

Bookcliff Christian School

Preschool Parent Handbook



2022-2023

Mission

The mission of Bookcliff Christian School is to glorify God by loving and teaching His children to grow in wisdom, in stature, and in favor with God and man. (Luke 2:52)

Vision

By God's grace and guidance, BCS is shaping student leaders with a steadfast, immovable love for the Lord and people through a Christ-centered, rigorous education.

“Train up a child in the way he should go, and when he is old he will not depart from it.”

Proverbs 22:6

Bookcliff Christian Preschool

Policies and Procedures

Bookcliff Christian Preschool would like to welcome you and your child to our program. We are looking forward to the opportunity of working with you to make your child's preschool years a successful experience.

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. 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 and enrollment procedures

- Our preschool provides an early learning program for children ages 3 to 5 years.
- A pre-admission tour 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 BCS will meet the needs of the child and parents or guardians.
- A non-refundable registration fee of \$55.00 and a non-refundable curriculum fee of \$75.00 per child must accompany the completed enrollment forms or be prepaid in order to begin the application process.
- 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 application form, emergency card, health status statement, immunization records, and parent agreement and contract must be completed prior to attendance in the preschool and updated each year.
 - *State licensing requires all forms to be completed in its entirety.
 - *All forms submitted to the preschool will be kept confidential within our ministry.

Arrival and Departure

1. **Parents are responsible for signing their children in and out daily on the clock in/out system or form provided.** Upon arrival, the parent or supervising adult is to escort the child into their classroom and ensure that the teacher knows the child is there. Teachers will keep a count of children in their rooms daily.

2. 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 must have written or verbal authorization from the parent to release a child to another adult.

Visitors

Parents/Guardians and visitors are welcome at Bookcliff Christian Preschool. We ask that you do not visit the classrooms during school hours the first two weeks of school. This allows the children time to adjust. All visitors must come directly to the school office and sign-in upon arrival. Visitors may be denied entrance if it is felt they may disrupt the class proceedings.

Volunteers

All volunteers must sign into the office and receive a visitor's pass. Volunteers may be asked to help with table activities or to read to children. If you would like to volunteer, make sure to communicate with the teacher and schedule a time.

Hours and Fees

Bookcliff Christian Preschool is open from 7:30am-5:30pm

- Half Day Preschool hours run from 8:30am.-12:00pm.
We are not a drop in center. Children should be in their classrooms no later than 8:45am, if excessive tardies continue to happen parents will be notified by the office. If it continues, the Administration has the right to unenroll the child from BCS.
- Full Day Preschool hours run from 7:30am – 5:30pm.
After 5:30 pm, if your child is not picked up we will call parents/guardians on the emergency card. If we cannot get ahold 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.
- For every minute the child is picked-up late there will be a \$2.00 fee.

Tuition and Late Fee Schedule – Attached Contract & Tuition Schedule Form

- All payment plans begin on August 1st and are due the 15th day of each month.
- Payments can be made through your online parent account, check, cash, and money order.

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.

A \$25.00-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 \$25.00 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.

Development Concepts

*As your child begins a lifetime of learning, our preschool program will provide developmentally age appropriate experiences for them. Our program focuses on these following areas of development:

- ✓ Creative Development-Working with paints, clay, crayons, blocks, and other manipulative materials. Children will learn creative skills through teacher planned lessons and through free choice time.
- ✓ Faith Development –Bible stories and prayer will be taught on a daily basis, along with a Bible activity.
- ✓ Social Development-Learning to share, take turns, plan, work, and play with others. One of the best ways for children to learn these skills is by interacting and observing other children.
- ✓ Physical Development-Participating in individual and group play during their outside time. Children will also learn the value of healthy bodies and safety.
- ✓ Kindergarten Readiness - Learning letters, letter sounds, numbers, colors, and shapes. Children will begin an introduction to math, graphing, money, opposites, measurements, and much more.
- ✓ Cognitive Development- Participating in the process of exploration and observation in the classroom. To enhance their cognitive understanding children interact with scientific explorations and discussions. This process will stimulate the joy of science and promote the development of learning.

Bookcliff Christian Preschool has a mental health consultant available to families. Please contact the Preschool Director for more information.

Breakfast, Lunch, and Snacks

1. Parents need to make sure to let the office and teacher know of any allergies your child may have. Make sure to add to child's emergency card.
2. Sack lunches must be packed Monday-Friday. A refrigerator or microwave are not available for use.
3. Fridays your child may order pizza, which is \$4.00 includes, a vegetable and a fruit/juice.
4. Children need to bring a small snack with their name on it. Please pack a healthy non sugary snack.

Full Day Preschool: Breakfast is served from 8:00am to 8:15am. Afternoon snack is provided and served at 3:00pm

*At Bookcliff we encourage healthy eating habits, and any candy that is in the child's snack and/or lunch will be sent back in the child's lunch. Please be mindful of the items you pack in

your child's lunch. Unhealthy, sugary items may affect your child's behavior, and the success of their daily learning.

Health, Safety, and Allergies

If your child is allergic to the snacks we serve, please bring an appropriate snack replacement daily. Please bring treats we can give to your child during parties so they do not feel left out. **MEDICATION WILL NOT BE ADMINISTERED TO CHILDREN WITHOUT A DOCTOR'S NOTE (EPI PEN, ETC).**

Birthdays-- Parents are welcome to send or bring treats for the class to share with advance notice. For party invitations we do not give out other families information. Parents are more than welcome to give the invitations to the teachers to place in the invited child's folders

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*.

The center has the right to refuse to admit any child if a complete, current immunization card is not submitted

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.

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

Students with suspected contagious illnesses, vomiting, or temperature over 100.4 degrees will be sent home. Parents must come immediately to pick up their child when called. Parents must notify the school if the child has been diagnosed with any communicable disease so others exposed may be alerted. **Students may not return to school until they are symptom free for 24 hours.**

- Bookcliff Christian Preschool is required to report any contagious illnesses to the local health department.

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.

* Children may not 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/Disaster Plans

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 card has updated information

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.

Teachers will get to know the individual needs of each child enrolled in their classroom. If needed, an emergency plan will be discussed with the parents to determine the best way to support the child in the case of an emergency.

- 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 Brightwheel and 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

Bookcliff 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.

If an emergency is no longer a threat, the center will continue to run with their daily schedule.

In any case of emergencies, teachers will stay with children until all children are picked up and safe.

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. Communication

Children will have individual files in their classroom, where information will be sent home.

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.

Media

ATTENTION: Permission to use a student’s photo or image for publication, video, and marketing purposes by authorized BCS personnel is granted by signing this handbook’s

agreement unless Bookcliff Christian School is notified in writing that permission is denied by the student's parent or guardian.

Discipline and 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” 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, teacher 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 right to dismiss 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
- Excessive tardies after 8:45am.

The Director and office should be notified two weeks in advance if a family finds it necessary to withdraw from the program. There will be a \$50 withdrawal fee. 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, 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, with the possibility of the parent picking up the child.

Step 2: A meeting between Preschool Director, Administration 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.

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. Transportation will be arranged by Bookcliff Christian Preschool. 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. There may be additional charges for some field trips. Children must come back to school from a field trip unless other arrangements have been made.

❖ If a child arrives after their classroom has left, the parent may choose from these two options.

1. Parents may leave their child with another classroom. This classroom must be under room capacity/ratio.
2. Parents may take their child to the destination of the field trip. They need to communicate with the teacher and leave the appropriate safety seat.

Other Information

1. **POTTY TRAINED means no pull-ups.** Your child may have one potty accident or one poop accident a month; we understand that accidents happen. **For the Happy Hopper classroom (3 year old) they are allowed to have 3 potty accidents in one month.** 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.

2. Girls must wear shorts under their dresses. A complete set of clothing should be kept in your child's cubby. 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 make sure items have the child's name and placed in a zip-lock bag also with the child's name.

3. If your child stays full time, bedding will be provided in rooms where they take naps. Children may bring either a blanket or a sleepy friend for rest time. Please make sure items fit in the child's cubby and have their name on it.

4. We 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 (LeapFrog, Discovery Learning, etc.) or religious videos (Veggie Tales) that go along with the theme we are learning for that week. Movies Rated “**PG or G**” movies may be shown on Movie day, or when weather is bad.

6. On days when 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.

7. Insurance: If your child gets hurt first. Our insurance **may** cover the remainder of the claim not covered by your insurance. If you need to access our insurance, you will need to submit the claim to 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. As a courtesy, please notify the teacher in advance if a child will be gone for vacation.

10. 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. 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.

Revised 7/27/2022

Dates updated 7/22/22

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APPENDIX A: Dress Code Violation Form and Discipline Referral Form

DRESS CODE VIOLATION		
Bookcliff Christian School & Preschool 970-243-2999 school@bookcliffbaptist.org		
Student:	Date:	
Teacher:	Grade:	
€ 1 st Notice	€ 2 nd Notice	€ 3 rd Notice
REASON FOR NOTICE: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> € Pant, Slack/Shorts € Skort/Skirt/Dress/Jumper € Shirt € Belt € Hairstyles € Other _____ </div> <div style="width: 45%;"> € Sweatshirt/Sweater € Outdoor Apparel € Hats € Shoes € Jewelry </div> </div>		
COMMENTS: _____ _____ _____		
_____	_____	
<i>(Parent's Signature)</i>	<i>(Teacher's Signature)</i>	

INCIDENT RECORDING/ REFERRAL FORM		
Student _____ Classroom Teacher _____ Date/Time _____		
Referred by _____ Principal Referral: Yes/No		
Location		Others Involved:
<input type="checkbox"/> Classroom	<input type="checkbox"/> Hallway	<input type="checkbox"/> Crosswalk
<input type="checkbox"/> Outside	<input type="checkbox"/> Bathroom	<input type="checkbox"/> Parking Lot
<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Specials	<input type="checkbox"/> Event/Assembly/Field Trip
INCIDENT:		
Level 1 (Teacher Intervention)	Level 2 (Admin/Teacher Action)	Level 3 (Administrative Required)
<input type="checkbox"/> Inappropriate Language	<input type="checkbox"/> Profanity/Verbal Harassment	<input type="checkbox"/> Physical Injury to Others

- Rough Play/Physical Contact
- Physical Aggression
- Insubordinate/Non-compliant
- Unprepared for Class
- Defiant/Disrespectful
- Theft
- Lying/Cheating
- Stealing
- Threats (specific)
- Teasing
- Bullying/Harassment
- False Fire Alarm
- Minor Disruption
- Major Disruption
- Illegal Substance/Weapons
- Playground Violations
- Recurring Minors
- Destruction of Property
- Vandalism

Incident Description _____

Action Taken _____

APPENDIX B: How to use Brightwheel for school communication and paperless billing

Brightwheel is a free and easy-to-use mobile app that helps schools and teachers stay better connected with families.

Teachers use brightwheel for recording and tracking daily events and activities in the classroom and managing administrative tasks. As a parent, you'll get private, real-time updates on your child delivered to your mobile device on occasion throughout the day.

What is brightwheel?

Daily Updates: A real-time feed of activities throughout the day.

Photos: Watch your child's day unfold with snapshots delivered right to your mobile device.

Stay Connected: Stay in touch with your teacher and strengthen school learning with activities at home. Get notifications for photos, notes, & check-ins.

Digital Check-in: Easy digital sign-in with your personal Check-in code.

ALSO: Check-in with your own device by scanning an image at your location!

Messaging: Leave notes for your teacher when your child is sick or running late.

Calendar: Quickly view upcoming events and important dates at your child's school.

Paperless Billing: Secure, online system for receiving invoices and receipts for tuition, as well as paying bills digitally. (No more checks! You can even link it to your checking account, instead of your credit card)

Why use brightwheel?

Parents report that the peace of mind brightwheel delivers is invaluable! We know it's tough being away from your little one all day, especially in these early years. With brightwheel you'll feel connected and engaged with your child's development on a whole new level.

Instructions:

1. Download the app today for iPhone, iPad & Android
2. Create a new parent account
3. Enter your personalized parent invite code

By entering your invite code, you will be automatically linked to your child. You can also create an account online: visit www.mybrightwheel.com, and select sign up.

After you've signed up, here's a few suggested next steps:

- **Enter Your Info:** Tap your profile in the main menu (left side of app) to add a profile photo and update your contact info.
- **Choose a Check-in Code:** If your preschool or extended care provider is using brightwheel's check-in system, you can set a custom 4-digit code in "My Profile."
- **Update Your Child's Info:** Tap "edit" on your child's profile to view and update info.
- **Add Family or Approved Pick Ups:** You can invite parents, family, and approved pickups within your child's profile. For example, a nanny or friend who has your approval to pick up your child from school, or a grandparent that would like to see daily photos on brightwheel.

Questions? Please contact the brightwheel team at support@mybrightwheel.com or visit www.mybrightwheel.com/support.

Appendix D: 2022-2023 School Policy Commitment**2022-2023 School Policy Commitment**

Student Name

(Last Name, First Name)**Commitment to School Policies 2022-2023**

1. I have read the Family Handbook.
2. I have read and/or discussed with my student all areas of the handbook that relate to their behavior and expectations while a student at a Bookcliff Christian Preschool.
3. My student and I agree to abide by the school policies and procedures.

Parent Signature _____ Date _____

Parent Name _____