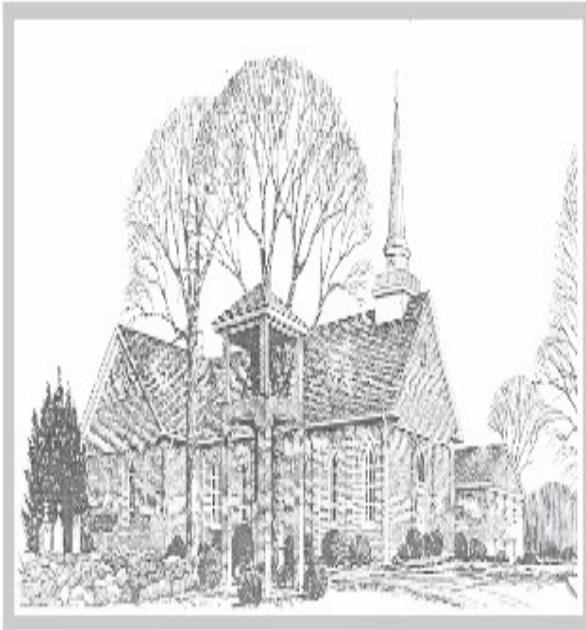




A Parent's Guide

**Bethel Presbyterian Church
Weekday Preschool
19920 Bethel Church Rd., Cornelius, NC 28031
704-896-3103
<http://bethel-day.bethel-pc.org>**

The Doors are Always Open at Bethel Presbyterian Church



Bethel Presbyterian Church has been a vital part of the community in North Mecklenburg County for nearly 200 years. Today it remains an energetic multi-generational hub for spiritual life. The Ministry Team and members of the congregation are committed to reflecting the love and truth of Christ to transform lives. We worship the Living God and teach the truth of Scriptures.

We are a caring, supportive, family of faith with every person joyfully engaged in ministry. We, Christ's humble servants, strive to reach beyond our own membership to the whole community and the world.

The doors at Bethel are always open and the staff is attentive to those seeking a spiritual life. Ms. Jan Boswell has been our church's Director of Christian Education for over a decade. The children adore her! Jan will be leading our weekly chapel lessons beginning in October and she would very much like to meet the parents of our students. A special meet and greet will be held on October 23rd and 24th. Please join Jan, the children and their teachers for Chapel beginning at 9:25am in the sanctuary. Parents will be invited to stay afterwards for a meet and greet brunch in the Fellowship Hall. We hope you can join us!

Dear Parents,

The family handbook has been written as a guide to help you understand your child's preschool education at Bethel Weekday Preschool. In it you will find our objectives and policies.

Our goal is to love and nurture your child and provide a secure Christian environment while encouraging foundational academic skills. We believe that children learn best through play. We focus on developmentally appropriate activities for each age group. By following this philosophy, we believe children become enthusiastic learners and develop self-esteem.

At Preschool your child will be an explorer, a problem solver, an artist, and a scientist as they participate in our learning centers. The learning centers include housekeeping/dramatic play, art, blocks, sensory, library, manipulative, cooking, science and the outdoors. We actively promote the love of books and an appreciation of the written word. We teach and encourage self-responsibility and the importance of acting on the behalf of others.

Parents are an important part of the program. We need your support, cooperation and involvement. We look forward to working with you and your child this year.

Sincerely,

Michelle Koslick and the Teaching Staff

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OUR PROGRAM AND GOALS

Spiritually

To grow in understanding of God as the Creator and of His love for us, especially as demonstrated through the life, death and resurrection of Jesus Christ.

Socially

To adjust to a group
To learn to work and play with peers
To learn to share
To develop friendships
To learn to work out disagreements with problem solving and compromise

Intellectually

To listen and follow directions
To develop eye-hand coordination
To provide age appropriate activities enabling discovery and broadening creativity
To develop an interest in a love for books and stories

Physically

To enhance and refine fine motor skills
To develop gross motor skills
To learn and abide by safety roles
To learn good health habits

Emotionally

To feel secure in a school environment
To have good feelings about her/himself
To grow in self confidence
To learn respect for others
To understand that mistakes are an acceptable part of the learning process

Our Mission Statement

Our mission is to nurture the growth of children and their families by providing a Christian environment that will enrich them spiritually, intellectually, physically, and emotionally.

Our program is a self-supporting outreach ministry to members of Bethel Presbyterian Church and the surrounding community.

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Policies and procedures are established by the Program Board.

The Director is responsible for the day-to-day operation of the program in keeping with those policies and procedures and the objectives as outlined in this handbook.



TUITION AND FEES

Tuition Schedule

2's.....9-monthly
payments of \$200

M/W/Th 3's.....
9-monthly
payments of \$240

M-Th 3's....
9-monthly
payments of \$300

4 Day 4's Pre-K
9-monthly
payments of \$290

5-Day 4's Pre-K
9-monthly
payments of \$350

**An annual
Activity Fee
of \$85 is due
on August 1st**

Scholarships

*Limited funds may be
available in
special situations.
See the director*

Tuition

Our tuition is based not on weeks or months, but on days. School days for each age group are added and then divided by 9. The monthly tuition amount is based on that figure. You make 9 equal monthly payments, the first in June the last in April.

No refunds will be made for a child's absence from school.

Method of Payment

Please make checks payable to Bethel Weekday Preschool and mail to our address 19920 Bethel Church Rd., Cornelius, NC 28031 or deposit in the mail slot found in the director's office door. You can also set up automatic tuition payments through your bank online .

Late payments & NSF checks

Unless other arrangements have been made with the director, **a late fee of \$25 will be charged when tuition is not received by the 10th of each month.** If an unusual situation arises concerning tuition payments, please notify the director as soon as possible. Also, there will be a \$25 handling fee for NSF checks.

Admission

The Bethel Weekday Preschool admits students of all religious, racial and ethnic backgrounds and does not discriminate in the administration of admissions nor educational policy. We are a non-profit preschool program.

Registration is held in early February for church members and currently enrolled students/siblings. All remaining available spaces will be open for enrollment at the middle of February. We do not have an on-going waiting list. Available spaces are filled by a lottery process. Each family will be notified within one week as a space is being held for their child. They have one week to accept the space by making their registration fee payment. This fee is non-refundable. All children left in our care must be registered for our program. Weekday Preschool Teachers are not permitted to baby-sit between 8:45-9:15 AM and 1-1:15 PM.

Withdrawal

If a child needs to be withdrawn from school, two weeks written notice is required so that the vacancy can be filled by another child. Should more notice be possible, it would be appreciated.

We reserve the right to dismiss a child from the program if a problems exist that cannot be resolved within a reasonable period of time Examples: Lack of potty training (3's and 4's), adjustment difficulties, abusive behavior by a child /parent, non-payment of tuition etc.

ARRIVAL AND DEPARTURE

Hours of Operation

Hours of operation are 9:15AM to 1PM. These hours allow us to have lunch each day while staying within NC state guidelines of operating a church sponsored preschool under 4 hours daily to avoid licensure as a daycare program.

Arrival

For the safety of the children, we require that parents walk their child to the classroom each morning. Please hold your child's hand while walking through the parking lot and make sure your teachers are aware of your child's arrival. Because our teachers need time to prepare for the arrival of their students, entry doors remain locked until 9:15AM. We realize that late arrivals are occasionally unavoidable, but we would like parents to be aware that they are disruptive. Children who arrive late often experience difficulties joining group activities in progress in the class.

Departure

Children should be picked up promptly at 1PM. Please make certain a teacher knows your child is leaving. Parents who are late will be charged \$1/every minute they are late beginning at 1:05 PM.

If an emergency delays you and you are going to be late picking up your child, please call the preschool before closing time @ 704-896-3103 or you can reach the director Michelle Koslick at 704-975-7360 or by email mkoslick@bethel-pc.org

Parking

For the safety of the children, please do not park your vehicle in front of the white entrance door, at any time, for any reason. **Also, never park in the church's main driveway.**

Person Authorized to Pick-up child

At the time of enrollment, parents must provide us with the names and telephone numbers of persons authorized to pick-up their child. We will release children to authorized persons only! It is your responsibility to inform us of any changes you want to make on your emergency information cards or registration forms (i.e. address changes, doctor changes, car pool, authorized persons, etc.)

School Year and Hours of Operation

The Bethel Weekday Preschool will be in session for nine months between Labor Day in September and before Memorial Day in May. The school day is from 9:15-1PM.

We try to follow the Charlotte Mecklenburg School System calendar with a few exceptions. We will follow their closings in the event of bad weather and teachers workdays.

If they close early due to weather and we are in session, you should come and pick-up your child. If the opening of school is delayed, the preschool will notify parents of our operation hours for that day through email, text message and Facebook.

We do not follow the CMS school system's plan for make-up days.

Due to the logistics of our schedule of classes, and the different days the children attend, making up snow days is not possible.

If we are closed because of inclement weather, the day is lost and will not be made-up.

Should it become necessary to close the school for any other reason, your teacher will get in touch with you. The program will be closed when the Church is being used as an election precinct poll during Presidential elections.

We are also closed on the date of and after the church BBQ.

COMMUNICATIONS

Conferences

We plan to have close communication with all our parents because we know how important it is for you to know how your child is getting along.

Each age group will require different types of communication.

However, all parents are encouraged to schedule a conference if you have a concern or need to share something with either your child's teachers or the Preschool Director. Formal conferences are held at the end of January or in early February for all classes.



We will be happy to assist you in applying to Kindergarten programs or to private schools which require teacher evaluations.

Please give the evaluation/referral form and an addressed stamped envelope to your teacher. It will be submitted as soon as possible.

Program Communication



A school newsletter and teacher calendars are published monthly to keep parents informed of upcoming events, changes in policy, recent program happenings, etc. These publications are sent by email or are posted on our website. There is also a bulletin board with a current newsletter, memos and program information posted in the hallways.

We also have a Facebook Page, so make sure you get all reminders, updates and school events by liking our Preschool Facebook Page!

Messages

Please do not send verbal messages from home to the teachers with the children. Parents should write a note/email or telephone the message (i.e. your child is going home with a friend or relative not listed on your emergency card, you would like a conference, etc.) Our school number is (704) 896-3103. You may e-mail Michelle at mkoslick@bethel-pc.org or your teachers.

Feedback/Suggestions/Grievances

We feel that the most positive emotional environment exists when parents and the program work together as partners. In the past, parents have provided us with valuable input, which has assisted us with the information that we need to improve our program. We encourage and respect parent feedback so that we can provide the best early childhood education experiences for all children.

The following steps are available for parents to bring a grievance to our attention

Step 1—Parent(s) can meet directly with at least two teachers to discuss any issues. This is best done when no children are present.

Step 2—If the issue is not resolved, parent(s) and teachers have a conference with the Director.

Step 3—If the issue is still unresolved, the parent(s) should provide a written description of the issue for the BWP Board to make any final rulings.

The BWP board is comprised of a church Elder, Deacon, the Pastor (or a staff representative), the Director, a teacher and parent representatives.

Step 4—The parent(s) will be allowed to meet directly with the board to discuss any decisions or actions to be taken.

BEHAVIOR AND DISCIPLINE

What We Do:

- ♥ Praise, reward and encourage children
- ♥ Reason with and set limits for the children
- ♥ Model appropriate behavior for the children
- ♥ Modify the classroom environment to attempt to prevent problems before they occur
- ♥ Provide alternatives for inappropriate behavior to the children
- ♥ Listen to children
- ♥ Provide the children with natural and logical consequences for their behavior
- ♥ Treat children as people and respect their needs, desires and feelings
- ♥ Ignore minor misbehavior
- ♥ Explain things to children on their levels
- ♥ Use short supervised periods of time-out
- ♥ Stay consistent in our behavior management program

What We Never Do:

- ∅ Spank, shake, bite, pinch, push, pull, slap or otherwise physically punish the children
- ∅ Make fun of, yell at, threaten, make sarcastic remarks about, use profanity or otherwise verbally abuse the children
- ∅ Shame or punish the children when bathroom accidents occur
- ∅ Deny food or rest as punishment
- ∅ Relate discipline to eating, resting or sleeping
- ∅ Leave the children alone, unattended or without supervision
- ∅ Place the children in locked rooms, closets or boxes as punishment
- ∅ Allow discipline of children by children
- ∅ Criticize, make fun of, or otherwise belittle children's parents, families or ethnic groups

Our philosophy on discipline is based on a positive approach, praising the child's appropriate behavior and redirecting inappropriate actions. We find that asking a child to stop and think about their unpleasant behavior allows them to work at self control. Here we have included an outline of the methods we use to effectively handle classroom discipline and build self-esteem.



Time-Out

As a consequence when a child is demonstrating uncooperative behavior, he/she may be asked to take a "time-out". That may mean the child will sit next to one of the teachers while being reminded of acceptable behavior, or, the child may be asked to sit away from classroom activities, but within the teachers' sight, for a short time (Usually 2-4 min.)

BEHAVIOR ISSUES

Biting

*Children are not born knowing how to behave acceptably. They must learn acceptable behavior from those around them as they explore their world. Toddlers explore their world by using their senses. They will look, listen, taste, feel and smell. They will “explore” other children and adults with their senses just as if people were objects. At times their exploration of the social world will involve conflict. They may react impulsively, displaying aggressive feelings and behavior. This may include biting. This is a **typical** part of development. However, when a child bites, our policy is outlined as:*



1. The aggressive behavior is stopped with a firm “No!”
2. The aggressor is told biting is unacceptable and that it hurts his/her friends.
3. The aggressor is given a short time out. If this situation happens a second time, the parent will be notified and the child will be removed from the classroom immediately. A Parent/Teacher/Director conference will take place before the child is admitted back into the school. Recommendations and considerations will be made at that time.
4. For the child who has been bitten: the teacher will wash the bite with soap and water and offer comfort and reassurance.
5. Both children are given instruction on more acceptable ways to deal with the situation.
6. Injury reports will be completed for both children and those given to the parents. Names will not be included on this form.
7. Teachers and director will evaluate the environment, as well as any patterns that arise with the biting and make adjustments as needed.

Toilet Training

We realize the toilet training process is individual to each child. Teachers in the Two-year-old classes are happy to work with parents as the decision is made to begin this process. Parents should speak with teachers directly and openly about this matter. But, children entering the 3-year-old and 4-year-old classes **must be** toilet trained by the **first** day of school. By potty trained we mean:

- **NO** pull-ups or other such disposable undergarments
- The child recognizes the need to urinate or defecate and can verbalize that need
- The child can clean themselves up independently and redress themselves, this in reference to our *no touching* rule referred to in our Sexual Misconduct Policy on pg. 9 of this handbook.
- Repeated accidents will be documented by teachers. The Director will evaluate incidents on an individual basis and , either temporarily, or permanently remove the child from the program.

We appreciate your cooperation in this matter.

HEALTH AND WELFARE



- Each child is required to have a health form and emergency treatment form on file by the time they enter school.
- Any child who arrives noticeably ill will *not* be admitted for that day.
- Children who have the

following symptoms should remain at home until symptom free for 24- hours: fever, diarrhea, vomiting, infectious (yellow or green) eye-nose drainage, sore throat with fever, skin problems such as rashes or body sores.

- Should a child become sick at school, they will wait in the classroom, away from the other children, until a parent or authorized person can take them home.
- Parents are asked to notify the director within 24-hours if their child contracts a communicable disease. Notice will be posted to inform other parents.
- Medications, with the exception of an Epi Pen, are not administered. Staff members are not allowed to administer medication to the children. However if a child is on medications, parents should notify the teachers, as the child's behavior can be affected by medication.
- Each member of the Weekday Preschool staff is certified every year in infant/child CPR and first aid procedures.



Chapel

Being mindful of your children's spiritual health is also a part of our mission. We affirm our Father God's presence each day in some manner—often in the form of blessings, prayers, a Bible story or song.

Once a week

2, 3 and 4-year olds attend chapel in the main sanctuary. Our chapel is led by Jan Boswell, BPC's outstanding director of Christian Education.

Chapel begins the first week of October and continues through May.

Suitable Dress for Preschool

Suitable clothing plays a role in your child's welfare and safety. Children should be dressed comfortably for play and keep in mind that *occasionally* our play may result in messy clothes. Tennis shoes and socks are the safest and preferred footwear for school. No clogs or flip-flops will be allowed on climbing equipment. We try to go outdoors daily, even in winter. Be sure your child is dressed for whatever the weather may be. Label all clothing sent to school, especially coats or sweaters. All children will be required to have an extra change of clothing at school just in case....

Toys at school

Please **do not** send toys to school unless your teacher requests them. Items brought to school should leave the same day. Guns, war toys, super heroes and monsters are not allowed because they encourage aggressive play which is discouraged at school.

SENSITIVE ISSUES



**Bloom where
you grow!**



**All 100%
Guaranteed
Certified Grade A
"Good Eggs"**

Children With Special Needs

We believe that each and every child is a special gift of God. Our goal is to provide a program where all our students can grow and blossom. To achieve that goal we have to be able to realistically access our skills and our limitations, as a staff and within the constraints of our facilities. With these things in mind, we have adopted this policy on placement of children with special needs:

- First, placement of any child with special needs will be considered on a case-by-case basis by the Weekday Preschool.
- Decisions will be based on information provided by parents, child development specialists, as well as observation and evaluation by the Preschool staff.

In most cases, a trial period of four weeks will be recommended upon admittance to evaluate the child and program in relation to each other. Periodic evaluation will be implemented to quantify the child's progress in the program.

Sexual Misconduct Policy

It grieves us that we even have to address this issue, but the reality of our world today dictates that we must. In accordance, we want you to know that Bethel Presbyterian Church has adopted a zero tolerance for sexual misconduct in the church. For this reason all children in the 3 and 4-year-old classes must be potty trained and have the ability to clean themselves after using the potty. Teachers will not be allowed to clean a child after bathroom use.

The Weekday Preschool firmly supports this policy as a means of protection and empowerment for employees and volunteers. Each of our staff members have *voluntarily* undergone a criminal background check and all have a clean record.

If *for any reason* you as a parent need to report an incident or make an allegation of abuse, the following procedure will be followed:

1. The person reporting the incident will document in writing all known facts and circumstances.
2. The Preschool director and/or the Senior head of staff or the Administrative and Personnel Committee chair must be notified of the allegation as soon as possible, at least within 24-hours of the report.
3. Confidentiality of *all* persons involved will be protected.

THE REST OF THE STORY . . .

Special Events

Each year we invite special guests to come to the preschool to interact with our students. This may include story time with public library staff, musical events, the Children's Theater of Charlotte, and other special guests. The 3 and 4-year-old classes will take field trips to enrich the children's experiences. A parent and/or guardian is required to attend a field trip with their child, and we will require you to sign a permission slip to participate.



In our classrooms we always celebrate the children's birthdays. When a child's birthday falls during a holiday or the summer, staff members have several creative methods of incorporating those children into a celebration. Some teachers celebrate half-year parties, others set aside a special day for a celebration involving all those students. Rest assured that each child is recognized and celebrated. You may provide a treat for your child's special day. This should be planned in advance with the teacher.

During the school year we also have special celebrations for Thanksgiving, Christmas, Easter and the End of the Year! Room Parents will reach out to lead these special days.

Peanut Allergy Alert!

Due to Peanut Allergies in the school, we ask that you refrain from sending any products containing Peanuts, Peanut Butter or Peanut oils until you have checked with the teachers to **determine if any child in that classroom has a nut allergy. Teachers will also inform parents of any other food allergies.** Thank you in advance for your cooperation!



HOT LUNCH

The Bethel Weekday Preschool offers an optional Hot Lunch Program about 2 to 3 times a month. You will receive a sign up form in the second week of September describing the program, menu and cost. Children love Hot Lunch and we are happy to offer this fun and easy program for you!

KINDERCAMP

BPC operates a very successful summer camp program for 3-5 year-old children. **Shana Putnam**, our 5 day, four year old teacher, is the KinderCamp Director. This outreach program of the Preschool offers three weeklong events based on colorful and creative themes. Camp costs and themes are announced in February and registration begins in early March. Members of Bethel Presbyterian Church and established Weekday Preschool families are offered first choice of camp slots. **Children must be potty trained to attend KinderCamp.** For more details contact: KinderCamp Director, Shana Putnam at putnam5@mi-connection.com.

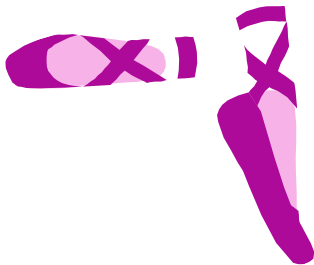
PLAYGROUND SAFETY AND RULES

**The Meditation Garden, the grassy area between the Sanctuary and the
Preschool building, is not a play area.
It is to be honored as a sacred place for prayer and reflection.**



We want to make our playground a success from the start of the school year. To do this we need to have parents' cooperation. We have established a list of rules that will allow our children to have fun and remain safe. **These same rules apply to playground use during the school day and during parent-supervised play before or after school.**

1. Climbing is encouraged, hanging by ones knees from climbing equipment is not. Same goes for the fence.
2. The slide is meant to be sat upon, flat on the bottom, feet first. No sliding on the stomach, no sliding on the back. No stand-up slide surfing. No walking up the slide.
3. Only one person on the slide at a time and wait until the previous slider is off the chute and has moved out of the way before another slider starts down.
4. Take turns and share.
5. No climbing on the outside of the tunnels on the large playground equipment.
6. Children are not permitted to climb the flagpole on the large ship.
7. Children will not be allowed on climbing equipment with inappropriate footwear. If this is a persistent problem the child will sit during outdoor playtime.



**Jellies are cute
Sandals are cool
Swim shoes are neat
For a backyard pool
BUT!
When coming to school
Where we jump and run,
Tennis shoes, please,
For safety and fun!**



