

# BETHLEHEM CHRISTIAN PRE-SCHOOL

**Celebrating Thirty-Three Years  
A Ministry of C3 Church, Lake Oswego**

## **Parent Handbook**

**2010 - 2011**



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**"Train up a child in the way he should go, and when he is old,  
he will not depart from it." Proverbs 22:6**



**Bethlehem Christian Pre-School  
Parent Handbook 2010 - 2011**

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# **WELCOME TO BETHLEHEM CHRISTIAN PRE-SCHOOL** **A Ministry of C3 Church, Lake Oswego**

Dear Parents,

Welcome to Bethlehem Christian Pre-School. We are a pre-school for ages 9 months to 6 years old, which welcomes children without regard to race, color, handicap, sex, religion, or national origin.

Education and experience qualify our pre-school teachers. Some of our teachers have teaching certificates and/or college degrees, and all have experience working with pre-school children.

We are happy to have you and your child with us for the coming months, and we hope this experience will be a continuation of your child's everyday family experiences.

Here are two ways you can show interest in your child and help him/her with this new experience.

1. Talk to your child in advance about pre-school and prepare him/her for this new experience.
2. If you anticipate that separation will be difficult at first, speak to your teacher to make an appropriate plan.

In this handbook, you will find information concerning our responsibility to you and your child, and your responsibility to the pre-school as a parent. If at any time you should have questions, feel free to talk with us. We are here to serve, and we are always happy to help in any way we can. Our office is located at the back of room L-3 close to the playground.

Sincerely,

Kathy Hawkins  
Director

Nancy Smith  
Assistant Director

Becky Hilton  
Assistant Director



## BETHLEHEM CHRISTIAN PRE-SCHOOL ALL SCHOOL CALENDAR 2010-11

AUGUST	23–Sep 3	Building Open
	26	New Staff Training
	30	Staff In-service: 8:30 – 3:30
	31	Set-up classrooms
SEPTEMBER	1	Set up classrooms
	6	Labor Day: NO SCHOOL
	7	Open House: 9:30 – 11:00 TTh classes & Infant / Toddler 11:15 - 11:45 Art and Science 12:30 – 2:00 MWF classes and PreK Plus
	8-9	School Starts
	9	Staff In-service: First Aid 1:00 – 5:00 NO PM Classes
	13	Monday Enrichment begins
	15	Lunch & Fun begins
	15	Wednesday Enrichment begins
	16	Staff In-service: 1:00 – 3:00 NO PM Classes
	17	Art & Science Class begins
OCTOBER	7	Parent/Teacher Conferences TTh & L1 PreK Plus classes NO SCHOOL - <b>Inf / Tod Open</b>
	8	Parent/Teacher Conferences MWF classes NO SCHOOL - <b>Inf / Tod Open</b>
	21	Staff In-service: 1:00 pm NO PM Classes
	22	Staff In-service: NO SCHOOL
	27-28	School Pictures
NOVEMBER	1	Staff Workday: NO SCHOOL
	6	Dads' Saturday: MWF & PreK Plus classes 9:15-10:45
	11	Veterans' Day Holiday observed: NO SCHOOL
	18	Staff In-service: 1:00 pm NO PM Classes
	24	NO PM Classes
	25–26	Thanksgiving break: NO SCHOOL
DECEMBER	9	Staff In-service: 1:00 pm NO PM Classes
	15	Christmas Celebrations NO LUNCH & FUN or ENRICHMENT – Infant / Toddler Open
	16	Christmas Celebrations NO LUNCH & FUN, and NO PM Infant / Toddler
	17–Jan 3	Christmas break: NO SCHOOL
JANUARY		<b>PRE-REGISTRATION PROCESS FOR 2011-2012 BEGINS THIS MONTH</b>
	3	Staff Workday: NO SCHOOL
	4	School Resumes
	17	Martin Luther King Jr. Birthday: NO SCHOOL
	19	NO ENRICHMENT
	20	Staff In-service: 1:00 pm NO PM Classes
	22	Dad's Saturday: TTh classes 9:15-10:45
FEBRUARY		<b>REGISTRATION PROCESS FOR 2010-2011 UNDERWAY THIS MONTH</b>
	11	<b>NO ART &amp; SCIENCE CLASS</b>
	17	Staff In-service: 1:00 NO PM Classes
	21	Presidents' Day: NO SCHOOL
MARCH	8-10	Spring Auction
	17	Staff In-service: 1:00 pm NO PM Classes
	21-25	Spring Break: NO SCHOOL
	28	Staff Workday: NO SCHOOL
	30	<b>NO ENRICHMENT</b>
APRIL	14	Staff In-service: 1:00 pm NO PM Classes
	18	Parent/Teacher Conf. MWF NO SCHOOL & NO ENR. – <b>L1 PreK Plus and Inf / Tod Open</b>
	19	Parent/Teacher Conf. TTh & L1 PreK Plus classes NO SCHOOL <b>Inf / Tod Open</b>
	20	NO ENRICHMENT
	24	Easter Sunday
	29	Staff Workday: NO SCHOOL
MAY	5	Staff In-service: 1:00 pm NO PM Classes
	5–6	Mother's Day Celebrations
	10	Infant Toddler Registration for 2011-2012
	25	Last day of Wednesday Enrichment
	30	Memorial Day: NO SCHOOL
JUNE	1	L-1 & L-3 PreK Plus Circus
	3	Last day of Art & Science Class
	3	Last day of Lunch & Fun
	6	Last day of Monday Enrichment
	7-8	Last days of classes NO PM Classes

# Bethlehem Christian Pre-School



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503-638-0725 • www.bethlehempreschool.org

## **“REACHING AND DISCIPLING CHILDREN FOR CHRIST”**

Bethlehem Christian Pre-School is a ministry of Christian City Church.

The purpose and mission of BCP is to be a pre-school of excellence in which children are introduced to Jesus Christ as personal Lord and Savior.

The school shall be developmentally appropriate, providing hands on experiences with math, science, art, language and literacy.

It will lay a foundation for Christian living and for ongoing spiritual development by maintaining positive interactions between staff, children, parents and administration.

The school shall be a safe place of ministry to children and families.

## **THE HISTORY OF BETHLEHEM CHRISTIAN PRE-SCHOOL**

Bethlehem Christian Pre-School began as the result of the vision of its founder, Edmund Bouschor. Edmund and his wife, Carol, were members of Bethlehem Church and both were teachers in the Beaverton School District. He had a dream of a Christian school in which children would be nurtured, loved and taught about Jesus Christ as personal Lord and Savior. The school began as a ministry of Bethlehem Church in 1977. It was named Bethlehem Christian School and was located in the present space which had been specifically designed and remodeled for use as a school.

Over the years the school grew and moved to the vacant Palisades School in Lake Oswego. At Palisades, BCS included a daycare, a pre-school, an elementary school, and eventually, a junior high. Early in 1989 the Lake Oswego School District announced that it would reopen Palisades as a public elementary school. BCS was unable to find an alternate site large enough to accommodate all aspects of its program. With difficulty the decision was made to disband.

Bethlehem Christian Pre-School reopened at the church in the Fall of 1989 with Kathy Hawkins as the Director. Mrs. Hawkins has a B.S. Degree in Elementary Education, with an emphasis in Early Childhood Education and a Reading Endorsement. She has been with the school since 1984. Nancy Smith became the Assistant Director in 1990. Mrs. Smith is a Child Development Associate specializing in Center-Based Programs. She has been with the school since 1982. In 2008 Becky Hilton joined the Administration as Assistant Director. Mrs. Hilton has been a teacher with BCP since 1987 and has a BA degree in Elementary Education.

Throughout the years the commitment of Bethlehem Christian Pre-School to serve children and families has remained unchanged. The goal of BCP is to be a place where children will feel safe, loved and respected, and where Jesus Christ will be glorified in all our efforts.

In August 2006 Bethlehem Church completed a merger with Southgate City Church of Wilsonville, Oregon. The newly merged church was then named Christian City Church, Portland. The Preschool continues to operate as a ministry of the church and was subsequently renamed Bethlehem Christian Preschool instead of Bethlehem Church Preschool to more accurately represent the new name of the church and to reflect the continuing association between the church and school.

## Key Learning Experiences

Learning for children takes place when information is meaningful, and is in the context of their experiences and development. Therefore, children learn best when provided with a variety of stimulating experiences in which they may freely interact.

Our program is designed to support and extend young children's learning through direct experiences. Children learn when actively engaged, so we provide a balance of teacher-directed and child-initiated activities. Throughout the year we will focus on each of the following areas.

### Social Skills

This is an important focus during the pre-school years. We help children learn to relate effectively with others through a mentoring process which values their own ideas with the teacher's guidance.

- ✦ Negotiation
- ✦ Interpersonal skills
- ✦ Cooperation
- ✦ Manners
- ✦ Respect
- ✦ Expressing & understanding feelings
- ✦ Understanding the perspectives of others
- ✦ Group interaction & living skills
- ✦ Children learn to brainstorm and problem-solve in the process of learning

### Language, Literacy, Phonemic Awareness, and Pre-Reading

Pre-schoolers are encouraged to communicate as they express their feelings and their thoughts. Learning to communicate effectively and to use language as a tool for thinking are two goals we have for pre-school children. BCP uses a literacy program called "Handwriting Without Tears." This hands on program helps prepare children for Kindergarten in a developmentally appropriate way. It focuses on writing readiness, strokes, shapes, letters and numbers. We also provide experiences with print so that children experience language in written form as well as verbally. Some experiences include:

#### Alphabet Knowledge

- ✦ Learning to Identify and Discriminate Differences
- ✦ Recognizing Letters and Words

#### Handwriting Without Tears

- ✦ Capital Letters first
- ✦ Exploration & Letter Building with wood pieces
- ✦ Finger warm ups & grip
- ✦ Magnetic Letters
- ✦ Mat Man
- ✦ Roll-a-dough
- ✦ Wet, Dry, Try

#### Oral Language

- ✦ Alliteration
- ✦ Music
- ✦ Poetry
- ✦ Repetition
- ✦ Rhymes
- ✦ Whole Language
- ✦ Storytelling/Sequencing

#### Print Awareness

- ✦ Environmental Print
- ✦ Dictating Stories
- ✦ Reading Signs and Symbols
- ✦ Books, Books, Books

#### Phonological Awareness

- ✦ Distinguishing Letter Sounds
- ✦ Experimenting with Sounds
- ✦ Identifying Phonemes



## Art and Creative Expression (Hands-On Approach)

At BCP children are provided a wide variety of media with which to interact and create. It is the process of using these materials that is most valuable.

- ✦ Self-Expression
- ✦ Sensory-Oriented
- ✦ Open-Ended
- ✦ Experimenting
- ✦ Inventing
- ✦ Predicting
- ✦ Building Self-Esteem
- ✦ Problem-Solving
- ✦ Emphasizing the Process
- ✦ Media Rich

## Math & Cognitive: Hands-On Approach

In pre-school we work on:

- ✦ Counting
- ✦ Classifying
- ✦ Comparing
- ✦ Patterning
- ✦ Understanding Time & Temporal Relationships
- ✦ Estimating
- ✦ Measuring
- ✦ Seriating (ordering)
- ✦ Spatial relations
- ✦ One-to-One Correspondence

## Science: (Chemistry, Physics, Biology)

Children love to explore with their senses! Group experiments and discussions, and a science area in each room allow opportunities to discover new things about their world.

- ✦ Observing
- ✦ Questioning
- ✦ Interpreting
- ✦ Critical Thinking
- ✦ Noticing Change
- ✦ Knowledge of Physical and Natural World
- ✦ Predicting
- ✦ Experimenting
- ✦ Inventing
- ✦ Cause –Effect Relations
- ✦ Tracking Motion

## Large and Small Motor Skills

These early years are a time of emerging small muscle strength and coordination for pre-schoolers. The following items provide opportunities for the child to experience controlled movement activities.

- ✦ Running
- ✦ Balancing
- ✦ Throwing
- ✦ Creative Movement
- ✦ Cutting
- ✦ Tracing
- ✦ Jumping
- ✦ Climbing
- ✦ Catching
- ✦ Rhythm Activities
- ✦ Stringing
- ✦ Rolling Doughs

## **BETHLEHEM CHRISTIAN PRE-SCHOOL**

### **Classes for Ages 9 Months to 6 Years**

**Infants & Toddler Program (9 - 30 months):** *This class is designed to meet the individual needs of our youngest children. With a 1:4 ratio in a warm, loving, nurturing environment, these little ones experience a predictable routine in a language rich program. Their room is designed with open-ended play areas that promote social, physical, emotional, cognitive and spiritual development.*

**Two & One-half Year Old Program:** *The two and one-half year old to three year old child thrives in the loving and warm atmosphere of this class. Predictable routines, language building group times, and learning centers that encourage experimentation combine to create individual success and to promote confidence and self esteem. Many opportunities for building, hands-on discovery, turn-taking, dramatic play, building trust, and developing self-help skills abound. This class has a 1:5 ratio with a lead teacher and two assistants. This class is held on Tuesdays and Thursdays.*

**Three Year Old Program (3-4 year olds):** *The three to four year old child blossoms and grows in our open-ended experience-oriented class. This class promotes the development of oral language self-help skills, and turn-taking. Each day provides time for the joy of creative expression with hands-on art using many different mediums. Gross and fine motor skills, which lead to emergent writing, are emphasized. This literacy rich program builds alphabet recognition and phonemic awareness. It is designed to provide children with multiple opportunities for success as they make discoveries about their world. The three year old program has a ratio of 1:6 with a lead teacher and two assistants. This class is held either Tuesdays and Thursdays or Mondays, Wednesdays, and Fridays.*

**Prekindergarten Program (MWF or TuTh 4-5 year olds):** *This language rich class promotes Kindergarten readiness. Our four to five year olds flourish with a hands-on, play curriculum set up to emphasize emergent literacy and writing, alphabet recognition, and phonemic awareness. Each day provides time for the joy of creative expression using art activities which utilize many different mediums and jointly encourages the growth of gross and fine motor muscles. Children experiment with the basic math concepts such as sorting, graphing, quantifying, patterning, and predicting. With an atmosphere that encourages experimenting and problem solving this class allows children to explore and discover their world. They develop self-help and socialization skills, decision making abilities and become confident learners. There is a 1:7 ratio with a lead teacher and two assistants. This class is held on Mondays, Wednesdays, and Fridays.*

## **Prekindergarten Plus (MTWTh or M-am, W-all day & F-am**

**4-5 Year Olds):** *This class is designed for the older preschooler who will be five years old before January 1 of the school year and who is developmentally ready to experience more structure than is found in our three-day-a-week prekindergarten program. This class also emphasizes emergent literacy, writing, alphabet recognition, and phonemic awareness through activities that involve the whole child. Basic math concepts and number recognition are taught with hands-on approach. Children have many opportunities to experiment, predict, and problem solve. The open-ended approach, in addition to teacher direction at this age level, stimulates creativity in many ways, especially through art and science. Some special Pre-K Plus activities include the classroom circus production, the Letter of the Week, Special Person of the Week, and "Let's Find Out..." Children are teacher recommended for Pre-K Plus. This class has a 1:7 ratio with a lead teacher and two assistants. It is held Monday through Thursday morning each week or Monday morning, Wednesday morning and afternoon, and Friday morning each week.*

**Enrichment Class (4-5 Year Olds):** *Created to specifically focus on phonics, the curriculum for this literacy rich class revolves around phonemic awareness, pre-reading, pre-writing, language, music, and hands-on-art. The smaller size of this class allows for more individual attention and a ratio of 1:5 is maintained with a lead teacher and two assistants. The Enrichment Class is held one afternoon a week.*

**Art & Science Class (3-5 Year Olds):** *This class is specifically designed to focus on elements of art (such as color, texture, line and form) and on experiences in science. Children will have opportunities each day to be curious, to predict, to express, to experiment, to create, to observe and to document as they make discoveries in the areas of both art and science. The Art and Science Class is held on Friday mornings or afternoons. It can stand alone or be combined with a TTh class or MTWTh PreK Plus class.*

**Lunch 'N Fun Program:** *Our afternoon program was created to accommodate the need for a safe and fun extension to the preschool morning. Lunch 'N Fun hours are from 12:00 to 3:00 pm by reservation. The children bring a lunch from home and we provide the milk and fun! Ask about our L & F programs for:*

- \* 2 1/2 year olds
- \* 3-5 year olds

*\*\*In some years we may combine age groups to better serve the needs of our community.*



## **CLASSROOM OVERVIEW**

### **Children's Daily Program**

In order for your child to feel he/she is a part of the group, it is important for your child to start the day with us. Therefore, he/she should be at the school by 9:15, when we begin our pre-school program.

The primary method of learning for the pre-school age child is through play. There are opportunities for your child to explore, experiment, and discover in developmentally appropriate activities. In our daily 9:15 am - 12:00 noon pre-school program, we have large and small group times, Bible stories, art, free play at learning centers, large motor activities, and snacks. Our daily activities are based on early childhood concepts, with a balance of active play and quiet time.

### **Sample Schedule**

9:15	Arrival -Welcome
9:25	Circle Time / Singing & Joy Time / Focused Learning Time
9:45	Free Exploration - Art Projects - Learning Centers
10:50	Bathroom
11:00	Snack
11:15	Recess
11:40	Small Groups, Music and/or Show and Tell
11:55	Closing prayer, Dismissal

### **Learning Centers**

Sensory Table	Science Center	Math Center	Art Area
Book Corner	Music/ Listening Center	Concept Areas	Art Easels
Playdough Table	Carpentry Center	Block Area	
Manipulatives/Puzzles	Writing Area	Housekeeping/Dramatic play	

### **Possible Class Visitors**

Fire Department	Nurse	Mother Goose
Police Officer	Doctor	Reptiles
Letter Carrier	Dental Hygienist	Bakery

### **Possible Field Trip Opportunities**

Pumpkin Patch	Children's Museum	Trout Farm
Farm	Restaurant	Fire Station
Bakery	Environmental Learning Center	Christmas Tree Farm

### **Birthdays**

We celebrate birthdays with candles, crowns or necklaces and a nutritious snack provided by parents.

### **Parent Involvement**

Parents will have an opportunity to share their skills whenever possible. We always encourage parents to visit and to help in the classroom at least once during the year. Your child will almost demand it!! Please know that you are welcome in class any time. Field trips and class parties are ways in which you can easily get involved.

Because of CCD rules, parents are not allowed to be alone with children other than their own.

## **Discipline Policy**

Our discipline policy works on the premise that the child's well-being is of utmost importance and our goal is that each child will progress toward becoming self-disciplined. At BCP the curriculum is prepared and classrooms are structured in a manner that promotes positive interactions. Thoughtful preparation of the classroom set-up and lesson plans often avoids potential discipline issues.

Our discipline process involves helping children recognize the choices they make. Children are shown that the choices they make have natural and logical consequences, and they are encouraged to make the best possible choice. We assist children in doing this by:

- ★ Creating an environment of belonging.
- ★ Creating routines together.
- ★ Stating directions in a positive manner.
- ★ Redirecting a child.
- ★ Suggesting possible solutions at a time of conflict.
- ★ Working with the parents to determine together the best plan for a child experiencing difficult behavior.

At BCP teachers are kind, firm and respectful when guiding children through the following procedure:

1. Give Instruction - Together we brainstorm what is expected of the children and why.
2. Reminder - The child is reminded of the reason this behavior is not acceptable. The teacher and child then problem solve together to determine other acceptable choices.
3. Follow Through - If unacceptable behavior continues, the child is moved away from the other children for a private conversation about the behavior. At this time, the child is given an opportunity for a "quiet moment" where he/she can have time to calm down, re-group and then re-join the class.

Physical or verbal abuse, restriction from snack, or extended isolation is never used as a means of discipline at Bethlehem Christian Pre-School.

## **PARENT RESPONSIBILITIES/ADMISSION POLICIES**

### **Admission:**

BCP is a preschool that welcomes all children including children who have special needs. Parents are asked to inform us when their child is working with a specialist due to developmental or behavioral circumstances. This might include a developmental pediatrician, psychologist, psychiatrist, speech/language pathologist, or a local ESD program. Together with parents, we make education plans for each child and determine which class is the best placement. In some situations, BCP may require that a child attend with a personal assistant.

Our goal is to maintain a healthy, productive, fully functioning classroom in which sufficient time and attention is given to each class member. Therefore, there may be a need to limit the number of children with special needs in any one classroom.

### **Admission Requirements**

Your child must meet the age requirements for the class in which he/she is enrolled. Please see the office for further information.

Your child must meet the state requirements for immunization, and you must have a signed immunization form for him/her. In addition, we require that you complete and sign a "Release for Medical Treatment" form and an information form. Your child's immunization record must be up-to-date when he/she begins pre-school.

#### **PLEASE NOTE**

**We must have your current address and work, cell and home telephone numbers on file at all times. If there are any changes in this information, please report them to us immediately.**

It is critical that you indicate at least two emergency contact people other than yourself and your spouse on your information form. **At any given moment there must be some responsible person with whom we can make contact.** Custodial parents please note: In order for BCP staff to comply with a court order, BCP must have a copy of all current mandates. Please provide a picture of the non-custodial parent.

### **Allergies, Asthma, and Other Medical Conditions**

If your child has allergies, asthma, or another medical condition, please inform your teacher and the director. We will need information on what to do in case your child has an allergic reaction, asthma attack, or other unexpected reaction. Most families keep an emergency supply of medication at school. Please see the next section for procedures about administering medications.

### **Health Policy and Procedures**

Your child's health is a matter of importance. Bethlehem Christian Pre-School works hard to provide a safe and sanitary environment. To be effective, we need the help of parents. In order to reduce the spread of illness among our children and staff, we ask that you keep children at home when they display the following symptoms:

1. A fever. Children may return when they have been fever-free **for 24 hours** without the use of a fever reducer, such as Tylenol.
2. Diarrhea. Children may return when they have been diarrhea-free **for 24 hours**.
3. An undiagnosed frequent or deep barking, congested cough.
4. A runny nose with heavy discharge that is difficult for the child to manage.
5. A child who is unnaturally listless, sleepy, or grumpy.
6. Vomiting within **the previous 24 hours**.

7. Red and crusty eye(s).
8. Rash or rash with fever—new or sudden onset

We appreciate your help as we provide a healthy environment.

The State of Oregon requires that all children who become ill at school be picked up **immediately**. If you are called, you are expected to come right away or make arrangements for someone else to pick up your child. Sickness, fever, etc., requires that your child be isolated from the rest of the class. If your child has not been picked up within one hour of you being contacted, we may contact your child’s physician and/or the nearest hospital for medical advice regarding your child’s symptoms. If necessary, we will transport your child to receive medical treatment at your expense.

### Medication Authorization

**In order to give your child any kind of medication, we must have your written permission. For every day that your child needs medication, you are responsible for filling out a medication form and giving it to a staff member. We also have available “medication” labels that we would like you to fill out and place on your child’s back. Please note this now includes items such as Chapstick, sunscreen, Vaseline, triple antibiotic ointment, and cough drops.**

**CAUTION**

Do not bring your child to school if he/she has an elevated temperature or if he/she is otherwise ill.  
**PLEASE NOTE:** If your child has a fever, he/she may not return to school until 24 hours after the fever has broken without the use of fever reducers.

### Communicable Conditions

Following is a list of communicable conditions. Please refer to the addendum that will soon follow from the Oregon State Health Division. It will list information about each communicable condition.

AIDS	HIV Infection	Ringworm (scalp & skin)
Athletes Foot	Impetigo	Rubella
Boils	Influenza	Scabies
Chicken Pox	Measles	Shingles
Common Cold	Meningococcal	Staph Skin Infections
Diarrhea Disease	Disease	Strep Throat & Scarlet Fever
Fifth Disease	Mononucleosis	Tuberculosis
Hand, Foot and Mouth Disease	Mumps	Whooping Cough (Pertussis)
Head Lice	Pin Worm	
Hepatitis A, B, & C	Pink Eye	

Please notify the staff immediately if your child comes in contact with or contracts a communicable condition. We reserve the option to ask you for a statement from your doctor that it is acceptable for your child to return to school after an illness or disease.

### Parking Lot

Our parking lot is an active and busy place. Please help us keep our children and families safe by **DRIVING SLOWLY**. Also, please remember **DO NOT LEAVE YOUR CHILD UNATTENDED IN A VEHICLE**. According to Oregon law, children under the age of 10 may not be left unattended in a vehicle.

## **Tuition Payments**

At registration the enrollment fee and one payment of tuition are due. After that, the remainder of tuition may be paid either in a lump sum payment in September or in nine monthly payments beginning in September and ending in May. Tuition is due on the 1st of the month and is considered late after the 10th. Late payments are subject to a \$10.00 charge. For your convenience, you may put tuition payments in the mail slot labeled "Tuition" in the reception area.

## **Time and Talent Policy**

As indicated in the Parental Commitment Form at registration, part of each family's commitment to Bethlehem Christian Pre-School is a minimum of 10 hours per child of volunteer work in some area of school life, up to a maximum of 20 hours per family. Such opportunities of service not only directly benefit the school, but often build friendships among parents that extend beyond their time at BCP.

You may choose to pay \$90.00 in lieu of ten hours of Time and Talent work.

# ***OPERATING PROCEDURES***

## **Pre-School Hours**

Pre-School classes are from 9:15 a.m. - 12:00 noon. Classroom doors will open at 9:10 a.m. Lunch 'n Fun (by reservation only) and Enrichment are from 12:00 noon - 3:00 p.m.

## **Absences**

No billing adjustments can be made to preschool tuition for illness or weather related absences. If your child will be absent, we ask that you call the school and notify the teacher.

## **Arrival**

When you bring your child to school, please walk him/her into the classroom and sign him/her in on the daily attendance sheet. Please use the comment column for Lunch 'n Fun messages, or the phone number where you may be reached. This is a good time to fill out allergy, medication, or change-in-pick-up forms. **Be sure to make contact with the teacher before you leave.**

## **Carpool**

If you are interested in carpooling, there will be a list of parents and their addresses posted on the hallway bulletin board at the beginning of school in September.

## **Dismissal**

Dismissal time from morning Pre-School classes is 12:00 noon and dismissal time from afternoon Pre-school classes is at 3:00 pm. Pre-School children will not be released from school without an authorized adult. Please be prompt in picking up your child. It saves many tears and anxieties. Your smiling, prompt self will make a happy day complete for your child and teacher alike! **Please remember to make contact with the teacher and sign out before you leave.**

## **Emergency Drills**

Since our primary focus is to keep the children safe, we practice fire evacuation drills monthly. In addition we learn Earthquake "Duck, Cover, and Hold on!" routines and gradually work up to an all school Earthquake Drill in the Spring.

## **Emergency/Disaster Plan**

BCP has developed and implemented a comprehensive disaster plan. This plan covers such emergencies as accidents, fire and earthquake and was created to insure your child's safety.

In the event of an emergency which would require us to evacuate the premises we will move the children to the Church of Jesus Christ of Latter Day Saints at 1271 Overlook Drive, Lake Oswego. Phone: 503-638-4518. Should that building be unavailable, we will go to Lakeridge High School at 1235 Overlook Drive, phone 503-534-2319. An additional aspect of our emergency plan is that we have a "sister school" relationship with a pre-school in California. If local lines are unusable please try to phone them for information about what is happening at BCP. We will try to keep them informed.

St. George's Pre-school  
LaCanada Flintridge  
CA 91011  
818-790-3842

## **Late Pick-Up Fees**

Pre-School: A child who has not been picked up by 12:10 will be escorted to Lunch 'n Fun if there is room in the program. The parents will be charged a \$5.00 late fee in addition to the regular Lunch 'n Fun fee. If there is no Lunch 'n Fun or no room in Lunch 'n Fun that day, the late fee will be at the rate described under Lunch 'n Fun late fees.

Infants & toddlers: When a toddler is picked up late (after the session has ended), the parents will be charged a late fee of \$1.00 per minute.

## **Mandatory Reporters**

The staff of Bethlehem Christian Pre-School are mandatory reporters of child abuse.

## **Referrals**

BCP recognizes that families may need access to services that we do not provide. We maintain a list of specialists to whom we can refer. Additionally, our close relationship with Clackamas County Resource and Referral / ESD enhances our ability to serve each family.

## **Release Authorization**

During registration you were asked to list those who are authorized to pick up your child. As the year progresses you may add to or delete from this list. If anyone other than the child's mother, father or legal guardian is to pick up the child from Pre-School, we must have **parental permission** that specifies the person(s) authorized to pick up your child. Please include the authorized person's name and phone number. If someone other than a parent will be picking up your child, please be sure to fill out a "pick up change" label each day and place it on your child's back. These are located in each classroom. **When we are unsure of the identity of the person picking up a child, we will ask that person for picture identification.**

**Attention:** If for some reason your child has not been picked up by closing time and we are unable to contact those on your emergency list, we will contact either the Lake Oswego Police Dept. or Clackamas County Sheriff. We will follow their instructions in order to insure your child's safety.

## **Security System**

Our building is equipped with a security system which includes automatic locks and cameras at the main entrances. If you should arrive and find the doors are locked, simply push the buzzer. You may be asked to identify yourself and then the doors will be electronically unlocked.

## Weather Closure

During severe weather, it is sometimes necessary to close the school. We do try to remain open whenever possible. However, because our staff and school population come from all over the Portland area, it is sometimes not possible. When this occurs, we make announcements in several ways:

- <http://www.bethlehempreschool.org> Click on "news" and then the link to "latest news"
- Log onto <http://FlashAlert.net> Click on Portland (scroll down and click on Private & Charter Schools -Portland area) click on "Bethlehem Christian Preschool—L.O"
- Call [503-638-0725](tel:503-638-0725) and listen to the voice mail message.
- Listen to /watch the major radio & TV stations.

## PARENT INFORMATION

### Bible Time/Joy Time

- ❖ **Bible Time** is an important time in our school. Classes will hear, see or dramatize a Bible Story and related character traits each month. Singing and prayer are an integral part of these Bible Times. Occasionally there will be Special Chapels to celebrate events such as Christmas and Easter.
- ❖ **Joy Time** is a special time of singing and prayer that starts the day in each classroom. During this time the children have the opportunity to focus on the Lord and learn of His love and care. They will be actively involved with Bible truths as they participate in a variety of joyous songs. Joy Time closes with quiet songs and prayer. Once a week the whole school gathers together for Joy Time in the Rainbow Room.

### Clothing

Your child's clothing should be suitable for the season, weather, and play. Since we believe children learn by doing, and we encourage hands-on play with many different science and art media, it is important that your child be dressed in **comfortable, easy-to-laundry clothing**. Your child also needs extra clothing in case of an accident. The following articles of clothing should always be kept in your **child's back pack** at school:

1 set of underwear	1 pair of pants
1 pair of socks	1 shirt
Diapers (for children not yet toilet trained)	

During the winter, your child needs additional warm clothing. Warm clothing includes coat, boots, hats and mittens. **Please label** your child's clothing items with indelible ink.

### Communication

Communicating with parents is of great importance to BCP. Each week we publish a newsletter with pertinent, timely information. This newsletter is emailed as a PDF document to each family on Mondays and hard copies are available at the front desk. Additionally, other memos and announcements are emailed as well, so be sure to notify us of any email address changes.

Each family has a mailbox located in the front hall next to the office manager's desk, and it should be checked daily. Classroom teachers communicate monthly through newsletters and timely notices. Check your child's room for a parent information bulletin board, as well as your child's own cubbie.

Teachers at BCP work very hard to provide a program designed to meet each child's individual needs. The more they know about each child the better they are able to do this. That's why we encourage you, as parents, to communicate often with your teachers when something unusual occurs. Some example of things you might want to communicate are:

- \* Daddy will be gone for three weeks.
- \* Our dog ran away.
- \* The gerbil died.
- \* Grandma is very ill.
- \* The next door neighbor's house burned down.
- \* We were up all night.

As you share these occurrences we suggest that you talk to the teacher at a time when your child cannot hear your words.

### **Field Trips**

Because children learn by doing, our classes take a variety of field trips throughout the year. We ask parents to drive on these trips. If your vehicle is equipped with a T.V. or D.V.D. player, we respectfully ask that you keep it off during field trips. All children at BCP must use approved safety seat systems that are appropriate for their age and weight. Each parent is asked to provide a seat (labeled with child's name) for her/his own child. Driving is done caravan style.

In order to protect children we require a "teacher qualified" staff member to ride with children whose parents are not present. Children may only ride in a car without their parent if they are accompanied by a "teacher qualified" staff member. Therefore, it may be necessary for many parents to assist on field trips.



### **Fund-Raising at BCP**

At BCP fundraising is critical to maintaining the quality of our excellent preschool. As many of you know, BCP's tuition doesn't cover all the budget needs. We have two fun and creative fundraising options.

#### **"Shopping at BCP"**

Throughout the year we will have products available that most of us purchase anyway. These products may be ordered through BCP, delivered here, and distributed to you in your child's classroom: Convenient for you and a percentage of the profit for us! Please participate by telling your family, neighbors and friends, but please, NEVER send your child out to go door-to-door. THIS IS MEANT TO BE EASY AND CONVENIENT!

You can also help BCP by signing up with businesses offering donations to non-profit organizations. Lamb's Palisades Market, Safeway as well as escrip make it easy for BCP extended family members to add their support. A pop can return box is available inside Lamb's Palisades Market in Lake Oswego for your convenience and our benefit.

## **Silent Auction**

In the Spring BCP holds a Silent Auction, which is our largest event. Entitled "Developing Creative Minds", our auction is filled with both fabulous items on which to bid and lots of fun. The proceeds from the auction fund our open-ended approach to art; science; language and literacy, math and motor development, as well as our Scholarship Fund.

We know that some families are not interested in fundraising but still want to contribute to the preschool in other ways. For this reason, our weekly newsletter will often contain a "Wish List" of items needed in the classroom such as sensory and art materials: cotton balls, beans, shaving cream, food coloring, gelatin, TP tubes, sandpaper, cookie sprinkles and/or fabric.

As a not-for-profit organization we are grateful for all contributions, and we welcome your gifts. Gifts both large and small have enabled us to keep expenses down and still provide the best hands-on, developmentally appropriate program for children.

## **Head Lice Policy**

All over the country head lice have become a problem of near-epidemic proportions. BCP has a proactive plan to prevent the spread of head lice in our school.

1. Children must be louse- and nit (egg)-free to be in class.
2. A child identified with head lice must go home immediately to be treated. We suggest a visit to the pediatrician to confirm head lice have been eliminated.
3. Children who have had head lice must be checked by the BCP Directors or acting director before re-entering class.
4. All affected carpool children will be checked by BCP for head lice and parents will be informed.
5. All parents in a class affected by head lice will be informed.
6. Because young children may be frightened, all head checks (except those for children re-entering pre-school after an infestation) will be done in their regular classroom, so that it will be more casual and non-threatening.
7. Because coats can carry head lice, each coat will be stored in your child's backpack.
8. Get further information from <http://www.headlice.org>
9. If a head lice outbreak spreads, BCP may decide to examine the hair and scalp of everyone in the school.
10. On days when we plan to examine heads for lice, we will notify parents by placing signs in the affected classroom.
11. An informational handout about head lice is available at the front desk. Occasionally we have the Lice Meister brand comb for sale.
12. All parents are asked to help us stop the spread of head lice by keeping us informed when their children are exposed elsewhere.

## Lunch 'n Fun

This unique and popular afternoon program was developed to provide children with a fun place to eat lunch and play in a well-supervised environment.

- \* "As needed" reservations are usually required at least 24 hours in advance.
- \* Permanent reservations are also available. Please contact the office.
- \* Children need to bring a lunch containing items from the following food groups: grain, protein, 2 servings of fruits or vegetables. BCP provides 2% milk. Because BCP is an **ALLERGY AWARE SCHOOL, PLEASE DO NOT** send lunches which contain **NUT OR PEANUT PRODUCTS** (this includes sunflower seed butter). If you substitute soy butter for peanut butter, please label it "soy butter." Remember peanuts are used in many items; please read labels carefully.
- \* Ages: 3 years to Pre-Kindergarten
- \* Times: 12:00 noon - 3:00 pm Monday - Friday (Those children who come to L&F from home may come at 12:10 or later)
- \* Cost: \$4.95 per hour
- \* Unused Reservations: There is a \$5.00 unused reservation fee for reservations not canceled by 8am on the day of the reservation. Families with unused permanent reservations will be charged for the unused reservation unless the spot is filled from the waiting list.
- \* Some years we may offer a 1-hour L&F class for 2½ year-olds.
- \* 30 day cancellation: Permanent reservations require a 30 day written notice.

## Lunch 'n Fun Late Fees

Lunch 'n Fun is over promptly at 3:00 p.m. Late fees are assessed when children are picked up later than 3:00 p.m. The fee increases at each quarter hour.

3:01 - 3:15 \$5.00	3:16 - 3:30 \$10.00	3:31 - 3:45 \$15.00
3:46 - 4:00 \$25.00	4:01 - 4:15 \$35.00	

## Lunch 'n Fun Payments

You will be billed at the beginning of each month for your previous month's use of Lunch 'n Fun. These payments are due immediately and are late after the 10th of the month. Late payments are subject to a \$10.00 charge.

## Reporting Concerns

If you have a concern please feel confident to talk to your child's teacher or to the school Director. If you have an unresolved concern please call CCD at **503 280-6046 (ext 252)**.

## School Events

Please be sure to read the ALL SCHOOL CALENDAR found in this manual. This lists special events and dates, such as:

School Picture Day	Thanksgiving Break	Christmas Vacation
Fall and Spring Conferences	Presidents' Day	Spring Break
Dad's Saturday	Mothers Day Celebration	

## Snacks

### Peanut and Nut Policy

Since we are an allergy aware school, we ask families not to send items for snack or lunch that contain peanut/nut products. Children with these allergies show extreme allergic reactions not only to ingesting peanuts but also to touching them or inhaling their aroma.

Cross-contamination is a serious issue. In other words, if a child eating a peanut butter cracker touches a toy and the faucet and then a child with a peanut allergy touches the faucet or toy, he/she may have a serious reaction.

Therefore, we are providing the following lists of approved snack options.

At BCP, families take turns bringing a simple, easily prepared snack consisting of at least two food groups such as crackers, cheese and water. The classroom teacher makes a snack schedule for each month so that families know when it is their turn. The children love bringing snacks for their friends!

PLEASE KEEP SUGARY SNACKS TO A MINIMUM AND BE MINDFUL OF HEALTHY SNACKS.

Due to CCD regulations, we can have **no home prepared snacks** (including birthday snacks).

**To provide the snack please choose one item from each list.**

#### List A: Grain

Mini bagels & cream cheese  
Cheerios (plain)  
Cheez-its  
Goldfish crackers  
Graham crackers  
Ritz crackers (no Ritz Bitz)  
Wheat Thins  
Pirate's Booty  
Teddy Grahams  
Soy Crisps  
Triscuit—thin crisps

#### List B: Fruit, Vegetable, Protein

Applesauce  
Cheese: string or pre-sliced cheddar  
Veggies & dip  
Fruit: apples, bananas, grapes, raisins, strawberries, oranges  
Large tubs of Yogurt—no gogurts please  
100% Fruit Juice Popsicles  
Veggie Chips

#### List C: Beverage

100% fruit juice  
Water (1 gallon jug non-distilled)  
2% milk (no chocolate milk please)



**Birthdays** are special! Additional choices for birthday snacks: Pudding cups, Yogurt push ups, Dixie cups (orange sherbet and vanilla ice cream), Sprinkles to add to yogurt.

### Birthday Celebrations

Wondering about how to celebrate your child's birthday in the classroom? We prefer that parents continue to choose a snack from the lists above. We celebrate your child's special day with candles, singing, and other birthday fun that vary from class to class. Parents may provide festive party plates and/or napkins. You will receive a letter describing your child's birthday in the classroom as the date nears.

### Snacks for Children with Food Allergies

There are many children at BCP who have food allergies. Because these food allergies are so diverse, the parents of each child with allergies are asked to provide the child's daily snack. We recommend a clear **plastic** "shoe box" sized container labeled with the child's picture and name to hold the snack items for each week or two. If you prefer, you may send a daily snack in a labeled container. Keep in mind, 2 food groups must be represented. Please see your child's teacher for more information.

## ALLERGIES

**If your child has allergies please tell us right away! Also fill out a "food allergies" label each day, especially at the start of the year, and place it on your child's back.**

## Toys

Toys that a child brings from home are often broken or lost. Since we cannot be responsible for these toys, we ask that they be left at home. Of course, children may bring a favorite security item, such as a blanket or teddy, and also a toy for show and tell. See your child's teacher for a specific show and tell schedule.

## Video Camera

From time to time you may see a video camera in the classroom. This is used for teacher training and instruction.

# ***EMERGENCY/DISASTER INFORMATION***

## Child's Personal Comfort Kit

BCP is well prepared for an earthquake or other disaster. We have established a plan and have acquired supplies so that in an extreme emergency we could care for the children until parents arrive. In order to provide that care with an extra measure of love we ask for parents to assemble and provide a "Comfort Kit" for their child, to be returned in June.

### **Pre-School Child**

Comfort Kit should contain:

1. Family picture
2. Letter of comfort saying you'll come ASAP
3. Stocking cap, mittens
4. Sweatshirt and long pants
5. 3 underpants and 3 pairs of socks
6. Space Blanket (sports stores have these)
7. 1 Pocket pack Kleenex
8. 6 Wet Ones (individually wrapped)
9. 10 Band-Aids
10. 6 Granola or energy bars (child's favorite)
11. 1 Lollipop
12. 12 oz. Bottle of water/or juice box
13. Canned soups, meals, and/or fruits with pull-top lids

Optional:

14. A small teddy bear or other security toy (for comfort)
15. Mini flashlight with battery

### **Infant/Toddler Child**

1. Family picture
2. Letter of comfort saying you'll come ASAP
3. Stocking cap, mittens
4. Sweatshirt and long pants
5. Diapers and socks
6. Space Blanket
7. 1 Pocket pack Kleenex
8. Wet Ones (small package)
9. Formula and opener
10. Bottle
11. Baby Food
12. Pacifier
13. 12 oz. Bottle of water/or juice box
14. Canned soups, meals and/or fruits with pull-top lids

Optional:

15. A small teddy bear or other security toy (for comfort)
16. Mini flashlight with battery

**Medications:** If your child requires medication for survival, we need to store at least a 3 day supply and instructions in the Director's office with a note giving us permission to administer the medication in an emergency.

**INSTRUCTIONS FOR STORAGE:** Please place all items (excluding medication) in a large plastic bag (a white 8 gallon kitchen bag should work). Seal bag tightly, removing as much air as possible, and label it clearly (in large letters) with your child's name. These Comfort Kits will be stored in the shed and used only if there is a disaster. They will be returned to you on the last day of school. (Please allow your child to participate in choosing the items for this kit.)

## **Talking With Children About Earthquakes**

We train the children at BCP in “Duck, cover and hold on” in an age appropriate manner. The following information may help you discuss earthquakes at home:

1. We want to be safe - that’s our job to keep the children safe, and you are safe.
2. Remind children how we practice for fires with a fire drill.
3. We want to be safe in earthquakes, too.  
Have you ever felt one before?  
What did it feel like?  
What did you think?  
Let children express thoughts, feelings and fears too.
4. Describe: The ground kind of moves; it shakes, it’s noisy; like the roar of a train. (Don’t go into the big worries.)
5. “Earthquake! Duck, cover, and hold on!” is the signal.
  - a. First teach the position
    1. At group time pretend to be turtles.
    2. When everyone has the correct position move on to standing up and then responding to the signal “Earthquake, duck, cover and hold on.”
  - b. Second, teach the children” duck and cover” away from windows.
  - c. Third, teach children to get under tables in the “duck, cover and hold” position.



## **Diapering**

1. Parents will provide for all diapering needs, such as: diaper supply and ointment.
2. The type of diaper you provide is your choice; however, for convenience, we prefer disposable.
3. Please remember to check your diaper bag each evening for soiled articles.

## **Food: BCP is an allergy aware school. Please do not send food items that contain peanut/nut products.**

1. All food and drink will be provided by parents on a daily basis, and labeled with child's name.
2. All perishable food must be refrigerated upon arrival.
3. All bottles of formula or breast milk shall arrive fully prepared with nipple cover and be refrigerated immediately.
4. CCD regulations prohibit the use of milk brought from home at our center. We will provide 2% milk for toddler lunches.
5. Each lunch shall include at least 1 serving of bread & cereal; milk & milk products; meat, fish, poultry, or vegetable protein such as legumes; and 2 servings of fruit & vegetables.
6. Snacks (mid-morning or mid-afternoon) shall consist of food or drink from at least 2 food groups.
7. Juices must be 100% fruit juice.

## **Medication**

1. We are required to keep medications and ointments under lock and key.
2. We must have a medication permission form filled out and signed before we can administer the following:
  - a. All medications
  - b. Diapering creams and ointments
  - c. Chapstick
  - d. Sunscreen

## **Pacifiers**

If your child uses a pacifier, please bring several. We may need a second or third for sanitary reasons.

**Jesus said,  
“Let the little children come to me,  
and do not forbid them;  
for of such is the Kingdom of Heaven.”  
Matthew 19:14**

