



Bethlehem  
✝ Preschool  
and Day Care

Parent Handbook

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Canyon Country, California, 91351  
(661) 251-6027  
*License # 197418346*

## Welcome

We welcome you to our family here at Bethlehem Preschool, 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.

## Philosophy

At Bethlehem Preschool, 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.

## 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.

## **Administration**

The policy-making body of Bethlehem Preschool 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 is the church staff. The administrative officer of Bethlehem Preschool 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.

## **Faculty and Staff**

A qualified director and team of teacher's staff Bethlehem Preschool. All teachers and aides have their Early Childhood Education units as required by the state of California and additional college credits or degrees. 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.

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.

## **Admission and Enrollment**

Enrollment at Bethlehem Preschool is open to all children from age 2 through Transitional Kindergarten (TK) who desire a Christ-centered program.

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.

During our tour we will discuss the goals, philosophies and policies of the school and parents may share information regarding their child.

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.

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.

## Registration

Bethlehem Preschool 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.

## Holiday and School Closures

Labor Day	*New Year's Day
Veterans Day	Martin Luther King, Jr. Day
Thanksgiving Day	Presidents' Day
Friday after Thanksgiving	Good Friday
*Christmas Eve	Memorial Day
*Christmas Day	3 <sup>rd</sup> Week of June – (VBS)
*New Year's Eve	Independence Day

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

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. Children should bring their lunch. Our teachers will be teaching their VBS classrooms. Tentatively scheduled for the 3<sup>rd</sup> week of June.

During a two-week period each December (one week before Christmas through New Year's Day), Bethlehem Preschool 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. For holiday closures, parents are required to pay for the closure dates that their child is registered for.

## 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.

## Program Arrival and Pick Up

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 12:30pm.

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

the late arrival.

If you will be picking up your child earlier than their scheduled time, please notify the teacher in the morning or the school office.

## Sign-In/ Sign-Out Procedures

The State of California requires any person signing a child either In or Out must sign their **full legal signature**. The only people allowed to pick up a child are those listed on the Identification and Emergency Information Form in your child's records. If for some reason the parent or legal guardian would like someone else to pick up his/her child, he/she must submit a dated written permission form for that specific person, in advance, to the director or come to the office to add someone to the Identification and Emergency Form. Anyone picking up a child from the preschool, other than his/her parent or legal guardian, must be 18 years or older and must show photo identification.

All children must be signed in or out upon arrival and departure. Repeated non-compliance may result in a fee if licensing visits and finds that a child is not signed in or out, or removal from the school.

Please take the time to confirm that the sign in/out is successful on the app or tablet.

## Tuition and Fees

Bethlehem Preschool operates as a self-supporting, non-profit agency of Bethlehem Santa Clarita Valley 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 may be paid several ways:

1. A monthly payment due on the first day of each month
2. A bi-monthly payment due the 1st and 15th each month, when arranged with the office. After the 11th, a \$25 late fee will be charged.

We accept cash (given to the office manager only during office hours), checks, checks by mail (set up through your online banking.) We also accept Debit/Credit card transactions through our secure Procure online portal and in the office or over the phone.

Checks should be made payable to "Bethlehem Preschool." All checks returned due to insufficient funds will be charged a \$25 fee. ***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.***

**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**

## **Delinquent Tuition**

Tuition payments received after the 11th of the month will be assessed an additional late charge of \$25 if no prior arrangements have been made with the Director.

Students whose tuition is not paid **within two weeks of payment due** date may be removed from the school.

## **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.

## **Preschool Program Additional Fees**

*(subject to change without notice)*

When a child in our Preschool 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.

### **Lunch Replacement Fee**

A Lunch Replacement Fee of \$5.00 will be billed when a child does not have a lunch provided from home. 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. Children are encouraged to eat their healthy foods first.

### **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.

## **Clothing and Personal Items**

Please send your child in comfortable, seasonably appropriate, washable play clothes. 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. Each child always needs a full change of clothing available in their cubby.

**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.

Please provide a **reusable drinking cup** for your child, clearly marked with your child's name.

**All personal items should be clearly marked with your child's name.** We cannot be responsible for lost or misplaced items. Our Lost & Found items that are not claimed are sent to the Goodwill bi-monthly.

Any clothing, shoes or bedding borrowed from Bethlehem Preschool needs to be **washed and returned as soon as possible.**

## **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.

## **Toys and Items from Home**

Except for those items needed to help ease your child's transition from home to school, we ask that you leave your child's toys at home or in your car. If an item of this sort is brought to school, we cannot be responsible for it.

## **Nap Time**

We provide a block of time for napping from 1:00pm-3:00pm. This is a time for them to rest or nap. 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

## **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.

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 parent and director will be called 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.

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.

## **Health, Safety & Parent Immunization**

Every child's health is a matter of major importance to our school. It is our responsibility to verify the physical condition of each child to be sure that his/her attendance and participation in our program will not be detrimental to his/her health. Therefore, a written medical assessment (Physician's Report - LIC 701) must be provided for every child before enrollment. All immunizations should be updated with the office as they are received by your child.

The director will review the Physician's Report and the child's pre-admission health history form. Any health issues will be noted.

The State of California (SB 792) requires **ALL** volunteers (all parents, family members, friends) participating in any manner whatsoever with our children during school hours to have a written record on file of current flu immunization (every year) or signed exemption



declaration, proof of Pertussis (TDaP), Measles (MMR) vaccinations and a TB test (within the last two years.)

Documentation of these records must be on file prior to any visit to campus.

**It is very important to keep the school up to date on emergency phone numbers!**  
Leave a temporary number as the need arises.

## **Illness and Absence**

The school is only prepared to care for well children! **Please notify the school office of any illness/absence by 9:00am.**

The director or teacher in charge has the right to refuse to admit children to the classroom for health reasons. Your child may be sent home if he/she **appears** to have symptoms of any illness listed below. In such cases, he/she is immediately isolated from the others and a parent is contacted. If your child is sent home with a fever, diarrhea or vomiting he/she may not return to school until symptom free for a full 24 hours. **The parent or guardian is expected to be at the school within an hour to pick up the child.**

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.

If your child experiences any of the following communicable illnesses marked with an \*, please notify the office immediately.

COVID - We will continue to follow all LA County Health Department and CDC guidelines.

**It is necessary that your child stay at home if he/she has any of the following:**

1. A temperature above 98.6 or any vomiting or diarrhea within the last 24 hours.
2. Red throat or earache.
3. Swollen neck glands.
4. Runny nose with thick yellow or green mucus.
5. \*Hand, Foot Mouth Disease, 5th Disease, Roseola (6th Disease) or any unexplained rash or skin eruption. **(Requires a doctor's note with a date your child may return to school.)**
6. \*Conjunctivitis /Pink Eye **(Requires a doctor's note with a date your child may return to school.)**
7. If the child acts listless or drowsy, has a headache, flushed face, lack of appetite, glassy, watery eyes or shows any behavior that is noticeably out of the ordinary.
8. \*Lice or any appearance thereof. **(Requires a doctor's note with a date your child may return to school.)**
9. \*COVID - If your child has any symptoms, please keep them home and notify the school office immediately. **(Negative test required to return to school.)**

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 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" 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. A copy is given to the parent, and another is kept in the child's file.

## **Nut Allergy Policy**

The number of children with severe nut allergies increase every school year. 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. For any questions, please speak to the director.

## **Medication Administration**

Parents must complete an LIC 9221 (Parent Consent for Administration of Medications and Medication Chart) for any child requiring prescription, nonprescription medication, diaper creams, sunscreen, medicated and non-medicated lotions given or applied at school.

## **PG Rated Movie**

During inclement weather conditions, which may include excessive heat, cold, rain or unsafe air quality, we keep the children inside. Friday afternoons are scheduled movie day for the children. We generally will show Disney animated movies, some of which are rated PG, such as Frozen II. If you have any questions or concerns, please speak with the director.

## **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.)

## **Communication**

Many problems can be avoided if communication channels are known, kept open, and used. Please read all newsletters and announcements that are sent home in your child's

folder, by email or posted on our Class Dojo site. **Please check your child's classroom folders daily.** If you have any questions, problems, or concerns, please contact your child's teacher or the director.

## **Department of Social Services**

Please be advised if Social Services would like to communicate with ANY child during a site visit, they may do so at their discretion.

All preschool staff have taken the required courses and are certified Mandated Reporters. By law, we are required to report any suspected child abuse or neglect.

## **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 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 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, 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 and 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.

## **Sunday Worship**

It is hoped that parents will want to accompany their children to worship regularly. For those families without a church home, we invite you to consider our congregation as your place of worship. Worship services times are available on our website at [www.bethlehemschool.com](http://www.bethlehemschool.com) or you may contact the church office at 661-252-0622.

## Parents Responsibilities

- The most important part of the day is morning circle time and activities. Please make sure your child is at school **by 9:00am**.
- Please inform the office by 9:00am if you are going to be late or absent.
- Bring your child to school on time and pick him/her up promptly.
- Please sign up on our **Class Dojo site**. This is how we communicate.
- Be sure to check your child's cubby and file folder **daily** for notices and communications.
- Check your child's cubby for any soiled clothing that may need to be laundered and replaced.
- Nap items need to be laundered weekly and returned. Napping items **MUST** be labeled with your child's name and **MUST** fit within their personal bag. Individual items may not come in contact with another child's bedding.
- Please be sure your child **always** has a seasonally appropriate full change of clothing in their cubby **at all times**.
- Reusable water bottles **MUST** have the child's name clearly identifying their water container.
- We are always in need of volunteers. We urge you to volunteer in planning parties, field trips, programs, and other activities. \*See immunization requirements. We greatly appreciate your contributions in this important area!
- Please feel free to consult with your child's teacher whenever a problem arises, or you simply have questions.

As parents, we think of you as a vital part of our school and your help will make our programs successful:

1. Read this handbook
2. Read carefully all supplemental notes, newsletters, and notices, which will be sent home from time to time.
3. Ask questions about items that need clarification.
4. Watch carefully for days that the preschool/daycare will be closed.
5. Be financially responsible to us. We are dependent on your fees.
6. Sign your child in and out with full legal signature every day.
7. Offer suggestions to help us improve our programs

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