

# Parent Handbook

2018-2019

preschool@biblechurch.org  
919-408-0310 ext 114



Dear Parents,

Thanks for being a part of Bible Church Preschool!

We could not operate without your help and involvement. We are thankful for all of your contributions and for the welcoming environment that the Lead Teachers and Assistants provide for the children each week. We are grateful that the church supports this ministry and graciously allows us to use the building and facilities.

The mission of Bible Church Preschool is to teach children the Biblical truth that God created the earth and everything in it. The Bible is integrated into the study of traditional preschool themes and topics in each year of our program, helping children learn a Biblical worldview while providing opportunities for social, emotional, spiritual, intellectual, physical and creative growth. BCP is a safe and welcoming environment that fosters a love of learning, nurtures the whole child, encourages exploration and creativity, and develops a caring community that mirrors the love of God to children and their families. BCP strives to create an atmosphere that is fun and inviting while also establishing a predictable routine to give children a sense of security. We model and encourage kindness, sharing, conflict resolution, independence, self-control, perseverance, observation and exploration.

Please feel free to come to me with any questions or concerns. BCP seeks to have a good working environment in which we honor God and each other in our communication. The best and quickest way to reach me for routine matters is via email at [Preschool@BibleChurch.org](mailto:Preschool@BibleChurch.org). For other matters or concerns that would be better in person, please feel free to see me during Bible Church Preschool hours or call me at 919-408-0310 ext. 114. While my office hours are limited, if you will please leave a message, I will gladly return your call.

Thank you for your participation in our program. We feel blessed to spend time with your children. We look forward to a great year!

In Christ,

Rosemary Wellons  
Director  
919-408-0310 ext. 114  
[Preschool@BibleChurch.org](mailto:Preschool@BibleChurch.org)

\* P.S. *In order to be clear about parent involvement, please take the time to read the section on pages 29-31 entitled:*

***Parent's Requirement as On-Call Substitute for \$30 Tuition Credit***

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### Mission:

Bible Church Preschool (BCP) is a Christ-centered ministry of the Chapel Hill Bible Church which exists to glorify God as we minister to families in our community.

The mission of Bible Church Preschool is to teach children the Biblical truth that God created the earth and everything in it. The Bible is integrated into the study of traditional preschool themes and topics in each year of our program, helping children learn a Biblical worldview while providing opportunities for social, emotional, spiritual, intellectual, physical and creative growth. BCP is a safe and welcoming environment that fosters a love of learning, nurtures the whole child, encourages exploration and creativity, and develops a caring community that mirrors the love of God to children and their families. BCP strives to create an atmosphere that is fun and inviting while also establishing a predictable routine to give children a sense of security. We model and encourage kindness, sharing, conflict resolution, independence, self-control, perseverance, observation and exploration. We welcome children of any race, nationality, ethnic origin, or religion.

### Philosophy:

Bible Church Preschool aims to bring to the classroom an understanding of child behavior, developmental learning, and a flexible curriculum through the guiding principles of Dr. Arnold Gesell of The Gesell Institute of Human Development:

- All children proceed through the same sequence of development, but each child grows through developmental stages in their own unique way and at their own pace.
- **There is an inner timetable, which determines the child's rate of development. Trying to teach --- ahead of that timetable will result in only minor, temporary growth.**
- **A favorable environment helps to ensure the realization of a child's potential.**
- Each child is unique in temperament and growth/learning style. The environment **should try to adjust to each child's uniqueness.**
- The physical, social, emotional, and intellectual aspects of development depend on and support each other and should advance in concert, that is, one aspect should not be pushed ahead of the others.
- We encourage an approach that enhances the natural unfolding process of the **young child's love of learning.**
- Since we cannot produce, speed up, or ignore readiness, we are required to understand and respect developmental age - where children are now, not where we think they should be.
- Our expectations should be based on a sound understanding of what is developmentally appropriate for the various ages and stages of growth.
- Environments arranged with attention to developmental levels of growth.
- Teachers who have an ability to assess these differences, which leads to successful classroom planning.
- **Evaluation of children's growth gathered from a variety of sources: parents, classroom observation, optional developmental screening, and other appropriate records**

## Purpose:

In keeping with our philosophy of providing age appropriate learning activities in a caring and supportive environment and supporting preschool children and their families, we have established the following goals:

- To teach children the Biblical truth that God created the earth and everything in it. The Bible is integrated into the study of traditional preschool themes and topics in each year of our program, helping children learn a Biblical worldview.
- To provide an environment where children feel secure, loved, understood, and accepted at his level of development while being encouraged to strive for increased maturity.
- To provide a balance of child-initiated learning and teacher-directed instruction.
- To create classrooms that include engaging, age appropriate activities including manipulatives, dramatic play, blocks, books, art materials, sensory experiences, fine motor development, and science/discovery.
- To encourage the development of coordination and strength through active play.
- To support exploratory and creative behavior.
- To build self-confidence and self-esteem by providing choices within limits.
- To encourage independence, responsibility, and initiative.
- To help each child develop appropriate social skills.
- To promote caring, empathy and respect towards classmates.
- To facilitate conflict resolution and development of interpersonal negotiation skills.
- To provide opportunities to learn through discovery.

## GESELL EDUCATIONAL PHILOSOPHY

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- Teachers who have an ability to assess these differences, which leads to successful classroom planning.
- **Evaluation of children's growth gathered from a variety of sources: parents, classroom observation, optional developmental screening, and other appropriate records**

For further information, check out the following Website!

<http://www.gesellinstitute.org/>

## THE GESELL DEVELOPMENTAL OBSERVATION

Bible Church Preschool is pleased to offer parents of Four-Year-Olds the opportunity for their child to receive a Gesell Developmental Observation in January. **Along with parents' own knowledge of their child and their teachers' input, the Gesell Observation is a tool to be used to determine if Kindergarten is appropriate next Fall.** It takes approximately ten to fifteen minutes with your child and involves talking, drawing, and games. This assessment should not be confused with an intelligence test. There are no right or wrong answers. It **provides information about your child's unique, individual rate of growth.** Each assessment will include a written summary of the results by the certified assessor.

The special Bible Church Preschool rate is \$60 per assessment, which is a great value since the normal rate is \$85 locally. Bible Church Preschool receives no money from the assessment. It is offered as a service.

The Gesell Developmental Observation is a developmental screening tool and a standard **procedure for direct observation of a child's growth and development.** This assessment is conducted by a trained examiner who makes discriminating **observations of a child's** behavior and then evaluates these observations by comparison with normative patterns developed for each developmental age.

The Gesell screening tool has no right or wrong responses.

Conducting a Gesell Developmental Observation is quite different from usual testing where a quantitative score is obtained. Gesell assessment items are designed to allow the child to accomplish successfully within his or her attained developmental level. There are no right or wrong responses. Developmental evaluation is based upon the processes, the organization, the underlying neurological-motor patterns, overt behaviors, and verbalization, as well as the end products completed. This qualitative assessment provides **a composite picture of a child's developmental age, his or her individual rate of growth, and his or her integrity in the total growth process.**

Adaptive behavior integrates all areas of child development.

Behavior is described through four areas: personal-social behavior, neurological- motor growth, language development, and overall adaptive behavior. Adaptive behavior includes **the child's ability to profit by past experience and to apply it to new situations. It reflects the child's capacity to integrate all the areas of growth.** Simply stated, adaptive behavior is putting knowledge into action.

The Gesell Developmental Observation uniquely provides a qualitative rather than numerical score.

Because the unique Gesell Developmental Observation provides a qualitative rather than numerical score, it requires interpretation, and individuals who administer it need special training. The Gesell Institute provides training workshops throughout the country. We



certainly encourage you to take full advantage of this opportunity to learn more about your **child's development and their personal readiness for Kindergarten in the Fall.**

## RECOMMENDED READING LIST FOR PARENTS

Your One-Year-Old:

The Fun-Loving, Fussy 12-To 24-Month-Old  
by Louise Bates Ames

Your Two-Year-Old:

Terrible or Tender?  
by Louise Bates Ames

Your Three-Year-Old:

Friend or Enemy?  
by Louise Bates Ames

Your Four-Year-Old

Wild and Wonderful  
by Louise Bates Ames

Your Five-Year-Old:

Sunny and Serene  
by Louise Bates Ames

**Don't Push Your Preschooler**

by Louise Bates Ames and Joan Ames Chase

The Hurried Child

by David Elkind

Kids, Parents, and Power Struggles:

Winning for a Lifetime  
by Mary Sheedy Kurcinka

Love and Logic Magic for Early Childhood:

Practical Parenting from Birth to Six Years  
by Jim Fay and Charles Fay, Ph.D.

## BEGINNING OF THE YEAR MEETINGS

### Home Visits:

**Your child's Teachers would like to make a visit to your child in your home.** They will call or email you in early August to arrange a short, 15-30 minute visit for mid-late August, depending upon your and the Teachers' schedules. During this visit the Teachers will focus on your child in an attempt for them to get to know each other and ease the transition into preschool. Because the home visit is short, we ask that **you try as much as possible to help your child's Teachers** by minimizing distractions in the home and from siblings. That way, they can spend this time getting to know your child. Some parents have said that it is a good idea to get a photo of their child with the Teacher during the visit. We recommend that you take the picture at the end of the visit. The Teachers will be happy to get their photos taken with your child. Typically, this is a great time for your child to introduce the Teachers to some favorite toys, activities, or books. Many children want to show off their bedrooms. This is a very low key visit designed to help your child feel more comfortable with his or her teacher when he sees her at school – **don't feel** pressured to do anything special to prepare!

### Parent Orientation:

New and returning parents are strongly encouraged to attend our Parent Orientation in late August (date to be announced). This evening will be an opportunity to start the year off with information you will need about Bible Church Preschool and give you an opportunity to ask questions. Childcare will not be provided.

That evening, please check **the information that we have on your child's class roster.**

★★ Please bring two copies of **a recent photo of your child to be used for your child's cubby marker.**  
★★

★★ Please bring a recent photo a photo of your child with their family for a class gallery. ★★

★★ **Please leave the photos with your child's teacher.** Please know that they will not be returned. ★★

### Visit Your Classroom Day:

We look forward to seeing you at our open house on **"Visit Your Classroom Day" which is** Wednesday, September 6<sup>th</sup> at 9 am.

**Please go directly to your child's class to meet their teacher, decorate their cubby marker, and then join us at the top of the interior stairwell for milk and cookies!**

<u>Session Group</u>	<u>Feel free to drop in with your child anytime during the morning between...</u>
Session I Group (Girls)	9:00 and 10:15am.
Session II Group (Boys)	10:45am and 12:00noon.



Parents are required to stay with their child that morning.

## STAGGERED ENTRY

The first two weeks of school students will attend school on a split schedule.

This gradual introduction into the classroom greatly decreases the stress on the children (and parents!) and helps to make their initial impression of school a happy one. Please check the calendar carefully for the schedule for each class.

Wednesday Sept 5	9:00am – 10:15am	Visit Your Classroom Day for <b>Girls</b> (Parents stay with their child)
	10:45am – 12:00pm	Visit Your Classroom Day for <b>Boys</b> (Parents stay with their child)
Thursday Sept 6	9:00am – 12:00pm	Staggered Entry ( <b>Girls</b> Only) • <b>Purple Owls</b>
Monday Sept 10	9:00am – 12:00pm	Staggered Entry ( <b>Girls</b> Only) • <b>Yellow Ducks</b> , • <b>Green Frogs</b> , and • <b>Blue Dolphins</b>  Staggered Entry ( <b>Boys</b> Only) • <b>Purple Owls</b>
	9:00am – 10:15am	Staggered Entry ( <b>Girls</b> Only) • <b>Orange Monkeys</b>
	10:45am – 12:00pm	Staggered Entry ( <b>Boys</b> Only) • <b>Orange Monkeys</b>
Tuesday Sept 11	9:00am – 12:00pm	Regular Day for • <b>Purple Owls</b>
		Staggered Entry ( <b>Boys</b> Only) • <b>Yellow Ducks</b> • <b>Green Frogs</b> , and • <b>Blue Dolphins</b>
	9:00am – 10:15am	Abbreviated Day for • <b>3<sup>rd</sup> day option Orange Monkeys</b> ( <b>Boys</b> and <b>Girls</b> )
Wednesday Sept 12	9:00am – 12:00pm	Regular Day for • <b>Yellow Ducks</b> , • <b>Green Frogs</b> , • <b>Blue Dolphins</b> , and • <b>Purple Owls</b>

Wednesday Sept 12 (continued)	9:00am - 10:15am	Abbreviated Day for all <ul style="list-style-type: none"> <li>Orange Monkeys (BOYS and GIRLS)</li> </ul>
Thursday Sept 13	9:00am - 12:00pm	Regular Day for <ul style="list-style-type: none"> <li>Purple Owls</li> </ul>
Monday Sept 17	9:00am - 12:00pm	Regular Day for <ul style="list-style-type: none"> <li>ALL BCP STUDENTS</li> </ul>

## BASIC INFORMATION

### Hours:

Monday, Tuesday, Wednesday, Thursday and Friday mornings  
9:00am-12:00noon

### Ages:

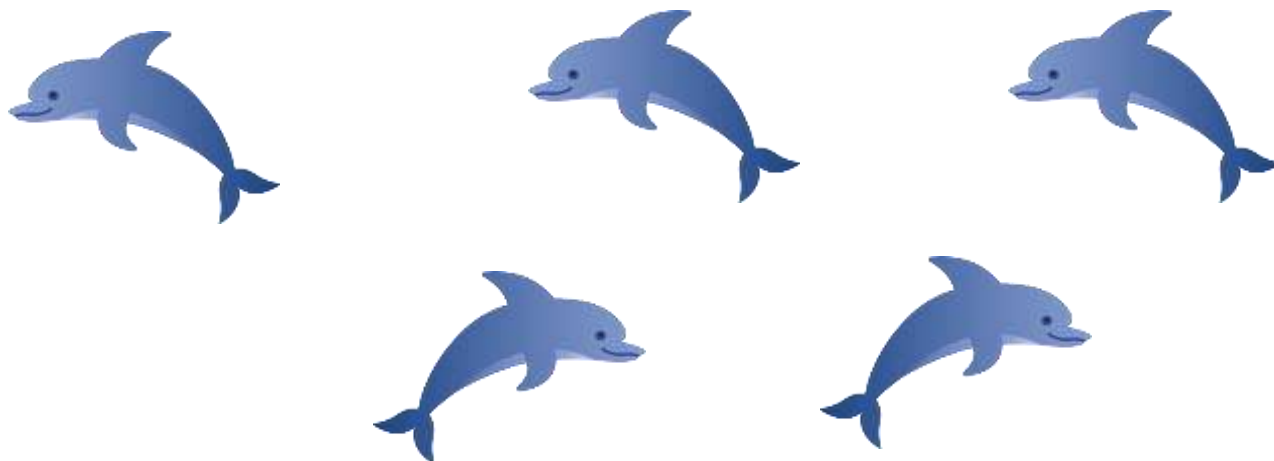
Children must reach the appropriate class age by August 31<sup>st</sup>.

### Gender Balance:

Bible Church Preschool reserves the right to gender-balance the number of boys and girls in each class.

### Dual Enrollment:

So that as many families as possible may participate, we suggest that parents do not use Bible Church Preschool in conjunction with other organized preschool programs. Dual enrollment can be confusing for young children when it comes to classroom routines, rules, teachers, and friends.



## Room Numbers:



Room 264 (upstairs) – 3-day **Two Year Olds “Orange Monkeys”**

Room 266 (upstairs) – 3-day **Three Year Olds “Yellow Ducks”**

Room 105 (downstairs) – 3-day **Three Year Olds “Green Frogs”**

Room 113 (downstairs) – 3-day **Four Year Olds “Blue Dolphins”**

Room 111 (downstairs) – 4-day **Four Year Olds “Purple Owls”**



## WHAT TO BRING EACH DAY

If your child is in a Two-Year-Old class, please bring:

- ☐ **A packed diaper bag with your child’s name on it, making sure to include a complete change of clothes, baby wipes, and extra diapers (a permanent luggage tag works great and can even include phone numbers)**

*and*

- ☐ **A sippy cup clearly labeled with your child’s name each day.**

If your child is in the Three or Four-Year-Old classes, please send in:

- ☐ **A backpack with a complete change of clothes (including diapers, pull-ups, training pants or underwear) in a gallon re-closable Ziploc plastic bag labeled with your child’s name.**

## Things from Home:

At any age, toys brought from home to Bible Church Preschool are likely to be distracting. Younger children have a hard time distinguishing class toys from someone's "special treasure" and conflicts can result. We understand that sometimes young children need a special toy to help them transition. That's fine. If they don't actually need the toy, however, it's usually best left in the car.

Toy guns, swords, etc. are not permitted in the classroom. Games that involve imaginary gunplay or similar action are discouraged by offering alternative ideas and providing other forms of power play. Some ideas include pretending to put out fires, playing hospital, moving equipment and materials, standing up to paint, providing capes, using louder voices, and allowing time and space for big muscle movements. Another alternative is to help navigate the "gunplay" so that people feel safe, aware of their actions, etc.

## Clothing:

Children should be dressed comfortably and sensibly for play.

Please dress your child appropriately for the weather.

The children will go outside daily unless there is rain or temperatures are bitterly cold.

Please realize that your child will get messy as they explore their environment and materials.

Please keep in mind that even with smocks, sometimes children still get messy. Please consider this when dressing your child.

Tennis shoes with a closed toe and heel are recommended. Our playground is topped with mulch. Therefore, sandals and open toed shoes are very uncomfortable to children. Please provide sneakers or other closed toe shoes for your child.

### ABSENCES

If you know in advance that your child will be **absent**, please let your child's teacher know. If your child is going to be absent at the last minute, **please email your child's** teachers. You may leave a message on **the Director's voicemail at** 919-408-0310 ext. 114. However, messages are sometimes not retrieved until the afternoon.



## DROP OFF

Please accompany your child to their classroom.

Make sure that the teachers know that your child has arrived.

Do not allow children to walk into the building alone.

Please place the provided pre-printed name-**label on your child's back** if there is a substitute in your **child's class that day**.

Please sign in your child each day on the forms provided in the class notebook.

*Every day it is especially important that you leave a phone number where we can contact you should the need arise.*

## Making Goodbyes Easier for Children and Parents

By Betsy R. Schenck, Retired Extension Specialist, Child Development, Virginia State University

It is never easy for a young child to say "goodbye" to mother or father, especially to the parent who spends the most time with him or her--who provides food to ease hunger pains and kisses to make "bumps" well. Children, especially those under three years of age, can't bear to see their parents leave. It is also hard for parents to say "goodbye" to children who cry and cling to them.

In one way, it's a good sign when children are so attached to parents that they are unhappy when parents leave them, even for short periods of time. It shows that there is a strong bond between parent and child. That bond is necessary for the child to grow into a confident, independent person.

Parents, however, might need free time away from the children--for a couple of hours while they go to a movie or for eight hours while they work. Parents can make separations easier for themselves and the children by preparing for it.

## MAKING SEPARATIONS EASIER

### Building a Love Bond with Your Child

During the first year of life babies develop a strong tie to the person who takes care of them. It is usually the mother, but children may form ties with fathers, grandmothers, or [guardians].

Babies cry when they are distressed--cold, hungry, or tired of lying in one position. When you respond to the cries and ease the distress, babies begin to associate you with feeling comfortable. They rely on you to come when they cry. Gradually they begin to love and trust you. Once babies feel secure, it is easier for them to say "goodbye" when parents leave for an hour or a day.

Some parents think that responding to babies every time they cry will spoil them. Quite the opposite is true. Research shows that when parents respond quickly and consistently to cries during the first months, babies cry less often and for less time later on.

### Play Games

Babies can't hold pictures of you in their minds. When you are out of sight, it is as though you don't exist. Games such as "peek-a-boo" help baby learn that you will reappear. Later, "hide-and-seek" helps toddlers learn about separations.



### Never Sneak Away

Always tell the child when you are going and when you will be back, even though the child may not understand your words. For example, "Todd, I'm going to work now and I'll be back at 5:00." For children who don't understand time, use events such as "after your nap," or "after you play outside." Give the child a hug, a kiss, and wave "good-bye." Never sneak out when the child is asleep or looking the other way.

### Prepare Children for Your Departure

Young children like to know what to expect. Explain to them ahead of time when you plan to leave. For example, mother said to two-year-old Ella, "Daddy and I are going out to dinner tonight and you are going to stay with Aunt Evy. She will read a story to you and put you to bed, and we will come pick you up and take you home." Young children don't understand time and they have short memories, so mother told Ella what to expect about three times that day. Ella was well prepared for her parents' departure and said "goodbye" without a tear.

### Get Them Used to New People Gradually

Leave children with someone they know whenever possible. Invite the sitter to come for a visit once or twice before the sitter stays alone with the child. If this isn't possible, have the sitter come an hour before you leave.

Try to keep the same person caring for your child. Changes are upsetting.

### Be Picky About Where You Leave Your Child

It is easier to say "goodbye" when you know you are leaving your child in capable hands--easier for you and easier for the child. Choose babysitters carefully. Check their references. A child is much happier when left with a sitter who reads stories and plays games than with one who watches TV and doesn't want to be bothered.

Choose preschools carefully. Check with other parents about their experiences. Spend as much time choosing a preschool as you would choosing a new car. It is more important to you and to your child. Children may shed a few tears when you leave them with a babysitter or at a preschool, but the tears won't last long if you leave them where they are well cared for.

### Get Them Used to New Places Gradually

Adjusting to new places, new faces, and new routines is difficult for children. Doing something for the first time is scary even for adults. Children going to nursery school, church school, or a day care center need to have mother or father with them at first. Ease children into new situations. Plan to visit a new place several times and stay with the child.

Learn the names of the teacher, the children your child will play with, and the routine. Then you can talk to your child about what to expect. For example, "Tomorrow we are going to [Bible Church Preschool] and you can play with Kay and Tamara and Mitch and Bart. Mrs. Noel is the teacher."

Explain the routine so the child will know what to expect. For example, "Tomorrow when you go to [Bible Church Preschool], you can play with the other children. You will play inside with the other children, play outside, have a snack, and then play inside some more. I will come for you when the little hand on the clock points to the ["12."]

### Let Children Take Something Familiar to a New Place

When children go to a nursery school, they may feel a little lost at first. Allow them to take a favorite love object or snuggly with them. It helps them feel safer in a strange place.

## Expect Some Anxiety

Adjusting to new situations is difficult for children and adults. When children begin attending nursery school or kindergarten for the first time, they may express their anxiety by being irritable, whining, having nightmares, wetting their pants, or clinging to you. Be calm and don't add to the anxiety. Give them time to adjust.

If, however, unusual behavior continues for any length of time, you may need to give the child a half-hour more attention at bedtime or find a quieter center where groups are smaller. You may need to talk to the child's teacher or change to a different place where the child will be content.

## When It's Time to Leave, Don't Prolong It.

We cannot overemphasize this tip! Often parents worry about leaving their children. If the child fusses or cries, the parents fear the child will fuss or cry the whole time they are gone. They hang around and say, "I'm going now, OK?" If the parent is unsure about leaving, the child will certainly feel unsure about being left! Prepare children ahead of time, leave them in good hands, then tell them goodbye, and leave. Don't stretch it out. Children may cry a few minutes, but usually, as soon as you are gone, they get over it.

Preparing children for separations makes it easier for the parent and the child. Parents can leave knowing the child will be all right while they are gone.

Please know that you are welcome to hang around but **it's best to be out of your child's line of sight** (such as in the hallway around the corner). Some parents prefer to be within earshot and others not. The Director or Assistant Director will be happy to peek in the classroom for you and report back to you how your child is doing.

We are accustomed to working with families whose child may be experiencing some separation anxiety.



## HELPING YOUNG CHILDREN START SCHOOL

A new school year can make young children nervous, especially if they are entering a new environment. Whether they are starting preschool, kindergarten or first grade, some children may be worried about the new setting and the new experience, and there are things that parents and families can do to help their children make a successful transition.

- First, discuss the changes that will be taking place. Before the new school year begins, talk with your child about the changes in his daily routine. Together, you could make a chart illustrated with photographs or pictures of the new morning schedule. Encourage him to describe how he feels about starting a new program or school and try to ease his fears. He may be nervous about new challenges and social interactions at school. Reading and discussing books is a great way to make him comfortable with a new experience. It helps him see how other children beginning school have similar feelings of uncertainty and how they overcome them.
- In the days and weeks before school starts, help your child ease into the new environment and adjust to the new routine. Arrange to visit the school and classroom with your child, and, if possible, meet her teacher. [Attend the Meet Your Teacher Day.] This will help her become comfortable in her new environment while you are with her. Have her start her school-year bed time and morning routine a few days early. This may prevent her from being confused, groggy, or cranky on the first day of school. Arrange a play date with another child from her class, preferably one-on-one, so that she knows someone in her class and will be more comfortable.
- As school gets closer, your child can help get ready for the first day. Let him lie out his clothes or pack a backpack for the first day. If possible, arrive at the new school early on the first few days to give him time to settle in. Use this time walking or riding to school together, or waiting at the bus stop, to talk about what he can expect that day. Always say good-bye, and let him know you will see him at the end of the day. Your child will have an easier time with separation if he's confident you will return to pick him up.

Problems may arise during the first few days of school, even with appropriate preparation, so be ready to handle them in a matter-of-fact way. Approach the New Year with confidence, and your child will, too. Take time to make sure your child adapts to his new environment, clearly explain the changes around him, and listen if he has doubts or fears.

*Early Years Are Learning Years* from NAEYC ([www.naeyc.org](http://www.naeyc.org)).

Parts of this information excerpted from So Many Goodbyes, by J. B. McCracken.

## SUGGESTED BOOKS YOU MIGHT READ WITH YOUR CHILD

### The Kissing Hand by Audrey Penn

(Ages 2.5 - 8)

Chester Raccoon doesn't want to go to school--he wants to stay home with his mother. She assures him that he'll love school--with its promise of new friends, new toys, and new books. Even better, she has a special secret that's been in the family for years--the Kissing Hand. She takes her son's hand and kisses his palm--smack dab in the middle: "Chester felt his mother's kiss rush from his hand, up his arm, and into his heart." Whenever he feels lonely at school, all he has to do is press his hand to his cheek to feel the warmth of his mother's kiss.

### My First Day at Nursery School by Becky Edwards

(Preschool-Grade 1)

A little girl learns how much fun nursery school can be in this simple tale of first-day jitters. When Mom drops her off, the child notices some good things ("a friendly lady holds my hand"), but she still just wants Mommy. Soon, however, as she begins to notice more, her cries for Mommy decrease, changing from "I want my Mommy!" to "I want my . . ." to "I want . . ." until they stop altogether. At the end of a day filled with painting, dancing, music, and snacks, Mommy comes back, but now the child doesn't want to go home. She's joined the other triumphant beginning students and shouts, "I want to stay at nursery school!"

### Will I have a Friend? by Miriam Cohen, illustrated by Lillian Hoban

(Ages 2.5-First Grade)

Jim's anxieties on his first day of school are happily forgotten when he makes a new friend.

### Owl Babies by Martin Waddell

(Ages 18 months-3 years)

Realistic as they appear, the three, fluffy, white baby owls and their mother are infused with distinct personalities. The owlets awaken one night to find their mother gone. Sarah, the largest, reasons that she is out hunting for food. Mid-sized Percy tends to agree, while tiny Bill will only repeat, "I want my mommy!" Mom, just out for a night flight, does return, of course, and her fledglings are delighted to see her. It teaches a great concept: Mommy comes back.

### Francine's Day by Anna Alter

(PreSchool-K)

Francine the fox does not want to go to school, but she has a good day anyway. Suggested books you might read with your child, continued

### You Go Away by Albert Whitman

(Baby-Preschool)

This is an amazing book for young children, to educate them about leaving. Almost every child is afraid at some point that their parents won't come back for them when they go away, and this is the perfect book to help deal with it! I especially love the wonderful illustrations and the simple words that make the book perfect for young children. It is also very good at portraying various races.

### Will You Come Back for Me? by Ann Tompert

(Baby-Preschool)

Four-year-old Suki is worried about being left in day care for the first time until her mother reassures her that she loves her and will always return for her.

I Love You All Day Long by Francesca Rusackas

(Ages 3-5)

This book gently explores the idea of a child heading out to school for the first time. How will Owen the pig survive a whole day at preschool without his mother? Not to worry, says apple-cheeked Mommy: all Owen has to do is remember that she'll love him "all day long." As his mother imagines him at various points in the day ("I love you when you make a new friend"; "I love you when you march to a clang-clickity-clang" as he bangs the cymbals), Many of the author's scenarios focus on mishaps ("I love you when you accidentally make a mess or when you can't wait for the bathroom"), but overall, the volume sends a reassuring message that parents love their children even while they are apart.

Wemberly Worried by Kevin Henkes

(Ages 3 to 8)

Wemberly the mouse worries about everything: big things, little things, and things in between. What she is more worried about than anything else, however, is her first day at the New Morning Nursery School: "What if the teacher is mean? What if the room smells bad?" Happily, Miss Peachum introduces her to a kindred spirit right away. As Wemberly plays with her new friend, she still worries, but no more than usual. ("And sometimes even less.") Kevin Henkes gets to the heart of a child's feelings like no one else can. Young worrywarts (and their parents) will see themselves in Wemberly, and be relieved that she, too, worries about playground equipment ("Too rusty. Too loose. Too high.") and of course, whether school will be dreadful in every way.

## PICK UP

*Bible Church Preschool ends at 12:00, and all children must be picked up at that time unless prior arrangements for Lunch Bunch have been made.*

### Getting a message to the Director about late pick-up:

If you are going to be late unexpectedly and you would like to get a message to the Director, so she may reassure your child and their teacher, please call 408-0310 and ask the church receptionist to take a **message for her to deliver to the Director. Messages left on the Director's voicemail at extension # 114** may not be retrieved until after BCP hours. However, if a parent is late, the Director will often go check her voicemail to see if there is a message.

### Having someone else pick up your child:

- ☐ If your child is going to be picked up by anyone other than a parent or his or her regular caregiver, you must provide a note at the time of drop-off.
- ☐ In addition, the person responsible for picking up your child will be required to show picture ID before your child will be allowed to leave the premises. This policy is for the protection of you and your child.

Pick up time is between 11:50am and 12:00 noon, as Bible Church Preschool ends at noon.

Please pick up your child no later than 12:00 noon.

Teachers utilize the time after 12:00 to clean up, especially since Bible Church Preschool takes place in classrooms shared by and used for other groups throughout the week.

*If a parent is consistently late, contact the Director so that she may address this issue with the **parent(s). A fee may be charged to the parents at the Director's discretion according to the following table:***

Arrival time between	Amount owed by parent
12:05-12:10	\$6
12:11- 12:20	\$11
12:21-12:30	\$16.50
12:31-12:40	\$22
12:41 12:50	\$27
12:51- 1:00	\$33

### Carpooling:

We encourage carpooling for families who would like to share transportation. Please keep in mind that parents who are carpooling must pick up all the children in their carpool from each classroom by noon,

which means picking up some children a couple of minutes early.

If you are carpooling and you are late, you will be charged for all children picked up late.

You may decide if you would like to ask the other parents in your carpool to reimburse you.

In order to be fair, you may only use the coupon for one free late pick-up for your own children and not that of other families who are carpooling with you.

## HEALTH AND SAFETY

### Illness:

No sick children or suspected sick ones. **If we suspect your child is sick, we will call you to pick up your child.**

**If you have any doubts concerning your child's health on a Bible Church Preschool morning, please err on the side of caution and keep your child home so we can minimize other children and their families getting sick.**

Please keep your child home if your child is listless or cranky with no energy or appetite or does not seem like him/herself.

Please keep your child home if they have had:

- ☐ Fever: A temperature of 100 or greater within 24 hours. The child should be fever-free without the aid of Tylenol or Ibuprofen.
- ☐ Runny Nose: If the nose needs to be wiped or blown continuously whether it is green or clear drainage.
- ☐ Coughing: If a cough occurs more than once every five minutes. Children not old enough to cover their mouths can easily spread germs.
- ☐ Vomiting: Within 24 hours. NO EXCEPTIONS.
- ☐ Diarrhea: Increased frequency and a change in texture for your particular child within 24 hours.
- ☐ Eye Discharge: If discharge returns after wiping or if there is redness of the sclera, the white of the eye.
- ☐ Ear infections: The virus and bacteria that causes these can be contagious.
- ☐ Antibiotics: Child is no longer contagious once they have been on antibiotics for 24 hours for most conditions, if they are without fever. Ask your doctor.
- ☐ Rash: If it contagious or you do not know the cause of the rash. (Inform Bible Church Preschool if you know the cause of the rash.)
- ☐ Biting: For the sake of others, not to punish the biter, a child who inflicts bruises or breaks the skin must be accompanied by parent or kept out of Bible Church Preschool until the phase is over.

### Biting:

**Although biting isn't an illness, it is a physical hazard** to other children and can require medical treatment and cause scarring. If your child is at a stage in which s/he is inflicting significant injury by biting (resulting in bruising or breaking of the skin, not simply temporary pink marks) we ask that you either accompany your child or keep your child out of preschool until the stage is passed (i.e. the child



has been with other children in other settings without incident for a number of weeks). The intent of this is to protect other children from injury and emotional distress. The intent is not to punish the biter, just as asking that parents refrain from bringing sick children is for the purposes of protecting others, not punishing the sick child.

If a child inflicts a serious bite while in preschool, the parent will be immediately called, and will be asked to accompany the child for three weeks. If another serious bite occurs even with parental supervision, or subsequent to the three-week period, we will ask that the child be kept out of preschool until the parent is confident that the child is beyond the problem and will not cause significant physical harm to others.

We recognize that this policy will cause significant inconvenience for every parent of a child in a (severe) biting phase; we hope that you understand our concern that every child is in an environment free of physical harm and emotional distress. If however, this is more than an inconvenience, and it is actually a hardship, please talk with the Director. (Examples that may constitute hardship are a mother with postpartum depression, a family dealing with grief and loss, a family in the process of separation or divorce, severe illness in an immediate family member, etc.)

Tuition cannot be prorated or reimbursed for a child held out for biting or for the period that a parent is required to accompany a child to preschool.

If a child becomes ill at Bible Church Preschool:

If a child becomes ill at Bible Church Preschool, we will contact the parents, or the secondary contacts on the white Registration Form, to come and pick up the sick child. In cases of extreme emergency, 911 will be contacted.

Medication:

Bible Church Preschool Staff cannot administer medication. In cases of extreme allergic reaction, a **child's personal epi-pen** may be used by trained staff members if it has been disclosed in writing and communicated by parents/guardians that such measures are necessary upon contact with allergens. Parents will be contacted, as well as 911. Epi-pens may not be administered by BCP staff members unless your written consent has been provided.

## IMMUNIZATIONS AND HEALTH RECORDS/CHILD HEALTH POLICIES

Following acceptance for enrollment and prior to attending school, a health form must be submitted for **each child for retention in the child's school** record. The health form, which seeks information regarding allergies, mental or physical disabilities, and vaccination history, is intended to ensure that children are safe and **comfortable while under BCP's care. Note that BCP cannot accommodate children with severe** mental or physical disabilities. The completeness and accuracy of the information provided in the health and safety form is the complete responsibility of the family of the enrolled child. Should information originally provided in the health and safety form change at any time during the school year, the family of the enrolled child is responsible for notifying the School Director immediately and providing an updated **health and safety form to be kept in the child's school record.**

(Health Forms are **available in many doctors' offices, elementary schools, and local health departments** or by downloading the form at <http://www.nchealthyschools.org/docs/home/statewidekhafinal.pdf>)

Before any child can attend class, and as age-appropriate thereafter, parents must provide a copy of health records documenting the dates of services to show that the child is current for routine screening tests and immunizations according to the schedule recommended, published in print, and posted on the Web sites of [American Academy of Pediatrics](#), [Centers for Disease Control of the United States Public Health Service \(CDC-USPHS\)](#), and the [American Academy of Family Physicians](#).

Child health records include:

- Results of health examination, showing up-to-date immunizations and screening tests with an indication of normal or abnormal results and any follow-up required for abnormal results;
  - A child enrolling at BCP must comply with State of North Carolina immunization requirements as set forth in NCGS §130A-152 prior to attendance. Legal medical exemptions from vaccinations or the established vaccination schedule are permitted as provided for under NCGS §130A-156 and as certified by a Board-certified medical physician licensed to practice in the State of North Carolina. Please see the Director if this applies to your child. The Director will review the application on a case by case basis, weighing the possible impact and risks of the **child's non-vaccination status on other students, student's families and staff.** BCP does not recognize any religious or other philosophical exemptions from this immunization requirement.
  - The School Director may exclude children from BCP who are not immunized or are under-immunized. Should your child be behind in his/her immunizations based on the guidelines at the above listed site, you will have 30 days in which to meet the immunization requirements. Children not meeting the vaccine policy requirements after 30 days will be withdrawn from preschool. In this instance, no reimbursement of tuition will be provided.
- Current emergency contact information for each child that is kept up-to-date by a specified method during the year;
- Instructions for any special health needs of the child, such as allergies or chronic illness
  - BCP will make reasonable accommodations for children with food and other allergies. However, BCP is unable to administer any medication to children except in emergency situations (e.g., Epipens, etc.). It is the responsibility of the family of the enrolled child to provide and maintain such emergency medication. It is also the responsibility of the family to provide written instructions and training to BCP staff **regarding emergency medication's proper administration.**
  - BCP will make reasonable accommodations for children with chronic non-communicable illness (e.g. diabetes) or physical disabilities (e.g., prosthetic, hearing aids, etc.). However, BCP is unable to administer any medication or perform diagnostic testing. It is the responsibility of the family of the enrolled child to provide and maintain any medical equipment, supplies, etc. It is also the responsibility of the family to provide written instructions and training to BCP staff as to proper care and use of any medical equipment, supplies, etc. BCP is not financially responsible for any loss or damage to any medical equipment or supplies that occurs at school. Therefore, it is highly recommended that families properly insure medical equipment and supplies against such potential loss or damage.

Only the School Director has the discretion to determine whether reasonable accommodation for a **child's allergy, mental or physical disability, or vaccination status can** be made. If such accommodations cannot be made or cannot continue to be made, a family may be requested to **withdraw a child's enrollment. The enrollment deposit may or may not be returned, as determined by** the School Director.

## Special Needs

The Bible Church Preschool staff is not specifically trained to handle all special needs. Bible Church Preschool will accept special needs children into the program provided the special needs can be met within the health and safety capabilities of the school. Because special needs are greatly diversified, **teachers are constantly evaluating the children's progress and making referrals to parents whenever necessary. If a Bible Church Preschool child is working with an outside professional, the child's teacher and Bible Church Preschool Director should have access to this professional to ensure the best possible learning environment for that child.**

In the event that a special need becomes apparent for the first time during the course of a school year at Bible Church Preschool, **the Bible Church Preschool staff will strive to collaborate with the child's** parents in determining what evaluation may be necessary, and after a period of assessment, whether Bible Church Preschool remains an appropriate placement for the child. We, of course, will strive to keep all children who start a school year here in our program; however, there are occasions when this may not be in the best interest of the child as determined by our staff and/or any professional consultant who is involved.

Bible Church Preschool reserves the right to dismiss from the program children with apparent special needs, whether or not diagnosed, if the needs are beyond the scope and training of our staff. Our hope is to collaborate as a team in providing support to **children and their families as children's special needs** are identified, diagnosed, and receive direct intervention. The Director has access to resources for special needs and early intervention and would be happy to share them with parents.

If your child has special needs, please note it on the Registration Form and tell us about it.

Whenever possible, it would be our desire to make necessary accommodations that are reasonable for our staff to handle, as long as the needs of other children in the class can also be met.

We are willing to learn from any specialist you may have worked with to help us understand better how your child functions in a group learning situation.

Our desire in asking you to inform us of your child's special needs is to avoid the kind of informal and inaccurate labeling that comes from both teachers and peers when expressions of a special need are viewed as misbehavior.

We want your child to fit in as much as possible and our experience has been that this will be best accomplished when we understand what is happening and can partner with you.

Occasionally, the teacher may notice something in the context of a group of children that you may be unaware of as a parent.

Teachers are, of course, asked to talk to parents about behavior problems, but we also encourage our teachers to let the Director know if they see behaviors that seem out of the ordinary.

**If the Director or Children's Program Coordinator also thinks the** behaviors seem out of the ordinary, the Director will contact you as the parent, and share our concerns.

We do not do diagnosis, but there have been a couple of occasions when we have spotted behaviors that turned out to be indicators of special needs when professionals did further evaluation.

While this type of information may be hard for a parent to hear, and while certainly we can be wrong in being concerned about its significance, we take the risk of bringing it up because of the great benefit of early intervention for many conditions.

## Safety Babyswap

Unfortunately, BCP Staff are not able to walk children to or from cars. A parent must come to the classroom. **However, BCP does encourage parents who trust one another to create a "Safety Babyswap"**

cooperatively. One parent can stay in the car with the baby while the other parent walks their preschoolers into their BCP classes. Then the next time, they can switch jobs.

Supervise your children when they are in your care:

During non-Bible Church Preschool hours (before and after Bible Church Preschool) you must keep your children with you and in your visual supervision at all times. Church policy states that children must be supervised at all times. Children are not allowed to wander the building or grounds without proper adult supervision. No exceptions! With the constant flow of traffic in the parking lot and the high building use, it is not safe to leave children unsupervised even if they are very familiar with the building.

Parents/Legal Guardians Custody Procedures:

We cannot accept notes from one parent telling us that the other parent may not see or take the child from the school. If one parent has custody of the child, and there is a potential problem, we must have an enforceable legal document for our files stating the identity of legal guardian.

Suspected Child Abuse or Neglect:

Please be aware that we are required by law to report any suspected child abuse or neglect to the proper authorities.

## SNACKS

Parents will be assigned snack days for their child(ren)'s class(es).

The number of times you will be required to bring snack will depend upon the number of children in your child's class. **Extra leftovers will be sent home. Please ask your child's individual teacher about questions regarding your child's class snack policy.** Please note, NO TREE NUTS or PEANUTS AT BIBLE CHURCH PRESCHOOL. (Since nut and peanut allergies are abundant and can be severe, and since we **share space, we've decided that this is the best way to keep all of the children in BCP at Chapel Hill Bible Church safe.** Thanks for understanding.)

Juice: Please note, juice is not required with snack. Water or milk are both great healthy options.

If you do send in juice, we ask for 100% juice such as Juicy Juice or pasteurized apple juice. When purchasing juice, please look for a label indicating **"100% juice, no sugar or artificial ingredients."** Our Facilities Manager says: **"No red juice, please!"**

Note: Please do not bring in individual drink boxes or pouches, as the younger children cannot manage them very easily. Large bottles are preferred and usually last two days or more.

Snack:

The snack can be anything simple, either bought or homemade. Snacks are part of a child's total daily nutrition, so keep that in mind as you plan what to bring. Please avoid store-bought sweets (donuts, cookies and cupcakes) sweetened drinks and salty snacks such as chips. Any fresh fruits or vegetables are always welcome. Home-baked goods are a treat for the children. Please reserve cupcakes for birthday or holiday celebrations only.

Here are a few ideas:

- ☐ Goldfish
- ☐ Crackers
- ☐ Mini muffins
- ☐ Cut-up grapes
- ☐ **Cheese: alone or on crackers (Please avoid processed "cheese food.")**
- ☐ Bread: either fruit bread or whole-grain is nutritious
- ☐ Fruit such as bananas, apples, oranges, etc.
- ☐ Mixed fruit salad (Please send spoons and cups.)
- ☐ String cheese/crackers
- ☐ Mini bagels with cream cheese
- ☐ Banana bread without nuts
- ☐ Graham crackers
- ☐ Pretzels
- ☐ Carrots (only for the classes of older children with molars!)
- ☐ Popcorn (also only for the classes of older children with molars!)
- ☐ Fresh vegetables with dip

Please label any snack, including baked goods, containing dairy products because of some **children's food allergies.** Please remember, NO NUTS or PEANUTS.

Kindly remember to send enough snack for the entire class of (up to) 12 children plus 2 extra servings in case a child has an accident. One large 32 oz. container of juice should be sufficient.

## Birthday Snacks:

We love to celebrate birthdays. Please let your child's Teacher know ahead of time if you wish to celebrate your child's birthday in their class. In addition to a healthy snack, parents may send cupcakes, ice cream, or cookies. If possible, we prefer homemade muffins or cupcakes with a moderate amount of frosting rather than store-bought cupcakes that have more frosting than cake. Please send in a healthy snack along with the treat.

## If you forget your snack:

If you forget snack on your day, please bring in a box of graham crackers or goldfish and a container of juice the next week so we can replenish the limited back-up supply. You can leave the replacement **snack with your child's teacher or give it to the director.**

## INCLEMENT WEATHER

In the event of inclement weather, we will generally follow the Chapel Hill Carrboro City Schools calendar.

## Closings:

If the CHCCS schools are closed due to inclement weather, then so are we. On some occasions, CHCCS may opt not to close, but BCP may determine that conditions are unsafe and will decide to close. *IT IS ESSENTIAL TO CHECK YOUR EMAIL WHEN INCLEMENT WEATHER MAY OCCUR.*

## Delays:

If CHCCS has a one or two hour delayed opening, Bible Church Preschool will begin at 10:00am and dismiss as usual. In the event of a three hour delay (CHCCS), Bible Church Preschool will be closed.

The weather line for the Chapel Hill-Carrboro Schools is

919-967-8211 ext. 317.

The website is [www.chccs.k12.nc.us](http://www.chccs.k12.nc.us).

Bible Church Preschool does not issue refunds or tuition credits for days missed due to inclement weather.

Bible Church Preschool does compensate Bible Church Preschool staff for inclement weather days.

**\*\*Ultimately, the decision as to whether or not Bible Church Preschool will open is up to the discretion of the Director and will be made with the utmost consideration of safety for all of our families and staff members. Information about closings will be communicated primarily through email from the Director and the teachers.\*\***

## **PARENT'S REQUIREMENT AS "ON CALL" SUBSTITUTES FOR \$30 TUITION CREDIT**

Bible Church Preschool requires parents to be "on call" as a substitute during the year.

(It has been likened to being a doctor "on call" where you need to be available just in case and you must check in at the hospital to see if you are needed that day.)

<u>If your child is in the</u>	<u>then, # of dates assigned</u>
2-day Orange Monkeys	3
Orange Monkeys	4
Yellow Ducks	4
Green Frogs	4
Blue Dolphins	5
Purple Owls	6

Each parent has been assigned dates for the year for which she/he is responsible.

Unfortunately, while I would like to, I am unable to accommodate requests for specific dates when making the original draft of the purple Parent Substitute Calendar before the start of the school year. It just gets tricky trying to take all of the parents, give them an equal number of dates, an equal number of times and space each persons' dates reasonably far apart! So I leave the date trading up to the parents. I hope you understand!

Of course, if an assigned date does not suit you, please feel free to either switch dates with another parent or call a parent from the grey Bible Church Preschool **"List of Parents Willing to Sub Extra Times"** list. On the first day of Bible Church Preschool you will receive a purple Substitute Calendar with **parents' names, phone numbers, and email addresses. You will also receive a grey "List of Parents Willing to Sub Extra Times."**

Please let the Director know if you make a switch so we will know who is accountable for that date.

If you are unable to fulfill your duties (including days that you or your child are ill), you are responsible **for finding a substitute by calling someone on the purple Substitute Calendar or grey "List of Parents Willing to Sub Extra Times."**

You are responsible for the full three hours from 9:00am-12:00noon. If you need to arrive late or leave early (i.e.//driving siblings to other schools), you must find someone to cover the last few minutes for you. For safety reasons, BCP does not allow Teachers to be alone with children.

Please note, if you fail to check in on your assigned day, the first time, you will be assigned another date. If you fail to check in on your second (or any subsequent assigned dates), you will be assigned another date and charged a \$30 fee for each assigned date that you fail to check in.

## PARENT'S REQUIREMENT AS "ON CALL" SUBSTITUTES FOR \$30 TUITION CREDIT, continued:

On your assigned date:

- ☐ Meet the Director in Room 253 (her office) or in the hallway to touch base to make sure that there is a Lead Teacher and an Assistant in each class. There may be a need for you to substitute in another age group **that isn't your child, so make sure you check in with the Director.**
- ☐ If you end up working as a substitute, please get a blank label and Sharpie marker out of the classroom notebook to make a nametag for yourself to wear for the morning.
- ☐ If you end up working as a substitute, please complete a Bible Church Preschool Substitute Form and have the Director sign it.
- ☐ Please remember that you are acting as the Assistant Teacher for your assigned time. Keep that in mind in regards to constant supervision of students, confidentiality, your language, and actions. Please remember that cell phones should not be used during your student contact time.

The Director and other classroom teacher usually know in advance when a Teacher is going to be absent and will notify you in as soon as we are able. Please understand, however, that emergencies may arise.

How to receive your tuition credit:

You will receive \$30.00 each time that you work as a substitute.

Please complete a Bible Church Preschool Substitute Form and have the Director sign it.

If you would like to be on a list to substitute more frequently, please indicate that information on your Registration Form or let the Director know.

*A credit of \$30.00 will be issued to you via a check. Checks are cut monthly.*

**Bringing Siblings to BCP While On Substitute Duty:**

Please contact the Director if, on occasion, you need to inquire about bringing your children who are not registered with you to Bible Church Preschool while on substitute duty.

We usually leave it up to the discretion of the parent as to whether or not they think having a sibling with them would be a distraction or risk. For example, infants can be easier to manage if in a sling or Snuggli than an active toddler.

Most parents prefer to make other arrangements for siblings on their substitute dates, such as having the sibling stay with another parent, trading play dates with a trusted friend, or hiring a sitter, if possible.

Another option is to feel free to either switch dates with another parent or call a parent from the grey BCP Parents Willing to Sub Extra Times list.



Parent Substitutes may not bring children who are not their own with them to Bible Church Preschool unless, of course, they are registered.

Please never bring children who are ill and may be contagious.

#### Junior Assistants:

Bible Church Preschool does not allow junior assistants to help at Bible Church Preschool without parental supervision (such as older siblings who might be out of school for a teacher workday).

Bible Church Preschool cannot ask staff to accept responsibility for their supervision and for anything that happens related to one of their behaviors (being alone with a child, bathroom needs, discipline of a child, rough housing, kidding, teasing, etc.).

## TOILET TRAINING

Toilet training is an important milestone for toddlers and young preschoolers. However, as with any learning experience, this process should be as developmentally individual as each child. There is no right age that a child should be completely toilet trained. Therefore, BCP does not require children to be toilet trained prior to enrollment in our two year old class. Children must be potty trained to attend our three and four year old classes. When your child shows signs of being physically, cognitively, and emotionally ready to begin the toilet training process, we ask that you begin the training at home, preferably over a weekend or holiday. We can then discuss a plan to coordinate similar efforts and methods while your child is in our care. Team work and daily communication will provide the consistency necessary for effective results.. \*Children must be completely toilet trained prior to enrollment in the 3 year old classroom. This includes any child who is 3 years of age by August 31st and placed in the 3 year old classroom, unless the child has been previously granted a developmental and/or medical exemption by the a physician and subsequently approved by the Preschool Director. The preschool staff will work together as partners with the parents in assisting each child achieve the skills that are necessary for independent toileting and hygiene. However, if a child has two accidents in one day, the family will be notified to come and pick up the child for the remainder of that day. If the child continues to have frequent accidents on a daily basis, the preschool staff may consider asking the family to terminate the child from preschool enrollment until complete toilet training is achieved.

## TUITION AND FEE POLICIES

### Registration Fee:

There is a \$55.00 non-refundable registration fee per child due at registration.

### Annual Supply Fee:

There is an annual non-refundable supply fee for each child for crafts and special project supplies. This fee is fixed and will not be pro-rated for children who begin later in the year. The materials fee is due with the first monthly payment upon registration.

### May Prepaid Tuition:

A one-month tuition deposit, the regular May tuition payment, is paid in advance. This deposit is non-refundable.

Advance tuition for May 2019 is due upon registration.

The remaining monthly tuition per child will be paid over 8 months September through April.

### Tuition:

The yearly tuition is divided into 9 equal payments for your convenience.

Monthly payments are due on the 15th of each month September through April.

Monthly Tuition, Registration Fee, and Supply Fees are not prorated for students who withdraw early or enroll late. You will be charged the full monthly tuition if your child is enrolled for any period of time on any given calendar month.

AGE GROUP	<u>Supply Fee</u>	<u>Total Yearly Tuition</u> (divided into 9 payments for your convenience)	<u>Monthly Tuition Payment</u>	<u># of Days/Week</u>	<u>Days per week</u>
Twos "Orange Monkeys"	\$110	\$1,665	\$185	(2)	Mondays and Wednesdays
	\$60	\$2,340	\$85	(1) *Optional Third Day	Optional Tuesday (Child must be enrolled on Monday and Wednesday)
3-day Threes "Yellow Ducks"	\$160	\$2,340	\$260	(3)	Mondays, Tuesdays, and Wednesday
3-day Threes "Green Frogs"	\$160	\$2,340	\$260	(3)	Mondays, Tuesdays, and Wednesdays
3-day Fours "Blue Dolphins"	\$160	\$2,340	\$260	(3)	Mondays, Tuesdays, and Wednesdays
4-day Fours "Purple Owls"	\$210	\$3,015	\$335	(5)	Mondays, Tuesdays, Wednesdays, and Thursdays

## TUITION AND FEE POLICIES (continued):

### Tuition Payment Options:

In order to continue to receive bookkeeping support from the CHBC staff, all monthly tuition payments (from September to April) will be paid via credit card.

For those who would prefer not to use credit cards, you have the option of writing one check for the full annual tuition. BCP does not accept semiannual/biannual payments.

In order to be fair and consistent, there will be NO exceptions.

### Important Information regarding credit card payments:

Payments will be processed on the 15th of each month or the first business day after the 15th if the 15th is a bank holiday. Payments will be credited to the CHBC Bible Church Preschool tuition account and will appear on your statements, which are provided annually.

Do you have questions about automatic bank drafts?

Contact Amy Andres in the business office at 408-0310 ext. 112 or at [Amy@biblechurch.org](mailto:Amy@biblechurch.org)

### Two ways you may pay tuition:

- ☐ Monthly credit card payment
- ☐ **Pay full year's tuition by September 10<sup>th</sup>** either by:
  - o Placing in Bible Church Preschool mailbox in the church workroom (where the photocopier is) or
  - o Mailing to:  
Bible Church Preschool Director  
260 Erwin Road  
Chapel Hill, NC 27514

### Substitute Credit:

The Bookkeeper will not change the monthly draft amount for substitute tuition credits. Rather, checks for substituting will be cut at the end of the semester. This system will allow the monthly auto-draft file we transmit to the bank to be same each month for each family, rather than having to constantly change **each family's amount** depending on whether or not they substituted the previous month.

### Returned Check and Draft Return Fees:

There is a \$15.00 charge for draft returns fees or returned checks.

### Special note to parents:

*Bible Church Preschool is a non-profit ministry.*

*Our only funding comes from your payment.*

*We are committed to pay our staff on the basis of your commitment to pay tuition.*

***Please understand that the Teachers' salaries are calculated on and dependent upon a full roster of paying families.***

*Once your child is enrolled, the payment of tuition is a contractual obligation.*

*If you withdraw your child, you must pay the balance of the tuition as it becomes due until we are able to fill your child's spot with a child on the waiting list, which we will do as quickly as possible.*

***However, if we are unable to fill your child's spot from the waiting list, you must pay the entire balance of the tuition as it becomes due for the entire remainder of the year.***

#### Withdrawal Notice and Fee:

A two-week written notice is required when a child leaves Bible Church Preschool permanently. Parents are responsible for tuition through the end of the school year, unless a replacement is found.

Monthly Tuition, Registration Fee, and Supply Fees are not prorated for students who withdraw early or enroll late. Tuition may not be pro-rated. You will be charged the full monthly tuition if your child is enrolled for any period of time on any given calendar month. You may not pay partial monthly tuition.

## CHRISTIAN CURRICULUM:

The mission and focus of Bible Church Preschool is to teach children the Biblical truth that God created the earth and everything in it. The Bible is integrated into the study of traditional preschool themes and topics in each year of our program, helping children learn a Biblical worldview while providing opportunities for social, emotional, spiritual, intellectual, physical and creative growth.

### Christian Interpretation of Holidays

BIBLE CHURCH PRESCHOOL is a Christian preschool and as such has a Christian interpretation of holidays in accordance with Chapel Hill Bible Church.

**In addition to BCP's Christian** curriculum and Biblical worldview, special times of the year for BCP classrooms to focus on Christianity include:

- ☐ Thanksgiving,
- ☐ Christmas,
- ☐ **Valentine's Day, and**
- ☐ Easter!

Any celebrations for holidays, special events, and the last day of BCP are up to the discretion of individual classroom teachers depending on their personal preference, their parent support, and the temperament of the children in their class. Some older classes enjoy a celebration while younger ones seem to thrive on routine. During holidays, teachers will steer away from the secular (ie, bunnies and chicks), but will also remain aware of the **children's developmental ages** when discussing holidays.

### Fall Festival

In the past, BCP classes have hosted individual or combined-class Fall Festival celebrations at the end of October (during BCP hours) with a parade, special fall themed games, snacks, and/or activities. Teachers may direct their class as to whether or not to wear costumes. If children are to wear costumes, children may not wear anything scary to BCP. It is up to individual teachers if they would like to organize a little party for their class or set-up a little parade for the CHBC staff and parents.

## TAX I. D. NUMBER

Around tax time, sometimes parents call to inquire about Bible Church Preschool's taxpayer identification number. Because Chapel Hill Bible Church is a tax-exempt organization described in section 501(c)(3) and exempt under section 501(a) it is not required to supply its TIN. Instead, we are happy to provide a copy of a W-10 Form "Dependent care provider's identification and certification" with the completed name and address lines and to write "Tax-Exempt" in the space for the TIN. Generally, an exempt 501(c)(3) organization is one organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary, or educational purposes, or for the prevention of cruelty to children or animals.

We will provide a copy of a W-10 Form and a copy of your annual Cash Receipts Journal.

## PRIVACY STATEMENT

**All BCP families are welcome to use BCP's e-mail list to receive and send messages.** *A quick and friendly reminder that all contact information (names, phone numbers, email addresses, street addresses, etc.) was collected and distributed only for Bible Church Preschool-related information and events (like snack dates, substitute dates, play dates, parents' nights out, etc.). This list should not be used for marketing purposes, please! One exception would be if you gently asked a person face-to-face if they would mind a communication from you for marketing purposes. Please don't send commercial solicitations, "forwards" of e-mails, or jokes.*

*No advertising, trading of goods or services, or other commercial use is allowed. No bulk e-mail, junk mail or spam, chain letters, or repeat postings of the same message is permitted. It is our policy not to endorse or promote any product or service through our preschool. This policy was established to be fair to all individuals, and to serve as a protection for our parents. We ask that our roster be used only for personal use and not to solicit any product or service.*

The Director retains authority to rule on other communication tools/venues as situations present themselves.

Some teachers maintain a class blog to communicate with parents about activities and classroom news. In their use as a one-way communication tool (teacher posts content/parents read content), this level of blogging is acceptable.

Face to face conversation, phone, and email remain appropriate communication tools for BCP Staff and Parents.



## FREQUENTLY ASKED QUESTIONS

Why do I have to pay regular monthly tuition when we have a long Christmas break?

One question has arisen about December tuition since we have fewer days. It is sort of like an Equal Payment Plan for your electricity bill. Because the monthly Bible Church Preschool payments are not dependent on the number of days in a given month, you will owe your usual monthly tuition in December even though we have fewer Bible Church Preschool days that month.

The yearly tuition is divided into 9 equal payments from September to April.

We have missed so many days due to snow. Can I get a refund?

We regret that Bible Church Preschool cannot offer refunds as we still have expenses (for example, the teachers get paid, supplies are purchased). The budget has to be based on the tuition and is not cushioned enough to offer refunds. Please refer to page 12 of your Parent Handbook.

### **Why doesn't our calendar match the public school system for the county in which I live?**

BCP's Calendar:

- does not follow the Chapel Hill Carrboro City Schools, Durham Public Schools, nor Orange County Schools calendar exactly. We are thrilled to serve families from Orange, Durham, Chatham, Alamance, and even Wake Counties.

BCP's Calendar:

- contains Mandatory Teacher Workdays (which children do not attend) in order to prepare for Parent-Teacher Conferences, plan lessons, clean, organize, create materials, and confer with other Teachers.
- may have a day off in the fall and a day off in the spring in order to keep equal the number of Mondays, Tuesdays, Wednesdays, and Thursdays

Can we have make-up days due to inclement weather?

We cannot guarantee make-up days as the building is used for so many other ministries. We have to set our calendar a year in advance. This is standard policy for other local preschools as well.

Can I have a monthly receipt?

Because the CHBC Bookkeeper does the accounting for Bible Church Preschool, which is one of many ministries of the church, we are unable to provide monthly receipts. We will provide annual Cash Receipts Journal in May 2019.

### **I am completing my tax forms. What is Bible Church Preschool's tax I.D. number?**

Around tax time, sometimes parents call to inquire about Bible Church Preschool's taxpayer identification number. Bible Church Preschool does not have one per se. Because Chapel Hill Bible Church is a tax-exempt organization described in section 501(c)(3) and exempt under section 501(a) it is not required to supply its TIN. *Instead, we are happy to provide a copy of a W-10 Form "Dependent care provider's identification and certification" with the completed name and address lines and to write "Tax-Exempt" in the space for the TIN.* Generally, an exempt 501(c)(3) organization is one organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary, or educational purposes, or for the prevention of cruelty to children or animals. We will provide a copy of a W-10 Form and a copy of your annual Cash Receipts Journal.

We have a friend visiting from out-of-town who used to go to BCP. Can she come to Bible Church Preschool with my child?

Bible Church Preschool requires that children be registered for the program. In order to provide a safe, well-supervised environment, we are unable to accept drop-in children.

**I have a doctor's appointment and need childcare for just one morning for my other child. Could he go to the Four-Year-Olds class for just one morning?**

Bible Church Preschool requires that children be registered for the program. In order to provide a safe, well-supervised environment, we are unable to accept drop-in children.

Can I hire Bible Church Preschool staff to baby-sit my children at the church after Bible Church Preschool?

Bible Church Preschool Staff are not available until 12:30. They are hired to and use the time after 12:00 to clean up and plan for the next day, especially since our rooms are used for other ministries throughout the week. Parents and teachers must mutually agree upon arrangements and must check into room use availability as well with one of the following people:

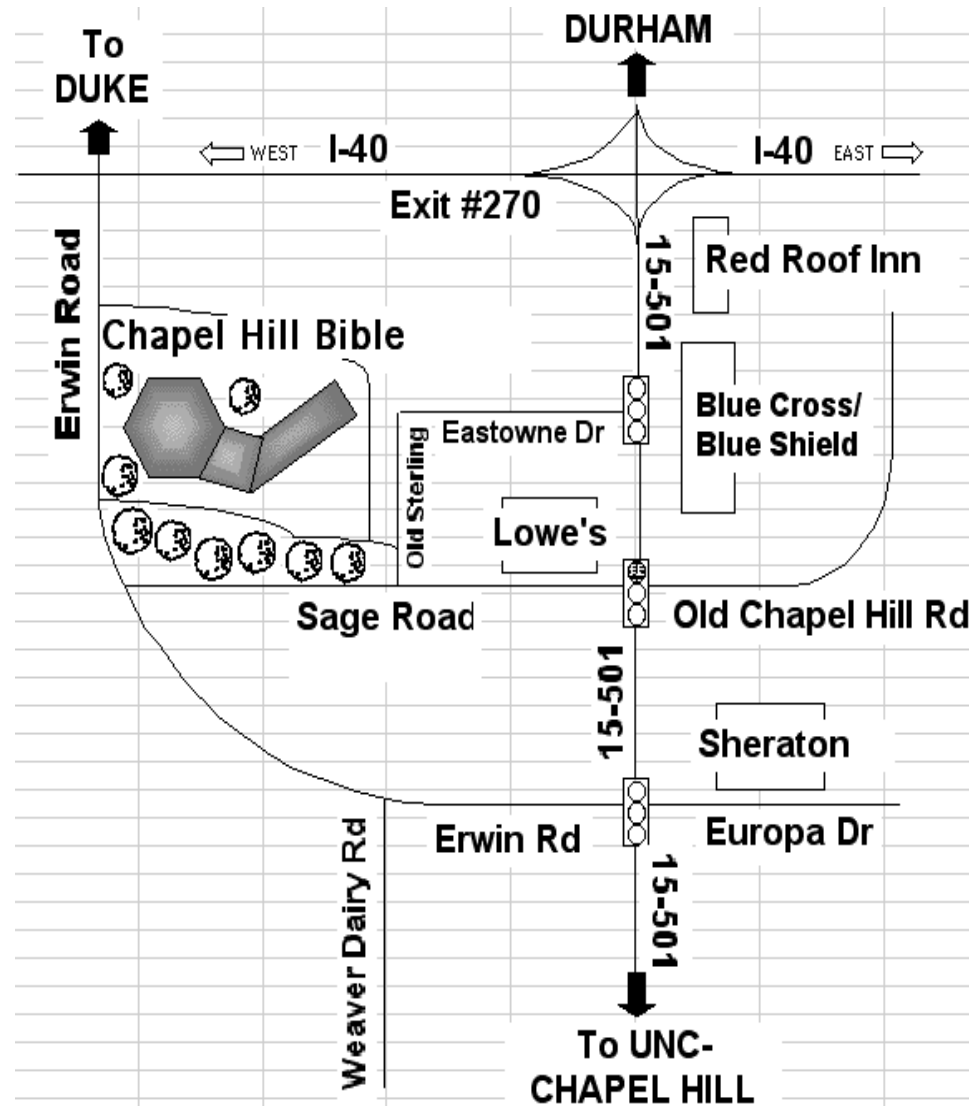
Grayson Furlough, *Facilities Assistant* (Ext. 118, [Grayson@biblechurch.org](mailto:Grayson@biblechurch.org))

Matthew Wright, *Facilities Director* (Ext. 120, [Matt@biblechurch.org](mailto:Matt@biblechurch.org))

There is more information at the following link:

<http://www.biblechurch.org/m/facility/roomguidelines.html>

ROAD MAP OF CHBC

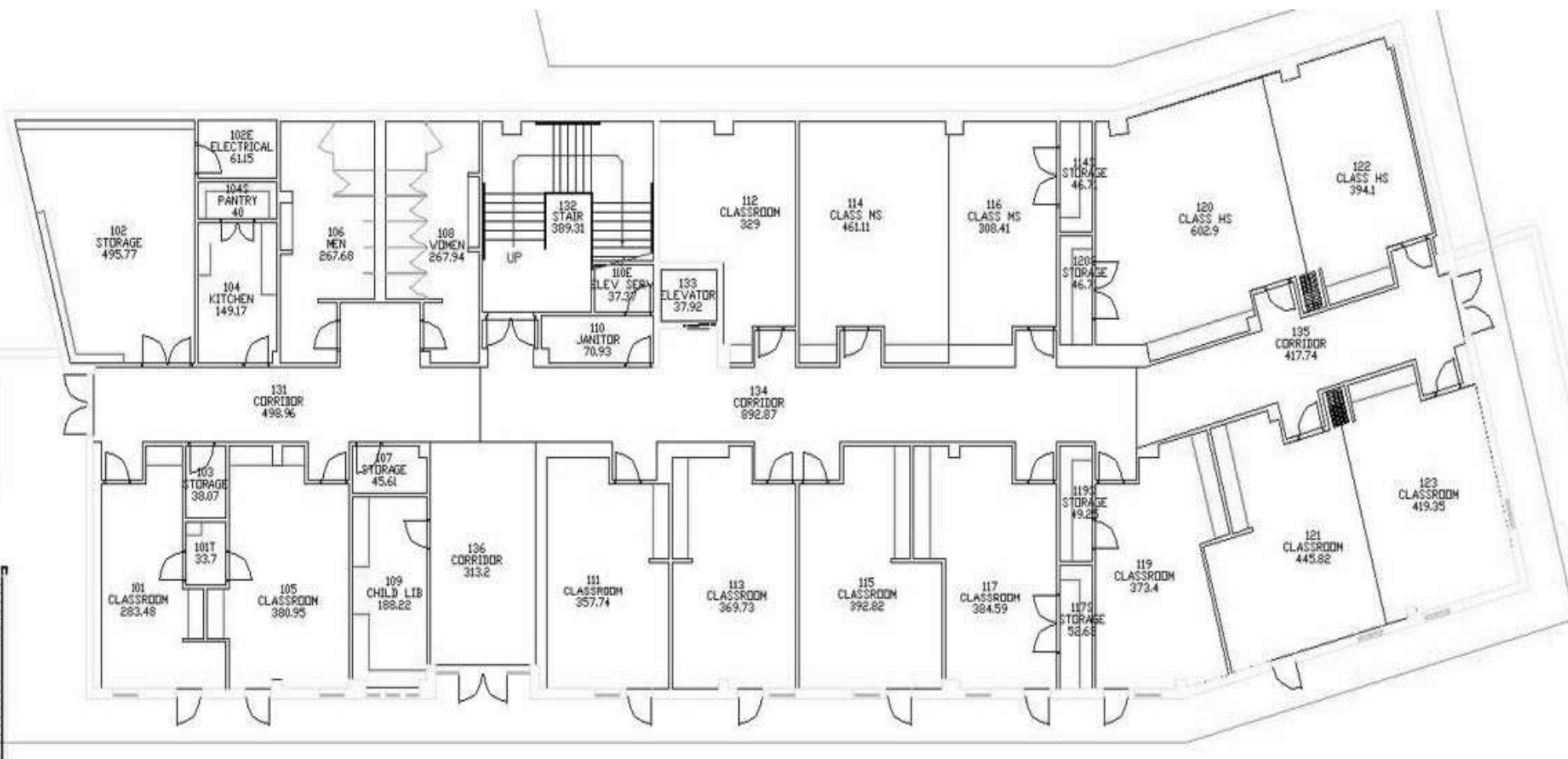


Map of First Floor Classrooms:

Green Frogs-Room 105

Purple Owls-Room 111

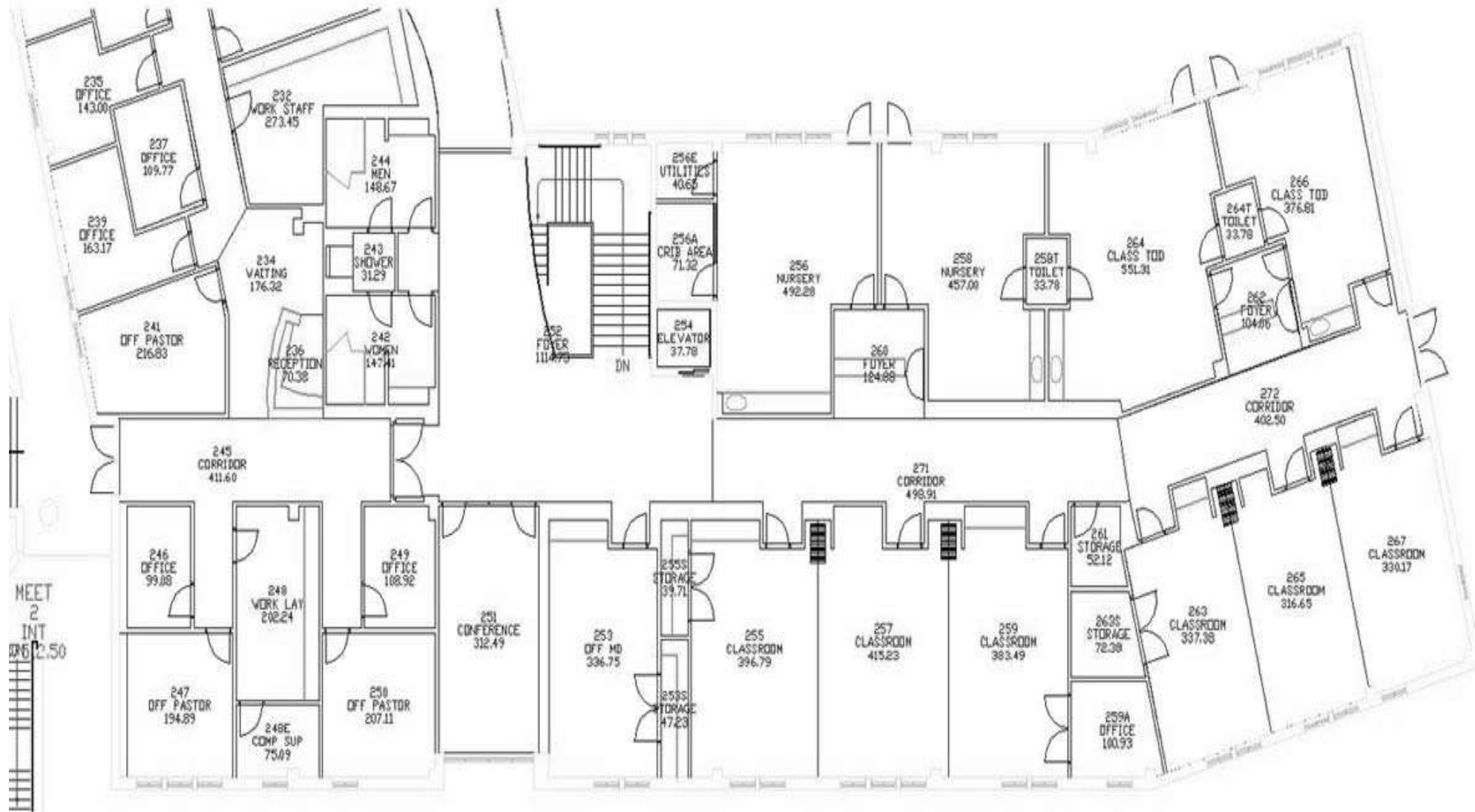
Blue Dolphins - Room 113



Map of Second Floor Classrooms:

Orange Monkeys -Room 264

Yellow Ducks-Room 266



Map of Second Floor Auditorium/Lobby/Fireside:

