

Bethlehem Lutheran Church & School
**Little Stars Early Learning
Center Handbook
2018-19**



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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 ELC 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 Gods children are an integral part of God’s 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.

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

Enrollment procedure

To be admitted into Little Stars Early Learning Center you must complete a registration form.

Admission policy

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 will begin in March and is first offered to the families of Bethlehem Lutheran Church and current families of the Little Stars ELC Community enrollment begins in April; students are accepted during the course of the year as vacancies occur.

Bethlehem Little Stars 3 Year Old Daily Schedule

- 7:50-8:00** Drop off and Sign in
- 8:00-8:15** Manipulative's and Free Play
- 8:15-8:20** Attendance and Clean up
- 8:20-8:35** Jesus Time - Morning Prayer - Bible Story
- 8:35-8:45** Music and Movement
- 8:45-9:00** Literacy Circle:Letter/Shape/Number Calendar/Weather
- 9:00-9:55** Learning Centers (Free Play)One on One Time with the Teacher, Small Motor activities, Art, Math, Block Play, etc. STEM-T, expanded ART-TH
- 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/Shape/Number, Closing Prayer
- 11:15** Dismissal

***Chapel-----Wednesday @8:15**

Little Stars 4-year-old Morning Class Schedule

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|--------------------|---|
| 7:50-8:35 | Arrival, Sign In and Free Choice Learning Centers |
| 8:35-8:55 | Calendar, Weather, Jobs, Pledge |
| 8:55-9:35 | Free Choice Learning Centers and Table Work with Teachers (art, letters, numbers, math, etc.) |
| 9:35-9:45 | Bathroom Break and Wash for Snack |
| 9:45-10:00 | Snack Time |
| 10:00-10:20 | Library and Puzzle Time |
| 10:20-10:35 | Free Choice Learning Centers and Table Work with Teachers (STEM-T, Expanded Art-TH, Art, letters, numbers, math, etc.- M, W, F) |
| 10:35-10:50 | Jesus Time, Lord's Prayer, Story Time and/or Music Time |
| 10:50-11:10 | Outside or Large Motor Inside |
| 11:10 | Goodbye Song |
| 11:15 | Morning class dismissal |

Bethlehem Little Stars 4-year-old Tentative Preschool 2.0 Class Schedule

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|--------------------|--|
| 11:30-12:00 | Lunch |
| 12:00-1:15 | Rest and Quiet Work with the Children that are awake |
| 1:15-1:25 | Bathroom Break and Wash for Snack |
| 1:25-1:45 | Snack Time |
| 1:45-2:00 | Library and Puzzle Time |
| 2:00-2:20 | Show & Tell, Storytime |
| 2:20-2:50 | Free Choice Learning Centers and Table Work with Teachers (Expanded Kindergarten Readiness) |
| 2:50-3:05 | Outside or Large Motor Inside |
| 3:10 | Goodbye Song |
| 3:15 | Dismissal |

Preschool Stretch Begins 3:30– 5:30

To be eligible for either program your child must be of age by September 1st and be fully toilet trained.

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:

- Child Information Card
- Up-to-date immunization record. Immunizations received during the year must be reported to the office in written form. All immunizations will follow the County Health Department requirements
- A current physical health form
- Signed handbook and License book form
- Copy of their birth certificate

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 ELC reserves the right to remove a child from the program upon the recommendation of the lead teacher/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 ELC will follow the same schedule of Bethlehem Lutheran School with the exception of the first day being the Tuesday after Labor Day and the last day being the Friday of the last week in May. 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 tuition fee continues to be the same. This is due to the fact that school tuition fee is a flat yearly rate not a weekly fee based on hours. 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 meets Monday and Wednesday from 7:50-11:30 or M-F 7:50– 11:30. Preschool 2.0 is offered from 11:30– 3:30 daily. Also available is Preschool Stretch from 3:30-5:30.
- The 4-year old program has two options: Monday-Friday 7:50-11:30 or Monday, Wednesday, Friday 7:50-11:30 with Preschool 2.0 is offered from 11:30– 3:30 daily. Also available is Preschool Stretch from 3:30-5:30.

Fees/Tuitions

- Five Day tuition \$2,175 (add \$85 a week for five day Preschool 2.0)
- Three Day tuition \$1,350 (add \$55 a week for three day Preschool 2.0)
- Two Day tuition \$1,050 (add \$45 a week for two day Preschool 2.0)

Tuition needs to be paid in full before the end of the school year to receive your child's report card. This policy includes forwarding of any paperwork to another school.

Staff

The preschool staff is made up of the principal, the assistant to the principal, the director and the lead teacher, who has extensive Early Childhood Education Training. The assistant teachers 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 will be screened for a criminal history background check from the State of Michigan. Also the Department of Human Services will screen for child abuse and neglect, Identigo fingerprinting and I-chat from the Michigan Police Department will be used.

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.

All volunteers will be screened using I-chat before allowed to volunteer in the classroom.

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 more self-control and social awareness.

For the safety and well-being of each child it

is necessary to have some disciplinary actions outlined. A child who exhibits inappropriate behavior will first be reminded of the rule involved, and the behavior that is expected will be discussed. If the inappropriate behavior continues the child will be given the choice of an alternative activity or the teacher will re-direct the student to a different learning activity.

At no time will any type of corporal punishment be used. If necessary, a child may be removed from a 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.

Illness

Children with a temperature of 100F or more (taken by mouth) or 99F (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 on a cot 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 school office or child's teacher in writing.

If you are keeping your child home from

Little Stars 4-year-old All Day Class Schedule

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|--------------------|---|
| 7:50-8:35 | Arrival, Sign In and Free Choice Learning Centers |
| 8:35-8:55 | Calendar, Weather, Jobs, Pledge |
| 8:55- 9:35 | Free Choice Learning Centers and Table Work with Teachers (art, letters, numbers, math, etc.) |
| 9:35-9:45 | Bathroom Break and Wash for Snack |
| 9:45-10:00 | Snack Time |
| 10:00-10:20 | Library and Puzzle Time |
| 10:20-10:35 | Free Choice Learning Centers and Table Work with Teachers (STEM-T, Expanded Art-TH, Art, letters, numbers, math, etc.- M, W, F) |
| 10:35-10:50 | Jesus Time, Lord's Prayer, Story Time and/or Music Time |
| 10:50-11:10 | Outside or Large Motor Inside |
| 11:10 | Goodbye Song |
| 11:15 | Morning class dismissal |
| 11:15-12:00 | Lunch |
| 12:00-1:15 | Rest and Quiet Work with the Children that are awake |
| 1:15-1:25 | Bathroom Break and Wash for Snack |
| 1:25-1:45 | Snack Time |
| 1:45-2:00 | Library and Puzzle Time |
| 2:00-2:20 | Show & Tell, Storytime |
| 2:20-2:50 | Free Choice Learning Centers and Table Work with Teachers (Expanded Kindergarten Readiness) |
| 2:50-3:05 | Outside or Large Motor Inside |
| 3:10 | Goodbye Song |
| 3:15 | Dismissal |

Weekly newsletters sent out reviewing all activities and events.

Also posted outside of classroom.

Morning snacks

Each day we have snack break in the morning provided by Bethlehem. Each family pays a \$45 fee to cover the cost of snacks for the year. A snack menu will be provided each month. Milk is provided daily.

Lunch

Three and four year old preschoolers staying for Preschool 2.0 will have lunch. You will need to send in a cold lunch. Please send healthy choices for your child. White or chocolate milk can be purchased for 30 cents. Hot lunch will not be available to the preschool children.

Afternoon snacks

A snack and drink will be provided to the students in Preschool 2.0.

** 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.

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

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

school because they are ill please call to notify the school.

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 and after snacks and meals
- After 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, air dry).

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

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's information card up to date.

Medications

A medication form must be completed and signed by the parent and given to the office or child's teacher. The forms are available in the office. 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. A list of names, address and phone numbers of other Bethlehem families are provided in the PTL handbook.

If the preschool class attends a field trip the parents are asked to provide or arrange transportation for their own child to the destination. We also ask that parents 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 and Preschool Stretch. 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 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 will be required. Pick up your child after parking in the Hermansau 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.

Preschool 2.0 & Preschool Stretch Hours: 11:15-5:30 pm

If you are picking up your student between 11:15 and 3:15, please park in the Hermansau parking lot and enter through the church office door and go to Preschool room to pick up.

If you are picking up after 3:15 please park in the Weiss parking lot and use the latchkey entrance. Tell the staff worker you are picking up a Preschool student and she will direct you to the preschool room.

Dress Code

As a Christian school we expect clothing worn to school to be neat in appearance and display modesty. Our appearance at school and school functions sends an important message to everyone around us. This message should convey respect for ourselves and be positive in nature. Any clothing worn that does not follow the listed guidelines will be determined by a staff committee. A note will be sent to parents explaining the reason for the decision.

- All clothing must be clean and in good shape (no frayed bottom hems, no holes in clothing).
- **When attending Chapel on Wednesday NO jeans should be worn. Shirts and tops should not have any words, logos, etc. found on them.**
- Shorts may be worn (to chapel to as long as not jean shorts) at the beginning of the year until September 30th and starting again starting May 1st.
- Girls tops must provide adequate coverage on the 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/shorts should be of adequate and reasonable length and display modesty and not be exposing in nature.
- Boy's pants/shorts must be worn at the waistline as to not expose undergarments.
- T-shirts and tops may contain pictures, logos, and wording (except chapel day) but they must not be objectionable, inappropriate, demeaning or derogatory in nature. NO band shirts of any type permitted.
- Boys may NOT wear pierced ear rings to school or school functions
- Hairstyles are to be modest and not extreme in nature. Boy's and girl's hair should not hang over their eyes. Boy's hair length should not exceed the top of a collared shirt. Extreme coloration from natural color is not permitted. Boy's hair length will be subject to disciplinary action if not cut in a timely manner. Repeated disregard for pants not worn at waistline will also be subject to disciplinary action per discipline policy.
- Sandals are permitted to be worn, with a back. Rubber flip flops are not permitted at any time.

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 day. 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.

The preschool blog can be found at chargerspreschool.blogspot.com.

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 also will stay in the child's cubby until needed. PLEASE LABEL ALL CLOTHING WORN OR BROUGHT TO SCHOOL.

Most days your child will have some type of work they completed in class to take home and share with you. Please have them bring a book bag each day to class for these items.

Room Parent

This is a volunteer parent who would like to help out with our holiday parties and special days in the class. 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.

Chapel

Four-year old 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.

Classroom Parties

Through out the year we will have a class party to celebrate different holidays or special days. 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 **individually wrapped packages or in the original store container**, but are not mandatory. Please stay away from colored frosting as it can be hard to get out of the carpet. Summer birthdays are celebrated the last month of school. Birthday celebrations will be listed on the show and tell calendar for parents to plan ahead.

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 and builds 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 getting 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 they have a small or travel-size pillow or stuffed animal they may bring that for rest time only. Two small blankets are suggested. The blankets will stay at school and sent home bi-weekly to be washed and returned.