first 14 days of enrollment
- Up to date immunizations
- TB clearance from doctor

BCP must have authorization for emergency medical care and transfer of medical records to the local hospital.

MINOR INJURY:

Children often get scrapes and bumps as they enjoy the playground and movement. Teachers will report these to the office and parents will receive a text message about the event.

MEDIUM INJURY:

When the injury is a little bigger, the director or office staff will call parents to give the information and report the event including the additional care given.

URGENT INJURY:

In case of accidental injury, we will make an immediate attempt to contact a parent and the designated physician. If necessary, we will call 911 to get immediate paramedic help. Until the arrival of a parent, or paramedic, the director or a qualified staff person will be in charge and make all decisions about the care of your child. You will be expected to assume responsibility for any additional expenses not covered by your insurance. It is to your child's benefit that you keep the school up-to-date on phone numbers, and other pertinent information.

INCIDENTAL MEDICINE SERVICES:

- Bethany Christian Preschool can administer many medications. Parent or legal guardian must fill out a Medication Permit with each medication.
- Inhaled Medication can be given when they are prescribed to the child by a physician to control lung-related illnesses, including, but not limited to, local held nebulizers.
- EpiPen Jr. and EpiPen can be administered by a trained BCP staff member only in case of an emergency. This medication must be prescribed by a physician. Additionally, the parent is in charge of training the staff on how to administer the medication. If this medication is used, the parent or legal guardian will be called and 911 if needed.
- Non-Prescription Medications can be given in accordance with the product label directions on the container.
- STORAGE:
 - Refrigerated Medication will be stored in the staff refrigerator. The original bottle will be put in a zip lock bag with the BCP release form. The zip lock bag will have the child's name and room number written on it.
 - Non-Refrigerated Medication will be stored in the labeled top drawer of the file cabinets in the front office area. The original bottle will be put in a zip lock baggie with the BCP release form. The zip lock baggie will have the child's name and room number written on it.
- Record of Medication Dosage: Staff member will fill out the bottom portion of the Medication Permit at the time medication is given and then return to the storage place.
- The zip lock bag (medication and permit) will be given to authorized adult at pickup time.
- Currently BCP is unable to offer services for Blood Glucose Testing, glucagon administration; Gastrostomy tube care, nasogastric or mesenteric feeding tube, and the administration of crushed medication is prohibited.

UNIVERSAL PRECAUTIONS:

- The staff will use universal precautions when dealing with infectious material. This means that all staff will use latex gloves when performing any duties that involve bodily fluids. Also, any clean up materials will be disposed of properly to ensure safety for all.

ADDITIONAL INFORMATION

PARENT / SCHOOL COMMUNICATION:

- Information is sent out via ProCare emails, and through a monthly email newsletter
- Hard copies are posted in the office
- Hard copies are given out upon request
- Please let your child's teacher know what information you desire on a daily basis
- Information on monthly themes and classroom activities are posted in classrooms

PARENT MEETINGS:

- Whenever parents desire a meeting- please schedule one with the office.
- BCP continues to have open dialog about everything happening on our campus
- Big events- Back to School and Open House celebrations
 - - Saturday breakfast for family fellowship
- Modes of communication include emails, texts, ProCare messages, handwritten notes, along with impromptu face to face conversations, and more formal meetings.

TRAINING & DISCIPLINE:

- BCP works towards instructive, as opposed to restrictive, speech. This means using instructions of what children should be doing, as opposed to what they should not do. We will say what we want instead of what we don't want.
 - "Walk please" vs "Don't run"
 - "Inside voices" vs "Don't yell"
- We set up clear boundaries to allow children to see where the limits are.
- We have times where the children are involved in setting the classroom rules to allow for collaborative involvement, so that the students can understand the reasons why rules are important and embrace them.
- Our rules and guidelines are about respecting each other and safety. Clear understanding and training about interpersonal skills and understanding how to prevent obvious dangers are interwoven into conversations.
- De-escalation of energy is also included as part of daily activities to help children learn self-control.
- When a child breaks the rule:
 - 1st time: Reminder of the rule- Clear communication and understanding
 - 2nd time: Removal from the area- Loss of privilege
 - 3rd time: Becomes a teacher "shadow" (Must stay within a few feet of teacher so she can help him/her remember the rule quickly) Loss of choices
 - 4th time: Visit Mrs. Audri

When persistent behavior needs to be addressed, the director will have a conference with parents to develop a plan of action and decide if and when additional resources or services may be needed.

EVALUATIONS:

Several times throughout the year developmental evaluations are done- some are done in partnership with parents. Others are done through independent centers with parental permission on our campus to help parents be aware of any difficulties. Advanced notice will be given before each event. All are done at no additional charge to parents.

CHILD ABUSE:

- All staff members are Mandated Reporters
- All staff are trained every two years for recertification on the most current regulations protecting children

from abuse.

PARENTING CLASSES:

Several times during the year Bethany Bible Fellowship offers parenting classes. We will send more information throughout the year.