



Christian Preschool

**2022-2023**

[www.beKidZ.org](http://www.beKidZ.org)

“Guiding Children In Their  
Spiritual and Educational Path.”

Parent Handbook

**General Information**

Preschool Hours of Operation  
6:00am-6:00pm

**Center Administrator**

Mrs. Sandra R. Rhodes, D.Min.

True Vine Christian Center Church  
Pastor Vincent Rhodes, D. Min.

Phone # 405 861-4091 or 405 696-9500

“Seeking to glorify God through Christ centered teaching, academic  
excellence, and Christian service all in a distinctly loving and  
nurturing environment”

The Parent Handbook provides information about .beKidz Christian Preschool and its programs and sets forth guidelines for participation.

The following information is very important and should be read thoroughly by each family. Parents are responsible for following all policies and procedures. Our intent is to create stronger bonds between home and preschool by clearly articulating the Preschool's goals and expectations. Please attach to this handbook any supplements you may receive throughout the year.

We are affiliated with True Vine Christian Academy School and A ministry of True Vine Family Life Church and together with Christian Schools International and Abeka certified teachers and staff, we provide an outstanding, Christ-centered learning environment for ages 3-5 years of age.

We are licensed exempt by the Oklahoma State Department of Social Services and we abide by all state health and safety regulations.

### **Our Mission**

To Guide Children in their spiritual and educational path.  
"He will teach us his ways so we may walk in his path..."  
Isaiah 2:3

### **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.

### **Spiritual Objectives**

To lay the foundation for Christ-centered living. To encourage the development of virtuous character in children.

We meet this objective by providing loving and nurturing teachers who model biblical principles, attitudes and virtues. They bring a joy for learning about Jesus to their classrooms by teaching stories from the Bible, singing worship songs and praying with their students.

### **Cognitive Objectives**

To provide children with concrete materials and experiences in the classroom that help develop beginning literacy, language, math, science, and art.

We meet these objectives by reading quality literature that is developmentally appropriate and that teaches children to recognize the written word, develop imagination, build vocabulary, and develop comprehension and a love for reading. Teachers will also utilize concrete materials such as manipulatives, blocks and natural materials, to build on curiosity, experimentation, calculation, problem-solving and reasoning skills, which all help build beginning math and scientific concepts.

### **Social/Emotional Objectives**

To provide a joy-filled classroom that includes laughter, play and exploration and a stress-free and emotionally-safe environment for all children. Teachers will provide activities such as dramatic play and group games to encourage children to build on imagination, cooperative play, listening, following directions, responsibilities and putting others first.

### Program Goals

- Encourage the child's awareness of the love of God
  - Develop love and respect for others
  - Encourage small and large motor skills
  - Help children learn good health habits
    - Stimulate curiosity and creativity
    - Develop a sense of responsibility
  - Foster independent problem-solving skill
- Provide an environment that fosters a sense of security

### Non-Discrimination Policy

We welcome and embrace cultural diversity and nationalities, and we are thankful to God for the rich heritages that are represented by each family that enrich our Preschool. Therefore, we do not discriminate based on race, color, nationality or ethnic origin in admissions policies.

### Admissions Policy

We offer preschool to children who are 3 to 5 years old.

Registration is processed when we have a completed registration form, signed by the enrolling parent(s), and when the non-refundable annual registration/school fees are paid in full. When a child enrolls in the program, we assume it is for the entire school year and we budget and plan accordingly.

The best interest of the child and parents will be kept in mind in determining admission. Chronological age is not an absolute criterion for admission. Many children are not ready to leave their parents for long periods of time. This will be determined in the child's first weeks of Preschool.

A child that is physically handicapped, mentally disordered or developmentally disabled shall not be accepted unless it is determined that (1) the Preschool is able to meet the individual needs of the child and (2) there is no adverse effect upon other children,

either through direct behavior of the child or through requiring staff time needed for the children.

**No child will be admitted until their enrollment papers are complete and up to date. No child will be admitted without a photocopy of their immunizations record and birth Certificate.** If your child's immunizations are not current, your child will not be admitted to .beKidz Christian Preschool unless you have a signed form indicating for religious purposes. This is a requirement of the Oklahoma State Department of Health.

### **Tuition Payments**

Tuition is to be paid monthly. Tuition is due on the first of each month. Payment is considered late after 5pm on the 2<sup>nd</sup> of each month and a \$50.00 late fee plus \$5.00 per day will be added to the balance. Students may be denied childcare on the 6<sup>th</sup> day if no payment is made.

For the program to have full benefit and influence upon your child, regular attendance is very important. To maintain proper ratios, children may not be able to make up missed days. They will be able to attend only on the days they are enrolled, unless approved by the Director.

A 30-day written notice is required for withdrawal. In the event of an early withdrawal, there will be **no refund** available for any portion of the tuition and/or registration.

.beKidz Christian Preschool will not be responsible for offering make-up days or financial reimbursement of a child being sent home for suspected illness and or behavior.

The fees for any field trips and special events are not included in the tuition.

***All holidays and school closures have already been considered when determining the annual tuition.***

### **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 payments to the from a single family; money order, cash, or cashier's checks will become the only acceptable form of payment to .beKidz Christian Preschool. This includes any combination of non-sufficient funds. All outstanding debts are forwarded within 30 days to a collection agency.

This may result in additional costs to the Parents. **Failure to pay all outstanding debts within 30 days will be grounds for student(s) to be discharged from school.**

### **Arrival and Dismissal Procedures**

Preschool children should be dropped off and picked up each day by the parent or authorized adult. The adult must enter, sign in and accompany the child to the classroom where the teachers are waiting.

For the safety and well-being of the children, DHS/bekidz requires that all children be signed in and signed out each day by the parent, guardian, or a designated responsible adult. Only an authorized adult 18 or older may sign a child in or out.

Failure to sign out your child will result in a \$20.00 dollar charge. Sign in station is located to the right upon entering the building. Please check the box of each child and enter finish upon arrival and dismissal.

The only authorized persons who are allowed to pick up a child are those names that are indicated on the child's Emergency Form. *It is the parent's responsibility to contact the preschool office in writing the person who will be picking up the child, approximately at what time and the date.*

It is parent's responsibility to provide at least one emergency contact that could pick up your child in the event they are being sent home and you cannot be reached.

**Please Note:** We will need to see the person's driver's license/state issued identification card to verify their identity, so please ask them to bring it with them when they arrive on the property to check in, as all visitors are required to do.

To avoid possible delays, please explain the policy in advance to any person who may pick up the child from preschool.

#### Drop Off Time

In order to service the needs of our students we ask that all children be dropped off by 8:00AM. This will limit the distractions in the classroom and make for a better educational experience for your child. *We reserve the right to refuse care for any child brought in after 9am without prior notice.*

#### Extra Days

A drop-in fee for non-regular schedule days or hours with prior administration approval is \$35.00 for a full day. The fee is due on the date of service.

#### Late Pick-Up Fee

In the event that you are late in picking up your child at the end of the day, you will be charged \$1.00 per minute, effective 6:01. A child left in the center after 6:30pm by law is considered an abandoned child. After all efforts to contact you have failed, the authorities will be called to come and deliver your child to the Edmond Police Department.

#### Classroom Transitions:

Children begin transitioning when their birthday is approaching. .beKidz will inform you if a change is needed base on the 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 and ratios.

### **Holidays and School Closures**

All holidays and school closures have already been considered when determining the annual tuition. See school calendar Please refer to the local television stations.

### **Breakfast/Snacks/Lunches**

.beKidz Christian Preschool provides breakfast between 7am-8am each morning as well a nutritious morning and afternoon snack.

Lunchtime is included in our daily scheduled program to allow the children time to eat and fellowship with one another.

**K3-10:30am-K4-11:00am-K5-11:30am**

Parents are expected to send a nutritious lunch and drink from home (*no candy, gum, soda or excessive amounts of sweets please*). We encourage parents to include an ice pack to keep perishables cool; we do not refrigerate however we will microwave.

We facilitate a peanut free program.

### **Daily Inspection for Children's Illness**

The Department of Social Services requires us to inspect the children 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**

The physical health and safety of each child is of the first order of priority at .beKidz Christian Preschool. Our effectiveness in teaching depends largely on the physical well-being of the child. **It is imperative that contagious children not attend preschool.** Most



importantly, do not return your child to preschool until he/she is able to participate in all activities in the normal preschool day. We cannot honor requests to keep children indoors all day, as supervision is not available. It is also the responsibility of the parents to notify the Preschool if there has been exposure to contagious illnesses, communicable diseases or head lice.

Our .beKidz teachers are not medical professionals, but we determine whether a child should be sent home. At preschool we assess a child's mood and overall, well being physically throughout the entire day.

In the event your child is sent home from school they must be absent for 24 hours regardless of if symptoms have subsided. If a child becomes sick at school, they will be isolated until the parent arrives to prevent other children from getting sick.

Children are sent home from preschool with a temperature of 100.5 or with any appearance of being ill. When children are sent home, we are not diagnosing your child with an illness, we are protecting the other children from possible exposure to an illness. Tuition will not be reimbursed if children are sent home with a suspected illness.

Even though children inevitably swap germs in the crowded indoor environment of school, we can do many things to minimize the damage. We appreciate you working alongside us to ensure the health and safety of each child.

Please note: If your child becomes ill while at Preschool, you will immediately be notified, and the child must be picked up within one hour. If we are unable to reach you, your emergency contacts will be notified to pick up.

Children need to remain home for a complete school day and be 24 hours symptom and fever free. A written note from a physician may also be requested to re-admit the child into the school.

### Communicable Childhood Diseases

Upon having the following diseases, a child must have written consent from a physician to return to Preschool

Chicken pox  
Hand, foot and mouth  
Measles  
Mumps  
Pneumonia  
Whooping Cough  
Pinworms  
Scabies  
Ringworm  
Impetigo  
Pink Eye  
Respiratory Illness  
Strep Throat  
Lice

Lice- If your child is suspected to have lice they will need to be seen and cleared by a licensed place of business specializing in lice. No child enrolled at .beKidz Christian Preschool will be permitted to return with a completion of service certificate. The certificate must be present upon re-admittance to preschool. Families are welcome to treat children at home with store bought lice kits; however, they may not return until they have been seen and cleared.

### Medication

If your child has an allergy or is recovering from an illness and still requires medication that is **prescribed and not over the counter**, it may be administered at preschool only if the following procedures are followed:

1. The parent or guardian must bring the medication to the Preschool Office and see the Director to complete a temporary dispense form.
2. The Medication form must be completed and signed by the parent or guardian including the child's name, amount of medication to be given, at what time, and how often.

3. Prescription medications will not be given without a doctor's
4. All prescription medication must be in the original container with the child's name and directions clearly printed on the label.
5. Under no circumstances will a child be permitted to bring their own medications to Preschool and/or administer it to himself. Medication may not be sent in a child's lunch box, cubby, mailbox or backpack. This policy applies to cough drops and vitamins as well as to over the counter and/or prescribed drugs.
6. Children (siblings) may not share a prescribed medication in the center setting
7. Children who need over the counter medication should stay home from preschool. However, we will make exceptions.
8. Epipen Pens are stored in the director office. Designated staff have been trained on the use of an Epipen Pen. An individualized Plan will be created for each child with an Epipen on file.

### **Allergies**

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.

### **Parent/School Communication**

You may call the preschool office at any time to speak to the Director or leave a voice mail/email at any time. Some notes and notices will be placed in your child's mailbox or on the parent bulletin board in the classroom. Please read message board on check-in station and bulletin boards daily.

### **Religious Content**

While preschool aged children are too young to understand theological concepts about faith and God, studies have shown that these are the years when children form their concepts about God and the way God relates to them. They learn that God loves and cares for them just as

the significant people in their lives take the time to love and care for them. It is this deep respect and love for children that Jesus modeled whenever He spoke about or related to children.

It is our goal to model Christ's love to all the children entrusted to our care. Through example, rather than indoctrination, we believe children will develop a healthy relationship with God. We will conduct our weekly chapel Wednesdays at 830am, children will be blessed as the beloved children they are! No alternative activity will be available in place of chapel.

### **Parent Involvement**

Children will be engaged in process-oriented art, developmentally appropriate music and movement and language and culture activities that are connected to the weekly class curriculum. If you or someone in your family has an occupation, hobby or interest that would broaden and enrich the children's classroom experience please share your ideas with your child's teacher. We welcome your input and participation.

### **Fire/Tornado Drills**

Fire and Tornado drills are practiced school-wide every six months. The preschool is equipped with fire alarms, smoke detectors, carbon monoxide detector and fire extinguishers. Teachers will take the sign-in book with them and perform a headcount to ensure everyone is present.

### **Disaster Preparedness**

In case of evacuation, we will relocate to:  
KeyFit Fitness Center Safe Place Location in front of the building inside the women's locker room. In case we locate to the nearness church in the area (One Way Church located on Kelly) or Edmond Elementary School located off of 33<sup>rd</sup> and BLVD.

Our staff members are trained in First Aid and CPR and are assigned different areas of responsibility in case of emergency.

### Transporting Children

Our center does not transport preschool children, unless it is an emergency.

### Philosophy of Discipline

The .beKidz Christian Preschool is to use discipline as a guidance tool rather than as punishment. The children need to have the freedom to develop autonomy as well as recognize the need to follow rules and the guidelines established by adults. It is imperative that the children feel safe and loved to best guide them. It is the aim of our program that the children develop ownership of the behaviors and choices they make. The staff will encourage problem solving skills and positive interpersonal relationships through the disciplining practices and provide an environment and standards which are developmentally appropriate.

The staff will present the children with positive models of acceptable behavior. Children are spoken to at their eye level and language is used that the children can understand and copy for use in their own conversations. This type of modeling sets the tone for interpersonal interactions in the classroom.

Should a discipline problem arise the following steps will be taken for children enrolled: (.beKidz reserves the right to implement any of the actions listed below for children in our care).

1. Teacher will encourage problem solving by the child
2. Re-directing the child
3. Taking a break depends on age, i.e. (2) three years, (2) three minutes
4. Lonely Lunch
5. Behavior Notice sent home
6. Sent to Director's Office
7. Sent home for the day
8. Suspended for a period of time
9. Communication between Teacher, Parent and Director to resolve the problem and set up a behavior plan

10. Ask the parents to remove the child from the school until the behavior is corrected

**Parental support in discipline is mandatory.**

### **Biting Policy**

Biting is a phase that almost all children go through at one point. Most often it is between 12-36 months that occurs frequently, as children don't have words to express themselves and often their frustrations come out in the form of biting, also teething can bring on biting episodes as well.

#### **Our Policy for biting is as follows:**

Separate biter from victim

Attend to victim first

Wash bite area

Make out an Ouch Report

Do not list biter on victim report

Have biter help attend the victim

Attend to biter

Get on their level

Talk to them about using words

Have biter apologize to victim

A note will be sent home for both the victim and the biter explaining the circumstances and action that was taken. No names be revealed to the parties involved.

Biting is a scary thing for parents to deal with both as a victim's parents and as the biter's parents. The most effective action to stop biting can only be taken by the parent. Therefore, in consideration of the health and safety of the other children, the following steps shall be taken: (additional steps may be enforced such as time off school and/or dis-enrolled from .beKidz Christian Preschool)

- First incident: the child will be sent to the office; parents will be notified.

- Second incident: the child will be sent to the office; parents will be notified. The parent may need to pick up the child and take them home for the day.
- Third incident: see second incident, possible disenrollment from preschool
- Fourth incident: see second incident, possible disenrollment from preschool

### **Termination Policy**

It is the desire of the staff of .beKidz Christian Preschool to provide a spiritually, emotionally and educationally motivating and secure preschool environment. In unusual situations where individual children and or parents (legal guardians) choose: (1) to continually disrupt the room environment or, (2) if the child(ren) are in danger due to disruptive behavior, such as throwing items, hitting, biting, or running out of the classroom, it may become necessary to terminate the child from the program. This is done as a last resort and is in the best interest of all concerned.

Parent cooperation in adhering to all policies and procedures as stated by .beKidz Christian Preschool is mandatory. Any occurrence of non-participation or cooperation to these stated policies and procedures in dealing with staff or administration could result in termination of enrollment at .beKidz Christian Preschool.

The child may be required to be removed immediately and without advance notice from .beKidz Christian Preschool for consistent use of inappropriate language, abusive and/or harmful behavior, aggressive behavior or disruptive behavior, or if .beKidz cannot guarantee the safety of the child or other children due to the child's behavior. The family may be required to be removed without advance notice from .beKidz Christian Preschool for consistent disregard to .beKidz's policies, payment of services, disruptions to daily schedule and/or the use of inappropriate language, abusive and/or harmful behavior, aggressive behavior or disruptive behavior toward students and/or staff, or if .beKidz is unable to meet the needs of the child.

### Field Trips

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. Parents Only are encouraged to Volunteer on the fieldtrip. Students will be transported by bekidz Mid-Bus. .beKidz will give parents a 30 day notice for all fieldtrips.

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

Children attending field trips may not return to preschool until 2pm to ensure teachers are back in attendance.

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

Parent participation is strongly encouraged

### Accidents

If a child has an accident, even a minor injury, we will complete an Accident/Ouch Report form. The teacher will bring it to the office and explain it to the Director. This form will include the time of the incident, how it happened, who witnessed it, what was done for the child and note any observations. Accident notification to the parents will then be filled out and given to the child's parent or guardian. Parents will be called if any injury was inflicted to the head or face.

In the event of a serious accident, the preschool will notify the parents or emergency contact immediately. If the situation is a 911 emergency, 911 will be called first and followed by the parents. Parents will be informed which hospital the child is being transported to. An incident report will be filed, and copies given to the parents. Parents will be responsible for any costs incurred.

### Shoes

Appropriate shoes must be worn to school. Thong-type sandals without a back are not safe on the playground and may not be worn to



school unless they have a back. If your child is not wearing closed toes shoes or sandals with a back, you will be called and asked to bring your child another pair of shoes.

### **Fun Friday**

Students have the opportunity to bring their favorite toy as well as wear their favorite outfit on Friday's. However, you must pay \$3.50 each Friday for your child to participate. Please note: .beKidz Christian Preschool does not assume responsibility for any personal items, toys, etc. in the event of loss or damage. Please do not send toy guns, knives, action figures, or breakable items to school.

**Toys from home are allowed only if the student will participate in Fun Friday.**

### **Rest/Nap Time**

.beKidz Christian Preschool will not wake any children up from naptime, nor shall a child be forced to stay awake. Enrolled children participating in nap time must purchase a standard mat. Due to space students are not allowed to bring pillows or blankets.

### **Birthdays**

Bring birthday invitations to school only if you are inviting everyone in the class. Kindly mail or email invitations if you are inviting select children.

You are welcome to celebrate your child's birthday in their classroom. We do ask that items brought in for birthday celebrations be store bought and not homemade. Please give the teachers 48 hours' notice before you provide a special snack so they will have the opportunity to notify all the classroom parents. Thanks for your help in providing a healthy, fair, manageable birthday for your child.

## **Lost and Found**

Please write your child's name on all his/her belongings, as this will allow us to return them to you if misplaced. If we find an item that is not labeled, we will put it in the Lost and Found Box. After (1) month all items not claimed will be donated to local charities.

## **Videos**

Our goal for video time is to enlighten, educate and reinforce Biblical or educational concepts supported by the preschool and is used in conjunction with our curriculum. All videos must be pre-approved by the Director before being viewed by the children. Free movies not related to curriculum are permitted on heat wave/rainy days. All movies must be approved by Director.

## **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.

## **Child Abuse Reporting Obligations**

Each staff member at .beKidz Christian Preschool is obligated by law to report to the Department of Social Services any injury to any child which requires medical treatment, or any unusual incident, or child absence which threatens the physical or emotional health and safety of any client, or any suspected physical or psychological abuse of any child.

In this very serious and legally narrow area, the preschool will not contact parents in advance of making a report to legal authorities which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. Preschool staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

## Potty Training

Children who are not fully potty trained by their third birthday will have six months from time of enrollment to become potty trained. If not fully potty trained your child will not be able to continue in our preschool classroom. During potty training, it is very important to dress your child in uncomplicated clothing so that the child can easily manage on his/her own (no snap bottoms) and to provide clothing changes.

- When toilet training please provide us with at least 1 pair of underwear and training pants as well as a complete change of clothes **including socks and an extra pair of shoes** so we can ensure your child stays clean and dry.

## Video/Photography

Photographs and Video of students will be taken from time to time during school activities throughout the year. Photos may be posted within the classroom and or other areas of the preschool. Video clips and pictures of children within the classroom and play yards may be shown within the school, classroom and on any social media platforms including but not limited to: Instagram, Facebook, Homeroom, and .beKidz Christian Preschool websites.

Photographs may be used for memory books at teacher discretion.

If you choose not to participate in this policy, please notify administration in written objecting to the use of your child(ren) photos/videos.

**I have read and understand the Parent Handbook of .beKidz Christian Preschool. I agree to abide by and fully support .beKidz Christian Preschool and their Policies and Procedures.**

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Child's Name

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Parent Signature

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Date

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Administration Signature

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Date

We reserve the right to make additions or changes at any time.  
Please return this page to the preschool office.  
Thank you and God Bless.

Every member of our staff is dedicated to the well-being of your child. We all work together to make our program one that is filled with the good things that God has so generously provided. Thank you for sharing your child with us.