

Bookcliff Christian Preschool

Policies and Procedures

License # 46514

(revised 5/10/2017)

PHILOSOPHY

Bookcliff Christian Preschool provides opportunities for children to learn in a Christian environment. Each child is respected as an individual with their own unique learning style. Clear, consistent, and fair limits are kept for a positive learning environment. Opportunities are provided for children to develop to their fullest potential physically, socially, cognitively, emotionally, and spiritually. We recognize and support the **role of parents as primary educators** of their children. The best assurance for the success of your child's experience is the close cooperation and understanding of parents and staff.

ADMISSION / ENROLLMENT PROCEEDURES

- This center provides an early learning program for children ages 3 to 5 years old. We provide after-hour child care for 5 to 12 year olds who attend our center and Bookcliff Christian School.
- A pre-admission tour and interview with the **child** and the child's parents or guardians will be made prior to enrollment into the preschool to determine whether the services offered by the center will meet the needs of the child and parents or guardians.
- Bookcliff Christian Preschool does not discriminate on the basis of race or religion. A reasonable effort will be made to accommodate children with special needs and to integrate them with other children.
- Children **MUST BE POTTY-TRAINED** and 3 years old before enrolling in our preschool. **Pull ups are not considered potty-trained, and therefore are not permitted.**
- The registration form, emergency card, health status statement, immunization card, and parent agreement must be completed prior to attendance in the preschool and updated each year.

*All forms submitted to the preschool will be kept confidential within our ministry.

ARRIVAL AND DEPARTURE

Parents are responsible for signing their children in and out daily on the clock in/out system or form provided. We use this system to print out a list of children in each classroom several times during the day. After you clock your child in make sure to walk them to the classroom and say "hello" to the teacher on duty. For safety purposes make sure the teacher acknowledges that they saw you drop off or pick up your child. Teachers will keep a count of children in their rooms daily. Teachers will count children before transitioning to another room or outside.

Children will be released to parents or designated **adults** only. Designated **adults** must be written on the child's emergency card and provide a driver's license or other proof of identification at the time of pick up. We also must have written or verbal authorization from the parent to release a child to another adult. Designated adults who will pick up other's children often will need their own pin number to clock the child out.

VISITORS

All visitors must sign in with the office and wear a visitor badge.

HOURS AND FEES

Bookcliff Christian Preschool is open from 7:30 a.m. to 5:30 p.m. Our preschool hours are from 8:30 a.m. to 11:30 a.m. Our half day runs from 7:30 a.m. to 12:30 p.m. Our full day runs from 7:30 am to 5:30 pm. We close the center at 5:30 pm. If your child is not picked up we will call parents/guardians on the emergency card. If we cannot get hold of parents we will call all numbers on the emergency card. If no one can be reached for 30 minutes we will call the police department.

Your child is signed up for preschool (8:30 a.m.-11:30 a.m.), half day (7:30 a.m.-12:30 p.m.), or full day (7:30 a.m.-5:30 p.m.). Please pick them up by the appropriate time. For example, if your child is scheduled for a half day, the pickup time is by 12:30. At 12:31 you will be charged a late pick up fee of \$1.00 a minute per child. At 5:31 the fee is \$2.00 a minute per child.

*Preschool will be closed following Bookcliff Christian School's calendar year.

In the event that Bookcliff Christian School has to close because of excessive snow, Bookcliff Christian Preschool will also be closed, and parents should be prepared with their own backup.

When dropping off or picking up your child you need to park in a parking space, not next to the north-west door. The spaces next to the playground are for employees only.

Dress Code

The preschool children are required to follow a dress code (see attached requirements).

Tuition and Fee Schedule - Please see enclosed Tuition Schedule

There is a yearly, **non-refundable** registration fee. Tuition is billed monthly in advance. Your tuition will be the same regardless of the amount of sick days and/or vacation days taken each month. Make checks payable to Bookcliff Christian School or BCS. You may also pay online to eGive on bbcgj.com.

The items on the supply list will need to be brought in the first week your child attends. These supplies will be combined and shared within the preschool. You do not need to put names on these supplies. See attached supply list.

The “Parent Agreement” will be updated yearly. If you have your child scheduled for a full day and you pick them up early, you will still be charged for a full day. Make sure you pick the exact days and times you would like your child to attend.

Fees will cover the cost of care, craft activities, and most supplies. A \$30.00-per-month (30 calendar day) charge will be added to any unpaid balance. For example, tuition is due the following month on the 15th; if there is no payment by the 15th of that following month then there will be a \$30.00 fee. Your child will automatically be dismissed unless the parents make arrangements for payments with the office. The only exception is if an agreement has been pre-arranged by the administrator and parent under special circumstances **in writing**. A \$10.00 fee will be applied on all returned checks. If your check is returned we will need cash to cover the check amount plus the returned check fee. If your account is overdue and arrangements have not been made for payments, it will be sent to collections. Collection fees will be added to the balance due.

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Your child’s schedule can be changed one time with no fee. If it needs to change again, and there are openings for your child, there will be a \$30.00 fee to change their schedule. If you would like to hold a spot for your child you will be required to pay the monthly tuition that will be non-refundable.

Schedule

Your child will participate in a variety of activities such as:

- Working with paints, clay, crayons, blocks, and other manipulative materials.
- Enjoying Bible stories, poetry, dramatization, films, and books.
- Learning to share, take turns, plan, work, and play with others.
- Using good manners.
- Learning to respond rhythmically to music, singing Christian songs, and listening to different kinds of music.
- Acquiring good health and cleanliness habits.
- Learning letters, letter sounds, numbers, colors, and shapes
- Introduction to math, graphing, money, opposites, measurements, and much more.

Food

Your child may bring their own lunch at any time, but it **may not** be something that needs to be heated in the kitchen or anything needed to be stored in a refrigerator. The kitchen is only open when Bookcliff Christian School is open. Here at Bookcliff we encourage healthy eating habits,

and any candy that is in the child's lunch is not permitted and will be sent back in the child's lunch.

Parents are required to notify the office and teacher in writing as well as verbally if your child has food allergies. Please bring treats we can give to your child during parties so they do not feel left out. If your child is allergic to the snacks we serve, please bring an appropriate snack replacement daily. **MEDICATION WILL NOT BE ADMINISTERED TO CHILDREN WITHOUT A DOCTOR'S NOTE (EPI PEN, ETC).**

All classes will be having snack at their recess time. Please bring a healthy snack (i.e. fruit, pretzels, cheese) for your child to have. Again, at Bookcliff we like to encourage healthy eating habits for the children. If you'd like ideas on a healthy snack ask the teacher or office.

Birthdays--Your child will receive a Birthday crown and get to hold the Birthday Flag in music circle time when it is their birthday. Parents are welcome to send or bring treats for the class to share. If you have birthday invitations for a separate party please give them to your child's teacher or put them in the children's files. Please make sure you talk to your child's teacher when bringing treats.

COMMUNICATION

Parent Bulletin Board – There is a bulletin board in every room and in the hall full of information for parents. It displays notices, schedules, and other information for parents. Please check every day to keep up on what is going on in your child's room.

Monthly Newsletter – This newsletter will keep you informed of upcoming events such as field trips, special projects, parties, and days the preschool will be closed.

Conferences – A file will be kept with some of your child's work to show your child's progress while in our center. There will be parent/teacher conferences held twice during the year, one in the fall and one in the spring. This will give you a chance to meet with your child's teacher and discuss how they are doing.

BEHAVIOR

Playing together, cleaning up, and a spirit of cooperation are encouraged. Since we are committed to providing a kind, Christian atmosphere, all students are expected to learn, work, and play together by sharing in a peaceful manner.

If your child has an IEP from Child Find, we need to have it in their file before they start. If we feel a child might need to be observed by Child Find, we will recommend that to parents.

DISCIPLINE PROCEDURES

Bookcliff Christian Preschool is meant to be a safe and happy place for all our children. We are consistent, firm, empathetic, and positive in shaping behavior. Methods include:

1. Redirection – redirect the child towards the appropriate behavior.
2. Positive reinforcement
3. Talking to the child one-on-one about their behavior.
4. Remove the child from the situation if necessary. We provide a place to “Think About It” while drawing a picture of their behavior. The teacher and child will talk about the

picture. This picture will then be sent home for the parents and child to discuss and return. If inappropriate behavior persists, the director and parents will have a conference.

DISMISSAL

Our goal is to try and meet the needs of every child and parent. However, this is not always possible. The center reserves the privilege of dismissing any child, without notice, for, but not limited to, the following:

- If child is **not** potty-trained
- Non-payment of tuition
- Failure to provide required forms/paperwork.
- If child is unable to participate in group experiences or cooperate with other children
- Excessive, prolonged crying
- If child has dangerous or disruptive behavior
- Defiance of authority
- Abuses the facility equipment
- If Bookcliff Christian Preschool is unable to meet the needs of the child or the family
- If a **parent** is unwilling to work with staff members

The Director and Teacher should be notified two weeks in advance if a family finds it necessary to withdraw from the program. All fees must be paid in full. Reasonable causes include, but are not limited to, the following: being a danger to other children or the teacher, being disruptive or damaging to property, or being consistently unruly.

The steps we take prior to suspension, expulsion or requesting parents to withdraw the child from the program are as follows:

Step 1: A call to the parents will be made to address the situation.

Step 2: A meeting between Preschool Director and parents will be set up

Step 3: If situation has shown no signs of improvement, then the parents will be asked to fill out a withdrawal form and withdraw their child.

HEALTH AND SAFETY

Bookcliff Christian Preschool complies with state regulations mandating current documentation of immunizations before entering our Center. **We must have a current medical form of your child's immunizations and "General Health Appraisal Form" signed by your doctor on file. The "General Health Appraisal" form must be submitted to the preschool *annually*.**

If a parent or legal guardian wishes the child to be exempt from the requirement for immunizations due to religious or personal beliefs, it must be submitted in writing. The parents or legal guardian need to sign the current Colorado Department of Public Health and Environment immunization card which states the reason for such an exemption. The center has the right to refuse to admit any child if a complete, current immunization card is not submitted.

All Emergency Information must be filled out completely and is required for admission. It is required by state regulations that we have a doctor, with an address and phone number, and dentist, with an address and phone number, on the emergency card. Also, we must have phone

numbers and addresses for all other persons designated to pick up the child on the emergency card. It is the **parent's** responsibility to keep all emergency information updated.

ILLNESS

We encourage parents to call when children will be out sick for the day. **The center must have on file a current record of your child's immunizations.**

If your child is not well enough to play outside as part of our daily program, then your child is not well enough to attend.

If symptoms of illness are observed, the child will be sent home. It is requested that a student who is ill remain home. Children with, but not limited to the following: fever, cold, severe cough, rash, nasal or eye drainage, earache, headache, red eyes, diarrhea, or vomiting that has been evident within the last 24 hours, should not come to school until they are **symptom-free for 24 hours**. This is for your child's protection as well as for the protection of others with whom your child will have contact. If a parent is called to come and pick up their child because of an illness, we expect that parent to come get their child within 30 minutes. If the parent cannot pick up their child within that amount of time, they will need to find someone who is able to do so.

If a child has to be hospitalized or has any extended illness that causes the child to be gone for an extended period of time, this will be handled at the discretion of the Director with a doctor's note.

If a child in the preschool has been diagnosed with a communicable illness, the Director must immediately notify parents and the local county Department of Health. The child may come back to preschool after the amount of time their physician recommended has passed, with a doctor's note.

Please call by 9:00 a.m. if your child will not be attending that day.

MEDICATION

If a child requires prescription medication to be administered during school hours, a **doctor** must fill out the "Request for Medication Form." We cannot administer prescription medication, creams, or lotions without the child's name on it and written consent from their **doctor**. This includes an epi-pen and inhaler, so it is very important that we have a signed consent form along with any necessary medications, etc., on file at all times. Prescription medications will be given only if they are in the original pharmacy-labeled container. Please try and give your child medications at home before they come to school and after they get home.

In the event a parent wishes an over-the-counter medication, soap, cream, or lotion to be administered during school hours they must fill out a Permission Form to be kept on file. It is the parent's responsibility to provide the medication, soap, cream, or lotion, in the original container with the child's name clearly written on it.

Under no circumstances may children have medicine (including aspirin, hand sanitizers, cough drops, etc.) on them, in backpacks, or in cubbies.

The teachers delegated to give medications are to use the “6 Rights Steps” given to them by our preschool nurse. The steps are: Right person, Right medication, Right dose, Right time, Right route, and Right documentation. When giving a child a medication the delegated teacher will get the medication from the locked box in the office. The delegated teacher will document the medication given on the “Daily Log of Medication” in the office.

EMERGENCY

911 will be accessed for all emergencies such as (but not limited to) a lost child, allergic reactions, attempted kidnapping, or any of the items listed below. In the event of an emergency or an accident the teacher will contact the parents. If a parent cannot be reached and emergency treatment is required, the child will be taken to the child’s doctor or nearest hospital via ambulance. **PLEASE MAKE SURE YOUR CHILD’S EMERGENCY INFORMATION IS UPDATED AT ALL TIMES. IF YOU MOVE OR GET A NEW TELEPHONE NUMBER YOU MUST LET US KNOW A.S.A.P.** If one parent has sole custody, they are the parent that is responsible for filling out the paperwork and designating who can pick the child up.

In emergencies the school will take responsible measures as are, in the judgment of the Administrator or Designee, necessary to the welfare and safety of the child.

In the event of a **blackout** we will attempt to keep the children calm, explain to them what is happening, and call local authorities.

In the event of a **natural disaster**, including (but not limited to) floods, tornadoes, or severe weather, you will be notified by telephone, if available, if evacuation of the center will be necessary. The local authorities will be notified if evacuation is not possible.

In the event of a **fire** the center will be evacuated immediately. The local fire department will be contacted. You will be notified to come and pick up your child. We will frequently practice fire drills during child-care hours.

Lock Down: This center practices lock-down procedures during the school year. A lock down procedure consists of the children hiding in a corner of the room with the lights out and staying as quiet as possible. We term this time as “hide and seek” so as not to scare the children. In the case of an actual lock down, we will stay in this position until notified by our school resource officer that the area is safe. We may then move into a “shelter in place” if necessary, which just means that we will be staying inside our rooms, and entering/exiting the building will be monitored and regulated. **During a lock down nobody will be allowed in or out of the building under any circumstances.** Please know that if this ever happens we are doing everything possible to maintain the safety and well-being of your children, and we apologize for any inconvenience it may cause you.

Child Care Center Evacuation: Children will go through the nearest outside exit from the area they are in. In case of an emergency we will be led to Larchwood Inns, 2845 N. 15th, Grand Junction, CO 81506. All parents will be called from there, and that is where you would pick up your child.

CHILD ABUSE REPORTING

Teachers in the Center who have a reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who have observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect must immediately report or cause a report to be made of such fact to the Mesa County Department of Social Services at 242-1211.

TRANSPORTATION

Field trips are scheduled in advance and taken according to age-appropriateness. We will send out a permission slip for parents to sign before going on a field trip. Please indicate on the field trip form provided if you will be able to transport children. If you are able to drive, we will need a copy of your driver's license and insurance card in the office. You must be at least 20 years of age. You will need to have access to a First aid kit. Teachers are ultimately responsible for the children on field trips. Parents/guardians who drive children are encouraged to help watch and keep track of the children they drove. All children **must** be buckled in car seats before leaving the school and must remain buckled the whole trip. A car seat is **required** for all children until they are 4 years old and 40 lbs. Children ages 4-8 and less than 55 inches tall must be in a booster seat. All traffic rules shall be followed when transporting children. Parents may not eat, smoke, or use a cellular device while transporting children on field trips. There may be additional charges for some field trips. Children must come back to school from a field trip with the same group they left school with unless other arrangements have been made.

***When dropping off or picking up your child you need to park in a parking space, not next to the north-west door. The spaces next to the playground are for employees only.**

OTHER INFORMATION

1. On days the weather is excessively hot or cold the children will play in the gym. This will be at the discretion of the Director and teachers. We will be outside for recess as often as possible. Please dress your child accordingly.
2. Girls must wear shorts under their dresses. Children who wear flip-flops without a strap on the heel will not be allowed to play on the climbing equipment. A complete set of clothing should be kept in your child's locker. These clothes need to be changed out for the seasons and if your child changes sizes. If your child is going to be in the Happy Hoppers room (3 years old) you will need to bring **two** changes of clothing. Please write your child's name in every piece of clothing and put them in a zip-lock bag.
3. If your child stays full time, bedding will be provided in rooms where they take naps. Children may bring either a blanket or snuggle friend for rest time.
4. We have toys and equipment at the center and ask that personal toys not be brought to school except on an occasional show 'n' tell day. **Children may not bring toy guns, war toys, or things of this nature that may contribute to aggressive behavior.** The center is not responsible for personal belongings or money brought to school by any child. Please make sure to label any item your child brings to school with their name.

5. Videos may be shown occasionally in the classroom when educational programs (Sesame Street, Discovery Learning, etc.) or religious videos (Veggie Tales) go along with the theme we are learning for that week. Movies are shown on Friday afternoons at 4:00p.m. Rated “G” movies will be shown.
6. **POTTY TRAINED means no pull-ups.** Your child may have one potty accident **OR** one poop accident a month and we understand accidents happen. If your child has more than that we do not consider them potty trained, and they will need to stay home until they are. In the event that your child is not potty trained at the scheduled start date, it will be necessary for you to pay tuition if you want to hold your child’s spot in the class.
7. Insurance: If your child gets hurt and you need to access our insurance, you will need to submit the claim to your insurance first. Our insurance **may** cover the remainder of the claim not covered by your insurance.
8. If a parent has a complaint about the childcare, please report it to the teacher. A parent may also report the complaint to the Denver Department of Human Services, Division of Childcare, 1575 Sherman St., Denver, Colorado 80203. The number to this department is 1-800-799-5876.
9. Children can benefit from the opportunities offered by a group child care program only if they attend regularly. One of the important developmental opportunities offered in a group experience is the relationship to other children. If a child is absent frequently, that child may always feel strange and unacquainted with the other children. During an absence, the others will be forming friendships, learning how to play together, and acquiring new skills and knowledge. When the child returns to the group he or she may feel like an outsider. The child may not be able to keep up with the play or conversation of the other children because he or she has not shared their same experiences. Our preschool is not a parking place to be used only for short periods of time at the parent’s convenience. It has an ongoing, loving program in which each child has to be a fully participating member if they are to reap the benefits.
10. As a courtesy, please notify the teacher and director two weeks in advance if a child will be gone for vacation.
11. This handbook will be interpreted under the laws of the State of Colorado and will be enforceable in the courts of Mesa County, Colorado. No modification to this agreement will be made except in writing and signed by both parties. Any attempted oral modification will not be legally binding.
12. **All visitors must sign in at the office upon arrival.**
13. Bookcliff Christian Preschool is a state-licensed Child Care Center/Preschool under Colorado Laws. All rules and regulations provided by the state are followed. We have been inspected and approved by the Grand Junction Fire Department and Mesa County Health Department.

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