



Bethlehem  
Preschool  
and Day Care

Parent Handbook

27265 Luther Drive  
Canyon Country, California, 91351  
(661) 251-6027  
License # 197418346

## Table of Contents

WELCOME.....	2
HISTORY .....	2
GOALS AND PURPOSE.....	2
PHILOSOPHY.....	3
WORSHIP OPPORTUNITIES .....	3
CHAPEL .....	3
NON-DISCRIMINATION POLICY .....	4
REGISTRATION .....	5
TEACHER QUALIFICATIONS .....	5
CURRICULUM .....	5
ARRIVAL AND DEPARTURE .....	7
HOURS OF OPERATION .....	8
TUITION AND FEES .....	8
WITHDRAW PROCESS.....	9
DISCOUNTS .....	9
LATE PICK UP FEE (AFTER 6:00 PM).....	9
DAILY BEDDING/LAUNDRY FEE.....	9
DISCIPLINE AND GUIDANCE POLICY .....	9
STUDENT CONDUCT POLICY .....	10
HARASSMENT POLICY.....	11
HEALTH REQUIREMENTS .....	11
SICK POLICY.....	12
ILLNESS AND ABSENCE .....	14
ACCIDENTS AND INJURIES .....	14
MEDICATION ADMINISTRATION .....	15
BIRTHDAYS .....	15
FOOD - SNACKS & LUNCH.....	16
NUT ALLERGY POLICY .....	16
SUGGESTED CLOTHING AND PERSONAL ITEMS.....	16
LOST AND FOUND .....	17
PARENT AND PRESCHOOL COMMUNICATION.....	17
VOLUNTEERS.....	18
REST TIME .....	18
FIELD TRIPS .....	19
EXTRACURRICULAR ACTIVITIES .....	19
HOLIDAY AND SCHOOL CLOSURES .....	19
PHOTOGRAPHY AND VIDEOS .....	20
SECURITY GATES AND CAMERAS.....	20
SAFETY OF YOUR CHILD .....	21
LICENSING .....	21
HEALTHY SCHOOLS ACT – PEST MANAGEMENT .....	21
GRIEVANCE PROCEDURE .....	21
POTTY TRAINING POLICY IN OUR TWO-YEAR OLD CLASS.....	22

## Welcome

We welcome you to our family here at Bethlehem Preschool & Daycare, and we pray that our Lord and Savior, Jesus Christ may bless our efforts as we work together in the teaching of your child.

The purpose of this handbook is to familiarize you with our program and policies, and to help you in all aspects of your participation in the school. Please take a few minutes to sit down and look through this information. If you have any questions or concerns, please feel free to call the school. Our number is 661-251-6027.

We thank you for selecting our school and we pledge to you our support and cooperation. We are aware of our great responsibility, for we are dealing with your child; someone who is precious to you, to us, and especially to our Savior, Jesus Christ.

## History

Bethlehem Preschool & Daycare has been serving the Santa Clarita Valley community and their families for over 35 years (since 1985) with our dedicated and loving staff whose purpose is to provide a loving and nurturing environment for your child.

## Administration

The policy-making body of Bethlehem Preschool & Daycare is the Board of Ministry. This board determines all general policies for the school and church. The board is made up of elected congregational members of Bethlehem Santa Clarita Valley.

The governing body of Bethlehem Preschool & Daycare is the church staff. The administrative officer of Bethlehem Preschool & Daycare is the Director, whose function is to interpret and administer the policies, established by the Board of Ministry, and to administer the curriculum and all staff persons, teaching, and non-teaching, who are on the school's payroll. The school Director is responsible to the church. The Director is responsible for fulfilling and complying with all state regulations as required by Title 22. Should you have any questions concerning policy, please contact the Director.

## Goals and Purpose

The value of early childhood training is indicated in Proverbs 22:6, *"Train up a child in the way he should go and when he is old, he will not depart from it"*.

Likewise in Ephesians 6:4, *Bring them (your children) up in the discipline and instruction of the Lord"*. A Christian home gives a child his first Christ-centered instruction and training. The school shares in the responsibility of providing a loving, warm, secure environment where your children receive Christian instruction and training, and it also strengthens and supports the parents in their efforts.

The school can best accomplish this by . . .

- ♥ Providing opportunities for Christian learning of Jesus as Lord and Savior through chapel, and informal living-learning environment.
- ♥ Providing opportunities and activities to help the child have a healthy self-image which includes accepting himself/herself, his/her limitations, and his/her talents as God has

given to him/her.

- ♥ Providing experiences and activities which will fulfill the child's basic individual needs (psychological, social, emotional, physical, intellectual, and spiritual).
- ♥ Providing guidance as the child becomes less self-centered and starts taking part in small group and large group activities.
- ♥ Providing experiences and stimulating the natural curiosity of a child to broaden his/her aptitude for future schoolwork.

## Philosophy

At Bethlehem Preschool & Daycare, we believe that Christianity should be the basis of all education and with that in mind, recognize the child's emotional and physical needs. We believe that children learn best by working with hands on, creative materials. We acknowledge the parents as the primary educators and dedicate ourselves to cooperating with the parents in the shared responsibility for the education of their child.

We recognize the uniqueness of each child and offer opportunities for growth by providing the children with a positive, creative, stimulating, and academic environment in which to develop and learn. It is our hope that by developing the whole child with a strong emphasis on self-esteem, our children will enjoy continued success in the academic world. The result of a well-rounded Preschool program will result in a child ready for a successful academic life and a confident personality which acknowledges the daily presence of Christ in his/her life.

## Worship Opportunities

It is hoped that parents will want to accompany their children to worship regularly. Worship services times are available on the website at [www.bethlehemschool.com](http://www.bethlehemschool.com).

If you are seeking a church home, we invite you to consider the bethlehemSCV family. Also, baptism is offered to all families. Please feel free to contact the church office for additional information at 661-252-0622.

## Chapel

Our Pastor or school staff conduct chapel service every Tuesday and Wednesday at 9:00am in Kids' World. Parents are always welcome to attend these services with proof of necessary vaccinations on file prior to visitation.

## Our Christian Faith

We are a Christian preschool sponsored by Bethlehem Preschool & Daycare. We will share the Good News of Jesus Christ every day, throughout the day. We will use songs, stories, flannel boards, puppets, and other visual aids to help your child learn the love our Savior Jesus has for them. The children will also learn monthly memory verses. The children participate each week in a developmentally appropriate chapel service presented by our Pastor and/or school leaders. Chapel is held on Tuesday and Wednesday mornings at 9:00am.

On our monthly calendar, you will find the Bible story for each week and where to find it in the Beginner's Bible.

If you are interested in having your child baptized or have questions about baptism, please contact the preschool office.

We will sing several times during the year at our church services. We will let you know the dates in advance. We encourage you to attend.

If you have specific needs and wish to have prayer, please email the director at [marsha@bethlehemscev.com](mailto:marsha@bethlehemscev.com).

## **Non-Discrimination Policy**

We operate on a nondiscriminatory basis providing students of any race, color, religion, sex, national or ethnic origin all the rights, privileges, programs, and activities generally accorded or made available to students at the preschool.

## **Admission and Enrollment**

Enrollment is open to any child able to benefit from the program who are age two years to Transitional Kindergarten (TK) who desire a Christ-centered program.

Enrollment is limited. Parents may enroll their children into a two, three, four, or five-day half-day, or full-day session. Before your child's enrollment, we encourage any prospective parent to visit our facility and set aside a time to meet with the preschool director. During our tour we will discuss the goals, philosophies and policies of the school and parents may share information regarding their child.

All California state enrollment forms found on our website must be completed before the child's admission into the preschool program. Enrollment application forms, physical examination forms and payment of applicable fees must be completed and returned before the child may enter the program. A copy of the child's immunization record and Physician's Report, including TB clearance is required before the child may enter the program. There is a one-time fee for a state required Earthquake Kit for every child.

All documents are stored in a locked cabinet and kept confidential. Please notify the Preschool office immediately if you move, change telephone numbers, begin a new job, add someone who is allowed to pick up your child, or change the data you had given us on your enrollment forms. We use this information to reach you in an emergency; therefore, we must always have accurate information

There is a priority of admissions, which gives priority to bethlehemSCV church members, children of staff members, returning students, and siblings of current students. Children are placed into classes with their peers based primarily on their birthdate and developmental and academic levels.

Placements are also made based on availability at the time of enrollment. We will start a waitlist when a classroom in our center is at capacity. The waitlist will follow the same priority of admissions. The director limits the class sizes based on the teacher-to-child ratio, our facility's square footage, and our daily licensed capacity of 98 children.

We will accept most agency-assisted financial programs. Child Care Resource Center (CCRC), Child Care Aware of America (DoD families) and FAA Child Care Subsidy Program (for active FAA employees.)

We cannot guarantee that we have the resources to serve children with special needs or certain physical impairments adequately. We also keep in mind the health and safety of all children enrolled in our program.

For their first six weeks in Bethlehem Preschool & Daycare, all students are on probationary status while we evaluate their needs, attitudes, and placement, after which some changes may need to be made. This is for the good of the children and parents as well as the center to ensure a good fit.

At any time, if it is determined that our staff or our program are unable to meet your child's needs, you will be given a two-week written notice to find a facility that better suits you or your child's needs.

## Registration

Bethlehem Preschool & Daycare is a year-round program with open enrollment availability. Registration fees will be paid at the time of enrollment and are due annually by the first Monday of August. Families with more than one child currently attending school will pay only one registration fee. Any child joining our program after April of the current school year will receive a prorated registration fee for the balance of the current school year.

## Teacher Qualifications

A qualified director and team of teacher's staff Bethlehem Preschool & Daycare. Our teachers are experienced early childhood educators. They are Christians who provide a warm and loving environment and have a sincere concern for each of our students. All teachers have their Early Childhood Education units as required by the state of California and additional college credits or degrees. All employees are fingerprinted and undergo a thorough background check.

The director and teachers all participate in a continuous program of in-service education, regular regional workshops, conferences, and studies for professional advancement to remain alert to the ever-changing needs of today's families and to the findings of current research.

Furthermore, a professional growth day is programmed into the calendar.

Our teachers dedicate their working lives to sharing Christian Education with students and their families. They are Christians who provide exemplary leadership for their pupils and have a sincere concern for each of our students.

## Curriculum

We are a creative curriculum-based program. Small motor development occurs through manipulative materials in the classroom, such as blocks, puzzles, sorting, sensory experiences, and art activities such as cutting, gluing, coloring, painting, printing, play dough, and weaving. Socialization skills and school readiness are developed in fun ways through interaction in the housekeeping area, book corner, and small group activities. We create an atmosphere that is comfortable and compatible with the children's interests and abilities.

Large muscle development occurs through active play. The children dig, climb, run, hop, balance, ride tricycles and scooters, use sand toys, play with the parachute, and bounce, catch and throw balls.

During our inside group (circle) time each day, children learn through the repetitious daily curriculum that may include helper charts, share time, stories, prayer, songs, opening, and closing routines, name recognition, and theme-related activities. The group time is geared to the attention span of each room's enrollment.

Toys from home are discouraged as they cause distractions when a child does not want others to play with them or if the toy is lost or broken. If a toy is brought from home, it will be kept in the child's cubby for the day. We do not allow any violent type of toys to be brought to the preschool at any time, nor are the children allowed to play in an aggressive, violent way.

Each classroom will post a weekly lesson plan. Each teacher develops lessons based on the developmental needs of the children in their care.

Each classroom is equipped with a tv which may be used for educational purposes with our curriculum, brain breaks, music & movement videos or during inclement weather conditions, including excessive heat, cold, rain or unsafe air quality. Fridays, after our curriculum is completed, a movie may be played. If you have any questions or concerns, please speak with the director.

## **TWOS**

Your child's Play and Learning Areas include activities such as stacking and sorting toys, building blocks and dramatic play, as well as music and storybooks. Social interaction and play with classmates through a wide variety of play experiences, both indoors and outdoors, creates social skills and develops large and fine motor skills.

A wide variety of art materials are available to the children throughout the day. Daily routines are implemented to provide learning opportunities that will help them become more independent. Your child's teacher is dedicated to helping each child develop their skills through a loving and nurturing relationship. Non-potty-trained children are accepted in the Two-year-old classroom.

## **THREES**

Children at this age experience social, emotional, thinking, and learning skills that help them to explore their world and to make sense of it. Our planned and scaffolded daily learning activities provide a child with a balance to help them begin to engage in meaningful, intentional activities. They are learning to follow two or three-step directions, engage in social interaction, sort shapes, identify colors, and numbers as well as many letters.

Outdoor play encourages social skills and large and small motor skill development.

## **Transitional Kindergarten (TK)**

Transitional Kindergarten students are offered a wide variety of opportunities to discover, manipulate and explore their environment through project-based materials and hands-on learning center activities. The classroom centers include Language, Math, Science, and Art. Dramatic play areas, wooden blocks, magnetic blocks and other fine motor skill activities, enhance social and emotional skills. Our outdoor curriculum provides water and sand play, activities that enhance large motor and fine motor skills as well as opportunities to further develop social skills with other children.

Please see the link on our website about Bethlehem Preschool & Daycare's TK compares to Public Universal TK. [www.bethlehemscvpreschool.com/programs](http://www.bethlehemscvpreschool.com/programs).

## Sign-In/ Sign-Out Procedures

Please bring your child to the staff on duty upon arrival. Staff will greet you and your child and do a daily inspection for illness before you sign in. It is required by the Department of Social Services of California that each child must be signed in and out upon arrival and departure using your full signature, not initials, and noting the time of day. Failure to do so can result in a fine. If a fine results, the cost is passed on to the parent/guardian who does not comply. Please be sure to adhere to this policy. Parents are required to sign in and out using the Procure app and QR codes found outside the office or on the kiosk tablet inside the gate.

If your child is absent, we appreciate a phone call or message via Class Dojo letting us know why. A warm greeting from the teacher and a big hug from you will be a nice beginning to your child's day. Brief and loving goodbyes are the best.

Your child will be released to **ONLY THOSE INDIVIDUALS LISTED ON THE EMERGENCY/MEDICAL FORM.**

No child may be released to a person less than 18 years of age. If someone other than yourself will be picking up your child, be sure to give prior written notice of the relevant details to the office or director. If the person picking up your child is not on your designated list, they will need to be added before we can release your child. We will ask any person we do not recognize for ID, as we will not release your child to a stranger. If a non-custodial parent is not permitted to pick up your child, we must have legal and official documentation on file. To ensure the welfare and protection of your child, your cooperation is sincerely appreciated. Please let your child's teacher know if you plan to pick your child up at a time different than your usual pickup time, especially if you will take your preschool day or full-day child out at a time different than your usual pickup time. This is especially helpful if you take your child out before or during naptime.

## Arrival and Departure

Our program begins at 8:30am each day. The most important part of your child's preschool day is circle time, morning activities and chapel. Please make sure that your child arrives at school no later than 9:00am.

Children on our preschool schedule (8:30am-12:30pm) should be dropped off no sooner than 8:25am (unless prearranged in advance). This schedule also requires the children to be picked up no later than 12:35pm.

If you need to drop off your child later than 9:00am, please call the office to inform us of the late arrival.

It is difficult for the child when he/she is dropped off after the structured part of the class has begun, and it is disruptive for the teacher and the other children.

Do not leave your child on the playground unattended or inside the preschool without your teacher's knowledge. Unattended siblings should not be left in vehicles at any time. Siblings must remain within arm's reach of a parent and may not participate in playground or classroom activities.

We realize some situations or circumstances occur beyond your control, but please make every effort to be on time. Being timely sends your child a message that you care. Please get in touch with the preschool office to advise us of situations so we can relay the message to your child's teacher and, more importantly, your child.

When it is apparent a parent is running late, the office will call all numbers in the order you specify. If your child has not been picked up by 6:00 pm, and if we haven't heard from you and



can't get in touch with anyone on your child's emergency list, we will call the Los Angeles County Sheriff's Department and release your child to their custody.

Repeated late pickups may be cause for asking you to withdraw your child.

Please notify the preschool office if your child will be absent for the day.

## Hours of Operation

The school is open for Full Day students from 6:30am until 6:00pm. Preschool Program hours are 8:30 am-12:30 pm. (for early drop-off or late pickup fees, please see Additional Fees). Children may not be dropped off before 6:30am. All children must be picked up no later than 6:00pm.

## Tuition and Fees

Bethlehem Preschool & Daycare operates as a self-supporting, non-profit agency of bethlehemSCV and is financed by tuition receipts. A non-refundable registration fee is required annually at the time of enrollment. Tuition is based on enrollment, not attendance.

Tuition changes yearly for the preschool. Tuition is charged on a monthly basis; A current fee schedule is available in the Preschool Office.

A child absent for two (2) consecutive weeks will be dropped from the official class list UNLESS the office has been notified in advance. A two-week written notice is required if a child is to be withdrawn from preschool during the school year. If notice is not given, you will pay tuition for the final two weeks. Any outstanding tuition must be paid in full before the child leaves Bethlehem Preschool & Daycare.

If your start date is after the first day of month, the tuition rate is pro-rated based on how many days your child is enrolled in our program for that month.

If the preschool closes due to a response to natural disasters or emergencies, there will be no refund given for closed days, nor will tuition be pro-rated. We will follow the recommendations of the superintendent of Los Angeles County or the Los Angeles County Health Department for Los Angeles County-wide situations.

Included in your registration materials there will be a contract between the parents and Bethlehem Preschool & Daycare, stating that the parents agree to abide by the tuition policy, as stated in this Parent Handbook.

Unless other arrangements have been made with the director, late payments are assessed a \$25.00 late fee after the 11<sup>th</sup> of the month. The student may be dropped from the program if tuition becomes one month delinquent. A child may not be accepted for re-enrollment for the next school year until all delinquent tuition and fees are paid. This means priority consideration as a continuing student may be forfeited. Checks should be made payable to "Bethlehem Preschool." In the event of a returned check, you will be required to repay the amount plus a returned check fee of \$25.00. We do accept debit/credit cards, cash and checks. The check must be replaced with cash or a cashier's check and must include the late charge as well as the charge for the returned check.

If you would like your child to come to school on a day that they are not scheduled to come, you may call the director to arrange it in advance if space is permitted at an extra charge.

No refunds or make-up days will be made for short months, sick days, vacation days, or holidays. This policy will be strictly adhered to. Regularly scheduled days will also be strictly adhered to (trading or switching days affects our staff/child ratios.)

Any requests for schedule changes must be submitted in writing 2 weeks in advance and approved by the Director.

Children enrolled in the 5 FULL DAY PROGRAM may have one week of vacation per year at the completion of one year in attendance. A two-week written notification must be submitted to the school office prior to vacation dates, otherwise tuition will be charged.

Rates subject to change ANNUALLY

## **Withdraw Process**

A two-week notice in writing is required for withdrawing your child. Written notice must be submitted to the school office. (Verbal notification is not adequate.)

One month of tuition is required for each student withdrawing from school without notice.

## **Discounts**

A 10% discount is offered on the second and subsequent children to families with multiple siblings enrolled concurrently. BethlehemSCV members, please contact the school office for information.

## **Program Additional Fees**

*(subject to change without notice)*

When a child in our school is dropped off earlier than their designated time or picked up after their designated time, an additional fee of \$9.00 per hour or any portion thereof will be charged. If you know that you will be late picking up your child, please call the school office to notify us as soon as possible.

## **Late Pick Up Fee (after 6:00 pm)**

Bethlehem Preschool & Daycare closes at 6:00 pm. All children must be picked up by 6:00pm. A \$7.00 per minute fee will apply after 6:00 pm.

## **Daily Bedding/Laundry Fee**

Please remember to bring your child's nap items at the beginning of the week. If the parent forgets to bring in bedding and the school needs to provide clean bedding for naptime, there will be a \$3.00 fee per day.

## **Discipline and Guidance Policy**

As a Christian school, we view "discipline" as a teaching experience. Jesus disciplined his close friends to help them in their Christian Walk. The word discipline comes from the root word disciple, meaning to teach by example. It is our desire to teach children by example and correct them in love as necessary.

Teachers treat children with love and respect, using eye contact when talking to them-not at them. Children are always watching us, so it is necessary to treat them with loving kindness

and firmness, just as Jesus did.

Inappropriate behavior of any nature, whether intentional or unintentional may be viewed as grounds for dismissal from Bethlehem Preschool & Daycare.

At times, children will break rules and will need to be corrected. When this happens, the teacher will do as follows:

1. Correction - The teacher will verbally correct the child, making certain that the child understands what has been done.
2. Distraction - The teacher may need to remove the child from the area where the infraction occurred and allow him/her to play in another area.
3. Separation - If the child's disposition is such that he/she is throwing a fit, the child will be separated from the group for one minute per age of the child or until such time that he/she has composed enough to rejoin the group.
4. Exclusion - If the child cannot be calmed down or worked with in the classroom without taking the teacher away from the class as a whole, the child will be taken to the director's office. The director will sit down with the child and discuss the problem and the rules together concerning the child's behavior. It is not routine for a child to come to the office unless the problem is a recurring one.

If the problem occurs a second time, the director will call the parent to work out a solution for the problem.

Usually steps 1 and 2 are sufficient to solve the problem.

5. If at any time a child is displaying inappropriate behavior, whether intentional or unintentional, harming a teacher, other children, or both, this may be viewed as grounds for removal from Bethlehem Preschool & Daycare.

6. No corporal punishment or the violation of the child's personal rights will ever be permitted.

It is our objective in this disciplinary procedure to bring about a willingness to cooperate, a positive attitude, and Christ-like behavior.

## **Student Conduct Policy**

Since a child's behavior is the ultimate responsibility of the parents, the parents will be expected to see that their child conforms and complies with acceptable standards of behavior within the preschool environment.

**THE FOLLOWING BEHAVIORS ARE CONSIDERED INAPPROPRIATE AND UNACCEPTABLE:**

1. Causing physical harm to another by hitting, biting, kicking, throwing objects, and/or other dangerous physical actions.
2. Continual use of inappropriate language, spitting, verbal abuse, or degradation by children directed at other children or adults.
3. Destruction of property.
4. Repeated non-compliance by the child with the rules and routines of Bethlehem Preschool & Daycare and/or failure to listen to instructions by teachers.
5. A child's behavior that is potentially harmful to themselves or others.

Our staff will work with the child by meeting with the family to prevent these behaviors by assessing what led to the behavior and teaching the child alternative and acceptable ways to express their anger or frustration documented in a written plan. If these behaviors continue, the director will implement a policy that may include but is not limited to a referral to an outside agency for assistance, a reduction in scheduled class time, and/or hiring an additional adult to "shadow" the child at an additional cost to the family.

A child may be asked to leave Bethlehem Preschool & Daycare if, after conferences with the teacher, the director, and the parents, it is determined that Bethlehem Preschool & Daycare is not able to meet the needs of the child and/or the family while continuing to meet the needs of the other children enrolled in the school. A parent may be called from work at any time to take the child home when the child exhibits behavior harmful to himself/herself or others that our staff cannot modify.

## Harassment Policy

Bethlehem Preschool & Daycare is committed to providing a learning environment that is free from harassment in any form. Harassment of any student, parent or staff is prohibited. The preschool will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

Harassment occurs when an individual is subjected to treatment or to a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or sex. It includes but is not limited to any of the following:

- Verbal Harassment
- Physical Harassment
- Visual Harassment
- Sexual Harassment

Bethlehem Preschool & Daycare have policies and guidelines for administering this harassment policy. Upon enrollment, each family will be given a summary and guidelines for explaining this policy to young children. It is also located on our website.

## Health Requirements

The Department of Social Services of California requires a pre-enrollment physical (LIC 701.) This form is to be signed by a doctor and is a one-time requirement stating any medical needs or conditions your child may have and acknowledgment that a TB test is not required or the results of the administered test.

All children entering preschool for the first time are required to have the necessary immunizations. We follow the "NO SHOTS, NO PRESCHOOL" policy. An officially documented copy of vaccinations from the doctor's office must be provided to the preschool. Starting January 1, 2016, SB 277 requires all children entering a childcare setting to have the following vaccinations: 3 Polio, 4 DTaP, 3 Hep B, 1 MMR, 1 Hib, and 1 Varicella. Exemptions for religious or other personal beliefs will no longer be an option for the vaccines currently required for childcare entry in California. Failure to comply with this regulation may cause your child to be excluded from preschool. The child may return when the immunizations have been provided. No child may enter preschool without all shots being up to date unless there is a medical exemption. All updated immunizations should be updated with the office as they are received by your child.

## Sick Policy

We are concerned about the health of your child. The California State Licensing regulations require us to have only healthy children in preschool. Children who are ill or show symptoms of illness while at preschool will be sent home. By keeping your sick child at home, infections are not being spread to others, and your child is not being exposed to others while his/her resistance to diseases is low.

At drop off, a teacher will do a quick health check for any visible illnesses. The director or teacher in charge has the right to refuse to admit children to the classroom for health reasons.

Children with the following symptoms SHOULD NOT BE SENT TO PRESCHOOL if:

- the child does not feel well enough to participate comfortably in the program's activities
- the staff cannot adequately care for the sick child without compromising the care of the other children
- the child has any of the following symptoms until a health provider determines that the child is well enough to attend and that the illness is not contagious:
  - with Covid19 symptoms- negative test required to return.
  - with a sore throat or earache
  - with a constant cough
  - fussy, cranky, whiney, and generally not himself/herself
  - with a temperature higher than 98.6 degrees Fahrenheit within the past 24 hours. Children should be fever-free for 24 hours without the use of fever-reducing medication.
  - with undiagnosed skin eruptions or rashes. A note from a doctor is required to return to school.
  - with general signs of listlessness, fatigue, flushed skin, glassy watery eyes or headaches
  - Runny nose with thick yellow or green mucus.
  - with vomiting or diarrhea occurring within the past 24 hours
  - signs or symptoms of possible severe illness, i.e., persistent crying, extreme irritability, uncontrolled coughing, difficulty breathing, wheezing, lethargy, etc.
  - mouth sores with drooling
  - symptoms of a possible communicable disease
  - with lice or nits in their hair until 24 hours after treatment and no nits. Children with nits will not be allowed to attend preschool even if a parent says treatment was administered. The lice nits, dead or alive, must be removed to prevent the spread of lice. An inspection by the director will determine if lice and nits are gone before readmitting the child. A doctor's note is required for return.
  - scabies or other infestation
  - taking antibiotics but has not been on the antibiotic for 24 hours
  - with an eye discharge or crust – (Conjunctivitis /Pink Eye.) A child with conjunctivitis must stay out for 24 hours after the prescription medication starts and until all redness and discharge are gone. A doctor's note is required for return.
  - with ringworm. Ringworm should be treated by a physician and is contagious until 24-48 hours after treatment or unless covered by clothing.
  - with impetigo. A doctor should treat impetigo, which is contagious, until 24-48 hours after treatment. A doctor's note is required for return.

- strep throat, scarlet fever, or other strep infection until 24 hours after treatment and fever free without medication. A doctor's note is required for return.
- pertussis until five days after treatment. A doctor's note is required for return.
- tuberculosis (TB) until a health provider determines that the disease is not contagious A doctor's note is required for return.
- chickenpox until six days after the start of rash or all sores have crusted over. A doctor's note is required for return.
- mumps until nine days after the start of symptoms (swelling of cheeks.) A doctor's note is required for return.
- hepatitis A until seven days after the start of symptoms, i.e., jaundice. A doctor's note is required for return.
- measles or rubella (German Measles) until six days after the start of rash. A doctor's note is required for return.
- oral herpes (if the child is drooling or lesions cannot be covered) until lesions heal
- Hand, Foot Mouth Disease, 5th Disease, Roseola (6th Disease) or any unexplained rash or skin eruption. All open sores or puss must be all dried out. doctor's note is required for return.
- shingles (if lesions cannot be covered) until lesions are dry. A doctor's note is required for return.

If your child has contracted one of these serious or contagious diseases, we may ask you to provide proof from a nurse, physician, or other specialists that the child is now cleared to return to school. This doctor's note must clearly state the child's name, what the child was treated for, that the child is now healthy (if the child was ill), when the child may return to school and list any restrictions that the child may have while at school (if applicable), and the doctor's name and contact information.

Even if your child appears to be well, he/she will need to remain at home for the day. **NO EXCEPTIONS.**

**PLEASE SHOW CONSIDERATION FOR OTHER CHILDREN AND STAFF BY KEEPING YOUR ILL CHILDREN AT HOME!** If your child has a doctor's appointment for a suspected illness, please don't bring your child to class before the appointment.

If your child becomes ill during the day, parents will be called, and someone from your Emergency Contact List will be expected to come for the child immediately. If you are out of the area, please send someone from your Emergency Contact List to come for your child. After any illness, your child must be without fever or symptoms for 24 hours before returning to school. All ill children will be given the opportunity to lie down on a cot in the office area, with a staff member nearby. The child may be held by a staff member for a while and given comfort. If a child does not lie down, they may sit quietly and read a book. The staff member will reassure the child that someone will be coming to take them home.

When your child returns to school, they must be able to function normally in the classroom environment.

The office must have the name and telephone number of an adult who can come for your child in case of illness. Please keep this contact information up to date by informing the preschool office of any changes.

Please notify the office immediately if your child becomes ill with a contagious infection or illness. All parents need to know if their child has been exposed to an infection or illness! The

director will email notices of what symptoms to watch for.

## Illness and Absence

In case of illness or accident occurring while the child is in our school, the following procedure will be observed:

1. A parent will be notified immediately.
2. If a parent cannot be reached, the director will decide the next step according to the circumstances and seriousness of the situation. The director may do any of the following:
  - a) Contact the person listed on the emergency form.
  - b) Call the doctor listed by the parent.
  - c) Call the paramedics.

All children must have a completed Consent for Medical Treatment Form (LIC 627) in their records, which gives the school permission to provide emergency dental or medical care.

Parents are notified of common school accidents (scrapes, cuts, bumps, etc.) through an "Ouch Report" or via Procure injury report, which explains the incident, the time it occurred, and how it was treated. The staff member who witnessed the incident and who treated the injury signs the report. If a written Ouch report is made, a copy is given to the parent, and another is kept in the child's file. If the report is made on Procure, you will receive a notification. Please make sure all notifications are turned on.

## Accidents and Injuries

Every effort is made to provide a safe environment for your child; however, accidents occur. The staff are trained in first aid and CPR and will handle minor injuries sustained at the preschool. Applying pressure, washing with water, and applying Band-Aids or ice packs will be the extent of first aid generally rendered while at school. The practice of Bethlehem Preschool & Daycare complies with the requirements of the OSHA Standard on Blood-borne Pathogens 29 CFR 1910.1030. Universal precautions are observed when administering first aid and whenever there is a likelihood of contact with potentially infectious material.

Minor injuries such as scrapes, cuts, bruises, and bumps are regularly reported to parents using an Ouch report or Procure injury report. Parents will be notified immediately if their child sustains a severe injury needing further medical attention. The parent will also be contacted if the administrator feels the child's injury may require additional attention and care at home (such as watching for signs of concussion from a head bump). Some children will get hurt and not inform a teacher or staff member. Please encourage your child to tell an adult any time they get hurt!

Each child must have a Consent for Emergency Medical Treatment (LIC 627) signed by the parent on file in the office. Your authorization for the preschool to contact your family physician and to "take whatever emergency medical procedures are deemed necessary" is part of that agreement. In the case of a serious injury to a child, the parent will be notified immediately, and/or the paramedics will be called.

**The preschool understands that injuries and broken bones occur during childhood. If a child has been treated for a broken bone or other serious injury or illness, the attending physician will need to provide you with a doctor's note before your child returns to school.**

**This doctor's note must clearly state the child's name, what the child was treated for, when the child may return to school, list any restrictions that the child may have while at school (if applicable), and the doctor's name and contact information.**

In some cases, a child may have an injury with restrictions that the school cannot accommodate. If this should happen, the preschool director will coordinate with the parents to determine an action plan. This plan may include but is not limited to, a modified school schedule or a restriction of class time or recess activities. In some cases, the student will be asked to remain home from school until the restrictions have been lifted and a doctor has cleared the student to return to school. (Tuition is not waived during this time.)

## **Medication Administration**

If your child needs medication that must be given during preschool hours, the following procedures must be followed:

- All medication **MUST BE IN THE ORIGINAL CONTAINER** with the unaltered prescription label on it if it is prescribed by the doctor.
- The child's name and the date must be on the original bottle or prescription label if it's prescribed.
- Parents must complete an LIC 9221 (Parent Consent for Administration of Medications and Medication Chart). This form can be found on our website. Your instructions must match those on the prescription or bottle.
- All medicines must be handed directly to a staff member. Please **DO NOT** put the medication in the child's backpack, lunchbox, or cubby. This includes sunscreen, diaper cream, and lip balm.
- If your child has a food allergy that requires an Epi-Pen, please meet with the director to discuss precautions and complete the appropriate Community Care Licensing form to be kept with the medication.
- If your child needs nebulizer care, you must complete the nebulizer and medication forms located on our website.
- If medication is administered at home, it is helpful to inform your child's teacher in case any unusual or adverse reactions occur.
- We will not administer expired medication. Expired medications will be discarded. Medications should be taken home when no longer needed or when your child leaves the center. After attempts to reach you to pick up the medication have failed, it will be discarded.
- Medications will be kept in the director's office in a labeled cabinet separate from food and cleaners. Refrigerated medications will be kept in our Preschool refrigerator on the back of the highest shelf, away from foods.
- Parents will be notified daily of prescription medication use.

## **Birthdays**

If you would like to celebrate your child's birthday at school, check with your child's teacher to see what she wants or prefers. Please inform the office of all food items being brought in ahead of time so notice to the class may be sent out. Parents attending must have a written record on file of current flu immunization (every year) or signed exemption declaration, and proof of Pertussis and Measles vaccinations, and TB test (within two years.) If you have any questions about birthdays, please contact the director.



## Food - Snacks & Lunch

Bethlehem Preschool & Daycare does provide morning and afternoon snacks. The monthly snack list is posted outside of the office and in each classroom.

Lunch must be provided by the parent/guardian. All lunches must be at school by lunchtime, which is 11:00am. Please make sure that all hot food items are cooked at home. We cannot cook or heat up items at school. Please make sure to use a thermos for hot foods and ice packs for cold foods. If your child's lunch requires utensils, please make sure to include them. Please take home your child's lunch boxes and water cups daily.

The lunch container must be marked with your child's name on the OUTSIDE. Please limit sweets to one (1) cookie (NO CANDY, PLEASE), as we are trying to emphasize healthy nutritional standards. NO SODA POP or anything in GLASS containers. Do not send your child's vitamins to be taken during school hours. Please be mindful when packing your child's lunch of food items that could possibly be a choking hazard (whole hot dogs, whole grapes, whole raw carrots.)

The children will have a period of 25 minutes to eat their lunch. We encourage the children to eat the main staples first (i.e., sandwiches, fruit, vegetables, cheese, etc.). The dessert-type item will be offered last. Water will be provided daily to the children. Please make sure to send a refillable, closeable water bottle with the child's name on it.

We have a rotating pizza day twice a month. Pizza lunch includes pizza (pepperoni or cheese), fruit and 100% juice. If you sign up for this, your account will be charged \$5.00.

If your child forgets his/her lunch, a fee of \$5.00 will result. We will provide a meal for them.

## Nut Allergy Policy

If at any time there is an allergy in a classroom, the parents in that classroom will be notified of the allergy and the class must remain nut free. We are sorry for any inconvenience this may cause, but the health and safety of all the children is our first priority.

If a class is deemed Nut Free this means that no food containing nuts should be sent with your child. This includes peanut butter, almond butter and Nutella. Great alternatives are Sunflower Butter; sunflower is a seed, NOT a nut, Soy Butter or Pea Butter. If you choose to use a nut substitute, please label it so that we know it is a safe option at our school. If it is not labeled and we can't get ahold of you for clarification it will not be able to be served at school. We appreciate your adherence to this policy. For any questions, please speak to the director.

## Suggested Clothing and Personal Items

We appreciate you sending your child to preschool in clothing he/she can easily manage to unfasten and refasten when going to the bathroom. Suspenders, belts, "body shirts," and bib-type overalls are all adorable and look cute on your child but can cause a bathroom accident if they can't be undone quickly enough. The children will be learning to do many things for themselves. If a child cannot manage the clothing after trying, help will be provided.

We request that a change (or changes) of clothing be left at preschool in case of an accident requiring a clothing change.

Tennis shoes and socks are best for running, climbing, and playing in our playground. Shoes should cover and protect the feet and allow for safety and freedom of play. Please, no flip flops, slides or sandals that do not fasten around the ankle.

The preschool has a minimal amount of extra clothing on hand. Any clothing, shoes or bedding borrowed from Bethlehem Preschool & Daycare needs to be washed and returned as soon as possible.

It is important to label coats, jackets, lunch boxes, and all possessions brought to preschool with your child's name. Children in the Two's class who are not potty-trained, several changes of underwear, bottoms, socks, and even an extra pair of shoes are necessary.

Children in the Two's class who are not potty trained, it is the parent's responsibility is to keep pull-ups/diapers and wipes at school. Families will be notified when their child's diapering supplies are running low.

The children will be working with paints, clay, playdough, glue, etc. If you would like to provide an oversized T-shirt for your child to wear during messy activities, we will make sure they wear them.

We ask that pacifiers and bottles remain at home.

## Lost and Found

All personal items should be clearly marked with your child's name. We cannot be responsible for lost or misplaced items.

Please periodically check the lost and found bin located outside of the main room. Signs will be posted when it is time to clean out the lost and found, and unclaimed articles will be sent to charity.

## Parent and Preschool Communication

Knowing that preschool supplements home life, a close relationship with parents is encouraged so that home and school may each benefit from cooperation, planning, and understanding.

We invite the parents to view the classroom upon drop off and pick up. We have special days set aside for parents each year to participate, such as holiday parties. California SB792 law requires that anyone staying in the classroom longer than drop off and pick up must have a copy of the following immunization records in the preschool office: yearly flu shot, measles, pertussis, and TB.

Due to insurance restrictions and Title 22 regulations, only enrolled children may stay in the classroom.

- Our teachers want to become closely acquainted with you. Teachers must give them their full attention when children are in the classroom. If you need an extended visit with the teacher, you can meet with her after preschool hours or by phone
- We also have opportunities for parents to help with special days
- We invite parents to attend Back to School night, Open Houses, our annual Christmas Program, our Spring Concert and other special family days
- Important notices are placed in the child's backpack or file folder with your child's work. Please check them daily.
- Please read all newsletters and announcements that are sent home in your child's folder, by email or posted on our Class Dojo site. Class Dojo is our main platform for communication. Please make sure all notifications are turned on.
- Procure is our database program. Please make sure to download the app. This app is used for sign in/out, payments and daily activity such as bathroom use (two's), ouch

reports etc. Please make sure to turn on all notifications.

If you have any questions, problems, or concerns, please contact your child's teacher or the director.

## Volunteers

Due to a law passed in 2016 (SB 792), we must have immunization records, including measles, pertussis, and flu, on file for anyone interacting or engaging with the children. You may sign a declination form the flu shot each year. In addition, volunteers must provide proof of clear TB (taken within two years.)

## Community Service

Each year the preschool may participate in a toy drive, food drive, or clothing drive to help a mission, our military, or the people in need in our community.

## Program Schedules

We offer two program schedules:

Preschool – 8:30am – 12:30pm

Full Day – 6:30am-6:00pm

Below is a sample of a daily preschool program schedule. Please refer to each teacher's daily schedule posted in their classroom, as each varies.

6:30 - 8:30am - Indoor Centers/Activities

8:30 – 9:00am – Outdoor Playtime

9:00 - 9:30am - Potty/ Diaper Change/Clean-Up/ Prayer & Snack

9:00 – 9:30am Tuesday & Wednesday Chapel  
(Prayer, Bible Time, Bible Songs)

9:30 - 9:45am – Circle Time: Calendar/ Seasons/ Weather/ Birthdays/ Pledge of Allegiance/Story/Morning Prayer

9:45 - 10:30am – Learning Centers/Curriculum (Language, Math, Science, Art, Sensory, Music, Writing)

10:50 – 11:00am - Clean Up

11:15-11:45am – Prayer & Lunch

11:45am – Clean Up/Diaper Change/Potty

12:00-12:30pm – Outside Playtime

12:30pm - Dismissal of Half Day Students

12:30-12:40pm – Clean Up Playground Put ALL Toys away

12:30-1:00pm - Restroom/ Library Quiet Reading Time

1:00-3:00pm - Nap Time

3:15-4:15pm - Wake Up/Diaper Change/Potty/ Prayer & Snack

4:15-6:00pm - Outdoor & Indoor Centers/ Activities

Pick Up of Full Day Students

## Rest Time

For those students enrolled in our full-day program, the preschool will provide a nap cot for your child to rest on. Our nap time is 1:00pm - 3:00pm. Your child does not need to sleep but must

relax their body quietly. Please bring a fitted crib sheet for your child to use on his/her nap cot at school. All napping items must fit in the school provided bag. Bottles and pacifiers are not permitted in our school program.

Small blankets and small stuffed animals are permitted during rest time to ensure comfort. Remember to label all of these individual belongings.

Please be mindful that children picked up during nap time is a disruption to the other full day children resting. Please pick up your child after 3:00pm.

If there is a need to pick up your child before nap time, please inform the office in the morning.

## Field Trips

In May, our Transitional Kindergarten (TK) classes take a “Graduation” field trip. Destination to be determined yearly.

## Extracurricular Activities

Ninja Stars Karate is available weekly for an additional cost. The class is an 8-week session. Sign-up sheets are available in the Preschool office. Children will be picked up from class and taken to Kid’s World. The director or teacher will supervise during the class.

All outside instructors have been fingerprinted and have immunizations on file.

In the future, other classes may be offered.

## Holiday and School Closures

Labor Day

Veterans Day

Thanksgiving Day

Friday after Thanksgiving

\*Christmas Eve

\*Christmas Day

\*New Year’s Eve

\*New Year’s Day

Martin Luther King, Jr. Day

Presidents’ Day

Good Friday

Memorial Day

3<sup>rd</sup> Week of June – (VBS)

Independence Day

(\* Holidays included within the 2-week school closure.)

For holiday closures, parents are required to pay for the closure dates that their child is registered for.

One week closure in June for Vacation Bible School. The school will be closed for the week and parents can sign children up for VBS through our church. VBS hours are from 8:30am to 12:30pm for children enrolled in Bethlehem Preschool. Children should bring their lunch. Our teachers will be teaching their VBS classrooms. Tentatively scheduled for the 3<sup>rd</sup> week of June. Tuition will be prorated in June.

During a two-week period each December (one week before Christmas through New Year’s Day), Bethlehem Preschool & Daycare is closed. The specific dates are pre-determined and added to the school calendar every August before the new school year begins. Tuition will be prorated for the month of December.

## Photography and Videos

When a child is enrolled in Bethlehem Preschool & Daycare, his or her parents or guardians are given a Photo Release as part of the registration. They can consent to the public display of pictures or deny consent. They can update and change their consent/ denial at any time. Photographs, digital photographs, and/or videos will be taken of children during school activities or events. These images will be used for classroom documentation, portfolios, displays, website, school Facebook, School Class Dojo site, and/or advertising purposes.

No compensation will be given.

## Earthquake/Emergency Procedures

Fire drills, Earthquake drills, and shelter-in-place drills (Bees in the Beehive) will be conducted periodically. Bethlehem Preschool & Daycare is prepared for a disaster. In preschool, this preparation includes talking with the children about what to do in this type of situation, practicing where to go for relocation, and learning how to stay safe if and when these situations occur. Please remember to talk with your children at home about having a family preparedness plan for your own home and family.

We also provide hands-on training for the staff and students throughout the year. We have enough food, water, and provisions for three (3) days. We have Earthquake kits each student and adequate first aid supplies, sanitation materials, and equipment for search and rescue. Our Preschool staff are trained in CPR, First Aid and AED procedures every two years. Every staff member has an assigned task in the event of a disaster. The preschool's emergency care and disaster action plan are posted in the preschool classrooms and the preschool front office. In addition, each classroom and the office have a detailed emergency binder that goes with the teacher anytime they leave the classroom with the children.

All children will remain on campus should any kind of disaster occur as long as the facility is safe to inhabit. The children will be picked up by parents or authorized persons, as stated on the form you provided at the beginning of the school year. If the facilities are damaged or unusable, the children and staff will be evacuated to the nearest offsite evacuation relocation site. We will relocate to either SCCS – 27249 Luther Drive or Sandcastles – 27303 Luther Drive.

The Bethlehem Preschool & Daycare staff will supervise the children as long as it is deemed necessary.

You must complete the forms containing accurate and up-to-date information. In the event of a disaster, please come directly to the front lawn area to pick up your child. This area will be clearly established on the campus.

## Security Gates and Cameras

Our campus is a closed campus during school hours. We have one point of entry during the school day. Please enter through the main gate during school hours.

Each person that is authorized to pick a child up has their own gate code that is monitored through our office computer. This is how we know who is on campus. Please do not allow anyone to come in behind you. If they need assistance, please refer them to the school office.

Cameras are located throughout our school campus, with visual monitors in the offices. All entrance points and offices are under visual surveillance.

## Safety of Your Child

Realizing the potential for violence in today's world, we believe your child will be as safe as possible at Bethlehem Preschool & Daycare. Teachers are instructed to always ask for picture identification when a child is picked up by someone we do not recognize – even if it is the child's parent. If we see someone on campus we do not recognize; we will find out why he/she is here. Please bring your id with you.

Should your child be severely injured at preschool, we will call "911" first, then the parent. For this reason, we must always have your correct, current telephone numbers on file. If you have concerns about your child's safety, please get in touch with the director.

## Licensing

Our facility is licensed through Community Care Licensing. The Licensing Agency has the authority to inspect facilities, interview children, interview staff, and review records without prior consent. To meet state licensing regulations, all forms must be completed and returned to us by the first day of attendance at Bethlehem Preschool & Daycare& Daycare.

## Suspected Child Abuse

By California law, we are required, under penalty of fine and/or incarceration, to report reasonable suspicion of physical abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact the parent in advance of making a report to legal authorities, which would be the procedure followed in most other legal matters. The law's clear intent (California Penal Code Section 11166) is to mandate a report of reasonable suspicion of abuse. School staff will make such reports in the best interests 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. All preschool staff have taken the required courses and are certified Mandated Reporters. Should this ever happen at our preschool, please be assured such action is taken only in the spirit of what is best for your child(ren) and your family. The goal is to obtain help and support where it is needed.

## Healthy Schools Act – Pest Management

The Healthy Schools Act of 2000 requires that all childcare center s provide parents or guardians of students with annual written notification of expected pesticide use on school sites. The notification will identify the active ingredient(s) in each pesticide product and will include the Internet address (<http://www.cdpr.ca.gov>) for further information on pesticides and their alternatives.

The pesticide that is used on our campus (outdoors only-not inside classrooms) is Permethrin SFR – #70506-6-53883, which is registered with the EPA. It is applied monthly at the beginning of month.

## Grievance Procedure

In the event a parent has a question or concern about his/her child, it is the parent's responsibility to raise this concern with the child's teacher. If the matter is not settled satisfactorily, then the director will become involved. If the matter is still not resolved, the director may take it to the

Church Director of Administration. This process is an application of Jesus' guidelines for resolving issues, as found in Matthew Chapter 18.

It is imperative that parents, teachers, and staff work together in mutual support and respect. Physical or verbal harassment, threats, or abuse of any student, teacher, or staff member by a parent or guardian is cause for that parent's child to be withdrawn from enrollment.

## **Potty Training Policy in our Two-Year Old Class**

If your child is in the process of being potty trained, please be sure that there are always ample diapers and/or underwear, changes of clothes and shoes available. Parents are to provide diapers/pull-ups and wipes. Our school provides gloves for our staff. Teachers will send a message through our Procure app when your supplies are getting low so you can replenish them.

Is my child ready to be potty trained? The child must be showing signs of readiness and able to control their bladder and bowel movements.

### **Physical signs**

- Is coordinated enough to walk, and even run, steadily
- Urinates a fair amount at one time
- Has regular, well-formed bowel movements at relatively predictable times
- Has "dry" periods of at least two hours or during naps, which shows that their bladder muscles are developed enough to hold urine

### **Behavioral signs**

- Can sit down quietly in one position for two to five minutes
- Can pull their pants up and down by themselves
- Dislikes the feeling of wearing a wet or dirty diaper
- Shows interest in wearing underwear instead of diapers
- Gives a physical or verbal sign when they're having a bowel movement such as grunting, squatting, or actually telling you they're going
- Demonstrates a desire for independence
- Takes pride in their accomplishments
- Isn't resistant to learning to use the toilet
- Is in a generally cooperative stage, not a negative or contrary one

### **Cognitive signs**

- Understands the physical signals that mean they have to go and can tell you before it happens or even hold it until they have time to get to the potty
- Can follow simple instructions, such as "go get the toy"
- Understands the value of putting things where they belong
- Has words for urine and stool

### **Potty training**

Once you feel your child is ready for toilet training, we ask that you begin teaching at home. We will follow through and encourage your child while they are in our care. Daily communication between the parent and daycare provider is very important.

- Staff will never put a child on the potty unless the child is willing.
- Child must be able to get on and off the toilet themselves.
- Staff cannot wash out soiled clothing per regulations set by the Center for Disease Control. They are required to put soiled clothing in a plastic bag for you to take home and wash.
- Please send them to school with loose fitting clothing that your child can manage independently. Try to avoid tight clothing, pants with snaps or buttons, overalls, dresses, and tight leggings.

The child will be encouraged to use the potty every 30 minutes. We encourage parents to communicate with your child's teacher throughout the potty training process.

### **Potty Trained**

Children must be potty-trained prior to entering our 3-year-old program. We do not have the facilities or supplies required to change children in classrooms for 3's through Transitional Kindergarten (TK.) We feel that children of these ages deserve privacy. We realize that "accidents" will happen. "Accidents" are unusual incidents and should only happen infrequently. Potty-trained preschool children no longer wear diapers (disposable or cloth) or disposable underwear (Pull-Ups)

Your child will be given a plastic bag to put his/her wet clothes in.

\*If a change of clothes is not in the child's backpack, the child will use extra school clothes.

\*If accidents are frequent, we would ask that you re-evaluate your child's readiness to be enrolled in preschool. Your child's teacher can help you in that decision making process.

If parents feel this may be difficult for their child, they should discuss the situation with the Director as soon as possible.

I have read and understand the expectations of Bethlehem Preschool & Daycare's Potty-Training Policy. I am aware that if my child is not potty trained according to this definition, he/she will not be able to attend the 3, 4 or Transitional Kindergarten (TK) Preschool class until the expectations are met or re-evaluated.

### **Potty Accidents**

Bethlehem Preschool & Daycare is aware that at this young age, accidents sometimes happen. In the event of an accident the following procedures will occur:

\*The child will take his/her fresh clothes into the bathroom to change. Your child will be given a plastic bag to put his/her wet clothes in.

\*If a change of clothes is not in the child's cubby, the child will use extra school clothes.

\*If accidents are frequent, we would ask that you re-evaluate your child's readiness to be enrolled in preschool. Your child's teacher can help you in that decision making process.

If parents feel this may be difficult for their child, they should discuss the situation with the Director as soon as possible.

Revised February 2025