

**OPERATING PROCEDURES
FOR
BETHEL LUTHERAN
PRESCHOOL**

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

2018-2019 School Year

**Preschool Office: 979-485-9835
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**Director: Debbie Sadler
Assistant to the Director: Katie Bentley
Pastor: Randy Bard**

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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. Throughout the many years I have worked with preschool age children, either as a teacher or the director of different programs, I am always amazed at what a delightful age these early years are. The preschooler is learning daily about the world around them -- some concepts for the very first time.

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 actually are learning opportunities for 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!

- Debbie Sadler, Preschool Director

PHILSOPHY 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.

NON-DISCRIMINATION 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 childhood program.

PRESCHOOL CURRICULUM

Our curriculum will be 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 many opportunities to explore their creativity through art. It's the process that counts; not the end product.
5. Bible Time – Bible stories will be read each day and will be followed up through songs, finger plays 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 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. Outdoor Play – Large motor skills, free play, and social skills are all a 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 are 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 2018-May 2019). **If you choose to withdraw your child, a 30 day notice is required with payment for that month.**

Bethel Lutheran Preschool has a cut-off 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. child must be 2 by Sept. 1 to be in the 2 year old class).

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

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

1. Completed Enrollment Form including the Parent Permission Form,
2. Completed Physician's Statement including a copy of your child's immunization record,
3. Financial Agreement Form signed.

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

WAITING LIST 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. Waiting lists are not carried over from year to year. 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 the registration fee. If the form is not returned and the fee is not paid, the space will be offered to other potential students.

DAYS AND HOURS OF OPERATION

Bethel Lutheran Preschool hours are 7:15 to 5:30. We offer preschool classes from 8:30 to 12:00 with optional extended care before and after the preschool class time. Our school calendar closely follows the Bryan ISD school calendar for school closings, such as holidays and staff development days.

If Bryan ISD is closed due to severe weather, our school will also be closed. Please listen to your local television station or check the KBTX website for school closure announcements when there is a threat of hazardous weather conditions. **We will use the REMIND app to also notify you of school closures.** If no announcement of closure is made for the public schools, we will be open as regularly scheduled.

If Bryan ISD has a 2 hour delayed start time due to the weather, our start time will be 9:30 A.M. for that day.

TUITION AND FEES INFORMATION

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

The Registration/Supply Fee is \$150 per child and is an annual, non-refundable fee. Our preschool classes are from 8:30-12:00 and we offer Extended Care from 7:15-5:30, Monday through Friday. The costs listed are monthly fees.

	Tues./Thurs.	Mon./Wed./Fri.	Monday-Friday
Preschool Class (8:30-12:00)	\$225	\$315	\$390
Early Bird (7:15-8:30)	\$ 50	\$ 60	\$ 75
Lunch Bunch (12:00-1:00)	\$ 40	\$ 50	\$65
Extended Care (12:00-3:00)	\$ 85	\$115	\$150
Extended Care (12:00-5:30)	\$125	\$165	\$210

For a full week, 7:15-5:30, Monday through Friday, the monthly cost is \$675.

- To calculate the cost for our child, begin with the cost of the preschool class and add to that cost any of the Extended Care options you may need.
- The Afternoon Extended Care fee includes the cost for the Lunch Bunch. The pick-up times for the afternoon are either 3:00 or 5:30 P.M.
- Early Bird offers care from 7:15-8:30. Lunch Bunch is from 12:00-1:00 P.M.
- A morning and afternoon snack will be provided. If your child stays for lunch, you must provide their lunch.

ADDITIONAL TUITION AND FEES INFORMATION

1. **The Registration/Supply Fee of \$150 per child is non-refundable and due when your child is enrolled.**
2. 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.** Months in which holidays occur (such as Christmas and Spring Break) bear the same tuition rate as other months.
3. Tuition is due by the 1st of each month. There will be a \$15 late fee for payments received after the 7th business day of the month unless special arrangements have been made with the Director.
4. Tuition and fees are payable by checks, credit card or money order. **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 to 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. Tuition may be paid online through your bank with a check sent to the preschool.

5. There will be a \$35 service fee for any insufficient funds transactions. 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.
6. 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 in our program.
7. *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.*

IMMUNIZATION AND PHYSICIAN'S REPORT

A signed and dated Physician's Form 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.

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.

FOOD OR OTHER ALLERGY EMERGENCY INFORMATION

Parents must notify the preschool of any food allergies or other allergies that may require emergency treatment and 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 that child has an Epi-Pen at the center, **2 Epi-Pens are required**. They must have the child's name and prescription label information from the doctor on the box.

If your child has any other known medical emergency information the parents 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.

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 remove 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; and
3. Directed toward teaching the child acceptable behavior and self-control.

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:

1. Corporal punishment or threats of corporal punishment;
2. Punishment associated with food or toilet training;
3. Pinching, shaking, or biting a child;
4. Hitting a child with a hand or instrument;
5. Putting anything in or on a child's mouth;
6. Humiliating, ridiculing, rejecting, or yelling at a child;
7. Subjecting a child to harsh, abusive, or profane language;
8. Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

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

BITING POLICY

Our program recognizes that biting is not unexpected for toddlers and two 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/Incident Report will be sent home if your child was bitten. A 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/ABSENCE POLICY

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 licensed to be open from 7:15-5:30. We cannot be responsible for children before that time. ***We ask that you pick up your child on time. There will be a late charge of \$1 per minute for continued tardiness in pick-up time.***

If your child is not enrolled in the Early Bird program (7:15-8:30), we ask that you do not bring your child to the classroom any earlier than 8:30 as this is the teachers' preparation time and they are not responsible for children before 8:30 A.M.

Teachers will release children to 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.***

We are required to keep daily attendance records. Therefore, if your child will not attend school for any reason, please call and let the school know. **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. In order 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:

1. They have a fever of 100 or higher (**without fever reducing medication for 24 hours**).
2. They have uncontrolled diarrhea or vomiting.
3. They have a severe cold with heavy nasal discharge, constant coughing or sneezing.
4. The child has been diagnosed by a doctor as having an ear or throat infection and has been on antibiotics less than 24 hours.
5. 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.
6. The child has a communicable disease such as chickenpox, roseola, strep throat, impetigo, etc.
7. The child has head lice or any nits remaining on the hair after a lice infestation, even after treatment – **NO EXCEPTIONS.**
8. The child has a rash that you cannot identify or that has not been diagnosed by a physician.
9. The illness prevents the child from participating comfortably in school activities including outdoor play.
- 10. 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 should notify the school as soon as possible if their child is diagnosed with a communicable disease. Licensing 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 as soon as possible or make arrangements to have the child picked up.

Re-admission of a child should occur only after the child is free of fever for 24 hours, independent of fever-reducing medication.

If a child is 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

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** and hand the medicine to your child's teacher or the Director. **No medicine should ever be left in a child's backpack. This includes such items as lip gloss, hand sanitizer, or lotions.** If your child needs sunscreen or insect repellent, it should be applied by the parents before the child come to preschool. A Medicine Request Form must be completed by the parent for sunscreen, insect repellent and/or diaper cream that is to be applied while the child is in our care.

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.

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 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 at all times 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.

SNACKS AND LUNCH

A nutritious snack will be served to the children as mandated by the state. Water will be served daily. Snack menus are posted in the classrooms.

Breakfast nor lunch are provided. If your child stays for the 12:00-1:00 Lunch Bunch time, **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

State Licensing requires that all children who stay for the Extended Care time (until 3:00 or 5:30) 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 will have a short "rest" time and then may be given a quiet activity, such as books or puzzles, but must remain respectful of the other children who are sleeping.

Parents will need to bring a mat that is waterproof and washable. Parents may bring a child-size pillow, small blanket and a small sleeping toy if needed. These items will be sent home weekly to be washed and then returned 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. ***We have found tennis shoes or closed-toe shoes to be the safest shoes for children at school.*** Flip-flops, soccer shoes or crocs are not permitted.

THE CHILDREN WILL PLAY OUTDOORS EVERY DAY unless it is raining. 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.

All children must bring a change of clothes (appropriate to the season), including underwear and socks, in case clothing is soiled or wet. Please label the clothing with your child's name. We ask that this change of clothes be brought in a gallon-size Ziploc bag labeled with your child's name. This set of clothes should be left at the school in case of an accident.

For our two 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 the potty training. Extra sets of clothes will be required for this potty training time. For sanitary reasons, please keep your child in pull-ups until he/she has been accident free for some time.

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 are able to 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 VISITING THE SCHOOL

Parents are encouraged and invited to visit the school at any time to observe your child. If you would like to have lunch with your child or participate in any other classroom activity, just let the teacher know in advance. All teachers and the Director are available for conferences after class hours. Please call in advance to schedule any appointments.

Parents are encouraged to participate in any of the Preschool special events. Parents will be reminded of school activities/events through notes sent home and Remind texts. 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.

EMERGENCY PREPAREDNESS POLICY

Your child's safety is of our utmost concern. Following are listed 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 the 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 on page 18.

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 main 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 Lock Down Drill will be conducted four times through the year. These drills are practiced to 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, have a Lock Down or when there is severe weather. Parents will be notified when one of these drills is conducted by either a note being sent home or a note posted to the classroom door.

EMERGENCY RELOCATION SITE

In the event that we are instructed by 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 in 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 face-to-name check will be taken before leaving the preschool building and upon arriving at the Emergency Relocation Site. A face-to-name 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 REMIND app or by phone as time allows. If not, parents should tune in to KBTX news 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 Sign In/Sign Out Teachers' Attendance Books 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, child care licensing and the 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 CHLD 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 assistance and intervention, parents and others 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 in the flier, "Reporting Abuse/Neglect, A Guide for School Professionals" or you may visit the web site 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 web site, www.cpsc.gov/.

GANG-FREE ZONE NOTIFICATION FOR CHILD CARE CENTERS

Our child care 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.

FIRE ARMS 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 be 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, Field Trips may be offered for the children. Information and a Permission Form will be sent home with your child prior to the field trip. Parents will be invited to provide transportation for their own child and to attend the Field Trip. If parents cannot participate, children will be provided transportation (with Parent's permission) by a preschool staff or another parent. Preschool staff will always accompany a parent driving a child other than their own child.

LAST DAY OF SCHOOL WATER DAY

Weather permitting, on our last day of school we may have a Splash Day where the children will be able to play in water sprinklers and kiddie pools. Parents will be informed of the activities and Permission Forms will be provided for parents signatures. Parents will also be invited to attend this special event.

CHANGES IN OPERATING PROCEDURES AND SCHOOL POLICIES

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

REQUIRED POSTINGS, MINIMUM STANDARDS AND HOW TO CONTACT STATE LICENSING

A copy of the Minimum Standards for Child Care Centers is available in the preschool office and online at www.dfps.state.tx.us. (under the Child Care Licensing link). The most recent Licensing inspection report along with other required information are posted on the Parents' Information board in the preschool office. The Licensing inspection report may also be viewed on the web site for the Texas Department of Family and Protective Services at www.txchildcaresearch.org.

If you have a concern or question for the local Licensing 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 Licensing office at 512-834-3426 or at their web site, www.dfps.state.tx.us/child_care/default.asp.

SUGGESTIONS/PARENT'S 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) or by phone (preschool office – 979-485-9835, preschool cell phone – 979-446-1578).

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 a 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.

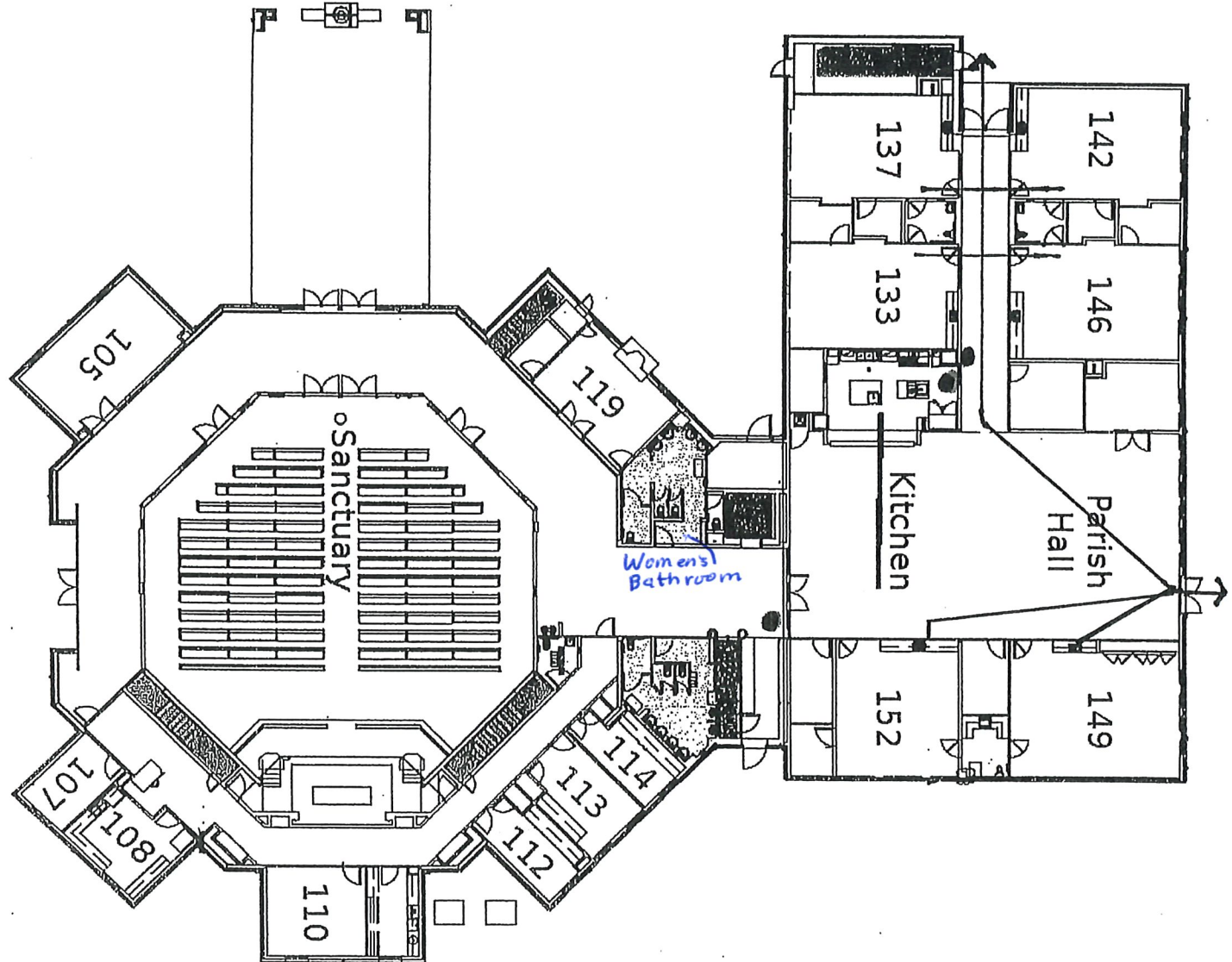
Our preschool is affiliated with the Lutheran Church-Missouri Synod.

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

IMPORTANT PHONE NUMBERS

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 – Child Care Licensing 3000 E. Villa Maria, Bryan, 77803	512-834-3426
Bethel Lutheran Preschool Office 4221 Boonville Road, Bryan, 77802	979-485-9835
Preschool Cell Phone	979-446-1578
Bethel Church Office	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).

Bethel Lutheran Preschool

SCHOOL CALENDAR

2018-2019 SCHOOL YEAR

- Aug. 20 - First Day of Preschool
- Sept. 3 - Labor Day Holiday, Preschool Closed (Monday)
- Oct. 8 - Staff Development, Preschool Closed (Monday)
- Nov. 19-23 - Thanksgiving Holiday, Preschool Closed
- Dec. 24-Jan. 7 - Christmas Holiday, Preschool Closed
- Jan. 8, 2019 - First Day of Second Semester
- Jan. 21 - Martin Luther King, Jr. Day,
Preschool Closed (Monday)
- Feb. 18 - Presidents' Day, Preschool Closed (Monday)
- March 11-15 - Spring Break, Preschool Closed
- April 19 - Easter Holiday, Preschool Closed (Friday)
- May 23 - Last Day of Preschool

Please note:

If Bryan public schools are closed due to severe weather, our preschool will also be closed. We will send you a Remind text or check the KBTX website for school closure announcements.

