



Dear Bethany Preschool Parents,

Welcome to the Preschool program at Bethany Lutheran Church!

Young children are filled with curiosity, enthusiasm and an inexhaustible desire to know more about the world around them. Our school days never seem long enough to fill the needs of helping children grow in the areas of cognitive, social, emotional and physical development.

Our early childhood educated and trained teachers are dedicated to making the very best use of the time your children are in their charge.

As a Christian Preschool, we are fortunate to include a Christ-centered spiritual emphasis along with the other aspects of growth and development. It is a privilege to be able to share the beautiful Bible stories and the Christian message with these impressionable young children.

We support our families in their experience of raising children in this modern world. We realize that families make huge efforts to bring their children to school. We encourage and support these families.

The teachers, our staff and I look forward to sharing a time of learning and growing in a safe, nurturing environment at Bethany Preschool.

God Bless,

Amy Walker, Preschool/KDO Coordinator

PURPOSE

Bethany's Christian Preschool is an important step in creating a foundation for future growth and development by providing a wide variety of learning experiences in a Christian setting.

OUR GOALS ARE:

To build a Christian philosophy of life.

To bridge the gap between home and school.

To develop the skills of getting along with others in work and play.

To learn to follow directions.

To widen intellectual and social horizons.

To acquire wholesome attitudes about self and others.

To become sensitive to the wants and needs of others.

To learn to assume some responsibilities for actions.

To increase the ability to communicate through language.

To increase interest in books.

To be aware of communication through the written word.

To provide experiences in reading readiness.

To increase memory span for ideas.

To develop motor skills.

To train for responsible citizenship.

ORGANIZATION AND ADMINISTRATION

Bethany's Christian Preschool is an agency of education established and governed by Bethany First Steps. By authority from the Council and Preschool/KDO Ministry Team all policies and administration of the school are directed by these two organizations. Bethany's Christian Preschool does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarships, or any other school-administered program. Registrations for each school year begins the beginning of January, but children may be enrolled in available classes at any time as space permits. Our school year is from September to May. Office hours are generally 8:15 a.m. - 3:00 p.m. Monday through Friday. We are always happy to answer any questions or concerns you may have. We are also available to schedule a tour of our school for you and your child.

BETHANY CHRISTIAN PRESCHOOL TEACHERS 2017-2018

Our preschool teachers are either degreed or trained in early childhood education. The more experienced teachers serve as mentors to the less experienced teachers. Working as a team brings out the best qualities of all involved. All teachers are certified in CPR, First Aid, and use of the Epipen and Defibrillator. Teachers and aides attend educational seminars and instruction throughout the school year as required by the state of Nebraska.

PRESCHOOL/KDO MINISTRY TEAM

The Preschool/KDO Ministry Team is a group of volunteers organized to support and assist the development of Bethany Preschool. They meet at least quarterly to advise, advertise and promote the program. They also develop and implement special projects or fund-raising activities. Interested parents are invited to be involved with this team. Please contact Amy Walker if you would like to know more about this group.

REGISTRATION, ADMISSION AND TUITION POLICY:

Children enrolling in Bethany's Preschool must be three or four years of age before July 31st (3's) or July 31st (4's) of the current school year to be eligible for enrollment in that age class.

All Children attending preschool 3-4's, 4-5's and High 5's must be toilet trained.

The following items are required for admission into the preschool program at Bethany:

1. REGISTRATION FORM AND \$60.00 registration fee per student or \$75 per family. This fee is non-refundable and no portion is refunded at the end of the school year.
2. STATE OF NEBRASKA HEALTH RECORD, which includes current shot record for each child.
3. READ THIS HANDBOOK, sign and return the handbook confirmation sheet.

PRESCHOOL TUITION:

Payment of tuition - is due on the 1st of each month. You will receive an invoice prior to the beginning of each month. There will be a \$25.00 late fee per child on all monthly payments received after the 5th of the month. This will be enforced. If you find you must withdraw your child from Preschool or KDO, you are responsible for tuition the following month of withdrawal. No credit is given in case of absences. If you have any problems or concerns regarding tuition, please speak to the director or Michele Willer, our accountant, immediately (402 289-3224). We are happy to work with you whenever possible. If you fall behind in tuition, arrangements will have to be made for your child to continue to attend. Please speak to Michele or Amy on this matter. If we have not received tuition payments for more than two months your child will be automatically withdrawn from the program.

Tuition is based on the number of sessions per year divided equally by nine months. Based on these numbers, our costs are very reasonable and the ratio of teacher to child is low.

Tuition for four days (High 5's and MTWF 4-5's) is \$185.00 per month.

Tuition for four days (MTWF 4-5's) is \$175.00 per month.

Tuition for three days (MWF 3-4's and 4-5's) is \$155.00 per month.

Tuition for two days (Tues/Thur 3-4's) class is \$130.00 per month.

Tuition for Kid's Day Out is \$85.00 per month for half day and \$125.00 per month for a full day per class.

*If you wish to make your entire payment for the school year you will receive a 3% discount PAYABLE IN SEPTEMBER ONLY.

Discounts - a \$20.00 per month discount is given to families with 2 children enrolled in preschool classes. For example one child in 4/5's and one in 3/4's. The discount does not apply if the sibling is enrolled in Kid's Day Out. A \$5.00 discount is given to families that have one child in preschool and a sibling enrolled in Kid's Day Out. Only one discount is given per family. Since a place is being held for your child and Bethany's Preschool is a tuition-based program, there are NO deductions or refunds for absenteeism due to illness or vacations. Payments are to be made payable to Bethany's Christian Preschool .

Tuition Express

We offer the option of automatic withdrawal through "Tuition Express". An automatic withdrawal information sheet is in this mailing packet. The first payment will be deducted on September 1st and the final payment will be deducted on May 1st.

Arrivals and Departures

Classes begin at 9:00 a.m. or 12:15 p.m.. Please do not bring your child more than five minutes prior to class time and pick them up promptly when class is over. The time before and after class is an important time for teachers, as they plan and prepare for the very best preschool experience for your child. Please plan to bring your child on time each day.

We are asking for caution when dropping off and picking up children. The parking lot is the only place to park your car when dropping off children. **The drive at the front of the church should be used only as a drive and not a parking lane.** For the safety of all children, please keep your child at your side at all times when arriving and leaving the building.

Your child is to be accompanied into the building where they will have a designated coat hook and cubby for storing backpacks. Please label coats, jackets and backpacks. During the past school years we had many lost and misplaced jackets and coats. Please avoid lost items by labeling your child's belongings. Lost and Found is located in the Gathering Room.

Your child is to be taken to his/her classroom and picked up at his/her classroom by a parent or authorized adult. **UNDER NO CIRCUMSTANCES IS A CHILD TO BE ALLOWED TO FIND HIS/HER OWN WAY TO OR FROM THE CLASSROOM.** We become responsible for your child after he/she has been delivered to his/her teacher. **We will not allow a child to leave with an unauthorized person.**

Also please make sure siblings are not left unattended in the vehicle while you are bringing your child into the building.

Dismissal Policy

Our normal procedure is to release the child only to his/her parents, or someone else the parents designate on the Authorized Pick up and Emergency Contact Form. If someone other than the parent is to pick up the child, please notify us ahead of time. A verbal notice is fine on that day, if this person is on the list of people who are authorized to pick up your child. If the person is NOT on that list, we MUST have written permission to release your child. Please inform emergency contacts, or people designated to pick up your child, that if we do not know them then we will need to ask for identification. This is not meant to offend them. This is simply a measure taken for the child's protection.

Please watch carefully for children and other cars when pulling into or out of the parking lot. Please do not use cell phones during this time as well. They can be a distraction from the safety of your child during this time.

Class times:

Preschool class times are from 9:00 a.m. - 11:30 a.m. or 12:15 p.m. - 2:45 p.m.

KDO class times are from 9:00 - 11:30 for half day or 9:00 a.m. - 2:30 p.m. for full day. If child is attending KDO extended day after preschool the time is from 11:30 a.m. - 2:30 p.m.

COMMUNICATION

One important means of communication is our monthly newsletter. It is sent home with the children on or before the first class session of each month. This document will also be emailed and an updated form will be on our Bethany Christian Preschool Facebook page. Please read carefully for field trips, special days and snack schedule. The monthly newsletter is also available on Bethany's web site: www.bethanyelkhorn.org.

While school is in session you may reach the preschool by dialing 402-289-3284 or email bethany.preschool@bethanyelkhorn.org.

Social Media - another means of communicating is via our Facebook page. Please friend request or "Like" the preschool page. This will be used as a means of reminding parents of special events/activities such as "Picture Day", field trip reminders, or if we are closed for a snow day and etc. Our Facebook page is "Bethany Christian Preschool and Kid's Day Out".

Conferences are for preschool aged children only. In November a progress report will be sent home with your child. This is an early indication of how your child is adjusting to preschool. Parents and teachers will meet in the beginning of February 2018 for a face-to-face conference to discuss your child's progress. We wish to keep the lines of communication open at all times. Informal or formal visits that pertain to the positive growth and development of each child are always encouraged. If you have any concerns please contact the office at any time.

Curriculum

Bethany preschool classes and KDO classes are theme-based and adhere to accreditation guidelines established by the National Association for the Education of Young Children and Nebraska Department of Education standards. The teachers give thoughtful consideration each year based on students' needs and level changes.

SCHOOL CLOSINGS

Our bad weather school closing policy follows that of the Elkhorn Public Schools. If Elkhorn closes, Bethany's Preschool will close also. Watch KETV as we will post our closing

on that channel. There may be an occasional time that we decide we do not want to endanger our families by having them get out. You would get a personal call if we decide to close under these circumstances. School closings will also be posted on Facebook.

HEALTH AND ATTENDANCE

Good daily school attendance is a very important habit to establish with your child during their early years. Dropping children off and picking them up promptly also sends your child a message of responsibility. If you are planning an extended absence for your child due to a family vacation, etc., please notify the preschool. This will help in our planning. If your child is overly tired or not feeling well with fever, undiagnosed rash, cough or runny nose, it is better for him/her to be kept at home. If your child becomes ill during the school day we will call parents or the emergency number on the child's health form. If your child contracts a contagious disease, please notify the preschool so that other parents can be prepared. Proper care in the early stages of an illness can reduce recovery time for the ill child and reduce the possibility of spreading the illness to others. The following are guidelines to assist you in deciding when your child should stay home from school:

** Irritability, poor appetite, tiredness, achiness are vague symptoms. Changes in a child's normal behavior can often signal the beginning of an illness.

** Fever of 100 degrees or higher. A child should be fever-free for 24 hours WITHOUT the use of medication before returning to school.

** Nausea, vomiting or diarrhea. Keep your child at home for the duration of these symptoms.

** Suspected communicable conditions such as undiagnosed rashes, pink eye, ringworm, chickenpox. A child must be sent home until identified symptoms are evaluated and conditions for return to school are provided by a health care provider.

FIELD TRIPS

Permission slips for all field trips are to be signed and returned at the beginning of the school year. Announcements about field trips will be in the monthly newsletter. It is a state law that children have to be either six years of age or 40 pounds in weight to ride in a vehicle without a federally approved safety seat.

We do not take the 3-4's children on a field trip until the end of the school year. We also require all parents to attend the field trip. The 4-5's and High 5's have used school bus transportation for their field trips or the Bethany van. Due to the number of children we do not have room on the bus for parents to accompany us. However, you are more than welcome to meet us at our destination and join in.

Field trips are a desirable learning tool. Due to the age of our children we are very conscious of the safety and security of these preschoolers. Field trips are for children involved in the preschool program and we ask that other arrangements be made for siblings and other children. Please respect this request. It is not fair that some ignore this request while other families make arrangements for siblings.

Emergency Disaster Preparedness

Bethany Preschool staff are dedicated to providing a safe place for all our children - especially during a disaster, weather emergency, or other emergency. We are asking parents to cooperate with us and adhering to the emergency procedures. In the event of a major emergency and damage appears to be extensive, come to school as soon as possible to pick up your child. DO NOT call the school. The telephone lines will be needed for emergency communication. In the event that we would need to evacuate the church building and move to another safe location we will proceed to St. Patrick's Catholic School. The school is within walking distance. The address is 20500 W. Maple Rd. Elkhorn, NE 68022.

SNACKS

Parents are asked to provide a healthy snack three to four times during the year. Exact numbers will be listed in the newsletter. Water or milk will be provided by the preschool. If you have any questions about your designated snack day, please call the preschool. Please check labels carefully. We CAN NOT serve snacks that contain the warning label - "Made in a factory that contains nuts or any mention of it being processed in an area containing nut related items".

Snack Suggestions: The State Licensing Department recommends that we serve healthy snacks. Because we are licensed as both daycare and preschool, we are required to provide only store-bought and packaged snacks during the school day. There is definitely a grey area regarding what is healthful packaged snacks. Please use good judgment and lean toward fruits, vegetables, cheese, crackers, yogurt, etc. **NO CUPCAKES PLEASE!**

We have encountered more food allergies with young children. **Bethany is a PEANUT-FREE ZONE.** This means that due to peanut allergies we are asking that no peanuts, peanut butter...anything peanut/nut tree-related be brought into the building. When peanuts and children with this allergy come into contact, there can be a life-threatening situation. Please remind us in writing if your child has dietary restrictions (health form should state this, also).

KDO Lunches

All children who attend KDO extended day or a full day of KDO are required to bring a lunch from home. Remember we are a PEANUT-FREE Zone. Please do not pack anything in their lunch that may contain peanut/nut-tree related items. **This includes desserts.** Parents may wish to use an ice pack to keep items cold. We do serve milk with lunch unless your child brings a drink from home. Please label all lunch boxes on the OUTSIDE with your child's name.

BIRTHDAYS

Each child will be scheduled for snack on the day closest to his/ her birthday and we will make it an important event for that child. Please try to save birthdays for special snacks like cookies. **Parents, please no cupcakes!** Muffins are so much more healthy and cupcakes can be part of your at-home celebrations, if you wish. Summer birthdays will be scheduled during the school year. **NO HOMEMADE SNACKS PLEASE.**

Birthday parties outside of school: Please be aware of children's feelings when planning birthday parties outside of school. Handing out invitations and picking up only a select few from school for a party has happened in the past. You would not want your child to be the one left out from the party list. If you are not inviting the entire class, plan to mail invitations outside of preschool.

Lunch Bunch Program

Lunch Bunch is designed to give your child an opportunity to build on their social learning, develop self-help skills, and build relationships with new friends. This time includes lunch (brought from home), outside play, storytelling and more fun with friends. Lunch Bunch extends your child's preschool day by an hour and half. Lunch Bunch will be offered twice a month for our Preschool aged children. The

cost for "lunch bunch" is \$10.00 per day and must be paid when registering for a "lunch bunch" date. There is a punch card you can purchase for 6 lunch bunch visits for \$55, that will be kept here at school. **Prior registration is required and payment is required at registration time. Cash or Check only! Space is limited!**

FALL REGISTRATION POLICY FOR

2017-2018 SCHOOL YEAR

Due to the growing numbers of children and limited space for preschool, registration will begin on January 4, 2018 for current families. It is the responsibility of the families to register their child during this time period if they want a specific space for the next year. Open registration for the public will begin on January 22, 2018. When a class is full, your name can be placed on a waiting list for that class.

PRECHOOLER

Needs...

Love - to be cared for as an individual

Protection and physical care - to be healthy and safe

Security - to be comfortable and free from anxiety

Acceptance - to be included and approved by teachers and peers

Self-control - to learn acceptable ways to express feelings

Independence - to have freedom, within limits, to make choices

and accept responsibility

Recognition of worth - to accept, like, and have confidence in

oneself

**Teach a child how he should live and he will remember it
all his life.**

Good News Bible Proverbs 22:6

SAMPLE DAILY SCHEDULE

9:00-9:30 Arrive/Free Play/Learning Centers

9:30-9:45 Large Group Time (varies by days)

Chapel Time, Calendar, Weather, Sharing

9:45-10:15 Small Group Learning Sessions

Arts & Crafts Music and Movement

Readiness Games—Numbers, Letters, Colors,

Shapes, Science Activities

10:15-10:30 Snack Time

10:30-10:45 Outdoor (weather permitting)

Indoor Active Games/Large Motor Activities

10:45-11:20 Small Group Time—Language Arts Activities

Story Time

11:20-11:30 Songs, Finger Plays, and Good-bye Prayer

Bethany's Christian Preschool

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