



Belmont Heights United Methodist

Church Preschool

Parent Handbook

Welcome!! I would like to thank you for choosing Belmont Heights United Methodist Church Preschool, hereafter known as Belmont Heights Church Preschool or BHCP, for your child's early learning years. This is a special part of your child's life and we are honored to be a part of it. This Parent Handbook will give information on all of our policies and procedures. Please feel free to discuss any questions or concerns that you may have with the director.

Philosophy Statement:

Our goal at Belmont Heights Church Preschool is to provide a safe and loving learning environment for young children. BHCP is a Developmental Preschool. We offer activities that encourage growth in children at the individual stages of personal development. Our desire is to meet the needs of children developmentally and not to push the young child.

Play has a huge role here at Belmont Heights Church Preschool. Children thrive on play, learn through play and must play in order to grow. We facilitate learning in the cognitive, creative, physical, emotional, social and spiritual areas of life. We believe that children learn by "doing" and offer free exploration of learning materials.

Our main emphasis in cognitive education for children is in offering experiences that encourage brain pathway connections and development. Our primary approach develops skills in the areas of thinking and reasoning, decision making, positive social skills, effective communication, physical coordination, language development, fine and gross motor skills and most importantly, gaining a sense of competence and confidence in oneself.

We have a staff of qualified, dedicated professionals whom are all proud members of The National Association for The Education of Young Children. We are committed to serving children in a fun, challenging, supportive, non-punitive, loving, and Christian environment.

Christy-Ann Soriano

General Admission Policy:

1. Children must be socially and emotionally ready to benefit from a group experience.
2. Children must be 2 years 9 months old through kindergarten age and potty trained.
3. No child will be excluded because of race, color or religion.

Discipline:

Belmont Heights Church Preschool provides an environment in which children are encouraged to express their feelings and emotions. Our staff is qualified in facilitating that process by encouraging our children to use their words and actions in a positive manner in order to problem solve, thus fostering self-esteem. Our goal for our preschoolers is to help them to acquire life-long skills and the ability to control and understand both their emotions, as well as actions. The faculty maintains clear and consistent limits, which are age-appropriate. BHCP offers alternative choices, giving reminders and redirecting children whenever possible. We are constantly observing, evaluating and documenting the needs of our children and our environment in order to better serve our preschool community. If consistent behavioral patterns are observed, parents will be notified and when necessary, a conference will be scheduled to determine further solutions.

Programs:

We have several options for your child's preschool day. We are open from 8:00a.m. - 4:00p.m. Our "preschool enrichment program" is 3 hours per day. We have 7 program options to choose from, if your child is in the morning program, you may utilize extended day care, as necessary.

1. Monday through Friday (5 Day Program): 9:00 a.m. -12:00p.m.
2. Monday, Wednesday, Friday (3-Day Program): 9:00a.m. -12:00p.m.
3. Monday, Wednesday, Friday (3-Day Program): 1:00p.m.-4:00p.m
4. Tuesday, Thursday (2-Day Program): 9:00a.m.-12:00pm.
5. Tuesday, Thursday (2-Day Program): 1:00p.m.-4:00p.m.
6. DK (Developmental Kindergarten) Monday-Thursday 9:00-1:00p.m.
7. After School Care for school-age kindergarten students

**Part of our daily curriculum includes prayer, bible songs, and monthly visits to the sanctuary for chapel time. This is conducted in a non-denominational manner. All preschoolers and staff participate together in chapel.

Enrollment Forms:

In accordance with the State of California Licensing Division, the following forms must be completed, signed and returned before your child's start date.

- Identification and Emergency Information
- Child's Pre-admission Health History
- Medical Consent Form
- Physician's Report with Immunization Records
- Receipt for 3 handouts (Sexual Abuse, Parent Rights and Personal Rights)
- Special Permission Form
- Signature Card
- Child Profile
- Receipt of Parent Handbook
- Admission Agreement

****Ms. Soriano has a mailbox at the sign in table and also a mailbox in front of her office. You may leave messages, paperwork or tuition payments in either one of these places. Please put cash in a sealed envelope. In order to keep financial transactions in order, please do not give tuition payments to teachers or assistants.**

Fees:

There is a \$150.00 registration fee due at the time of enrollment and an annual re-registration fee \$50.00. There is also a \$25.00 registration fee for families enrolling in the summer session. Registration fees are non-refundable.

Tuition Fees: (2013-14)

Developmental K.....	\$475.00
5 Day Program.....	\$457.00
3 Day Program.....	\$332.50
2 Day Program.....	\$248.00

There is no credit, refund or prorating of tuition for children who are not at school due to illness, absence, holiday or "student free days". The tuition is the total cost of running the school broken down into monthly payments, for a total of 10 payments, per traditional school year and two payments during the summer session.

Tuition is due on the 1st of each month, unless the 1st falls on a weekend or non-attendance day. There will be a \$10.00 late fee for tuition collected after the 5th of the month.

Please be sure to contact the director if planning for an absence longer than 1 calendar week. Parents are required to submit a 2-week notice if withdrawing from the program early.

Late Pick Up Fees:

It is imperative that children are picked up on time. Our children need to have a sense of security in their atmosphere and feel confident that they will be picked up with the rest of the children. We staff according to how many children are present and rely on families to be on time. Therefore, a fee will be charged for picking your child up late. There is a 10-minute grace period for the preschool enrichment program only. **Your account will be charged \$3.00 (or part of) for every 5 minutes late.**

Returned checks:

All returned checks are subject to a \$10.00 service charge. If more than two checks are returned in a fiscal year (September-August), payment in the form cash or money order will be required.

Extended Day Care:

***Extended Day Care hours are from 8:00 a.m. to 9:00 a.m. (morning care) and 12:00 p.m. to 4:00 p.m. (afternoon care) all contracts and hours will appear on your monthly invoice.

There are two ways that one can use the extended day care services:

1. "On contract"- You may sign up for a specific weekly schedule and pay a lower fee per hour. The contract is the same each week and **fees are not prorated for time missed due to illness or holiday. You may sign your child up on a contract and/or adjust it monthly, prior to the due date of your next tuition payment.**
2. "Drop-In"- You may utilize the drop system at any time. The "Drop-in fee is \$7.00 per hour. Please sign your child in on the green extended day sheet and state the time you will be picking up your child. At the time of pick up, please sign your child out and the time picked up. Your extended day hours/fees will appear on your monthly statement.

**All Children staying for extended day in the afternoon must bring a nutritious lunch. We discourage "sugary" foods and absolutely no "SODA POPS", however you may pack a juice box. We will provide milk and water, so it isn't necessary to include a drink. Please put your child's first and last name on their lunch pail as well as Tupperware/Thermos items and place your child's lunch in the baskets near the sign in table.

Drop In Preschool Days:

You may have the option of bringing your child to preschool on a non-preschool attendance day, so long as there is enough room for your child to attend. Please contact the director to see if there is space, as we have a maximum daily capacity.

Preschool drop in fees:

\$30.00 per $\frac{1}{2}$ -day \$35.00 full day

Health Guidelines:

In order to protect your child, other children and our staff, sick children may not attend school. This includes all communicable diseases, colds, coughs, oozing eyes, fever, runny nose (green or clear), diarrhea, vomiting, earaches, rashes that cannot be identified, or evidence of head lice. All children must be "fever free" for 24 hours before returning to school. California State Law requires that notification to all parents be made when a child is exposed to a communicable disease. Please notify the *director* about any communicable disease contracted by your child in order to notify other families.

In addition to greeting the children, teachers perform a daily health checks upon arrival. **Parents may not leave the center until the teacher accepts the child into the class for the day. Parents or other members on your emergency contact information will be contacted to come and pick up sick children.**

We use a Bactine Solution or Neosporin on minor cuts... please notify the *director* if you do not want these medications used on your child. If your child is injured at preschool we will always log it down for reference. If your child's injury is severe or requires additional attention beyond a band-aid we will send home a boo-boo report.

Visitors:

All visitors need to check in with the school office before visiting or touring the preschool. Please coordinate with the director or your child's teacher if you would like to volunteer to spend time with us. Anyone not associated with Belmont Heights Church Preschool or BHUMC is not authorized to be on our premises during business hours.

Signing In and Out:

The parent is responsible for signing the child in and out upon arrival and departure. Please walk your child to their classroom and be sure that

caregivers are doing the same. When signing in please write down your child's name, time in and your full legal signature. Please follow the same procedure when signing out and also when utilizing extended day care. This is very important, as you are signing your child in and out of out preschool custody.

(Title 22 Licensing Division/Section 101229.1 (a) states that all children must be signed in and out each day with your full legal signature. Title 22 101226.1 (b) states all children must be dropped off with a staff member daily. Which means parents may not allow their children to walk themselves to class, nor may they be escorted outside by a teacher. The preschool could receive a type (A) violation from the DPSS, Licensing Division for not following these procedures. Type A violations can be costly and may jeopardize the reputation of the preschool and the quality of care we are striving to provide.)

Special Pick Up:

There is a clipboard located next to the sign in table for special pick-ups. Use this form, if someone other than the norm is picking your child up. This form will be useful if your child is going on a play-date with another preschool family or if special family members are picking up for a limited time. If necessary, please add these members to your signature card.

Parent File Box:

The parent file box is located next to the sign in table. Your parent folder should be checked daily. All file folders are in alphabetical order, by the child's first name. Here is where you'll find your tuition statement, monthly newsletters, Scholastic Book orders, and notes from your child's teachers. It's the parent's responsibility to keep informed about the preschool by checking your file daily and reading posted notes at the sign in table and classroom doors. Please go over this procedure with your caregivers.

Parent Board:

The director will put out different articles for your reading pleasure. Please be sure to inform the office if there is something you would like a copy of. Also, please check with the school office prior to posting any personal information or ads. Calendar information and the weekly snack menu is also posted at the sign in table.

Nutrition:

All children are served a mid-morning snack and an afternoon snack. Two or three food choices from the five food groups will be offered daily. As a reminder this is a snack, and not a meal time. Many of the children will participate in the preparation of snack during class and open centers. We also have a fresh fruit and vegetable garden for the children to enjoy. We encourage children to try all foods however; we will not force children to eat

anything they are not happy with. Please inform *director* of any allergies or food restrictions your child may have. The preschool does not serve any peanut products during snack time; however, we are not a peanut-free center. We encourage parents to sign up to bring in a snack once a month. The sign-up sheet is located on your child's classroom door. Additionally, please bring all snack foods to the kitchen for proper distribution. **Gum chewing is not allowed at school.**

Morning Snack is served at 10:45am

Lunch prepared from home is served at 12:10pm

Afternoon Snack is served at 2:45pm

Share Days:

Ask your child's teacher when their class will be having share day. This is an important language activity that allows your child an opportunity to speak in front of his/her peers and build self-confidence. Please help your child to pick out one item to share with their class.

Articles from Home:

Please keep all items (toys) at home, except on designated share days. Possession can be an issue amongst children when items are brought to school and children might not be in a position to share their belongings. In order to help our teachers reinforce policy, please keep personal items in the car or stroller.

Birthdays:

Each child's birthday will be recognized in class. The teacher will plan a special song, birthday crown etc. to honor the birthday child. You may also send in a birthday snack of a mini muffin, cupcake or cookie and a healthy treat such as apples, cheese or 100% juice. Please be sure to let us know of your plans to celebrate, so we may plan accordingly and plan for snack.

Invitations to birthday parties may be distributed only through parent files. Additionally, please do not bring birthday presents to school.

Guidelines for Preschool Attire:

Please send your child to school in "Play Clothes". Our work at preschool is messy and your child might hesitate to participate if they're worried about getting their clothes dirty. Preschool play includes water, sand, paint, clay, goop and many other sensory mediums.

Sneakers or rubber-soled shoes are recommended so children have the opportunity to participate in all gross motor activities. This includes

running, jumping, climbing, balance activities, riding bikes etc. Beach thongs are not permitted at preschool.

Dress your child in layers so they can keep warm in the winter and stay cool in the spring. Sweaters and outer garments should have your child's name on them and items that are left behind will be placed in the lost and found box near the sign in area.

Please do not allow your child to wear "super-hero" clothing to school. While some of this play is harmless and developmentally appropriate; the outer wear tends to promote aggressive play in our school environment. This includes Power Rangers, Spiderman, Batman etc. Play weapons and guns are not allowed at preschool and will be sent home.

Please bring an extra set of clothes in a ziplock bag with your child's name on it. You will need to replace clothing as necessary, if your child has a potty accident or uses the clothes throughout the day.

Supplies:

Parents will be asked to bring in supplies, such as paper towels, soap, hand sanitizer and items for snack or the classroom. Paper goods and food items may be dropped off in Wesley Hall.

Gates:

The safety of our children is paramount and our goal is to keep the premises secure at all times. Please be sure to gently close the gate when entering and exiting the premises. It is a school rule that only "adult hands" may open gates. Please do not allow children to hang or swing on the gates. Please do not give the access code out to anyone other than those whom would regularly pick up and drop off your child. Parents are encouraged to enter and exit from the Mira Mar gate, closest to the school office.

Conferences:

Parent-teacher conferences are not mandatory, however if you wish to speak with your child's teacher or the director you may do so at any time. We have an open door policy and encourage communication on a daily basis, please contact the director if you would like to schedule a conference with your child's teacher anytime throughout the year. All of the primary teaching staff has access to the internet for the convenience of communicating via email. Formal conferences are scheduled in February.

Website and Email:

The preschool has a website that is updated regularly. Please refer to the website at anytime to access preschool information and the school calendar.

Our Website address is www.bhcpkids.com
Ms. Soriano's email address is bhcpbear@aol.com
See the website for teacher's email addresses

This handbook has been designed as an instrument of understanding between the parents, staff and director of Belmont Heights Church Preschool. The director reserves the right to make changes at any time. Please feel free to contact the director to clarify any questions. It is our first priority to assist families with any concerns relevant to your child's safe and happy experience at Belmont Heights Church Preschool.

I have read and understand the policies and procedures written in The Belmont Heights Church Preschool Handbook.

Child's Name _____

Signature Parent or Legal Guardian & Date

Director's Signature & Date

BHCP Emergency Disaster Plan

Our goal at Belmont Heights Church Preschool is to provide a safe and loving environment at all times. We may experience a natural disaster at any time and will respond accordingly in order to keep the children and ourselves safe. In the event of a natural disaster, children will feel most

secure with family and are expected to be picked up in a timely manner. Please go over your family plan of action and alternative members to pick preschoolers up, should your place of employment require you to 'stay on'. The school is equipped with emergency kits, food and water for each child and staff member. The preschool will use email, hard-lines or cell phone as way of communicating effectively with you, keeping in mind all staff members might be needed to supervise children.

Earthquakes:

Preschool teachers and children will duck and cover, under tables and doorways. Teachers are instructed remain covered at all times. Depending on the extent of the quake mild or serious would determine where we would meet as a group. We will remain on campus, in the classroom or grass area for comfort if quake is mild and there is no visible damage.

Fires:

Teachers will exit through the safest area and begin evacuation with children. Depending on the size of the fire and damage, would determine where we would meet as a group.

Staff members are instructed to utilize CPR and First Aid where necessary. All staff members of BHCP of CPR Trained and Certified.

If the building is unsafe, we will re locate at:

The Anglican Church
The Address: 346 Termino Ave.
Phone Number: 562.438.3650

or Fremont Elementary
4000 E. 4th Street
Corner of 4th & Colorado

BHCP practice drills:

The preschool conducts monthly practice drills and meets as a group at The Bike Trail. This is a large enough space for the entire group and close to sign in table. As a reminder, sign in sheets are a way of us keeping accurate count of the children signed in and out per day. Each staff member has a role in both practice

Earthquake Drills: A series of short rings

Fire Drills: one long ring

The following information may be needed when contacting local authorities:

Our Address is:
BHUMC
317 Termino Ave.
Long Beach, Ca 90814
School Office: 562.438.1466
Church Office: 562.439.6804
Ms. Soriano's cell: 562.234.7649

Long Beach Police: 562-570-5880 or 570-2960

Poison Control
1-800-876-4766

The American Red Cross
3150 E. 29th Street
Long Beach, Ca 90806
562-595-6341