

Preschool Handbook



Providing children with excellent care in a safe and Godly atmosphere.

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Welcome To Our Preschool

Dear Parents and Families,

It is with great joy that we welcome you to the .beKidZ Preschool family! We are honored that you have chosen to partner with us in your child's early education and spiritual development.

At .beKidZ, we believe every child is a precious gift from God, created with unique talents, curiosity, and purpose.

This Preschool Handbook has been created to help you become familiar with our policies, daily operations, and educational philosophy. It serves as both a guide and a resource to ensure we work together in harmony for the benefit of your child.

We value the trust you have placed in us and look forward to building a strong partnership with your family. Together, we will help your child grow in faith, knowledge, and character, preparing them for a bright future.

Welcome to the .beKidZ family we are blessed to have you here!

Mission Statement & Core Values

At .beKidZ, our mission is simple yet powerful: **Providing children with excellent care in a safe and Godly atmosphere.**

We are committed to nurturing each child's spiritual, cognitive, and social-emotional growth, equipping them with the knowledge, character, and faith to thrive in life.

B – Be Kind: Show compassion, patience, and understanding to every child, parent, and team member.

E – Exemplify Integrity: Model honesty and strong moral character in all actions.

K – Keep Growing: Commit to personal and professional growth while helping children reach their potential.

I – Inspire Respect: Treat others with dignity and teach by example.

D – Dedicate Yourself: Give your best effort every day, staying committed to our mission.

Z – Serve with Zeal: Bring joy, energy, and passion into your work.

These values are more than words — they are the heart of who we are at .beKidZ.

Our Pillars: Spiritual, Cognitive, Social/Emotional

Spiritual Objective

To lay the foundation for Christ-centered living and encourage the development of virtuous character in children. We do this by providing loving, nurturing teachers who model biblical principles, attitudes, and virtues. They bring joy to learning about Jesus through Bible stories, worship songs, and prayer with their students.

Cognitive Objective

To provide children with concrete materials and classroom experiences that build early literacy, language, math, science, and art skills. This includes reading quality literature to spark imagination, build vocabulary, develop comprehension, and foster a love for reading. Teachers use hands-on materials — such as manipulatives, blocks, and natural objects — to encourage curiosity, problem-solving, calculation, and reasoning, laying the groundwork for future academic success.

Social/Emotional Objective

To create a joy-filled classroom environment that encourages laughter, play, exploration, and emotional safety for every child. Teachers provide activities such as dramatic play, cooperative games, and group projects to help children build imagination, develop friendships, practice listening, follow directions, take on responsibilities, and learn to put others first.

Philosophy Of Education

We believe that God created each child as a special and unique individual (Genesis 5:2). Each child should have a well-balanced early childhood experience that meets their spiritual, social/emotional, physical, and cognitive needs. Through a parent/teacher partnership, each child can achieve their full potential.

The curriculum will provide both spiritual and educational guidance to the children. Through creative utilization of all available resources our gifted and extensively trained staff will implement stimulation through a wealth of new experiences to provide opportunities for the growth of the whole child.

It is our goal to provide many concrete experiences that will help your child develop the foundational skills that lead to success in the later years. We do this while focusing on Christian values and biblical principles that will transform children into learners, leaders, and lovers of Christ.

Program Goals

At .beKidZ Preschool, our goals that we strive to do is:

- **Encourage the child's awareness of the love of God** — helping children understand that they are uniquely created, deeply loved, and valued by Him.
- **Develop love and respect for others** — fostering kindness, empathy, and understanding in daily interactions.
- **Encourage small and large motor skills** — providing opportunities for both fine motor development (writing, cutting, building) and gross motor activities (running, climbing, balancing).
- **Help children learn good health habits** — teaching the importance of hygiene, nutrition, rest, and active play for lifelong well-being.
- **Stimulate curiosity and creativity** — inspiring children to ask questions, explore, and express themselves through art, music, dramatic play, and hands-on learning.
- **Develop a sense of responsibility** — guiding children to take care of their belongings, follow through on tasks, and contribute to their classroom community.
- **Foster independent problem-solving skills** — encouraging critical thinking and resilience when faced with challenges.
- **Provide an environment that fosters a sense of security** — ensuring that children feel safe, supported, and confident to explore, learn, and grow.

Non-Discrimination Policy

We welcome and embrace families from all cultural backgrounds and nationalities, recognizing that each heritage is a beautiful reflection of God's creation. The diversity within our preschool community enriches the learning environment and allows children to grow in understanding, respect, and compassion for others.

.beKidZ Christian Preschool does not discriminate on the basis of race, color, nationality, or ethnic origin in the administration of its admissions policies, educational programs, or any other school-administered activities. All children are valued, loved, and encouraged to thrive in our care.

Admissions Policy & Age Requirements

.beKidZ Preschool welcomes children who are **3 to 5 years old** and ready to grow in a Christ-centered learning environment.

Enrollment is complete when:

- A **registration form** has been fully completed and signed by the enrolling parent(s) or guardian(s)
- **All required documentation** is submitted (see "Enrollment Requirements" section)

- The **non-refundable annual registration/school fee** is paid in full.

We assume enrollment is for the entire school year, and we budget and plan accordingly.

Readiness Considerations:

While chronological age is a guide, we recognize that each child develops differently. If a child is not yet ready for extended time away from home, this will be determined during the first weeks of preschool in partnership with the parents.

Enrollment Process & Required Documentation

To complete enrollment at .beKidZ Preschool, the following items must be submitted **before your child's first day**:

1. **Completed Registration Form** — signed by the enrolling parent(s) or guardian(s)
2. **Non-Refundable Annual Registration/School Fee** — paid in full
3. **Photocopy of Child's Birth Certificate**
4. **Current Immunization Record** — or a signed exemption form for religious purposes (per Oklahoma State Department of Health regulations)
5. **Emergency Contact Information** — including at least one local contact who can pick up your child in case of illness or emergency
6. **Medical Information** — including allergies, special health needs, and any prescribed medications (with appropriate forms completed)

Important: No child will be admitted until all required paperwork is complete and current. If your child's immunizations are not up-to-date, they may not attend unless you have filed a valid exemption form.

Special Needs Consideration

.beKidZ welcomes children of all abilities and is committed to creating an environment where each child feels safe, loved, and supported. We believe every child deserves the opportunity to grow and learn within a Christ-centered community.

Some children may require additional resources to meet their unique needs — including one-on-one supervision, specialized staff training, behavioral support, or modified classroom activities. While we are committed to making reasonable accommodations whenever possible, these additional supports require extra staffing, materials, and time.

Policy Guidelines:

1. An **initial observation period** will be conducted to better understand the child's needs and determine the level of support required.
2. Parents/guardians will be informed of any **Adjusted Care Rate** in writing after the observation period and discussion with administration. (\$75.00 per month)
3. Adjusted Care Rates reflect the additional resources needed to provide the highest quality of care for the child while maintaining safety and balance for the entire classroom.
4. All tuition adjustments will be documented and require a signed acknowledgment from the parent/guardian before taking effect.

Enforcement: Failure to disclose known special needs or required accommodation during enrollment may result in rejection of child in our program.

Potty Training Policy

Children enrolling at .beKidZ Preschool should be **fully potty trained** by their third birthday. Families will have up to six months from the time of enrollment to complete potty training. If a child is not fully trained within that time, continued enrollment in the preschool classroom will not be possible.

During the potty-training process, parents are asked to:

- Dress children in **simple, easy-to-manage clothing** (no snaps, overalls, or complicated fasteners).
- Provide **at least one pair of underwear and training pants**, along with a **complete change of clothes**, including socks and an extra pair of shoes.
- Communicate regularly with teachers about progress at home so that strategies are consistent between school and home.

Our staff will work alongside families to support children during this developmental milestone, using encouragement and positive reinforcement to promote independence and success.

Tuition & Payment Policies

Tuition at .beKidZ Preschool is charged on a **monthly basis** and is due **on the 1st of each month**.

- **Late Payments** — Payments are considered late after **5:00 PM on the 2nd** of the month. A **\$50 late fee** will be applied, plus **\$5 per day** until the balance is paid.
- **Non-Payment** — Students may be denied care beginning on the **6th day** if payment has not been made.

- **Field Trips & Special Events** — Fees for field trips and special events are **not included** in tuition and will be charged separately.
- **Closures** — All holidays and school closures have been considered when determining annual tuition. No refunds will be given for days the preschool is closed.
- **Illness** — Tuition will not be reimbursed if a child is sent home or must stay home due to illness or behavior concerns.

Late Payment & Non-Sufficient Funds Policy

All non-sufficient funds checks require a \$50.00 service fee per item in addition to the face value of the check. In such case, payments for that period must be made in cash, cashier's check or money order.

After a second non-sufficient funds, all payments must be submitted in money order, cash, or cashier's checks. Please address all payment to .beKidZ.

Failure to pay any outstanding debts within 30 days will be grounds for student(s) to be discharged from school and your debt will be forwarded to a collection agency.

Withdrawal Policy

If you choose to withdraw your child from .beKidZ Preschool, here is the following process:

- **Refunds** — There are **no refunds** for tuition or registration/school fees in the event of early withdrawal.
- **Final Month of Attendance** — Tuition for your child's final month will be based on the full monthly rate, even if the last day falls before the end of the month.
- **Re-Enrollment** — Families who withdraw and later wish to return will need to reapply, pay a new registration fee, and will be subject to available space.

We value open communication and ask that you notify us as soon as possible if you are considering withdrawal so we can best support your child during the transition.

Preschool Hours of Operation

.beKidZ Preschool is open **Monday through Friday from 8:30 AM to 3:30 PM.**

We ask that children arrive on time each day to ensure a smooth start to the learning schedule and to minimize classroom disruptions. For the best experience, children should be in their classrooms and ready to begin by 8:30 AM.

Please note: Children must be picked up **no later than 4:00 PM**. Late pick-up fees apply after this time. After 4:00 PM, we will follow our \$1 a minute policy. If after 6:00pm, we will call the nearest Police Department.

Attendance & Absence Policy

Regular attendance is essential for your child's growth, learning, and success at .beKidZ Preschool. Consistent participation helps children build routines, engage fully in activities, and develop strong social and academic skills.

- **Arrival Time** — Children should arrive by **8:30 AM** each day to ensure they can participate in morning activities without disruption.
- **Absences** — If your child will be absent, please notify the preschool office as soon as possible, stating the reason for the absence.
- **Illness-Related Absences** — Children must remain home for a full school day and be symptom- and fever-free for at least **24 hours** before returning (see Illness Policy).
- **Make-Up Days** — To maintain proper classroom ratios, make-up days are not offered for absences unless approved by the Director.
- **Extended Absences** — If your child will be out for more than one week, please inform the office in writing so we can adjust planning and materials.

We encourage parents to plan family vacations and appointments outside of the preschool schedule whenever possible to limit disruptions in learning.

Arrival & Dismissal Procedures & Sign In & Sign Out Policy

Preschool children must be dropped off and picked up each day by a parent or an authorized adult. The adult is required to enter the building, sign the child in, and accompany them to their classroom.

Please ensure your child is left in the care of their teacher before you leave the building. Children arriving after **9:00 AM** without prior notice may be declined entry for the day to avoid interrupting the learning environment. If you anticipate a late arrival, please contact the office as soon as possible so we can adjust accordingly.

By following these guidelines, we can ensure each child's day begins calmly, safely, and ready for learning.

Only an authorized adult **18 years or older** may sign a child in or out.

Failure to sign out your child will result in a **\$20.00 charge**. The sign-in station is located to the right upon entering the building. Please do not allow the students to sign in and out on the IPAD. The process pertains to both arrival and dismissal.

The only authorized persons who may pick up a child are those listed on the child's **Emergency Form**. It is the parent's responsibility to notify the preschool office **in writing** if someone else will be picking up the child, including the approximate time and date.

Parents must also provide at least two **emergency contacts** who can pick up the child in the event they are sent home, and the parent cannot be reached.

Please note: We will verify the identity of any person picking up a child by checking their driver's license or state-issued identification card. Visitors must check in when they arrive on the property. To avoid delays, please inform anyone picking up your child of this policy in advance.

By following these guidelines, we can ensure each child's day begins calmly, safely, and ready for learning.

Extra Days/Drop-in Policy

A drop-in fee for non-regular scheduled days or hours with prior administration approval is \$40.00 for a full day. The fee is due prior to the date of service.

Classroom Transitions

Children begin transitioning when their birthday is approaching. .beKidZ will inform you if a change is needed based on your child's performance and on what we feel is in the best interest of the child.

Although children are guaranteed an enrollment spot throughout the entire program, we reserve the right to delay or advance a child's transition to their next classroom based on staff ratios.

Holiday & School Closures

All holidays and school closures have already been considered when determine the annual tradition. Please refer to school calendar, and local television stations.

Field Trips & Special Events

To add enrichment for the children, occasionally a field trip will be planned to coordinate with a particular area of study related to the monthly theme or curriculum. Parent participation is strongly encouraged. Students will be transported by .beKidZ. All parents will receive a 30-day notice for all field trips.

Children who are not participating in classroom field trips will have to stay at home.

Signed permission slips are required for children participating in local classroom excursions.

Breakfast, Snack, and Lunch Guidelines

.beKidZ provides breakfast between 7AM-8AM each morning. We also provide a morning and afternoon snack. Lunchtime is included in our daily schedule.

Parents are expected to send a **NUTRITIOUS** lunch and drink from home (candy, gum, soda, or **excessive sweets are strongly discouraged**). We encourage parents to include an ice pack to keep perishables cool; we do not refrigerate however we will microwave.

Peanut-Free Program

Due to the nature of being a place for many children in various programs we are a peanut-free facility. Please be mindful.

Daily Illness Inspection

The Staff of beKidZ will observe daily for any signs of illness before they are accepted into the classroom. The teaching staff is responsible for ensuring that children with obvious symptoms of illness are not accepted into the classroom. Parents may be asked at any time to have their child examined by a physician for proper diagnosis of a suspected illness. A written note from a physician may also be requested to re-admit the child into the classroom.

Children's Illness Policy

At .beKidZ, the health and safety of our children and staff is a top priority. To maintain a healthy environment, we follow strict guidelines for illness, communicable diseases, and the administration of medication.

When Children Must Stay Home

Children should remain at home (or will be sent home) if they have any of the following:

- Fever of 100.4°F or higher
- Vomiting or diarrhea within the last 24 hours
- Contagious illnesses such as strep throat, conjunctivitis (pink eye), chickenpox, or COVID-19
- Undiagnosed rashes or skin infections
- Any illness that prevents the child from participating comfortably in daily activities

Children may return when they have been **symptom-free for at least 24 hours without fever-reducing or anti-nausea medication** or with a doctor's written clearance.

Communicable Childhood Diseases

If a child is diagnosed with any of the following, they must have **written clearance from a physician** before returning to school:

- Chickenpox
- Hand, Foot, and Mouth Disease
- Measles
- Mumps
- Pneumonia
- Whooping Cough (Pertussis)
- Pinworms / Scabies
- Ringworm
- Impetigo
- Pink Eye (Conjunctivitis)
- Respiratory Illness (e.g., RSV, Influenza)
- Strep Throat
- Lice

Lice Policy: If a child is suspected to have lice, they must be evaluated and cleared by a medical professional specializing in lice treatment. A **Completion of Service**

Certificate is required before the child may return. Parents may choose to treat lice at home with over-the-counter kits, but the child may not return until they have been seen and cleared by a qualified professional.

Medication Administration Policy

If a child requires **prescribed** medication during school hours, the following procedures must be followed:

1. **Parent Drop-off & Authorization** – Parent/guardian must bring the medication to the Preschool Office and meet with the Director to complete a Temporary Medication Dispense Form.
 2. **Documentation** – Form must include child's name, medication name, dosage, time, and frequency.
 3. **Doctor's Prescription** – Prescription medications will not be given without a doctor's written order.
 4. **Original Container** – All prescription medication must be in the original container with the child's name and dosage instructions clearly labeled.
 5. **No Self-Administration** – Children may not bring or administer their own medication. Medication may not be sent in lunch boxes, cubbies, mailboxes, or backpacks.
 6. **No Medication Sharing** – Prescribed medications may not be shared between children, including siblings.
 7. **Over-the-Counter Medication** – Children requiring over-the-counter medication should remain home unless prior administrative approval is granted.
 8. **EpiPen Storage & Use** – EpiPens are stored in the Director's office. Only trained staff may administer them. An individualized plan will be created for each child requiring an EpiPen.
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Enforcement: Failure to follow this policy may result in the child being sent home, denial of care for the day, or, in repeated cases, removal from the program.

Allergy Policy

Allergies are a serious concern. Please inform us upon enrollment of any allergies your child has, so we can list them in the class file and be sure they are correctly flagged in the emergency information log. We suggest that you teach your child about his/her allergy and encourage him/her to verbalize what they cannot eat or play with.

Emergency Procedures

The safety of your child is our highest priority at .beKidZ Preschool. Our staff is trained in emergency response and conducts regular drills to ensure preparedness. Below is an overview of how we handle different types of emergencies:

Fire Emergency

If a fire occurs, staff will remain calm, reassure children, and follow the posted evacuation routes. Attendance will be taken, and children will be escorted to the designated outdoor meeting point. We will not re-enter the building until cleared by emergency personnel.

Severe Weather (Tornado or Severe Thunderstorm)

In the event of severe weather, children will be moved to our designated indoor shelter area away from windows. They will sit on the floor, facing the wall, with heads down and hands covering their heads. If relocation to another site is necessary, parents will be notified. We will remain sheltered until it is safe to return to regular activities.

Lockdown (Intruder or Threat)

If there is a safety threat, we will secure all doors, close blinds, and move children to a safe area away from windows and doors. We will maintain silence and keep children calm until law enforcement or administration signals that it is safe.

Medical Emergency

For serious medical emergencies, 911 will be called immediately. First aid will be provided within staff training limits, and the Director will be notified. Parents will be contacted as soon as the child's immediate safety is ensured. An incident report will be completed for all emergencies.

Missing Child

If a child is unaccounted for, the Director will be alerted immediately, and a search will begin. If the child is not located promptly, 911 will be called, and parents will be notified without delay.

Utility Failure (Power, Water, Gas)

If utility services are disrupted, we will keep children calm and safe while awaiting restoration. If the outage requires early pickup or relocation, parents will be contacted immediately.

We appreciate your partnership in supporting these safety measures. Your trust is important to us, and we are committed to ensuring a secure environment for all children in our care.

Philosophy of Discipline

Should a discipline problem arise, the following steps may be taken for children enrolled in .beKidZ programs.

(.beKidZ reserves the right to implement any of the actions listed below at its discretion, depending on the nature and severity of the behavior.)

Step-by-Step Process:

1. **Encourage Problem Solving** – Teacher supports the child in resolving the issue themselves.
2. **Redirection** – Teacher redirects the child to a more appropriate activity or behavior.
3. **Age-Appropriate Break** – Short time away from the group, based on age (e.g., three minutes for a three-year-old).
4. **Lonely Lunch** – The child eats lunch away from peers to reflect on behavior.
5. **Behavior Notice** – Written notice sent home to parents.
6. **Supervisor Referral** – Child is sent to the Supervisor's office.
7. **Sent Home for the Day** – If behavior continues or is severe.
8. **Suspension** – Temporary removal from the program for a set period of time.
9. **Behavior Plan Meeting** – Teacher, parent, and Director meet to address the problem and create a behavior improvement plan.
10. **Removal from Program** – Parent may be asked to withdraw the child until behavior is corrected.

Parental support in discipline is mandatory.

Our approach works best when parents and staff partner together to guide children toward positive and respectful behavior.

Biting Policy

Biting is a phase that many young children go through, most often between 12–36 months of age. At this stage, children may not yet have the words to express themselves and can become frustrated, sometimes resorting to biting as a way to communicate.

At .beKidZ Preschool, we understand this behavior is part of development for some children, but we also have a responsibility to ensure the safety and well-being of all students. Our approach addresses the needs of both the child who was bitten and the child who bit, while working closely with parents to resolve the issue.

When a biting incident occurs, staff will:

1. Separate the biter from the victim.
2. Attend to the child who was bitten.
3. Wash the bite area.
4. Complete an Ouch Report for the child who was bitten.
5. Complete a Biter Report (names redacted) for internal records.
6. Have the biter assist in caring for the victim, when appropriate.
7. Speak privately with the biter to explain why biting is not acceptable.
8. Encourage the use of simple, clear words to express feelings.
9. Have the biter apologize to the victim.
10. Send a note home to the parents of both children explaining the incident and the actions taken (names omitted).

Progressive Response to Repeated Biting Incidents:

- **First incident:** Child will be sent to the office; parents will be notified.
- **Second incident:** Child will be sent to the office; parents will be notified and may be required to pick up the child for the remainder of the day.
- **Third incident:** Same as the second incident, with possible dismissal from the program.
- **Fourth incident:** Same as the second incident, with dismissal from the program highly likely.

Important: While we will support children in learning alternative behaviors, the most effective action to stop biting must be taken at home in partnership with the school. In some cases, additional steps such as time away from school or dis-enrollment may be necessary to ensure the safety of all children.

Termination Policy

The staff of .beKidZ Preschool is dedicated to providing a spiritually, emotionally, and educationally enriching environment where all children feel safe, loved, and supported. Termination of enrollment is always considered a **last resort** and will only occur when it is in the best interest of the child, other children, and the program as a whole.

Termination may be necessary in the following situations:

1. **Disruptive Behavior** — A child's repeated actions (such as throwing items, hitting, biting, running out of the classroom, or other unsafe behaviors) that endanger themselves or others.
2. **Non-Cooperation** — Continued failure by parents/guardians to follow .beKidZ Preschool's policies, procedures, or staff guidance.
3. **Aggressive or Harmful Conduct** — Consistent use of inappropriate language, abusive or aggressive behavior toward staff, students, or other families.

4. **Non-Payment** — Failure to pay for services in accordance with our payment policy.
5. **Inability to Meet a Child's Needs** — Situations where .beKidZ Preschool determines it cannot provide the appropriate care or resources to meet the child's individual needs.

Immediate Removal

In certain circumstances, removal from the program may occur **without prior notice** if behavior or actions pose an immediate threat to the safety or well-being of the child, other students, or staff, or if there is a severe violation of school policies.

Parental Partnership

Parent cooperation is essential for a successful preschool experience. We are committed to working with families to resolve challenges whenever possible before considering termination. However, continued non-compliance, disruptive behavior, or unsafe situations may require ending enrollment.

Parent/School Communication

Strong communication between parents and .beKidZ Preschool is key to your child's success. We encourage parents to stay actively involved by reading all notes, emails, and updates sent home, checking bulletin boards regularly, and promptly responding to messages from teachers or the office.

If you have questions, concerns, or suggestions, please reach out to us right away — open, respectful communication helps us work together as partners in your child's growth and development. Your involvement makes a difference!

Visiting Privileges

All visitors must sign in at the front desk and be accompanied to the classroom. A valid driver's license/ID with first and last name must be presented at time of visit. Parents are welcome to visit at any time.

Christian Worship & Chapel

While preschool-aged children may be too young to fully grasp complex theological concepts, research shows that these early years are when they begin forming their understanding of God and how He relates to them. They learn that God loves and cares for them in the same way the important people in their lives show love and care.

At .beKidZ Preschool, we aim to model Christ's love in every interaction.

We believe in Jesus Christ.

We hold a **weekly chapel service every Wednesday at 8:30 AM**, where children participate in age-appropriate worship, songs, and blessings. Chapel is a core part of our program and reflects our commitment to nurturing each child's spiritual growth.

No alternative activity will be provided in place of chapel.

Fun Friday Guidelines

Every Friday, students have the opportunity to bring a favorite toy from home and wear their favorite outfit to school. Participation in Fun Friday requires a **\$3.50 fee** each week.

Please note: .beKidZ Preschool is **not responsible** for any personal items, toys, or clothing that are lost or damaged. To ensure safety and appropriateness, we ask that no toy guns, knives, action figures, or breakable items be brought to school.

Toys from home are only permitted if the student is participating in Fun Friday.

Personal Belongings

To help create a safe and focused environment, we ask that families follow these guidelines regarding personal items brought to the program:

- **Label all items** with your child's name, including jackets, lunch boxes, and water bottles.
- Children should not bring toys, games, electronics, or other personal items from home unless specifically requested for a program activity.
- .beKidZ is not responsible for lost, stolen, or damaged items.
- All personal devices (such as cell phones, tablets, or gaming systems) must remain in backpacks during program hours unless a team member gives permission for use.
- Sports equipment or special activity items may be brought only with prior approval from a Supervisor.

By keeping personal belongings to a minimum, we can ensure that all children remain engaged, safe, and free from unnecessary distractions.

Birthday Celebration Guidelines

We love celebrating our students' birthdays at .beKidZ Preschool! To ensure celebrations are fair, safe, and enjoyable for everyone:

- **Invitations** — Please bring birthday invitations to school only if you are inviting the **entire class**. If inviting only select children, we kindly ask that invitations be sent by mail or email.
- **Classroom Celebrations** — You are welcome to celebrate your child's birthday during class time. All food items for birthday celebrations must be **store-bought** (no homemade items).
- **Advance Notice** — Please give your child's teacher at least **48 hours' notice** before bringing a special snack or treat so they can inform all classroom parents, particularly those whose children have allergies.

Thank you for helping us create healthy, fair, and memorable celebrations for all children.

Dress Code & Shoes Policy

Shoes

Appropriate shoes must be worn at all times. For safety on the playground and in the classroom:

- Thong-type sandals **without a back strap** are not permitted.
- All shoes must be **closed-toe** or sandals with a secure back strap.
- If a child arrives without appropriate footwear, parents will be called and asked to bring another pair of shoes before the child may participate in outdoor play.

Uniform

Students are expected to wear the .beKidZ Preschool uniform each day unless otherwise announced for special events or theme days. The uniform consists of:

- **Top:** .beKidZ Preschool polo shirt (additional shirts available for purchase)
- **Bottoms:** Solid-colored pants, shorts, or skirts in navy, khaki, or black
- **Outerwear:** Jackets, sweaters, or hoodies must be plain or school-branded
- **Shoes:** Closed-toe sneakers (as outlined above).

Rest/Nap Time Policy

.beKidZ Preschool values rest time as an important part of a child's daily routine, allowing them to recharge and be ready for afternoon activities.

- Children will not be woken up from nap time, nor will they be forced to stay awake.
- All enrolled children who participate in nap time must purchase a **standard nap mat** through the preschool.

Lost & Found Policy

To help us return items quickly, please clearly label your child's name on **all personal belongings**, including clothing, lunch boxes, water bottles, and backpacks.

Unlabeled items that are found will be placed in the **Lost & Found Box**. Items remaining unclaimed after **one month** will be donated to a local charity.

Labeling your child's items helps prevent loss and ensures their belongings make it back home safely.

Video & Movie Policy

At .beKidZ Preschool, video time is used to **enlighten, educate, and reinforce Biblical or educational concepts** that support our curriculum. All videos must be **pre-approved by the Director** before being shown to students.

On occasion, free-choice movies that are not directly related to the curriculum may be shown during special circumstances such as **heat waves** or **rainy days**. These movies must also be approved by the Director in advance.

We are committed to ensuring that all media shown to children is age-appropriate, wholesome, and aligned with our values.

Photo & Video Release Policy

From time to time, photographs and video recordings of students will be taken during school activities throughout the year. These images may be:

- Displayed within the classroom or other areas of .beKidZ Preschool
- Shared on approved school social media platforms, including but not limited to Instagram, Facebook, Homeroom, and the .beKidZ Preschool website
- Included in classroom or school memory books (at the teacher's discretion)

Photos and videos are used to celebrate learning, share special moments, and keep families connected with their child's school experience.



PRESCHOOL HANDBOOK ACKNOWLEDGMENT

Providing children with excellent care in a safe and Godly atmosphere.

I acknowledge that I have received a copy of the .beKidZ Preschool Handbook. I understand it is my responsibility to read and become familiar with the policies, procedures, and expectations outlined within it.

I understand that:

The handbook contains important information about beKidZ's mission, values, policies, and procedures.

I am expected to comply with all policies, rules, and guidelines contained in the handbook.

.beKidZ reserves the right to change, update, or revise the handbook at any time, and any such changes will be communicated to families.

My child's enrollment in the .beKidZ Preschool is at-will, meaning either I or .beKidZ may end the enrollment at any time, with or without cause or notice, unless otherwise prohibited by law or by the terms outlined in this handbook.

By signing below, I confirm that I have read and understood the contents of the Preschool Handbook, and I agree to follow the policies and procedures as a condition of my employment at .beKidZ.

Legal Guardian's Name (Print):

Child's Name (Printed):

Legal Guardian's Signature):

Date:

___ / ___ / ___