

## Welcome To Blessed Beginnings Preschool!

We are pleased to have you and your child as a part of our program. We are eager to get to know your family and enjoy many wonderful experiences with you at Blessed Beginnings. We value your participation and involvement and believe it is one of the most valuable gifts you can provide for your child. Throughout the year we hope to join with you to provide a wonderful preschool experience for your family. In an effort to help you understand our program better, we would like you to become familiar with our handbook. You will find a form in the back of the handbook stating that you have read, understand, and will follow our policies and procedures. Please sign and return this to your child's teacher.

We look forward to a great year!

Blessings,

*Heather Ward*

Director Blessed Beginnings Preschool

Notes

### Photography Policy

Upon enrollment of your child at BBP you give permission for us to photograph your child. BBP withholds the right to grant authorization to a professional photographer of our choosing to meet our photography needs. We do not give authorization for any parent or staff member to photograph the children of BBP for profit. Cameras and video recorders may be used at BBP for personal use only.

### No Solicitation

Blessed Beginnings Preschool does not allow solicitation of any kind through the preschool or on church property unless approved by BBP.

### Substitute Teaching

Occasions arise when teachers may need to be absent from their classes and it is necessary to have adults assist in the classrooms. If you would like to be a substitute teacher, please inform the director, Heather Ward. Substitute teachers are paid at a rate of \$40 per day.

### Mission Statement

The mission at Blessed Beginnings Preschool (BBP) is to make early disciples of Jesus Christ by encouraging the spiritual, academic, social and physical development of each child in the framework of His love.

Blessed Beginnings Preschool believes the education and training of a child are a parental responsibility, and our purpose is to assist parents with this responsibility. We must work together in guiding, teaching, loving, disciplining and directing the children to love and serve God.

### Organization

Blessed Beginnings Preschool is a ministry of St. Andrew's United Methodist Church. A Preschool Board oversees, directs, establishes and implements policies for the preschool.

### Enrollment Information

Children are placed in classes based on a first come, first served basis with a \$40 enrollment fee per child. An enrollment form/tuition agreement must be completed at the time of enrollment. A current copy of each child's immunization record also is required. The enrollment form includes a medical authorization release. By signing the form, you are authorizing BBP to seek medical care in case of an emergency.

### Tuition

Tuition is payable in nine monthly installments of \$130 for the 2-day program and \$175 for the 3-day program. This is due the first school day of each month, beginning in September.

Tuition payments not received by the tenth (10th) day of each month will be considered late and a \$15 late fee will be added to the amount due. If tuition remains unpaid, the preschool has the right to request the child be withdrawn from school. All insufficient check fees must be paid in full.

### Termination of Enrollment

At least two weeks notice is required when withdrawing your child from the preschool. You will be responsible for the current month's tuition.

### Teachers

Blessed Beginnings Preschool has your child's safety as our first priority. All of our teachers and substitute teachers have passed an O.S.B.I. background check, and have been certified in CPR and First aid.

### Days & Hours of Operation

Blessed Beginnings Preschool provides a two-day-a-week program on Tuesdays and Fridays, and a three-day-program on Tuesdays, Wednesdays and Fridays. Classes meet from 9:30 a.m. to 2:30 p.m. School begins the Friday after Labor Day and is in session through the middle of May.

### Snacks

Each classroom has a snack bag, referred to as the "goodie bag", which is sent home with each child on a rotating basis. The "goodie bag" is for you to supply a healthy snack (i.e. fresh fruit, dried fruit, cheese cubes or sticks, pretzels, popcorn, crackers, etc.) and drink for your child's class the following school day. The teachers will advise you if there are any food allergies or other restrictions within your child's classroom, which must be taken into consideration when supplying the snack.

### Class Parties

There will be two organized class parties, one in fall and one in spring. Each class will need a homeroom coordinator for class parties. The coordinator is responsible for recruiting parent volunteers and organizing the snacks, games, activities, crafts, decorations and supplies needed for the party. The coordinator is also responsible for clean up. Sign up sheets will be posted outside each classroom prior to the parties for parents to volunteer their time and provide specific items for the party.

### Birthdays

Birthdays may be celebrated with cakes, cupcakes, or cookies and any type of drink. You may include special napkins, cups, and plates if you wish, but please no favors, prizes, balloons or "parties". Please do not send birthday party invitations to the preschool unless all children in the class are invited.

### Supplies Needed

Blessed Beginnings Preschool provides all classroom supplies. Please do not allow your child to bring toys, candy or gum to school. There may be exceptions allowed for "Show And Tell" time in each classroom.

The children in the two year old classroom will need to bring a nap mat, blanket and pillow. These items will travel to and from school with the child. They will also need to bring a full change of clothing each day.

Please mark all personal items with your child's first and last name (lunch boxes, coats, mats, backpacks, etc.)

### Lunch

Children are required to bring their lunches, which should include a drink. BBP cannot heat or refrigerate any items for the students. All lunches must be fully prepared at home and in easy to open containers or packages. Each class has a limited amount of time for lunch and the teachers cannot open and prepare lunches for each child in that timeframe.

### Inclement Weather

We will follow the Moore Public School guidelines for inclement weather. Announcements of closings will be posted on local television stations or our website [www.saokc.org](http://www.saokc.org).

### Arrival & Departure

The preschool entrance doors are located in the connector between the C.L.C. (Christian Life Center -gym) and the worship center. We ask that you use this entrance when entering and exiting the building.

The outside preschool entrance door will be unlocked at 9:25 a.m. and 2:20 p.m.

Children must be signed in and out by an authorized adult at their classroom door. A teacher will be at the door to assist with this transition. Children cannot be sent out of the classroom alone or with another child's parent to a waiting vehicle. They will only be released to individuals listed on the enrollment form. If someone other than those listed on these forms will be picking up the child, BBP must be notified in advance. The individual will be required to show proof of identity with a photo ID before the child can be released.

It is important that your child arrive and be picked up on time each day. If children have not been picked up by 2:40 p.m. each day, they will be taken to the director's office until parents arrive. There will be a late fee of \$5 for every ten minutes after 2:30 p.m.

### Parking

To ensure the safety of your preschooler, we ask that you refrain from parking in the fire lanes when dropping off or picking up your child.

### Dress Code

Students are to be fully dressed when they arrive at school. They must wear shoes or sandals that have a back on them. Tennis shoes are best with our playground filler. Girls who are dressed in short skirts will need to have shorts on underneath their skirts. Please dress your child comfortably for play; clothes that can have finger paint, dirt or water on them. We try to keep your children as clean as possible, but sometimes the best creativity comes from getting a little messy. Also, please try to dress your child appropriately for the weather, as we will try to go outside as often as we can. Please pack an extra set of clothes in a zip lock baggie each day, in case of accidents.

### Discipline Policy

Each student at BBP has a right to be free from disruptive and/or abusive behavior in the classroom. Continuous behavior of this type will result in a student being written up in a behavior report, parent-teacher-director conference and/or removal from the preschool if the behavior cannot be modified.

### Illness

Children who have any of the following conditions will not be allowed to attend preschool until the child has been symptom free for at least 24 hours:

- Vomiting or diarrhea
- Temperature of 100 degrees or more
- Severe cough
- Infected eyes
- Contagious skin rashes
- Obvious illness or pain
- Discolored mucus due to infection
- Any contagious condition

If a child develops any of the above conditions while at preschool, the parents will be notified and required to pick up the child immediately.

Conditions such as head lice, impetigo, ringworm, and scabies shall require exclusion from school until adequately treated. We have a no nit policy on head lice. A doctor's release will be required before the child can return to preschool.

### Medication

Parents are advised to give medication at home and on a schedule other than during preschool hours.