

Bethlehem

Lutheran School



Parent Handbook

Toddler, Preschool and School Age

License # 197750232

Table of Contents

WELCOME.....	3
HISTORY	3
GOALS AND PURPOSE.....	3
PHILOSOPHY.....	4
WORSHIP OPPORTUNITIES	4
CHAPEL	4
NON-DISCRIMINATION POLICY	5
TEACHER QUALIFICATIONS	6
REGISTRATION	6
CURRICULUM	6
SIGN-IN/ SIGN-OUT PROCEDURES.....	7
ARRIVAL AND DEPARTURE	8
HOURS OF OPERATION	9
TUITION AND FEES	9
SCHOOL ENROLLMENT & TUITION	10
SUBSIDIES – CCRC, CHILDCARE AWARE OF AMERICA, FAA CHILD CARE SUBSIDY AND DCFS	10
WITHDRAW PROCESS	11
DISCOUNTS	11
LATE PICK UP FEE (AFTER 6:00 PM).....	11
DAILY BEDDING/LAUNDRY FEE.....	11
DISCIPLINE AND GUIDANCE POLICY	11
STUDENT CONDUCT POLICY	12
HARASSMENT POLICY	13
HEALTH REQUIREMENTS	13
SICK POLICY	13
ILLNESS AND ABSENCE	16
ACCIDENTS AND INJURIES	16
MEDICATION ADMINISTRATION	17
BIRTHDAYS	17
FOOD - SNACKS & LUNCH	17
NUT ALLERGY POLICY	18
SUGGESTED CLOTHING AND PERSONAL ITEMS.....	18
LOST AND FOUND	19
VOLUNTEERS.....	19
REST TIME	20
SCREEN TIME	20
FIELD TRIPS	21
EXTRACURRICULAR ACTIVITIES	21
HOLIDAY AND SCHOOL CLOSURES	21
PHOTOGRAPHY AND VIDEOS	21
SECURITY GATES AND CAMERAS.....	22
SAFETY OF YOUR CHILD	22
LICENSING	23
SUSPECTED CHILD ABUSE	23
GRIEVANCE PROCEDURE	24

POTTY TRAINING POLICY IN OUR TODDLER CLASS.....	24
SCHOOL AGE POLICIES (AGE 5YR-13YR)	26
PHILOSOPHY.....	26
HOURS OF OPERATION	26
WITHDRAW PROCESS	27
SIGN-IN/ SIGN-OUT PROCEDURES.....	27
HOLIDAY CLOSURES.....	28
CURRICULUM AND DAILY SCHEDULE	28
HOMEWORK ASSISTANCE – SCHOOL AGE	29
POLICY OF ZERO TOLERANCE OF BULLYING – SCHOOL AGE.....	29
DRESS CODE – SCHOOL AGE	30
TECHNOLOGY AND CELL PHONE POLICY – SCHOOL AGE	30

Welcome

We welcome you to our family here at Bethlehem Lutheran School, 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 Lutheran School has been serving the Santa Clarita Valley community and their families 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 Lutheran School 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 Bethlehem Lutheran School is the church staff. The administrative officer of Bethlehem Lutheran School 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 Lutheran School, 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 school 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 service times are available on the website at www.bethlehemschool.org.

If you are seeking a church home, we invite you to consider the bethlehemSCV family. 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.

Our Christian Faith

We are a Christian school that is a ministry of bethlehemSCV. 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 Bible 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 The Story Bible by Concordia Publishing.

We 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@bethlehemscv.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 18 months to Transitional Kindergarten (TK) and Before/After School care ages 5-13 years 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 school 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 school 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 have given us on your enrollment forms. We use this information to reach you in an emergency; therefore, we must always have accurate information. We recommend at least two to four emergency contacts that can pick up in case of an emergency on form LIC 700.

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 birth date 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 and our facility's square footage.

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) and DCSF.

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 Lutheran School, all students are observed 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.

Teacher Qualifications

A qualified director and team of teacher's staff Bethlehem Lutheran School. 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 preschool teachers have their Early Childhood Education units as required by the State of California and additional college credits or degrees. Teachers in our school-age program have their 12 units or 240 training hours of the State of California required courses 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.

Registration

Bethlehem Lutheran School is a year-round program with ongoing 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.

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.

TODDLERS

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 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 Toddler 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.

Sign-In/ Sign-Out Procedures

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 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. 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.

For CCRC or subsidy participants, if any fees incurred by Bethlehem Lutheran School for lack of sign in/out signatures will be passed on to the parent. If CCRC or subsidy does not pay Bethlehem Lutheran School for lack of sign in/out signatures, the amount will be collected from the parent.

If your child is absent, we require a phone call or message via Class Dojo to the director 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 IDENTIFICATION AND EMERGENCY INFORMATION FORM.

No child may be released to a person less than 18 years of age. 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. This is especially helpful if you take your child out before naptime. We ask that you do not pick up during naptime.

Arrival and Departure

Please notify the school office if your child will be absent for the day. If you are on CCRC or a subsidy program, a phone call is required in the morning with the absence reason.

Our program begins at 8:30am each day. The most important part of your child's school 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 half-day 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. Early drop-off or pick-up results in extra fees.

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 school 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 school 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 that 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.

Hours of Operation

The school is open for Full Day students from 6:30am until 6:00pm. Half-Day 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 Lutheran School 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 school. Tuition is charged on a monthly basis; A current fee schedule is available in the School 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 Lutheran School.

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 school 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 Lutheran School, 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 11th 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 Lutheran School." 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. There will be a 30 day notice of any rate changes.

School Enrollment & Tuition

Tuition Policy Acknowledgement

Our school program operates year-round to provide children with consistent learning, stability and community. Tuition is based on enrollment rather than attendance. By signing the form, you acknowledge and agree to the following policies:

Year- Round Enrollment

- Enrollment reserves your child's space throughout the entire year, including summer.
- Continuous enrollment supports your child's learning progress, social development and classroom stability.

Tuition Obligation

- Tuition is required regardless of attendance, including absences due to illness, vacation or personal reasons.
- This structure ensures we can maintain staffing, classroom ratios and high-quality programming for all children.

Summer Leave Policy

If a family chooses to withdraw for the summer months:

- Your child's spot **cannot be held or guaranteed** for the upcoming school year.
- Re-enrollment will depend solely on availability at the time of return.

Option to Hold Your Child's Spot

Families who wish to secure their child's place for the upcoming school year must:

- Continue paying full tuition during any months the child is not attending.
- Follow the regular tuition payment schedule.
- If you wish to change your child's schedule for summer, please contact the office.

Maintaining enrollment ensures your child's transition into the next school year is seamless and that their classroom placement remains protected.

Re-Enrollment

- If tuition is not paid during a leave period, the child's enrollment will be considered ended.
- Families may reapply for future openings, but placement is not guaranteed.

Subsidies – CCRC, Childcare Aware of America, FAA Child Care

Subsidy and DCFS

We do accept subsidy payments for childcare from these agencies: Child Care Resource Center (CCRC), Childcare Aware of America (Military and Dept of Defense families), FAA Child Care Subsidy and Dept of Child and Family Services (DCFS.)

If you are enrolled in one of these programs, you must follow the requirements for these programs. You are required to call the school each day your child will be absent with a reason for the absence. This is required so that when we submit the forms for payment, we will be paid the correct amount. You must also sign in and out on their app or printed sheets daily.

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.)

Two weeks 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 Lutheran School 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 parents forget 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 Lutheran School.

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 Lutheran School.

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 school 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 Lutheran School 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 Lutheran School if, after conferences with the teacher, the director, and the parents, it is determined that Bethlehem Lutheran School 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 Lutheran School 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 school 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

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 school for the first time are required to have the necessary immunizations. We follow the "NO SHOTS, NO SCHOOL" policy. An officially documented copy of vaccinations from the doctor's office must be provided to the school. 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 (Measles), 1 Hib, and 1 Varicella (Chicken Pox.) Exemptions for religious or other personal beliefs will no longer be an option for the vaccines currently required for childcare entry in California. School Age children (K – Age 13 yrs) are required to have the following vaccines: 4 Polio, 5 DTaP, 3 Hep B, 1 Hib, 2 MMR (Measles) and 2 Varicella (Chicken Pox.)

Failure to comply with this regulation may cause your child to be excluded from school. The child may return when the immunizations have been provided. No child may enter school without all shots being up to date unless there is a medical exemption. If there is a medical reason why your child is behind, you can request that your doctor file an exemption through the CAIR-ME website. This is the only way an exemption is valid.

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 school. Children who are ill or show symptoms of illness while at school will be sent home. By keeping your sick child at home, infections are not

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 SCHOOL 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 100.4 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, glass, watery eyes or headaches
- Runny nose with thick yellow or green mucus.
- 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
- 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- ***A doctor's note is required for return***
- taking antibiotics but has not been on the antibiotic for 24 hours
- 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.***
- Ringworm should be treated by a physician and is contagious until 24-48 hours after treatment or unless covered by clothing. ***A doctor's note is required for return***
- 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 (Whooping Cough) 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. ***A 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 clear 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 school 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 a 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 pediatric first aid, CPR and AED and will handle minor injuries sustained at the school. 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 a 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 director 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 school 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 school 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 school 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 school 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. (LIC 9166)
- 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 school refrigerator on the back of the highest shelf, away from food.

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 are welcome to attend. If you have any questions about birthdays, please contact the director. Birthday invitations can be distributed at school if ALL children in the class are invited.

Food - Snacks & Lunch

Bethlehem Lutheran School 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 or main dish, fruit, vegetables, cheese, etc.). The dessert-type item will be offered last. Water will be provided daily for 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 school 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 school 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 Lutheran School needs to be washed and returned as soon as possible.

It is important to label coats, jackets, lunch boxes, and all possessions brought to school with your child's name. Children in the Toddler'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 Toddler's class who are not potty trained, it is the parent's responsibility 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 hanging coat rack if you are missing an item.

Parent and School Communication

Knowing that school 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.

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 school 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 file folder in their classroom along 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.
- Procare 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 (Toddlers or accidents), 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

We urge you to volunteer in helping with parties, field trips, programs, and other activities. Please contact your child's teacher or the school office.

Community Service

Each year the school 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 for preschool:

Half Day– 8:30am – 12:30pm

Full Day – 6:30am-6:00pm

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

6:30 – 8:00am- Indoor Centers/Activities

8:00 – 9:00am – Outdoor Playtime

9:00 - 9:30am -Clean-Up/ Prayer/Snack

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

9:30 – 10:00am – Circle Time: Calendar/ Seasons/ Weather/Birthdays/ Pledge of Allegiance/Story/Morning Prayer

10:00 – 11:15am – Learning Centers/Curriculum

(Language, Math, Science, Art, Sensory, Music, Writing)

11:15 – 11:30am – Clean Up/Potty

11:30-12:00pm – Prayer/ Lunch/ Clean Up/Potty

12:00-12:30pm – Outside Play

12:30 Dismissal of Half Day Students

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

12:40-1:00pm - Restroom/ Library Quiet Reading Time

1:00-3:00pm - Nap Time

3:00-4:00pm - Wake Up/Potty/Prayer & Snack

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

Pick Up of Full Day Students

Rest Time

For those students enrolled in our full-day program, the school 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.

Screen Time

Screen Time- 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 curriculum is completed, a movie may be played.

Field Trips

In May, our Transitional Kindergarten (TK) classes take a “Graduation” field trip for those that are entering Kindergarten in August. Destination to be determined yearly.

Extracurricular Activities

Ninja Stars Karate is an activity that we schedule for an additional cost. The class is an 8-week session. Sign-up sheets are available in the school office or online. Children will be picked up from class and taken to Kids’ 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	*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 rd Week of June (VBS) – Afternoon Care available for
*New Year’s Eve	Full day students
	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 in the morning for the week and parents can sign their children up for VBS through our church. VBS hours are from 9am-12pm for children enrolled in Bethlehem Lutheran School. Full day children should bring their lunch. Our teachers will be teaching their VBS classrooms. School hours will be 12:01pm-6pm. Tentatively scheduled for the 3rd week of June. Tuition will be prorated in June for both schedules.

During a two-week period each December (one week before Christmas through New Year’s Day), Bethlehem Lutheran School 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 Lutheran School, 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, websites, 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 Lutheran School is prepared for a disaster. In school, 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 school staff are trained in pediatric CPR, First Aid and AED procedures every two years. Every staff member has an assigned task in the event of a disaster. The school's emergency care and disaster action plan are posted in the classrooms and the school 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 Lutheran School 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.

For the safety and security of our students, staff and visitors, cameras are located throughout our school campus, with visual monitors in the offices. All entrance points and offices are under visual surveillance. By being on the premises, you acknowledge and consent to the recording of video and audio. These recordings are strictly for internal use and security purposes and may be reviewed only by authorized personnel.

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 Lutheran School. 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 school, 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 Lutheran School.

Family Preparedness Act of 2025 A495 (CA)

Effective January 1, 2026

Bethlehem Lutheran School will not collect information or documents regarding citizenship or immigration status of pupils or their family members.

We are required to report in a timely manner to the State Department of Social Services and the Attorney General any requests for information or access to a school site by an officer or employee of a law enforcement agency for the purposes of enforcing immigration laws in a manner that ensures the confidentiality and privacy of any potentially identifying information. In making such a report, schools may not disclose personally identifiable information about a pupil or their family, including home address, contact information, citizenship or immigration status, or any information that could be used to infer a person's immigration status.

Parents are to review their emergency contact information annually.

We recommend at least two to four emergency contacts who may be able to pick up your child.

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 school staff have taken the required courses and are certified Mandated Reporters. Should this ever happen at our school, 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 centers 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 Toddler 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 show 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 prefer that children 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 Lutheran School's Potty-Training Policy.

Potty Accidents

Bethlehem Lutheran School 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.

School Age Policies (Age 5yr-13yr)

Philosophy

At Bethlehem Lutheran School, 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 school 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.

We make a difference in our community by providing planned activities in a safe, nurturing and supervised environment. The activities reinforce learning from school, teach social skills and encourage good citizenship.

Being involved in a Before/After school program helps youth avoid unsafe situations and behaviors. In looking out for your child's best interest, one of our goals is to cultivate a long-term partnership with you. Please contact the office with any of your questions or concerns.

Hours of Operation

We provide before and after school care and summer day camp programs for children ages 5 years – 13 years old. Care is also available for Public & Private school breaks. Schedules will need to be provided ahead of time.

Our hours of operation are Monday – Friday.

Half Day – 8:30am-12:30pm (also used for a split schedule for before/after care.)

Full Day – 6:30am – 6:00pm

After School only – 3:00pm – 6:00pm

Drop-In Days are also available. Please contact the director for more information.

If your child's school day is an early dismissal day, you will be charged \$9 per hour for any extra hours between 12:30pm – 3:00pm.

Enrollment

Your child's spot is secured when we receive the non-refundable registration fee of \$100 for the school year and all completed enrollment forms. Enrollment is on a "first come, first served" basis. Please keep in mind that you will be billed for all the days for which you are registering your child, even if he/she does not attend the program.

Kindergarten students – We strongly suggest you provide us with an extra change of clothes in case of accidents.

Changes to Enrollment: We must receive a two-week written notification of any changes to your child's enrollment and new enrollment forms may need to be completed.

Absences: A phone call must be made to us before 12:00pm if your child will be absent.

If attending for full day (during breaks, summer etc.) a call is required in the morning.

Appointment to meet with Director: Please set up an appointment for any issues or concerns that may take more than 5 minutes to resolve.

If you are interested in our Summer Camp program, please see the office for details.

Withdraw Process

Withdrawal by Parent

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.)

Two weeks of tuition is required for each student withdrawing from school without notice.

If at any time of withdrawal you have paid more tuition/fees than are owed to Bethlehem Lutheran School, the excess will be refunded to the parents (but only after first deducting any outstanding fees.)

Termination of Enrollment by Program

Bethlehem Lutheran School will terminate child care with two-weeks written notice unless Bethlehem Lutheran School determines that immediate termination is necessary per the below reasons.

1. Bethlehem Lutheran School has the right to refuse service and terminate enrollment immediately for the following reasons:
In the sole judgement of Bethlehem Lutheran School staff, the child's behavior or the parent's behavior poses a significant threat to the well-being of the other children, staff, or any participant of Bethlehem Lutheran School.
2. Tuition or any fees are delinquent.

Sign-In/ Sign-Out Procedures

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 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. 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.

For CCRC or subsidy participants, if any fees incurred by Bethlehem Lutheran School for lack of sign in/out signatures will be passed on to the parent. If CCRC or subsidy does not pay Bethlehem Lutheran School for lack of sign in/out signatures, the amount will be collected from the parent.

If your child is absent, a phone call or message via Class Dojo to the director letting us know why is required.

If we are escorting your child in the mornings to SCCS, please have him/her here by 7:30am sharp. Please sign your child in on Procure when dropping off in the morning. Bethlehem Lutheran School staff will sign them out when they leave our campus. Upon pickup from SCCS (after school) our staff will sign them back into our facility. Please make sure you sign them out at end of day pick up. This is for your child's safety, as our teachers need to know what children are on campus, so we know who we are looking for in an emergency and also it is required by licensing.

If your child will not need our care either in the morning or the afternoon, please give us a call. Otherwise, they may not be picked up for after-school care.

Your child will be released to ONLY THOSE INDIVIDUALS LISTED ON THE IDENTIFICATION AND EMERGENCY INFORMATION FORM.

No child may be released to a person less than 18 years of age. 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. This is especially helpful if you take your child out before naptime. We ask that you do not pick up during naptime.

Holiday Closures

For holiday closures, please see page 21.

No school days, please send a lunch for your child. We provide a morning and afternoon snack. Please see page 18 for details about food and snack.

Curriculum and Daily Schedule

School Age Component (ages 5yrs-13yrs)

School Age 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, wooden blocks, magnetic blocks and other fine motor skill activities that 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.

Daily Schedule

Our schedule and times listed below may vary based on attendance, scheduling, activities or other factors. Please be advised that the schedule below are examples and all days, activities and times listed below are subject to change.

Sample of a Half Day (Before/After School) schedule.

6:30a – 7:45a- Sign In/ Attendance/ Indoor Activities

7:45a – 8:00a – Teacher Walks students to SCCS for Drop Off

3:00p-3:10p – Teacher Picks Up students at SCCS/ Sign In

3:10p-3:30p- Attendance/ Snack

3:30p-4:30p – Homework Support/ Reading / Quiet Activities

4:30p-5:00p- Fitness/ Outdoor Activity

5:00p-6:00p- Indoor Activities/ Art/ Music/ Science/ Winding Down until pick up

Sample of a Full Day schedule.

6:30a – 8:30a- Arrival / Free Play

Sign In/ Choice of Activities (games, reading, Legos, art, puzzles, drawing)

8:30a – 9:00a – Morning Meeting

Welcome, Review the day, Announcements, Theme Introduction, Job Duties,
Daily Plan

9:00a-9:30a – Tuesday & Wednesday Chapel

(Prayer, Bible Time, Bible Songs)

9:00a - 9:30a -Prayer/Snack

9:30a – 10:30a – Enrichment Block- Rotating Activities (Arts & Crafts -more advanced,

STEM- science projects, building experiments, Literacy or Journaling/ Writing

10:30a – 12:00p – Outdoor Play/ Sports/ Organized Games, Water Play/

Physical Activities (Kickball, Relay Races)

12:00p-1:30p – Prayer/ Lunch and Relaxation (reset time)

1:30p-3:00p – Specialty Activities – Board Games/Building Centers/

Social Interaction & Teamwork/ Audio Books

3:00p-3:30p – Prayer/Snack Time

3:30p-6:00p- Free Choice & Pick Up

Open Play Indoors/Outdoors/ Art/ Board Games or Winding Down until pick up

Birthday Policy – School Age

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 are welcome to attend. If you have any questions about birthdays, please contact the director. Birthday invitations can be distributed at school if ALL children in the class are invited.

Homework Assistance – School Age

A time will be allotted for children to work on their homework at our school. If they do not have homework or are finished, they will be able to read or do quiet activities.

Policy of Zero Tolerance of Bullying – School Age

Along with the schools in Santa Clarita, we have a "Zero Tolerance" policy regarding bullying. Students and parents are expected to show respect to our staff, students and other adults participating in our program. Students are expected to show respect to each other by keeping hands, feet and objects to themselves. Inappropriate or disruptive behavior will result in consequences consistent with school rules and will not be tolerated. Parents and students are

expected to refrain from using profanity and/or aggressive behavior toward other students, parents, staff and other participants.

We encourage our students to use their words when they are feeling uncomfortable or in conflict with another child.

Dress Code – School Age

It is our desire to provide a productive learning environment that includes a safe and modest standard of dress and that enhances our continuing educational goals. Our Dress Code Policy serves to help us focus on learning and teaching while demonstrating a high standard of excellence to our community.

The following attire is appropriate for students attending Bethlehem Lutheran School:

Jeans, cords, denim, slacks, simple dresses, skirts and shorts (fingertip length)

Shirts, T-Shirts, blouses and sweatshirts

Shoes – Tennis shoes or closed toed shoes, closed toed sandals

Appropriately fitted clothing

The following attire is inappropriate for students:

Clothing with inappropriate language or advertisements or any reference to alcohol, tobacco, firearms or gangs.

Tube and halter tops, bare midriffs or revealing clothing

Expensive and long, dangling jewelry, especially earrings, that may pose a safety hazard.

Excessively short shorts or skirts (not shorter than fingertip length)

Undergarments should never be visible

Technology and Cell Phone Policy – School Age

Your child may contact you from our office phone if it is an urgent matter. There is no need for your child to use their cell phone while they are in our care. If your child is caught talking on their cell phone, we may ask them to hang up. If cell phone usage becomes a challenge with your child, we may ask that it be kept in the office. If your child is caught using their cell phone inappropriately, they may be suspended or terminated from our program.

Children in our care are not allowed to use tablets, laptop computers or ear buds. This is for the safety of your children.

If you need to communicate with your child, please contact our school office at 661-251-6027.

We will either deliver a message to your child or have your child come to the phone.

Revised June 2026