

Bethlehem Lutheran Church & School



## 2020-21 Handbook

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[www.bethlehemsaginaw.org](http://www.bethlehemsaginaw.org)  
[www.facebook.com/bethlehemsaginaw](https://www.facebook.com/bethlehemsaginaw)

## **Introduction**

Welcome to Little Stars Early Learning Center. We are pleased that you have chosen to send your child to our program. It is our goal that preschool will be a positive learning experience. The preschool children will broaden their social experiences and enhance skills which will affect their continued pattern of growth.

The preschool is supported by Bethlehem Lutheran Church to give families a Christian education setting for growth and development to occur. The preschool program is licensed by the State of Michigan and is inspected to ensure a high quality of childcare and education.

This handbook is a tool for parents to keep and refer to when they have a question about our program. We ask that you take a few minutes and read through it and then sign the accompanying page.

## **Philosophy**

Little Stars E.L.C. believes that we are here for a purpose, and this purpose aligns with the church and school mission: Sharing Christ's Love and Caring for All People. We feel that God's children are an integral part of his kingdom, and it is our responsibility to foster growth in each child in his/her relationship with God, the Bible, the family, the community and the world. We desire to meet the needs of the whole child-spiritual, social, emotional, physical, cognitive and creative. We are blessed to walk alongside parents to care for and nurture children while helping them to develop a faith that sticks and a passion for learning.

### **Bethlehem Lutheran Church & School**

**Our Vision:** Changing Lives through Christ

**Our Mission:** Sharing Christ's Love & Caring for all People

#### **School Mission Statement**

We **BELIEVE** in the amazing love of Jesus Christ, our Savior and as we **LEARN** today, we will do our very best work to **GROW** smarter and closer to God so that we can become **LEADERS** in all we do.

*Start children off on the way they should go, and even when they are old, they will not turn from it. Proverbs 22:6*

We partner with families to educate, engage, encourage, and empower our children; both in the Christian faith and through excellence in learning.

We want every child to:

**BELIEVE** in the amazing love of Jesus Christ, Our Savior

**LEARN** in an environment of academic excellence

**GROW** in both knowledge and as bold defenders of the Christian faith; and

**LEAD** in their family, community, and world.

## **Goals**

- Assist families in the social, emotional and spiritual growth of their children.
- Provide a safe, nurturing and loving environment for your child.
- Provide a Christian surrounding where parents and staff are in partnership.
- Provide an environment that allows children to have a variety of experiences and explore their world.
- Maintain a loving staff that will give your child the confidence to achieve their goals.
- Help prepare the children for Kindergarten.
- Enjoy crafts, music, story time and games.
- Develop fine and gross motor skills.
- Provide activities to develop skills such as writing, coloring, painting, cutting, and gluing.

## **Enrollment Procedure & Admission Policy**

To be admitted into Little Stars Early Learning Center you must complete a registration form, as well as, pay a \$75 deposit (this is later subtracted from the registration fee).

The preschool is open to any family regardless of church affiliation and admits students of any race, color, or national ethnic origin to all the rights, privileges, programs and activities made available to the students at the center. It does not discriminate on the basis of race, color or national or ethnic origin in its admission policies. Enrollment opens for current families in February and for the community in March; students are accepted during the course of the year as vacancies occur.

To be eligible for either our 3-year-old or our 4-year-old program your child must be of age by September 1<sup>st</sup> and be fully toilet trained.

Bethlehem Lutheran School and State Licensing Regulations require specific paperwork to be filed prior to the start of the school year. Students who do not have the appropriate paperwork will be unable to attend preschool until all of the paperwork is completed and submitted. The required information includes:

- Completed Application
- Health Information Form with up-to-date immunization record. Immunizations received during the year must be reported to the Director in written form. All immunizations will follow the Saginaw County Health Department Requirements.
- Child Information Card
- Questionnaire
- Written Information Packet Acknowledgement
- Permission to Photograph
- Restroom Assistance Form
- Copy of child's birth certificate
- Food Program Paperwork
- FACTS Management online packet

## **Withdrawal Policy and Procedure**

A parent must notify the office or teacher in writing two weeks in advance if they need to withdraw a child from the preschool. If this is not done, the family will be charged for those two weeks.

Little Stars E.L.C. reserves the right to remove a child from the program upon the recommendation of the Lead Teacher, Director and the Board of Education. Meetings with the parents or guardians will first be set up to discuss the issue. If the problem is not resolved, the

family will be given a two-week notice releasing their child from our program. All fees must be paid at the time of withdrawal.

### **Preschool Schedule**

Little Stars E.L.C. will follow the same schedule as Bethlehem Lutheran School with the exception of the first day being the Wednesday after Labor Day and the last day being the Wednesday after Memorial Day. Parents will receive a school calendar. Please watch WNEM Channel 5 for school closing information and sign up for School Reach. When school is closed due to adverse conditions, the normal Early Learning Center fees will apply.

Your child needs to be picked up promptly at their scheduled time. Please note that your child can only be released to the adult(s) named on your Information Card with proper ID, and he/she must come into the preschool room to pick them up.

· **The 3-year old program options are:**

- Preschool- Monday, Wednesday, Friday- 8:00-11:15
- Preschool 2.0- 2,3 or 5 Full Days- 8:00- 3:15

· **The 4-year old program options are:**

- Preschool- Monday, Wednesday, Friday- 8:00-11:15
- Preschool 2.0- 2, 3 or 5 Full Days- 8:00- 3:15.

**\*Doors will open at 7:50 a.m. for all children, if special circumstances are needed, please see your classroom teacher\***

\*There is a \$5.00 charge for each 10-minute increment that a parent is late picking up their child\*

- Extended Day is available from 3:30-5:30 for 3 & 4-year-old Preschool Students

### **Fees/Tuition**

- 3 Half Days- \$135/month
- 3 Full Days- \$248/month
- 5 Half Days- \$218/month
- 5 Full Days- \$428/month
- There is a non-refundable registration fee of \$200 per year (\$75 of which is due to reserve a spot; remaining \$125 is due before school starts).
- Extended Day is \$5 per hour, with a 1 hour minimum.

### **Staff**

The preschool staff is made up of the Director, Lead Teachers and Assistant Teachers. Our Lead Teachers have extensive Early Childhood Education Training. All of our Assistant and Extended Day Teachers working part-time are experienced, loving, caring Christians who assist them. Each staff member is required by law to obtain additional training each year. At least one staff member will always be present who is trained in CPR and First Aid.

Each employee has been screened by the Michigan Department of Human Services for criminal history, child abuse and neglect.

It is the staff's responsibility by law to report any suspected case of neglect and abuse. We love and care for our children and want to keep them safe.

## **Discipline Policy**

Little Stars Early Learning Center is a Christ-centered environment. It is our goal to guide the children in a friendly, loving, Christian environment to gain self-control and social awareness.

For the safety and well-being of each child, it is necessary to have some restrictions. Through gentle guidance in a friendly, loving, relaxed environment each child should gain more self-control and social awareness. Acceptable behavior will be emphasized by praising children.

A child who exhibits unacceptable behavior will first be reminded of the rule involved. If necessary, a child may be removed from the problem situation and asked to sit quietly outside of the activity area for a short period of time, until he/she is able to regain self-control. His/her teacher will give suggestions and guidance for calm-down activities. Lastly, a child's parents may be contacted by the Lead Teacher. At no time will any type of corporal punishment be used.

## **Illness**

Children with a temperature of 100 F° or more (taken by mouth) or 99 F° (taken under the arm), bad cold and/or cough, diarrhea, vomiting or skin rash should not come to school. **Children who were sick should be free from temperature, diarrhea and vomiting for 24 hours without medication.** If the child is already at school and one of these systems arises the parent will be notified to pick up the child. If necessary, the child will be removed from the classroom and placed away from others, in the school office, until someone arrives.

After a child has had a communicable disease (chicken pox, head lice, etc.) he/she may attend the preschool again **only after** written consent from your private physician or local Health Department. ALL communicable diseases must be reported to the Director or child's teacher in writing.

If you are keeping your child home from school because they are ill please call to notify the school or let your classroom teacher know via the Remind APP.

## **Health practices**

Hand washing sinks are at the children's level. Warm running water, soap and single use paper towels for hand drying are available. Adults and children's hands will be washed whenever the following occur:

- Entering the building
- Before snacks and meals
- After using the toilet or handling bodily fluid
- After outside or gym play
- Whenever else as needed

Surfaces including tables, cots, and toys are sanitized using a three-step process (wash, rinse, bleach).

The need for pest control may come up during the year. If needed the custodial staff will spray with an approved MSDS spray, when children are not in attendance.

## **Bathroom**

Children enrolled in our program are required to be potty trained. We do understand that, occasionally, accidents do happen. In the event that your child has an accident, we will need to

know whether you prefer us to call you or assist your child in changing. A form will be given to parents at our parent meeting.

In the event a child has repeated accidents, parents will be asked to meet with the Director to discuss options.

### **Emergency**

In an emergency, we will contact the parent with the number provided on the Child Information Card. If we cannot reach the parent, the next contact person listed on the Child's Information Card will be called. In an emergency, if we are unable to reach anyone listed on the child's information card, the child will be taken to a medical facility (after calling 911). **PLEASE KEEP ALL INFORMATION on the Child Information Card up-to-date.**

### **Medications**

A medication form must be completed by the parent and returned to the child's teacher. The forms are available in the 4-year-old preschool room. Medication must come in the original prescription bottle/ packaging and indicate prescribing doctor, child's name and dosage information. We ask that the parent give the first dose of the medication in case of allergies.

### **Transportation**

Parents are responsible for providing or arranging transportation to and from school.

If the preschool class attends a field trip, the parent(s) are asked to provide or arrange transportation for their own child to the destination. It is also required that the parent(s) or adult stay and supervise their child. This will be considered the class day and when the field trip is over parents may take their child home or back to Bethlehem for Preschool 2.0. Permission slips will be sent home to be signed and returned; if we do not receive one back the teacher will not plan on your child attending.

### **Drop off and Pick up procedure**

Upon arrival at Bethlehem, please park in the parking lot located on Hermansau Rd. and use the office doors to enter the building. When you arrive, you will need to be buzzed in. Please bring your child to the Preschool classroom and sign in/out in the notebook, the time of drop off and the initials of the adult dropping off are required.

Pick up your child after school by parking in the Hermansau Rd. lot and getting buzzed in. Each child must be signed out at the end of the day. The child will only be released to parents or an adult named on the Child's Identification Card and who has proper ID. A written note or phone call will be necessary for a person not designated on the Child's Information Card to pick up your child and proper ID will be required.

Additionally, the first time that anyone picks up a child in our school, they will need to bring his/her Drivers License to the office for Mrs. Krystena to check through our Raptor system. This includes parents and legal guardians.

### **Extended Care: 3:30-5:30 pm**

When picking up your Extended Care student, use the Weiss St. parking lot and pull up to the curb. You will need to be buzzed in by our Extended Care worker. If, he/she does not answer children will be on the playground.

### **Dress Code**

Bethlehem students are permitted to dress in styles that are current. As a Christian school, we expect clothing worn to school to be neat in appearance and display modesty. General guidelines to assist in determining acceptable dress are provided below. **Please note: teachers may use their discretion when determining violations to the dress code; as they are the ultimate experts on classroom climate and dress code infractions that negatively impact the teaching and learning environment.** Also, expectations for students in Preschool through 4th grade may vary from students in 5th through 8th grade due to developmental differences. Ultimately, the school Principal will address and provide opportunities to remediate any concerns related to student dress.

General Guidelines:

- All clothing must be clean and in good repair.
- Shorts may be worn (to chapel also) when the temperature is 60° degrees or above. Words or writing should not appear on the back of shorts and shorts should be of adequate and reasonable length and display modesty.
- Boy's pants/ shorts must be worn at the waistline as to not expose under garments. Athletic pants can be worn.
- Girls tops must provide adequate coverage on top and bottom so as not to be exposing in nature and should display modesty. Spaghetti strap tops are not permitted.
- Girl's skirts/dresses should be of adequate and reasonable length and display modesty.
- T-shirts and tops of all types should have an over the shoulder cut. They may contain pictures, logos and wording (except chapel day), but they must not be objectionable, inappropriate, demeaning or derogatory in nature. No secular band shirts of any type permitted.
- Hairstyles are to be modest and not extreme in nature. Boy and girl's hair should not hang over their eye. Boys hair length should not exceed the top of a collared shirt. Extreme coloration from natural color is not permitted. Boys must be clean-shaven.
- Boys may not wear pierced earrings to school or school functions. Additionally, other body piercing outside of earrings for girls are not permitted.
- Shoes appropriate for seasonal weather are required. Flip flops are discouraged, as this type of footing increases chance of injury on the playground.
- Flip Flops, Slides or Open Toed Sandals are not allowed on the playground.

Our appearance at school and school functions sends an important message to everyone around us. This message should convey respect for God and for ourselves and be positive in nature.

### **Preschool Classroom information**

A weekly newsletter will come home with your child, please look over it so that you know any upcoming events or special days. A copy will also be posted in the hallway. Charger Chat is also available for Preschool students; it is emailed each Friday and can be found in electronic format on the school website at [www.bethlehemsaginaw.org](http://www.bethlehemsaginaw.org). Comfortable play clothes should be worn (see dress code) to school. Keep in mind that we play with many different types of materials in class. **A complete change of clothes should be put into a gallon Ziploc bag and labeled with your child's name; this will stay in the child's cubby until needed.**

Please have your child bring a school sized backpack to school each day to make the transportation of information and preschool work easier.

A "RED" classroom folder will be sent home periodically with either documents to "stay at home" or "return to school". Please check your child's backpack daily for this folder and return on your child's next school day.

## **Chapel**

Preschool students will attend chapel every Wednesday. This is a great opportunity for the students to listen to different speakers about God's word, see the church and learn about worship. Offerings are collected and will be given to a different mission each month.

Our preschool students have older chapel buddies from our school. This is a very exciting time for both the older and the younger students.

## **Room Parent**

This is a volunteer parent who would like to help out with our holiday parties and special days in the classroom. They are responsible for helping to plan the event and calling other parents to donate items needed. If you are interested, please speak with the teacher.

## **Classroom Parties**

Throughout the year we will have a class party to celebrate holidays (generally this includes a Harvest, Christmas and Valentine Party). The classroom room parent will have a list of needed items and either call other parents or post a signup sheet on the classroom door.

## **Birthdays**

Special treats may be brought in **THE ORIGINAL STORE PACKAGING**, but are not mandatory. Please stay away from colored frosting as it can be hard to get out of the carpet. Cakes and/or cupcakes are not allowed in the classroom at this time, due to the sugar content. Summer birthdays are celebrated the last month of school.

## **Show-and-tell**

Four-year old preschool will be able to bring something in from home to talk about and share. This is a great opportunity for the students to get used to standing up in front of others and talking. This helps to build self-confidence. A calendar will be sent home at the beginning of each month with the theme for that months show and tell and each child's day clearly written.

Three-year old preschool will be asked just to verbally share something with the class on a daily basis. It is their option and again is a great opportunity to build self-confidence and get used to talking in front of people.

## **Rest time**

The three and four-year-old students that stay for Preschool 2.0 will have a rest time each day on a cot that will be provided by the school. Each student will need to provide their own blanket. If desired, a small or travel-size pillow or stuffed animal may be brought for rest time only. The blankets (pillow and animal) will stay at school and be sent home bi-weekly to be washed and returned.

## **Snacks**

A snack and drink will be provided to all students attending Bethlehem Little Stars E.L.C. Students that attend all day will receive a snack in the morning and the afternoon.



\*USDA is an equal opportunity employer and provider\*

## **Lunch**

Three and four-year-old preschoolers staying for Preschool 2.0 will have lunch. You will need to send in a cold lunch and a drink. Please send healthy choices for your child. Hot lunch will not be available to the preschool children.

\*\* Policies are subject to change and written notification will be given upon change. Center licensing notebook is available in the preschool room. The preschool handbook should be referred to throughout the school year regarding any questions on policies and procedures.



## **PARENT'S RESPONSIBILITY TO THE PROGRAM**

- Children should arrive no earlier than ten minutes before class begins.
- A child will not be dismissed to anyone that is not listed on the Child Information Card or sent in writing to the child's teacher by the parent.
- Parents will contact the teacher with any concerns about the program, classroom management, or their child's ability.
- Parents are asked to talk with their child about appropriate behavior in class and work closely with the teacher and/or the director if problem should arise.
- Parents are asked to call Bethlehem Lutheran School (989) 755-1144 or the classroom teacher using the Remind APP. by 9:30 a.m. if their child is going to be absent on a scheduled school day.

## **TEACHER RESPONSIBILITY TO THE FAMILIES**

- The teacher will keep in close contact with parents/guardians through newsletter, calendars, blog, the Remind APP, conversations and meetings (if necessary).
- The teacher will report to the parent should any problems arise with a child's behavior.
- An Assistant Teacher will be provided if class size warrants it according to the guidelines set by the Department of Human Services. (1-10 ratio for 3-year old's and 1-12 for 4 year old's).
- Treat each child with love and respect at all times.

## Quick Reference Contact Information

### **Bethlehem Lutheran School:**

Phone: (989) 755-1144

Website: [www.bethlehemsaginaw.org](http://www.bethlehemsaginaw.org)

### **Mrs. Lisa May, Director and Lead 4-year-old Teacher:**

Phone: (989) 755-1144 ext. 209

Cell Phone: (989) 860-4020

Email: [lmay@bethlehemsaginaw.org](mailto:lmay@bethlehemsaginaw.org)

### **Mrs. Shawn Griffore, Lead 3-year-old Teacher:**

Phone: (989) 755-1144 ext. 222

Email: [sgriffore@bethlehemsaginaw.org](mailto:sgriffore@bethlehemsaginaw.org)

*Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these."*

*Matthew 19:14*

## **Little Stars Early Learning Center All Day Class Schedule**

7:50-8:15	Arrival & Morning Work at Tables
8:15-8:40	Morning Meeting (Calendar, Weather, Jobs, Pledge & Show -n-Tell)
8:40-9:15	Free Choice Learning Centers and Table Work with Teachers (art, letters, numbers, math, etc.)
9:15-9:30	Bathroom Break and Wash for snack
9:30-9:45	Snack Time
9:45-10:10	Jesus Time, Lord's Prayer, Story Time and/or Music Time
10:10-10:50	Free Choice Learning Centers and Table Work with Teachers (STEM, Art, letters, numbers, math, etc.)
10:50-11:10	Outside or Large Motor Inside
11:10	Review of day & Goodbye Song on Carpet
11:15	Morning class dismissal
11:15-12:30	Lunch, Restroom & Wash Hands
12:30-1:15	Rest
1:15-1:45	Quiet Work with the Children that are awake
1:45-2:30	Free Choice Learning Centers and Table Work with Teachers (Expanded Kindergarten Readiness)
2:30-2:40	Bathroom Break and Wash for snack
2:40-2:55	Snack
2:55-3:05	Table Games (Bingo, Lacing, Sequencing, etc.)
3:10	Goodbye Song
3:15	Dismissal

Weekly newsletters sent out reviewing all activities and events.

Also posted outside of classroom.

\*Chapel- Wednesdays @ 8:10  
\*\*Library- Wednesdays @ 10:30  
Extended Care offered in Lower Level 3:30- 5:30

## **Bethlehem Little Stars 3-year-old Morning Class Schedule**

7:50-8:00	Drop Off, Table Work and Sign In
8:00-8:15	Manipulatives and/or Table Work
8:15-8:20	Attendance and Clean-Up
8:20-8:35	Jesus Time, Morning Prayer and Bible Story
8:35-8:45	Music and Movement
8:45-9:00	Literacy Circle (letter, shape, number, calendar and weather)
9:00-9:55	Learning Centers (one to one with teacher) and Free Play (STEM, small motor, art, math, etc.-M-W-F)
10:00-10:15	Snack
10:15-10:20	Clean-Up
10:20-10:30	Music and Movement
10:30-10:45	Story Time
10:45-11:05	Outside or Large Motor Inside
11:05-11:15	Review (letter, number, shape) and Closing Prayer

11:15

Morning class dismissal

\*Chapel- Wednesdays at 8:10

Weekly newsletters sent out reviewing all activities and events.