

OPERATING PROCEDURES FOR BETHEL LUTHERAN PRESCHOOL

**Bethel Lutheran Church
4221 Boonville Road
Bryan, TX 77802**

2023-2024 School Year

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**Director: Shelly Schultz
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A Note from the Pastor

Dads and Moms,

Welcome to Bethel Lutheran Preschool!

There are few times Jesus is more irritated with His friends than when they chase little children and their moms away from His lap. This happens several times in the Bible stories about Jesus, and each time Jesus strongly corrects His friends, reminding them that little children are great in the eyes of our God.

We take Jesus' words to heart. Bethel Lutheran Preschool is a place where, in a very safe and encouraging environment, your child will learn. But the most important information we will teach is for God so loved the world, that He sent His Son, Jesus!

Again, welcome! We are excited to partner with you in the education of your child.

Jesus' joy to you!

Pastor Randy Bard

A Word from the Director

We are honored that you have decided to enroll your child in our preschool program.

Learning starts very early. A child's early experiences provide the foundation for a lifetime of learning. It is our goal to provide the best possible preschool experience through the educators and the program we have prepared for your child.

Children learn through play. Many of the learning activities will look like play but are actually learning opportunities for the preschool age children. We believe children learn best through a variety of "hands-on" experiences making learning exciting and fun. The preschooler's day should be filled with creativity and discovery.

We believe sharing the love of Jesus with each child daily is one of the most important things we can do. Children are a gift from God and each one is uniquely created and loved by Him. It is our privilege to love them, reflecting God's grace in all we do.

This handbook has been prepared to introduce our families to our program and to acquaint you with our school policies and procedures. We encourage every parent to study the handbook and refer to it during the year. Compliance with these guidelines will ensure success for the children and the preschool.

We always welcome parents and visitors. We believe that parent and school communication is very important, and we welcome your questions and feedback. My office door is always open to you. Together we can make this a wonderful year for your preschooler!

-Shelly Schultz, Preschool Director

PHILOSOPHY AND PURPOSE

We are committed to sharing the love of Jesus with every child in our program and to provide highly enriching, developmentally age-appropriate curriculum. It is our intent to provide the best learning environment for your child as we help them develop emotionally, intellectually, and physically.

Because parents are the most important people in a child's life, the preschool will work closely with the parents in educating the children. It is our goal to partner with parents to help nurture, love and care for their children as they learn very important social skills and explore the world around them.

NONDISCRIMINATION POLICY

Enrollment in Bethel Lutheran Preschool shall be open to any child, provided the program can meet the needs of the child. We admit children of any race, sex, national or ethnic origin to all rights, privileges, and activities offered in our preschool program.

PRESCHOOL CURRICULUM

Our curriculum is based on thematic units that teach, reinforce, and challenge children in a hands on, activity centered environment. Activities include:

1. Learning Centers – these centers are used to encourage cooperative play and help develop social skills. Example: blocks, Art Center, writing, reading, puzzles.
2. Circle time – this time is for prayer, calendar/weather, birthdays, sharing, and other cognitive skills.
3. Music – children will learn a variety of songs that go along with our units.
4. Art – children will have the opportunity to explore their creativity through art. It's the process that counts; It is not the end product.
5. Bible Time – Bible stories will be read each day and will be followed through songs, fingerplays, and some art projects.
6. Story Time – literature is an important part of our curriculum. As children listen to stories, they will be working on reading, writing readiness, letter recognition, learning the importance of words as well as learning from the content of the story itself.
7. Language Development – the children will work on alphabet recognition, phonemic awareness, and communication skills.
8. Indoor/Outdoor Active Play – large motor skills, free play, and social skills are all part of this experience as they explore and enjoy the outside world.

ENROLLMENT PROCEDURES

To enroll your child, you must complete a registration form indicating your child's age and class they will be attending. If the class you're interested in is full, you will be placed on a waiting list.

When you enroll your child, it is assumed that your child will attend for the academic school year (August-May.) **If you choose to withdraw your child a 30-day notice is required with payment for that month.**

Bethel Lutheran Preschool has a cutoff date of September 1 for the ages of each class. Your child must be the age of the class by September 1 to enter that class (ex: your child must be 2 by September 1 to be in the 2-year-old class.)

We ask that all children in our 3- and 4-year-old programs be potty trained.

The following is necessary for enrollment and must be completed before starting our program:

1. Completed enrollment form including the parent acknowledgement and permission form,
2. Completed physician statement including a copy of your child's immunization record,
3. Financial agreement form signed.
4. Paid registration fee.

It is the parents' responsibility to provide any information necessary to keep their child file current. Parents will be asked to review files annually to ensure that all information is current.

WAITLIST POLICY

Registration is held in the spring for the following fall school year. Early registration is held for children currently enrolled in the preschool, siblings, and members of Bethel Lutheran Church. Registration is then open to the community following this early registration period.

A waiting list will be formed for each class as the classes fill to capacity. As spaces become available in a class, they will be filled from the waiting list. Placement on a waiting list does not require a deposit. When space becomes available and the preschool has notified the parents of an opening for their child, the family has three business days to return the registration form and pay for the registration fee. If the form is not returned and the fee is not paid, the space will be offered to other potential students.

COMMUNICATION

Bethel Lutheran Preschool uses the BRIGHTWHEEL app for all official communication with our families including but not limited to parent/teacher communications, health updates for your child, accident/incident reports, school closures/delayed starts, etc. **Timely communication with our families is very important and is required by the state in many instances.** One or both parent/guardians **MUST** be able to send and receive communications through

BRIGHTWHEEL. Bethel Lutheran Preschool will be responsible for adding each child and family in BRIGHTWHEEL. Parent/Guardians are responsible for downloading the app and monitoring communications regarding their child throughout the school year.

DAYS AND HOURS OF OPERATION

Bethel Lutheran Preschool hours are 7:15 A.M. to 5:30 P.M. We offer preschool classes from 8:30 A.M. to 12:00 P.M. with optional extended care before and after the preschool class time. Bethel Lutheran Preschool's academic calendar is developed using area school district calendars as guidance and is approved annually by our Early Childhood Education Board.

When there is a threat of hazardous weather conditions, please listen to your local television station or check the KBTX website for school closure announcements. We will use the BRIGHTWHEEL app to notify you of any school closures. If no announcement of closure is made for the local school districts, we will plan to be open as regularly scheduled.

If the local school districts have a delayed start time due to the weather our delayed start time will be announced through BRIGHTWHEEL.

TUITION AND FEES INFORMATION

We have designed our program to meet the needs of parents with a variety of busy schedules. Therefore, we have a variety of costs depending on the number of hours per day and the number of days per week your child attends.

*****Please Note: Our preschool classes are from 8:30 A.M. to 12:00 P.M. and we offer Extended Care from 7:15 A.M. to 5:30 P.M., Monday through Friday.*****

ATTENDANCE OPTIONS	Tues./Thurs.	Mon./Wed./Fri.	Mon.- Fri.
7:15 A.M. – 12:00 P.M.	\$415	\$495	\$600
7:15 A.M. – 3:00 P.M.	\$550	\$660	\$805
7:15 A.M. – 5:30 P.M.	\$615	\$735	\$895
8:30 A.M. – 12:00 P.M.	\$315	\$375	\$455
8:30 A.M. – 3:00 P.M.	\$450	\$540	\$655
8:30 A.M. – 5:30 P..M	\$515	\$615	\$750

For a full week, 7:15 – 5:30, Monday through Friday, the monthly cost is \$895.

- Children who are dropped off between 7:15 A.M. and 8:30 A.M. will be cared for by our Early drop off staff and will transition to their classroom when the preschool class begins at 8:30 A.M.

- Children enrolled in our Extended Care will have lunch from 12:00 P.M. to 1:00 P.M. and nap time will be from 1:00 P.M. to 3:00 P.M.
- A morning snack is provided to all children. An afternoon snack will be provided for those children who stay until 5:30 P.M. If your child stays for lunch, **you must provide their lunch.**

ADDITIONAL TUITION AND FEES INFORMATION

1. The registration fee of \$100 per child is non-refundable and due when your child is enrolled.
2. A supply fee of \$50 will be assessed at the beginning of EACH SEMESTER (August and January). Supply fees are non-refundable.
3. Tuition is due by the 1st of each month. There will be a \$15 late fee for payments received after the 5th business day of the month unless special arrangements have been made with the Director. Tuition and fees are payable by check, ACH, bank draft, money order or credit card. No cash will be accepted. All checks should be made payable to Bethel Lutheran Preschool. Tuition may also be paid online through your bank with a check sent the preschool. Payment should be given to the Director or placed in the locked box by the Preschool office door. Please do not give your payment to the teachers.
4. There will be a \$35 service fee for transactions with insufficient funds. If two checks are returned by the bank for insufficient funds, payment will be accepted in cashier's check, money order, or credit card only.
5. A late fee of \$1 per minute will be charged for continued tardiness at pick-up time. Promptness is highly encouraged, and continual lateness may be grounds for dismissal of your child from our program.
6. Each preschool family will receive two access cards to use for the school year. In the event you require an additional card or a replacement card, a \$10 fee will be incurred. All access cards must be returned at the end of the school year, or a \$10/card fee will be incurred.

PLEASE NOTE: Tuition for the school year is a YEARLY FEE divided into nine equal monthly payments during the school year (Sept. through May.) THE ONLY EXCEPTION is the month of August as the cost for August will be prorated at 50% of the monthly fee. Months in which holidays occur (such as Christmas and Spring Break) bear the same tuition rate as other months.

******No credits or discounts will be issued for absences due to illness, parents choosing to be on vacation, teacher workdays, bad weather, or regularly scheduled holidays.******

PHYSICIAN'S REPORT AND IMMUNIZATION REQUIREMENTS

A signed and dated Physician's Form stating that your child is physically able to take part in our program must be submitted upon enrollment. The physician's name, phone number, and address are required on the Enrollment Form. The hospital name and phone number of your choice must also be listed on the Enrollment Form. **Children will not be permitted to attend preschool until this form has been completed.**

Parents must submit the child's current immunization record. The record must meet the requirements set by the Texas Department of Health. Children must remain current in the immunization requirements. *Children who are not current with the recommended immunizations must have a note from the child's physician stating that they are on an alternative immunization schedule or provide a notarized affidavit that exempts the child from the vaccination requirements.*

VACCINE PREVENTABLE DISEASES

To help ensure the safety and well-being of our preschool children and the other staff at our Center, it is strongly recommended that all staff working closely with the children be current on the Health Department's recommended immunization schedule as well as receive the influenza vaccination annually. It is also recommended that all staff received the Td/Tdap vaccination/booster.

FOOD OR OTHER ALLERGY EMERGENCY INFORMATION

Parents must notify the preschool of any food allergies or other allergies that may require emergency treatment and/or the use of an Epi-Pen. An Allergy Emergency Plan must be completed by the child's physician and signed by the parents before the child is enrolled. This plan, with the parent's permission, will be posted in the classroom. **If the Emergency Plan requires that the child has an Epi-Pen at the center, 2 Epi-Pens are required.** They must have the child's name and the prescription label information from the doctor on the box.

If your child has any other known medical emergency information the parent must make the school aware of this information and the medical treatment recommended by the physician.

HEARING AND VISION SCREENING

All children ages 4 and older are required to submit documentation of a hearing and vision screening from their physician.

DEVELOPMENTAL ACTIVITIES AND CHILDREN WITH SPECIAL NEEDS

Our program will provide planned activities designed to meet the individual needs and developmental level of each child.

All morning and afternoon activity plans will be posted in your child's classroom.

For children who have special needs, our program will accommodate reasonable requests in accordance with the Americans with Disabilities Act, Title III & Child Care Operations that are recommended by the child's health care professional or a qualified professional affiliated with the local school district or early childhood intervention program. This may include the following:

- Using recommended adaptive equipment that has been provided to our center
- Ensuring the child can receive early intervention services or special education services at our center at the request/approval of the parent
- Ensuring that the activities integrate children with and without special needs.
- Ensuring that our program reasonably adapts equipment and procedures and varies our methods as necessary to make sure that we can care for your child with special needs in a natural environment.

(Texas Administrative Code, Title 40, Chapters 746 Subchapter F, Developmental Activities and Activity Plan)

DISCIPLINE AND GUIDANCE

Discipline and guidance will be given on the child's level of understanding and development. Fair and consistent rules will be established in each room. Re-direction and positive methods, which encourage self-esteem, self-control, and self-direction will be used. If there is a recurring problem with behavior or if the behavior is of special concern, a report will be sent home with the child. If the behavior continues, we may suggest a parent/teacher conference. After careful and confidential conferences with the parents and teacher, the Director reserves the right to suspend the child or expel the child from our program, if necessary.

Our Discipline & Guidance Policy is as follows:

Discipline must be:

1. Individualized and consistent for each child;
2. Appropriate to the child's level of understanding;
3. Directed toward teaching the child acceptable behavior and self-control;
4. A positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction.

The staff may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
2. Reminding a child of behavior expectations daily by using clear, positive statements;
3. Redirecting behavior using positive statements; and
4. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- Corporal punishment or threats of corporal punishment;
- Punishment associated with food or toilet training;
- Pinching, shaking, or biting a child;
- Hitting a child with a hand or instrument;
- Putting anything in or on a child's mouth;
- Humiliating, ridiculing, rejecting, or yelling at a child;
- Subjecting a child to harsh, abusive, or profane language;
- Placing a child in a locked or dark room, bathroom, or closet with the door closed;
- Withholding active play or keeping a child inside as a consequence for behavior, unless the child is exhibiting behavior during active play that requires a brief supervised separation or time out that is appropriate for the child's age and development, and which is limited to no more than one minute per year of the child's age AND
- Requiring a child to remain silent or inactive form inappropriately long periods of time for the child's age.

(Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance.)

CLASSROOM EXPECTATIONS AND BEHAVIOR POLICY

Preschool should be a fun and exciting place for your child. We want them to love coming to preschool and enjoy their time with us. We understand that for many children, this may be a brand-new experience for them and there may be an adjustment period as they learn new routines and rules. We have set reasonable and age-appropriate classroom expectations to ensure the safety and well-being of both the children and our staff. If your child is having some difficulty meeting these expectations, we will be proactive in communicating this to you. We will work with you to help your child learn to understand how and why these classroom rules are important. If the child's behavior becomes a safety concern for other children or our staff, a parent-teacher meeting will be scheduled to discuss the issues and implement an improvement plan. If the issues persist and the safety of others is still a concern, dismissal from the program may be necessary.

Classroom Expectations (2-year-old Classrooms)

Be Kind – I will try hard to learn to share and take turns. I will use kind words with my friends and teachers.

Be Safe- I will use gentle hands and feet with my teachers and friends. I will use walking feet inside. I will stay with my teacher and not run ahead of the class.

Be Respectful- I will work hard to use my listening ears. I will work hard to be a helper and use my inside voice.

Classroom Expectations (3-year-old Classrooms)

Be Kind – I will work hard to share and take turns. I will use kind words with my friends and teachers.

Be Safe- I will use gentle hands and feet with my teachers and friends. I will use walking feet inside. I will stay with my teacher and not run ahead of the class.

Be Respectful- I will work hard to listen and follow directions the first time. I will be a helper and use my inside voice.

Classroom Expectations (Pre-K Classrooms)

Be Kind – I will share and take turns. I will use kind words with my friends and teachers.

Be Safe- I will use gentle hands and feet with my teachers and friends. I will use walking feet inside. I will stay with my teacher and not run ahead of the class.

Be Respectful- I will listen and follow directions the first time. I will be a helper and use my inside voice.

If you ever have a concern about your child's behavior in the classroom, please let us know. All teachers and the Director are available for conferences after class hours. Please call to make appointments in advance.

BITING POLICY

Our program recognizes that biting is not unexpected for toddlers and 2-year-olds. However, we are always concerned when biting occurs and take it very seriously. We understand that biting hurts and can be dangerous if it breaks the skin. We also recognize how upsetting it is for the parents of both the child bitten and the child who bit. Our staff try to take preventive action to reduce the number of biting incidents and, hopefully, stop the biting before it happens.

An Accident Report will be sent home if your child was bitten. An Incident Report will be sent home for the child that did the biting. If the problem persists, parents will be asked to come in for a conference. If the problem of biting continues, another conference will be held, and the parents of the biter may be asked to get professional help for their child.

If no help is obtained and the biting continues, the child may be asked to leave for a period of time until professional help is obtained and/or the behavior changes.

DROP OFF AND RELEASE OF CHILDREN POLICY

In order for your child to gain the most from their experience at Bethel Lutheran Preschool, we ask that you respect our 8:30 A.M. start time to the best of your ability. The teachers have carefully planned the flow of the day, and your child will miss key learning opportunities if they are consistently late. If your child is going to arrive late, please let us know.

Children are to be brought to the classroom and released into the teacher's care by the parent or the adult responsible for the child. ***Be sure to sign your child in and out each day.*** We are not responsible for your child until he/she is signed in with a staff member nor are we responsible for your child once they are signed out.

We are only licensed to be open from 7:15 A.M. - 5:30 P.M. We cannot be responsible for children before or after that time. ***You must pick up your child on time. There will be a late charge of \$1 per minute for continued tardiness at pick-up time.***

If your child is not enrolled for the 7:15 A.M. drop off time, you may not bring your child to the classroom any earlier than 8:30 A.M. as teachers are busy preparing their classrooms before that time and are not responsible for children before 8:30 A.M. If you need to drop your child off earlier than 8:30 A.M., you must speak with the Director to approve these arrangements and such approval will be based on staff availability. Drop-in fees will apply to each instance.

Teachers will release children to parents and authorized persons only (persons listed on the child's enrollment form). ***Older siblings are not to bring or pick up a child unless they are at least 16 years of age with a valid driver's license and listed as an authorized person to pick up the child.***

If someone new or someone we do not know needs to pick up a child, written permission from the parent or confirmation over the phone by the parent is required. ***This person must prove his/her identity with picture identification card. Our staff are required to take a copy of the ID card or record their driver's license number.***

ABSENCE POLICY

We are required to keep daily attendance records. Therefore, if your child will not attend school for any reason, please let the school know through BRIGHTWHEEL or by calling. **Please remember that full tuition is due regardless of your child's absence.**

ILLNESS

We want to protect our children from acquiring infections or illnesses at school. To do this, children who are ill must be kept at home. Daily health checks of all the children will be done when the children arrive. If we have a concern, the parents will be notified.

PLEASE KEEP YOUR CHILD AT HOME IF:

- They have a fever of 100 or higher (without fever reducing medication for 24 hours).
- They have more than one occurrence of diarrhea or vomiting within the past 24 hours.
- They have a severe cold with heavy nasal discharge, constant coughing, or sneezing.
- The child has been diagnosed by a doctor as having an ear or throat infection and has been on antibiotics less than 24 hours.
- They have conjunctivitis (pink eye) or any other type of eye infection. The child may return after being on eye drops/medication for 24 hours.
- The child has a communicable disease such as COVID-19, chickenpox, roseola, strep throat, impetigo, hand, foot, and mouth disease etc.
- The child has head lice or any nits remaining on the hair after a lice infestation, even after treatment, NO EXCEPTIONS.
- The child has a rash that you cannot identify or that has not been diagnosed by a physician.
- The illness prevents the child from participating comfortably in school activities including outdoor play.
- The illness results in a greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children.

Parents must notify the school as soon as possible if their child is diagnosed with a communicable disease, including COVID 19. Childcare Regulations and the Texas Department of Health require us to notify families in the event of certain communicable illnesses.

Should a child become ill during the day, parents will be contacted to pick up the child within one hour or make arrangements to have the child picked up.

Re-admission of a child should occur only after the child is free for 24 hours of vomiting, diarrhea, or fever (independent of medications).

If a child recovering from a communicable disease, re-admission will be upon written approval of the child's physician or after the child has been taking antibiotics for 24 hours.

MEDICATIONS (including OTC ointments, creams, lotions, and sprays)

Over-the-counter medicines may be given to your child ONLY if the medicine is in the original container and the label directions indicate the medicine is appropriate for the age of your child. **Parents must complete a Medicine Request Form** for all OTC and Prescribed medications and

hand the medicine to your child's teacher or the Director. All medications must be stored in the designated area in the Director's office. **No medicine (including OTC creams/lotions or lip balm) should ever be left in a child's backpack.**

Medications will be administered by the Director, Assistant Director, or another designated care giver. Documentation that medication was administered will be added to BRIGHTWHEEL and to the Medication request form.

Bethel Lutheran Preschool will only dispense prescription medication that is prescribed THREE OR MORE TIMES IN A DAY. Medication prescribed once or twice a day must be given by the parent at home.

All prescription medication must be administered only under these conditions:

- Medicines must be clearly labeled with your child's name, dosage, doctor's name, and time of administration.
- Medicines are stored out of reach in a designated area in the Director's office.
- The Medicine Request Form must be filled out and signed/dated before any medication may be administered.
- Medicine must be kept in original containers, labeled with the child's full name.

Bethel Lutheran Preschool retains the right to reject requests for administration of medication if deemed necessary by the Director.

Bethel Lutheran Preschool staff will not apply sunscreen or insect repellent. If your child needs sunscreen or insect repellent, it should be applied at home before the child comes to the preschool.

A Diaper Cream/Ointment Permission Form must be completed by the parent for diaper creams, lotions, or ointments that are to be applied while the child is in our care.

ACCIDENTS AND EMERGENCIES

All staff at Bethel Lutheran Preschool are trained in CPR, basic first aid, emergency, and safety procedures. First aid supplies will be kept in each classroom in a designated location and out of reach of the children. Parents will be notified through BRIGHTWHEEL and by an Accident Form of all injuries. Parents must sign all Accident Forms and retain a copy. One copy will be kept in the child's file.

In case of an accident that warrants notification or sudden illness, we will always call the parents first. If the parents cannot be reached, we will call the person so designated on the enrollment form as the Medical Emergency Contact.

In case of an extreme emergency when the parents cannot be contacted, 911 will be called to respond to the situation.

MEALS AND SNACKS

A nutritious snack will be served to the children as mandated by the state. Snack menus are posted in each classroom and hardcopies are available upon request. If your child is unable to eat what we provide, you are welcome to provide an alternative snack from home. Please talk to your child's teacher and the director to make arrangements.

We ensure that water is available to the children throughout the day. If preferred, you may send a water bottle with your child daily. Please be sure to label it with your child's name. Please do not send juices or sports drinks (Gatorade/Propel, etc.) in their water bottles.

Neither breakfast nor lunch are provided by our preschool.

If your child is enrolled in our early drop off program and they arrive with breakfast, they may sit and finish eating before joining any other activity. Our cleaning/sanitizing practices require us to clean and sanitize after children have eaten. To make sure our tables and chairs are cleaned and sanitized when preschool class begins, all breakfast items **WILL BE REMOVED AND PUT AWAY AT 8:20 AM**. If your child arrives at that time or just after and still needs to finish breakfast, please have them do so with you before entering the classroom. Children who are enrolled to arrive at 8:30 AM should come to preschool having already finished their breakfast. **If they still need to finish, they must do so outside of the classroom.**

If your child is enrolled in our extended care program (3:00 or 5:30 pick up times), you must provide a lunch and drink for your child. Refrigerators are available if needed for lunches. Prepared foods, such as leftovers, can be heated in the microwave. **Please do not send food that has to be prepared (such as microwave macaroni and cheese.)** We encourage that the lunches are nutritious, and the drinks are low in sugar. ***No sodas or candy, please.***

NAP/REST TIME

Child Care Regulations requires that all children who are in care for 6 consecutive hours (3:00 P.M. or 5:30 P.M. pick up) are provided a sleep or rest period after lunch. The sleep or rest time must be at least one hour but must not exceed 3 hours. **Children who do not fall asleep must rest for one hour** and then may be given a quiet activity, such as books, coloring sheets, or puzzles, but must remain quiet and respectful of the other children who are sleeping.

Nap time at Bethel Lutheran Preschool is from 1:00 P.M. – 3:00 P.M. In the event your child will not be present for the whole nap period (doctor's appointment, etc.) we ask that you please pick them up no later than 1:00 P.M. so as not to disturb the other children who are napping. **Children who are enrolled to stay until 3:00 P.M. may be picked up as early as 2:40 P.M. to minimize disruptions to the nap room.** Please speak with the Director if you need to adjust your normal pick-up time. We appreciate your help in reducing disruptions during the nap time.

Bethel Lutheran Preschool will provide a cot and sheet to all children who stay for nap. Parents may send a child size pillow, small blanket, and a small sleeping toy for the child if needed.

These items will be sent home weekly to be washed and should return the following week to the preschool.

DRESS CODE FOR CHILDREN

Children should come to school comfortably dressed in washable play clothes. Clothing should be suitable for active play: painting, playing on the playground, using playdoh, etc. ***Tennis shoes or closed-toed shoes are the safest shoes for children at school.*** Flip flops and sandals should not be worn.

Please consider the weather when dressing your child for the day. Jackets or coats are required during the winter/cooler months. Coats, jackets, and other clothing that may be misplaced must be clearly marked with your child's name.

DIAPER AND POTTY-TRAINING INFORMATION

For our 2-year-olds who still wear diapers, you must provide diapers and wipes. If your child is potty training, please let your child's teacher know. We will work with you on potty training in accordance with our potty-training policy (given at the beginning of each school year). Extra sets of clothes will be required for the potty-training time. For sanitary reasons, please keep your child in diapers/pull-ups until he/she has been accident free for some time.

Children in our 3- and 4-year-old classes must be potty-trained.

INDOOR/OUTDOOR ACTIVE PLAY

Physical activity is very important to the growth and development of your child. When children participate in physical activity every day, multiple health benefits accrue. Regular physical activity builds healthy bones and muscles, improves muscular strength and endurance, reduces the risk for developing chronic disease risk factors, improves self-esteem, and reduces stress and anxiety. Beyond these known health effects, physical activity may also have beneficial influences on academic performance. In addition, cognitive skills and motor skills appear to develop through a dynamic interaction. Research has shown that physical movement can affect the brain's physiology.

Children in our 2-year-old classrooms will participate a minimum of 60 minutes of moderate to vigorous active play each day. Preschool children in our 3 and 4-year-old classrooms will participate a minimum of 90 minutes of moderate to vigorous active play each day.

Opportunities for active play may overlap with outdoor play when weather permits*. We will promote all children's active play every day. Children will have ample opportunity to do

moderate to vigorous activities, such as running, climbing, dancing, skipping, and jumping, to the extent of their abilities.

Each day, all children will participate in:

- One or two (depending on enrollment) occasions of active play outdoors when weather permits.
- Structured or teacher-led activities or games that promote movement over the course of the day.
- Continuous opportunities to develop and practice age-appropriate gross motor and movement skills.

Physical activity may take place in the classroom or on the playground when weather permits.

When participating in physical activity, children's clothing should protect them from sun exposure and permit easy movement (not too loose and not too tight) that enables full participation in active play. Footwear should provide support for running and climbing. Hats may be worn to protect children from sun exposure.

Examples of appropriate clothing/footwear include:

- Gym shoes or sturdy shoe equivalent
- Clothing for the weather, such as a lightweight, breathable jacket without neck strings.

Examples of inappropriate clothing/footwear include:

- Footwear that can come off while running or that provide insufficient support for climbing.
- Clothing that can catch on playground equipment, such as those with drawstrings or loops.




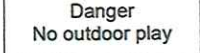
*When weather (such as rain or extreme high/low temperatures) prohibits outdoor play, physical activities will occur in the classroom or the parish hall during the scheduled outside time. Equipment/toys for indoor active play or an age-appropriate exercise video may be used for "rainy days".

We use the National Weather Service temperature reading for Bryan, Texas and will use the following charts to help determine if the temperature is safe for outdoor play.

Warm Weather Guidelines

Heat Guidelines
Heat Index Chart (in Fahrenheit %)




Air Temperature (F)	Relative Humidity (Percent)												
	40-44	45-49	50-54	55-59	60-64	65-69	70-74	75-79	80-84	85-89	90-94	95-99	100
80-83	80	80	81	81	82	82	83	84	84	85	86	86	87
84-89	83	84	85	86	88	89	90	92	94	96	98	100	103
90-93	91	93	95	97	100	103	105	109	113	117	122	127	132
94-99	97	100	103	106	110	114	119	124	129	135			
100-103	109	114	118	124	129	130							
104	119	124	131	137									

	Comfortable outdoor play >20 min		Caution outdoor play 20 min or less	
	Danger No outdoor play			

Cold Weather Guidelines

Wind-Chill Factor Chart (in Fahrenheit)

Air Temperature (F)	Wind Speed in mph									
		0-4	5-9	10-14	15-19	20-24	25-29	30-34	35-39	>40
	>40	40	36	34	32	30	29	28	28	27
	30-39	30	25	21	19	17	16	15	14	13
	20-29	20	13	9	6	4	3	1	0	-1
	10-19	10	1	-4	-7	-9	-11	-12	-14	-15

	Comfortable outdoor play >20 min		Caution outdoor play 20 min or less		Danger No outdoor play
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- Keep in mind that air temperature and wind speed combined will determine the length of outdoor play during cold conditions. Students should be dressed properly

PERSONAL ITEMS

Children should not bring personal or valuable items to school. We assume no responsibility for loss or damage to any items brought from home. ***Do not bring toys to school unless requested by the teacher.*** We ask that children not bring toy guns or any other toy that encourages violence (such as a sword, etc.)

CLASSROOM PARTIES AND BIRTHDAYS

Parents are welcome to assist in the room on the day of a class party and or they may sign up to bring party items (sign-up sheets will be posted prior to the party). Please let your child's teacher know if you can help with parties.

Birthdays are special and we allow children to celebrate at school with their friends, however, **GIFTS MAY NOT BE EXCHANGED.** Parents may bring special snacks to help in their child's celebration. We ask that you limit items that have high sugar content and please plan this with the teacher in advance. ***Birthday invitations for parties away from the school may not be distributed at school unless all children in the class are invited.***

Summer birthdays may be celebrated by choosing a Special Day during the school term. Please arrange the date with the teacher.

PARENT INVOLVEMENT AND VISITORS

Parents are encouraged to participate in any of the Preschool special events. Parents will be reminded of the school activities/events through notes sent home and BRIGHTWHEEL messages. Parents are encouraged to share their talents with the school. This will enhance the program and benefit the children. We greatly appreciate any volunteer work you may choose to do for the school. Please talk to your child's teacher or the Director for more information.

Parents are encouraged and invited to visit the school at any time to observe your child. If you or a special guest would like to have lunch with your child or participate in any other classroom activity, just let the Director and teacher know in advance. Visitors to the preschool who wish to eat lunch with one of our students must be listed as an approved pick up for that child in BRIGHTWHEEL. You must also notify the Director that the child will have an approved visitor coming to eat lunch with them prior to the visitor's arrival.

EMERGENCY PREPAREDNESS POLICY

Your child's safety is of our utmost concern. Listed below are several different policies we will follow in the event of emergency situations.

- In the event of an emergency, such as a fire, that requires us to evacuate the school building but allows us to stay on church property, we will relocate to the far corner of the school parking lot near the large field and the church storage sheds.

- The Emergency Evacuation Route for each classroom, in case of a fire or an emergency that requires us to leave the building, is posted on the wall next to your child's classroom door. A copy of the Emergency Evacuation Route for each classroom is also printed at the back of this booklet.

- In the event of severe weather where it is necessary to seek shelter inside the building, the children will be taken to the first floor Women's Restroom close to the church fellowship hall (as there are no windows in this room.)

- In the event of an intruder, the staff will keep the children inside the classrooms. The doors will be locked, lights turned out and the children moved out of sight and away from the doors. If the situation requires the children to leave the building for their safety, they will exit from the marked Exit Windows in the classrooms, if necessary.

- A Fire Drill will be conducted monthly. A Shelter in Place (Severe Weather Drill) and a Lock Down Drill will be conducted four times through the year. These practice drills help the staff and children become comfortable in knowing what to do in these emergency situations and to help alleviate any fears the children may have when they hear the fire drill bell, during a lock down, or when there is severe weather. Parents will be notified when one of these drills is conducted with a note home, a note posted on the classroom door, or through the BRIGHTWHEEL app.

EMERGENCY RELOCATION SITE

In the event that we are instructed by the city officials to vacate the premises for safety reasons because of an emergency, our off-site relocation site is **Hillcrest Baptist Church (4220 Boonville Road, 776-5731)**. The children and staff will either walk across the street to Hillcrest Baptist or be transported by personal vehicles by the preschool staff, church staff, and any parents that may be available to help. Any children unable to walk that distance due to limited mobility, or who otherwise may need assistance in an emergency, will be transported by preschool staff in their personal vehicles. *We will leave the preschool premises only in the event of an emergency that requires us to do so.*

A name-to-face check will be taken before leaving the preschool building and upon arriving at the Emergency Relocation Site. A name-to-face check will then be taken every 30 minutes until all children are picked up by their parent or authorized person.

In the event that we are instructed by the local fire/police department to evacuate the entire area and it would not be safe to relocate to Hillcrest Baptist Church across the street, we will be instructed by the fire/police department as to the city relocation site. We will attempt to contact the parents by the BRIGHTWHEEL app or by phone as time allows. If not, parents should monitor the KBTX news station or website. Parents will be instructed to pick up their children at the designated city relocation site.

In the event of a national emergency, unless we are instructed by city officials or law enforcement, we will keep the children at the preschool until parents are able to come and pick up their child.

For any emergency drill and in case of an actual emergency, the staff will take with them the class roster binders which include the parent's phone numbers and the children's medical and emergency information. Preschool staff will carry cell phones for communication purposes.

In the event of an emergency and we must evacuate the premises, Childcare Regulations and local law enforcement will be contacted by the Director or the person designated to be in charge at that time.

You may always reach us either through the preschool office phone, 979-485-9835; the preschool cell phone 979-446-1578; or the church office, 979-822-2742.

RECOGNITION AND PREVENTION OF CHILD ABUSE AND NEGLECT

All staff are required by law to report any apparent incident of child abuse or neglect defined as non-accidental infliction or threat of infliction of physical, emotional, or mental harm to a child. Any person having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect shall report it to any local or state law enforcement agency.

For further assistance and intervention, parents and other may contact:

Texas Department of Family and Protective Services at

1-800-252-5400 or 1-800-A-CHILD,

Online at www.txabusehotline.org.

If it is life threatening or an emergency situation, call 911.

All such reports contain the name of the child, the name and address of the person responsible for the care of the child, and any other pertinent information. More information on the Recognition and Prevention of Child Abuse and Neglect is available in the Preschool Office printed on the flyer, "Reporting Abuse/Neglect, A Guide for School Professionals" or you may

visit the website for the Department of Family and Protective Services, www.dfps.state.tx.us. Another local resource is Scotty's House Brazos Valley Child Advocacy Center, 979-709-8813.

The staff of Bethel Lutheran Preschool receive at least one hour of training each year in the Recognition and Prevention of Child Abuse and Neglect.

CHILDREN'S TOYS AND PRODUCTS RECALL NOTIFICATION

A Children's Products Certification notice is posted in the preschool office for parents to review. This is an annual statement that, to the best of our knowledge, all of the toys and educational products used at our facility have not been recalled by the CPS and are safe for use by children. Parents may access the recall list through the United States Consumer Product Safety Commission website, www.cpsc.gov.

GANG-FREE ZONE, NOTIFICATION FOR CHILDCARE CENTERS

Our childcare center is a Gang-Free Zone, therefore, certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of our center is a violation of this law and is subject to increased penalty under state law.

SMOKE-FREE, DRUG-FREE, AND WEAPON-FREE ZONE

Bethel Lutheran Church and Preschool are smoke and drug free environments. Tobacco products including electronic vapor devices are not permitted on campus.

FIREARMS ARE PROHIBITED (concealed or open carry) at Bethel Lutheran Preschool unless the individual is a law enforcement official certified to carry a firearm.

PET POLICY

On occasion pets will be allowed in the preschool classroom for educational purposes. Parents will be notified if there is a classroom pet. We also may have pets visit our center. These visits must be approved by the teacher and the pet owner must stay with the pet at all times. Parents will be notified in advance. If your child has any allergies or a fear of certain animals, please be sure to talk to your child's teacher.

FIELD TRIPS

On occasion, the children in the 3- and 4-year-old classes and preschool staff may walk to Carriage Inn (next door to the church property) to sing for the residents. Information and a permission form will be sent home with your child prior to the field trip. Parents will be invited to accompany their child on the field trip.

During all field trips, children must wear identifying tags or t-shirts with the name of Bethel Lutheran Preschool and the contact information for our school.

CHANGES IN OPERATING PROCEDURES AND SCHOOL POLICIES

Parents will be notified of any policy changes, fees and/or enrolment procedure changes in writing and notification will be sent home with each child.

PARENT'S RIGHTS, REQUIRED POSTINGS, MINIMUM STANDARDS AND HOW TO CONTACT CHILDCARE REGULATIONS

A parent or guardian of a child enrolled in a childcare center has the right to:

- Enter and examine the childcare center during its hours of operation and without advance notice.
- File a complaint against the childcare center
- Review the childcare center's publicly accessible records.
- Review the childcare center's written records concerning their child.
- Receive inspection reports and information about how to access the childcare center's online compliance history.
- Have the center comply with a court order that prevents another parent or guardian from visit or removing the child.
- Be given the contact information for the childcare center's local Child Care Regulation office.
- Inspect any video recordings of an alleged child incident of abuse or neglect as defined by 25 Texas Administrative Code §1.204 involving their child provided that: video recordings of the alleged incident are available; the parent or guardian does not retain any part of the video depicting a child that is not their own; and the parent or guardian of any other child in the video receive prior notice from the center. Totaling
- Obtain a copy of the childcare center's policies and procedures handbook.
- Review the childcare center's staff training records and any in-house training curriculum.
- Exercise these rights without receiving retaliatory action by the childcare center.

A copy of the Minimum Standards for Childcare Centers is available in the preschool office and online at www.dfsp.state.tx.us (under the Childcare Regulation link). The most recent Childcare Regulations inspections report along with other required information are posted on the Parent's Information board in the preschool office. The Childcare Regulations inspection report may also

be viewed on the website for the Texas Department of Family and Protective Services at www.txchildcareresearch.org.

If you have a concern or question for the local Childcare Regulation office, the phone numbers for Texas Department of Family and Protective Services are listed on the parent information board in the preschool office and the number is posted in each classroom. You may reach the local Childcare Regulation office at 512-834-3426, 979-776-1510 or through their website, www.dfps.state.tx.us/child_care/default.asp.

SUGGESTIONS/PARENTS CONCERNS

Please feel free to make suggestions to the staff or the Director. We welcome your input! If you have any concerns or questions, the Preschool Director is always available to speak to you in person, through the preschool email (preschool@blcbcs.org) through BRIGHTWHEEL, or by phone (preschool office – 979-485-9835, preschool cell phone – 979-446-1578).

Bethel Lutheran Preschool will communicate to the parents through reminders and Parent notes/letters sent home with your child on occasion. We will also use the BRIGHTWHEEL App to send messages, updates, reminders, reports, and alerts to parent.

The Early Childhood Education Board of Bethel Lutheran Church oversees and is responsible for the overall program and policies of the preschool. If you have a concern or question, first talk to your child's teacher. If you continue to have concern, please talk to the Director. If you feel your concern was not properly addressed, you are free to submit a written request/concern addressed to the Early Childhood Education Board of Bethel Lutheran Church.

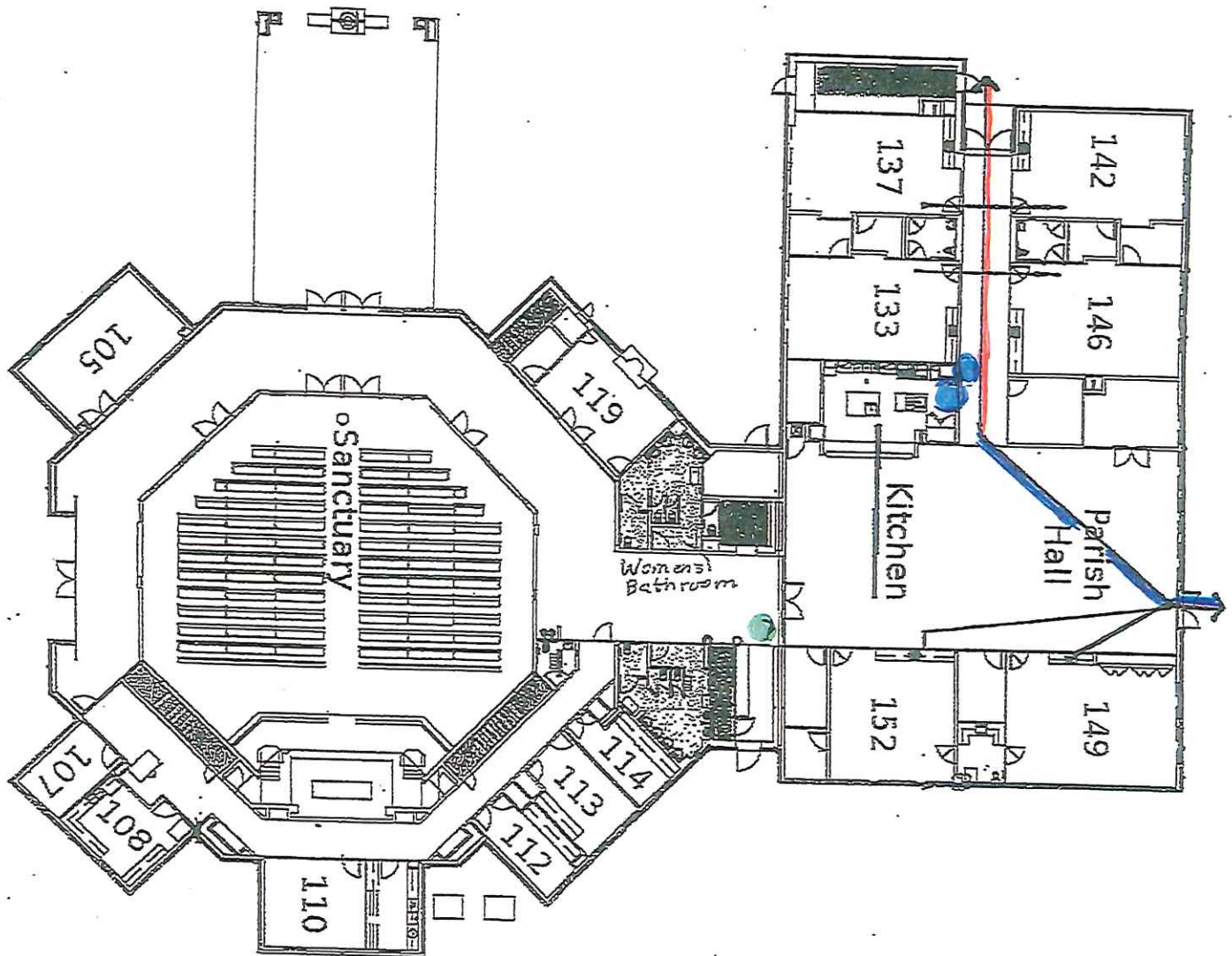
Our preschool is affiliated with the Lutheran Church – Missouri Synod.

If the Preschool Director will be away from the preschool, another staff person will be designated to be in charge during their absence.

IMPORTANT NUMBERS TO REMEMBER

EMS, Fire, Police	911
Child Abuse Hotline	1-800-252-5400, 1-800-A-CHILD
Poison Control Center	1-800-222-1222
TX Health and Human Services	512-834-3426
Childcare Regulations 3000 E. Villa Maria, Bryan, 77803	979-776-1510
Bethel Lutheran Preschool Office 4221 Boonville Rd., Bryan, 77802	979-485-9835
Bethel Lutheran Preschool, Cell Phone	979-446-1578
Bethel Lutheran Church	979-822-2742

Emergency Evacuation Route For Bethel Lutheran Preschool



This information is posted and color coded in each classroom and the preschool office. Primary Exit Route is marked in Red and the Secondary Exit Route is marked in Blue. Location of fire extinguishers are indicated by blue dots. The location of the AED is indicated by a green dot. The on-site designated Relocation Site is the area of the parking lot by the small church storage sheds. In case of threatening weather, the designated location inside our building is the first floor main women's bathroom for the church. The off-site designated Emergency Relocation Site is Hillcrest Baptist Church (4220 Boonville Road, 776-5731).