

# Parents' Handbook



*...a fun place to  
play and learn!*

**Bethlehem Church Preschool**

**7608 Concord Hwy.**

**Monroe, NC 28110**

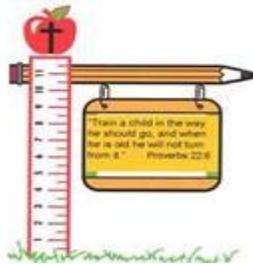
**704-753-4223**

**[www.bethlehemchurch.net](http://www.bethlehemchurch.net)**

# Welcome to Bethlehem Church Preschool!

Our Preschool program is designed to meet your child's developing needs in a loving, Christian and safe environment.

Our Preschool Ministry is overseen by the Preschool Board with Bethlehem Presbyterian Church supplying space, utilities, and other support. The program is offered as a ministry to the church family and for the community. The director and staff are chosen by the Preschool Board with support and direction from the Session of the Church.



## OUR MISSION STATEMENT

Our mission for the Preschool is to create a nurturing Christian environment where children are given opportunities to create and explore as they develop socially, emotionally, physically, mentally, and spiritually. We are hopeful that these opportunities will better prepare them for kindergarten and for life.

# Philosophy and Goals

We believe that children are unique individuals. Our program is designed to help each child develop to the best of their ability. Our primary goal will be to develop the self-esteem and self worth of each child. Young children learn by doing. Each child will have opportunities daily to experience learning through play, exploration of the environment, problem solving and social interaction. The staff serves as positive role models and strive to nurture and facilitate each child's individual development with gentle guidance given at appropriate times.

We respect parents as the most important providers of care and nurturing, and we believe parents and teachers are partners in children's care and education.

**Our curriculum defines goals for self-confidence in all areas of development in the following ways:**

**Spiritual:** To help children become aware that they are children of God, and that they are worthy of love and acceptance. They will hear Bible stories, say prayers, sing songs, and play games that will help them learn about God.

**Social:** To help children feel comfortable in school, trust their new environment, make friends, accept others, and learn to follow directions.

**Emotional:** To help children develop self-confidence, independence, self-control, and have positive attitudes.

**Cognitive:** To provide a learning environment in which children learn by playing, exploring, experimenting, singing, speaking and dramatizing. Basic skills such as colors, shapes, numbers, and alphabet will be introduced in a way that makes learning meaningful and fun. To encourage creativity through music, art, drama, and literature.

**Physical:** To help children increase their large and small motor and muscle skills and feel confident about what their bodies can do through both indoor and outdoor activities. Music and movement will be a very important part of our curriculum. We will provide experiences in singing, playing instruments, movement, and listening.

## Highlights of Our Preschool Program

Days of Operation: Monday-Tuesday-Wednesday-Thursday

Times: 9:00 am - 1:00 pm daily

Registration Fee: \$75.00 (annual)

Tuition Fee: \$180.00 (monthly)

Lunch: Students will bring lunch each day

Snack: Parents will provide a snack each day, Preschool will provide the drink.

## Registration

You will need to complete a registration form for each child enrolling in the Preschool. The registration fee and the first month tuition must be paid at time of registration. This will ensure your child's place in the class and enable us to buy supplies and equipment for the coming year. The registration fee is non-refundable.

# Tuition

Tuition is DUE THE FIRST SCHOOL DAY OF EACH MONTH. Any payment received after the 7th of the month will have a \$20.00 late fee charge, unless other arrangements have been made with the Preschool. The monthly tuition is a set amount for each month whether we are out for holidays, illness, or bad weather. No financial allowance will be given for absences. Since your child will be enrolled, we will be saving a spot "just for him/her". A teacher has been hired for each class and he/she must be paid regardless of absences.

Checks for tuition should be made to: Bethlehem Church Preschool. A \$25.00 RETURNED CHECK FEE will be charged for every check returned by the bank. A box designated for tuition payments will be in the Preschool Hall.



# Arrival and Departure

We use a car line to drop-off your child. Please pull up to the sidewalk at the door to the right of the center of the church entrance. Morning drop-off is between 8:55 am and 9:10 am, your child will be greeted at the car and escorted into the classroom. Pick-up will be at 1:00 pm each day in the Preschool hallway.

**A LATE FEE OF \$5.00 will incur beginning at 1:05 and continuing at the rate of \$1.00 per minute until the child is picked up.**

If you need to get out of your car or wish to walk your child in PLEASE DO NOT PULL INTO THE CAR LINE. You may park in the parking lot beside the drive-through area.

# Discipline Policy

Our goal is to build a positive self image. Future success in school and life depends on being able to handle various social situations and interactions. Our goal in using guidance techniques is to help children develop safe and appropriate ways of interacting with others.

Each teacher will be responsible for immediately addressing problem situations in a positive and productive manner. If the problem persists, the Director will be notified.

## **Discipline/Guidance techniques that will be used include:**

- \*setting clear and enforceable limits
- \*modeling acceptable behavior
- \*recognizing the uniqueness of each child
- \*structuring schedule to maximize good behavior and eliminate potential problems
- \*recognizing the child's efforts
- \*explaining situations and provide choices
- \*positive reminders of rules of center
- \*redirection
- \*time out (as a last option)

Children whose behavior endangers others will be supervised away from other children. The child will be given time to regain self control and then process the problem with the teacher and any other concerned parties. Any separation from the group will always be within sight and hearing of the staff, and the length of time will be related to the child's age and maturity.

Children at our preschool will **NEVER** receive physical punishment of any kind. Children will **NOT BE** subject to any form of emotional abuse.

## Student Records

Your child's file will be kept in the Director's office. Each file contains the enrollment form, immunization record, health and emergency information, medical treatment forms, evaluations and injury report forms. These records are confidential and parents may request a copy at any time.

## Health Procedures

Health and emergency information must be signed and returned to the Director prior to your child's first day of school. Along with the health form we require a copy of your child's immunization record.

## Communicable Disease:

If your child becomes sick during the day you will be called and asked to pick up your child. If your child has any of the following conditions or symptoms, please make arrangements for your child to remain home.

- \*Fever of 99 degrees or more.
- \*Rash suspicious of contagious childhood disease.
- \*Vomiting.
- \*Diarrhea.
- \*Any skin wound that is bleeding or oozing any liquid.
- \*Conjunctivitis (also called pink eye).
- \*Mouth sores and drooling.
- \*Any illness requiring one-on-one care.
- \*Scabies, head lice or other infestations.
- \*Constant uncontrolled nasal discharge or uncontrolled cough.
- \*Any contagious illness.

After a child has been excluded for any of these reasons, in order for the child to return, the following conditions must be met:

- \*Free of all symptoms including fever, diarrhea, vomiting, etc. for a FULL 24 HOURS.
- \*If taking an antibiotic for a current bacterial infection the child must take the prescription FOR A FULL 24 HOURS before returning.
- \*Free of open and oozing skin conditions.
- \*Exclusion for lice, etc. must have doctor statement saying child is nit free.
- \*If excluded for contagious disease, the child must have a note from the doctor saying the child is no longer contagious.

## Medications:

Any medication sent to the school must be given to the Director only in the ORIGINAL PERSCRIPTION BOTTLE accompanied by an appropriately completed and signed medication permission form from the physician. Over-the-counter and non-prescription medications are not permitted unless prescribed by a doctor and a signed request is brought in.

## Entrance Requirements:

- \*Children must be three, four, or five years old on or before August 15th to be enrolled.
- \*All children must be potty trained before entering Preschool.
- \*Provide a copy of immunization record.

## Items Your Child will need:

- \*Lunch box he/she can open
- \*Back pack or tote bag (regular size)
- \*Lunch and snack each day
- \*A complete change of clothing (in a gallon zip-lock bag)

## Visitation and Conferences:

You are always welcome to visit the classrooms; however, the first half hour and the last half hour of the school day are transitional times for the children. We ask that you remain outside of the classrooms during these times. Since the teacher's first responsibility is the children, do not expect a conference while classes are in session. Conference schedules will be arranged among the Director, teachers and parents at mutually convenient times.

## Tax ID Number:

The Bethlehem Presbyterian Church Tax ID Number is 56-1387712



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## Bethlehem Preschool Calendar 2020-2021

<b>September 3</b>	<b>Open House</b>
<b>September 8</b>	<b>First Day of School</b>
<b>September 28</b>	<b>UCPS workday-Preschool closed</b>
<b>October 29</b>	<b>Fall Party</b>
<b>November 3</b>	<b>UCPS workday-Preschool</b>
<b>November 11</b>	<b>UCPS holiday-Preschool closed</b>
<b>November 14</b>	<b>Preschool Fundraiser</b>
<b>November 19</b>	<b>Thanksgiving Family Meal</b>
<b>November 23,24,25,26</b>	<b>Thanksgiving Holidays</b>
<b>December 17</b>	<b>Christmas Program</b>
<b>December 22-Jan 4</b>	<b>Winter Break</b>
<b>January 18</b>	<b>UCPS Holiday-Preschool closed</b>
<b>February 11</b>	<b>Valentine's Day Party</b>
<b>March 31</b>	<b>Easter Party</b>
<b>April 1-8</b>	<b>Spring Break</b>
<b>May 5</b>	<b>Mother's Day Celebration</b>
<b>May 27</b>	<b>Graduation</b>