

## MISSION STATEMENT

Our mission is to extend the ministry of the church by providing a safe, Christ – centered, and developmentally appropriate education for your child.

We do not discriminate regarding race, creed, or origin.

## Curriculum

A child's growth and development is viewed as a process, not an event. The foundation of our curriculum is the *Wee Learn Program*. This is supplemented with some of the *A Beka* materials.

The *Wee Learn Program* provides a range of activities designed to meet the needs of preschool children at their level of development along the growth continuum.

### **Centers include:**

- Art
- Home living
- Author's corner
- Blocks
- Books and listening
- Nature and science
- Puzzles and manipulatives

The *A Beka* material is used to reinforce readiness skills and academics.

### **Pre-kindergarten classes use:**

ABC-123 (phonics and numbers)

These teach:

- Short and long vowel sounds
- Simple consonant sounds
- Concepts and writing numbers 1-20

### Readiness Skills K4

These develop:

- Writing skills and eye-hand coordination
- Visual perception
- Listening and thinking skills

### **Three year old preschool classes use:**

#### Learning Numbers with Button Bear

These teach:

- Listening skills
- Eye-hand coordination
- Number concepts 1-10
- Coloring and tracing

#### Letters and Sounds

These teach:

- Letter and sound recognition
- Shape recognition

♪♪♪*Music classes* are held each day in the choir room. Our music teacher shares her love of music with the children using a variety of fun activities. The children will also learn to play handbells under her direction.

†*Chapel* is held each Tuesday morning in the church sanctuary. This is led by our teachers as they take turns telling the children a Bible story and lead them in prayer.

## Programs

### Three-Year-Old Preschool Classes

A child must be 3 years old on or before September 1 and independently potty trained to enroll in a three-year-old class. There is a maximum of 16 children per class with a teacher and an aide. Classes meet Tuesday, Wednesday, and Thursday from 8:45 AM – 11:45 AM.

### Four-Year-Old Pre-kindergarten Classes

A child must be 4 years old on or before September 1 and independently potty trained to enroll in a four-year-old class. There is a maximum of 16 children per class with a teacher and an aide. Classes meet Tuesday, Wednesday, and Thursday from 8:45 AM – 11:45 AM.

\*\*Exceptions to the above are at the director's discretion.

### Stay & Play

This is an after preschool event that allows children to stay until 2:00 PM. The children will need a lunch (provided by the parent). The children will be grouped according to age and friends as they spend the afternoon with the “Stay & Play” teachers. Reservations must be made on a monthly basis and paid for in advance. Sign-up forms are sent home attached to the monthly newsletter. The cost is \$8 per day in advance and \$10 per day for a drop-in. No refunds are offered for missed days, however, credit will be given for use on another day.

- Discipline policy – If a child has been sent to time-out, he/she will not be eligible for Stay & Play that day. The parent will be called and it is expected that he/she will be picked up at 11:45. Stay & Play is provided as an extension of the school day. Children that are having a tough day simply do not have the energy of self-control to stay until 2:00.

## Hours of Operation

- Regular classes are held Tuesday, Wednesday, Thursday 8:45 AM – 11:45 AM (late charges begin at 12:01 PM at the rate of **\$1 per minute**). Check calendar for holidays.
- Stay & Play hours are 11:45 AM – 2:00 PM (late charges begin at 2:05 PM).
- Children may enter the classroom at 8:30 AM. Please do not enter the classroom before 8:30 AM. The teachers are preparing the classes from 8:00 – 8:30 AM.
- Children that are not staying for the “Stay & Play” program must be picked up by 12:00 noon. A **late fee of \$1 per minute** after 12:00 PM will be assessed. Children in our “Stay & Play” program must be picked up by 2:05 PM.
- Parents/guardians may not enter the classroom without checking in at the office. This includes those requesting early pickup. Failure to comply with this safety measure will result in dismissal from the program. Parents are welcome as long as this safety procedure is followed.

## Tuition and Fees

### Tuition

Tuition is due the first day of each month. A late fee of \$15.00 will be assessed for tuition received after the 15<sup>th</sup> of each month.

#### **One child:**

\$1710.00 per school year (9 installments of \$190.00)

There is a 5% discount if this is paid in full by orientation. (\$1625.00)

#### **Two children:**

\$3330.00 per school year (9 installments of \$370.00)

There is a 5% discount if this is paid in full by orientation. (\$3163.00)

#### **Additional children:**

\$180.00 per child

#### **Bay Area Christian School sibling discount:**

If you have children enrolled in BACS, you are eligible for a \$5.00 per month discount on your preschool tuition AND your BACS tuition! You are responsible for notifying both offices to receive your discount.

### Stay & Play

\$8.00 per child / per day (with monthly sign-up). Payment is to be returned with the monthly sign-up form. No refund for missed days.

\$10.00 per child / per day (space permitting) as a drop-in. The drop-in rate is assessed if you request Stay & Play the same day you want to Stay & Play. Payment must be attached to the request form.

Please note, the discipline policy for Stay & Play eligibility is on pages 3 and 5. In the event that affects you, the money paid may be used another day.

### Fees

Registration Fee: \$40.00 per child / **non-refundable or transferable** (due at time of registration)

Material Fee: \$110.00 per child / **non-refundable or transferable** (due June 1)

*All accounts must be current to start school.*

*All payments apply only to the current school year.*

## Staff

All of our teachers are experienced in teaching young children.

Throughout the year our staff participates in conferences and workshops specifically designed for teachers of preschoolers. Our staff brings years of education, training and experience to our program.

Each class has an experienced preschool teacher and a preschool assistant. Music class has a teacher and a preschool assistant.

We do not hire temporary staff from any outside agencies.

## Discipline

We strive to help children be self-managing and socially responsible. Discipline is not punishment; it is the means by which children learn how to live and interact in a social world. Our teachers and staff strive for positive guidance.

Our program:

- Understands how a child develops and learns
- Knows what age-appropriate activities should be provided
- Prepares an appropriate learning environment

There are times when a child makes a choice that is not acceptable. All classrooms have behavior charts that are colored green, yellow, and red.

- Green – everyone starts here each morning
- Yellow – warning, make a better choice
- Red – go to the time-out chair for a 3 minute cooling off period (we use sand timers so the kids can visualize how much time remains).

Any child that hits, kicks, or spits on a teacher/staff member intentionally, will be removed from the classroom and taken to the office immediately. The child's parents will be called and will be expected to come get him/her right away. Any serious behavior problems will be brought to the parents' attention after the teacher has evaluated the situation.

**Stay & Play Eligibility:** If a child has been in time-out for failure to comply with classroom rules, he/she will not be eligible for Stay & Play that day. The parent will be called and it is expected that he/she will be picked up at 11:45. Children that are having a tough day simply do not have the energy or self – control to stay until 2:00.

## **Withdrawals and Services Discontinued**

Bay Area Christian Preschool reserves the right to remove a child from our program or discontinue services if:

- Parents refuse to pay tuition obligations in a timely manner
- Tuition is two months behind
- Parents fail to provide required medical forms / shot records
- Discipline challenges cannot be resolved
- Our staff/director feels the child is unable to function in our program
- Parents refuse to follow school policies and/or cooperate with staff regarding safety and/or security

## **Communication Monthly Newsletter / Annual Calendar**

We strive to keep parents current on all of our events and programs. Our annual calendar will list all holidays, class parties, picture days, and special events (Christmas program, Fathers Day Picnic--better known as “Dogs with Dad,” Mother’s Day Tea, Pre-K graduation). This is helpful for parents who require advanced notice to attend these special events. Notices will be sent home prior to these events. As much as we try to keep our dates correct, they are subject to change. Parents are responsible for checking the child’s folder daily for notices and reminders.

Each month a newsletter will be sent home that will give specifics on the above mentioned events. It will also give a week by week report on the units of study and academics your child will be learning.

## **Dress Code / School Supplies**

Bay Area Christian Preschool has no dress code for students. We want your child to be comfortable while at school, so if that means wearing Superman pajamas and cowboy boots, that’s just fine! Please keep in mind that in order to use the restroom independently, buttons and snaps (especially on jeans) can be hard to manipulate. Straps on overalls tend to fall into the toilet. Belts are cute, but if your child tends to wait until the last minute to use the restroom, this could prove

very frustrating. Also remember, although we use washable paints and markers, clothes can get soiled. Play clothes are a good choice for preschool!

All of the school supplies your child needs are included in the supply fee. We would, however, ask that your child bring a backpack to school each day. We will provide a folder for each child, so notes and newsletters will not get lost in the backpack. Most children are very excited about getting a new backpack for school!

### **Classroom Directories (printed only w/ parents consent)**

Classroom directories are helpful to parents when arranging class parties or other events. They are issued to your child's class only. This directory will include:

- Child's name / parents' name
- Child's address
- Child's phone number

### **Parent Participation**

Each classroom has a room mom (or dad) to help plan parties and special events. Sign up sheets for this position, or room mom assistants, will be available during orientation. These parents are extremely important for the success of the parties! Your child's teacher will be happy to give you details for these events.

Parents are always welcome to assist in our classroom. Please come by our office and sign in so we will know who is on campus. Siblings are not allowed in the classroom except on party days.

### **Lunches and Snacks**

All snacks are provided by the school. **If your child has food allergies, please notify the teacher in writing!**

Children who are enrolled in our Stay & Play program need to bring a lunch and drink. Please do not send anything that needs to be heated! We **DO NOT** have a microwave in the classrooms. Teachers will help the kids open containers in their lunch kits.

## **Health of Children**

In order for your child to be enrolled in our preschool, we must have a current immunization record on file.

**We do not give any medications while the children are in our care.**

We want to provide a healthy environment for your child. When deciding to send your child to school, please consider if you would want your child to be exposed to a child with similar symptoms.

**Do not send your child to school if the child has:**

- Fever, or has had one in the last 24 hours**
- Parasites**
- Constant cough**
- Diarrhea in the last 24 hours**
- Thrown up in the last 24 hours**
- Colored nasal discharge**
- Symptoms of any communicable disease**

Please make sure you keep us posted of any changes in phone numbers. If your child does become sick while at school, we need to be able to contact you.

If your child has an accident during school, an accident report will be filled out and put in your child's home folder. Most of our accidents only require simple first aid (band-aid or ice pack for a bump or scrape).

Parents will always be notified if a child sustains a significant injury, is running fever, or vomits. There is a nurse available in the main school office and we all have access to 911.

## **Fire Drills / Storm Drills**

We will have a fire drill each month during the school year. All teachers and staff know where to go and how to proceed with the children during the drill.

The main school office is kept informed about any bad weather approaching. They will in turn notify our office. We do not practice a storm drill because in

the event this should happen, the safest place for our children is in their classroom. All classes have security lights as well as working flashlights.

### **School Closure / Bad Weather Days**

We follow CCISD's lead or recommendation concerning bad weather days or cancellation of school days. If they are closed, we are closed. We don't necessarily follow Bay Area Christian School's schedule. We will not make up any days missed for bad weather at the end of the year nor will any adjustments be made to tuition.

### **Holiday Parties and Birthdays**

As a Christian program, we will celebrate the following holidays with the appropriate unit of study, parties, crafts, and classroom fun.

- Fall / Thanksgiving
- Christmas (no Santas)
- Valentines
- End of year parties

**Birthday parties** are limited to bringing **cookies only** (no ice cream, cupcakes, or cakes) to share with the class during snack time. You may also bring a treat bag, but it **MAY NOT** be opened during school. They will be put in the backpacks and sent home. Please let your child's teacher know at least one day in advance if you plan to bring cookies.

### **SECURITY**

A SECURITY NUMBER is assigned to every child in our school. This number may be picked up by the child's parent or guardian during orientation. When you pick your child up at the end of the school day, your child's teacher will ask you for this number BEFORE your child will be released. No number, no child! These numbers are not given out over the phone. It is a big deal to keep this number with you. If a relative or friend will be picking up your child, notify your

child's teacher in writing AND give him/her the security number. Remember, NO NUMBER, NO CHILD, NO KIDDING.

## **Drop-off / Pick-up Procedures Parking Policy**

There are two options for dropping off children in the morning. You may walk your child into the classroom, or use our curbside drop-off. When leaving the child/children at the preschool, the parent or designated adult must walk into the building with the child to ensure that the teacher knows that the child has arrived. Curbside drop-off at designated areas is available from 8:30 AM – 8:50 AM. You must wait for one of our staff members to escort your child into the classroom. **It is against our policy for any child to walk into the building unescorted.** This is a service provided by the preschool and is optional.

When picking up the child/children from preschool, the parent or designated adult has two options. You may walk in to pick up your child, or use our curbside service. The teacher will ask for your child's **security number** before your child will be released.

If you prefer to walk into the building to pick up your child, please refer to the traffic flow map for available parking space. Most parking spaces closest to the building are NOT available so traffic can flow easily. There is a designated area inside the building for you to wait for your child. Parents are not permitted to walk into the classroom to pick up children. Your child's teacher will release your child to you after you tell her the **security number**.

If you prefer to use our curbside service, please refer to the traffic flow map. Your child's teacher will escort your child to the car. You must tell the teacher your child's **security number** before your child will be put into the vehicle. Do not leave your car unattended in the pick-up area.

Policies and procedures noted in this handbook are subject to change. Parents will be notified of any changes.