

2021-2022

Bethany Christian
Preschool Handbook



1208 Brookside Road
Allentown, PA 18106
Phone: 610-398-1662
Fax: 610-395-3565

Email: ahain@bethanyumchurch.com
Web Site: www.bethanyumchurch.com

WELCOME!

Dear Parents,

Welcome to Bethany Christian Preschool!

Our preschool provides a warm and loving atmosphere for children 2 years 7 months to 5 years of age. We are a Christian preschool, but we do not promote any particular denomination or doctrine. We do, however, believe the Bible provides a framework for all of life's experiences. Bible stories provide real-life situations to which children can relate their own experiences. Through these stories and through our teachers who express their love, a child can become aware of God's love. Knowledge of these loving relationships allows a child to gain self-acceptance and confidence, and to develop healthy relationships with others.

A complete curriculum for young children is offered stressing emotional, educational, physical, social, spiritual and mental development. Our program provides a variety of activities such as art, music, Bible stories, gym, free play, computer, special guests, field trips and readiness activities.

Our goal is to help develop your child's God-given potential, to help them become happy, caring, independent children and to help prepare them for their years of school life.

God Bless,
The Preschool Staff

Bethany Preschool makes every effort to create a safe, nurturing, environment and is dedicated to making every reasonable effort to accommodate the health and developmental needs of students. However, there may be instances, at the discretion of the director, when Bethany preschool is unequipped to adequately or reasonably meet certain needs of a child to thrive. In these situations, families will be advised of the necessity to find a more suitable classroom environment for their child's needs to be adequately met.

Outside Services

Bethany Preschool will allow outside services such as the Intermediate Unit or Early Intervention into the building to assist children. However, we will not allow any more than 1 therapist in the room per child at any given time. Additional room space is available if a child needs to be pulled.

Behavior and Discipline

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive understanding interactions from adults and others, they develop good self-concepts. Problem solving abilities, and self discipline. To create an maintain a positive learning environment for all students, I will follow the behavior and discipline policies below. Please read them and discuss them with your child. Then sign the lower portion of this form and return it to their teacher. Be sure to keep this portion of the form for future reference.

Conferences will be scheduled with parents if particular disciplinary problems occur. If a child's behavior consistently endangers the safety of the children around him/her, then the Director had the right, after meeting with the parents and documenting behaviors problems and interventions, to terminate services for that particular child. Termination decisions are brought before the Preschool Governing Board and not the decision of the Preschool Director.

PARENTS' HANDBOOK

This handbook is designed to inform you of the policies and procedures that make our school operate smoothly and help your child have the best possible experience while in our care. We ask that you read the information in this handbook and in the supplemental notes and newsletters that we send you during the month. We want you to feel free to be a part of the school, through your suggestions, comments and ideas.

We encourage parents to show an active interest in the school by reviewing take-home papers, meeting with the teachers and attending special functions for parents and children. The teachers and director are always available if you have any questions concerning your child's school experience. Our goal is to keep you informed and to maintain an open line of communication. Please feel free to visit at any time to observe your child's classroom activities.

PRESCHOOL STAFF DIRECTORY

Office Phone: 610-398-1662

Director	Amy Hain	
2's	Rose Moog	Debbie Neiley
3's Teachers	Amanda Mesko Jamie Bittner	Lisa Dorn Stacy Carter
4's Teachers	Gina Galiardo Michele Kaplan Andrea Walko	Sheila Young Jen Smigielski Vicki Kocher
5's Teachers	Melissa Beard	Marlene Brown

STATEMENT OF FAITH

The Statement of Faith held by Bethany Christian Preschool is that of the Bethany United Methodist Church.

WE BELIEVE:

- That God was made in Christ reconciling the world to Himself. (2 Corinthians 5:19)
- That God is manifested in three ways: as the Father Creator; as the Divine Son, Jesus Christ; and as the ever-present Holy Spirit. These three are one.
- (Gen. 1:1; John 1:1; Matthew 28:19)
- That the church is the Body of Christ and that we are members of one another. (1 Corinthians 12:27)
- That Baptism and the Lord's Supper are the two sacraments ordained and blessed by Jesus Christ.
- (Matthew 26:26-29; Matthew 28:19)
- That we are saved from sin and death by the grace of God, through faith in Jesus Christ, who by the sacrifice of Himself on the cross brought us light and life.
- (Romans 3:9-11; Romans 5:12; Romans 5:18-19)
- That Christ calls us to a life of personal holiness and faithful witness to His grace, as well as compassionate service toward those who are in need.
- (1 Peter 1:15-16; Matthew 28:19-20; Matthew 25:40)
- That we as individuals are important to God, and that He has a plan for every life. (Matthew 6:25-34)

SNOW DAYS & MAKEUP POLICIES

In case of snow, ice or other inclement weather, Bethany Christian Preschool will follow the closing of the East Penn School District. Announcements will be made on WLEV radio (FM100.7), WFMZ-TV Channel 69, Bethany's Remind App., or call the East Penn Hotline at 610-966-8480.

Closings and delays (for inclement weather) will be as follows:

If East Penn is closed, we are closed.

If East Penn is one hour late:

- AM classes will meet at 10 a.m. and end at 12:00 a.m.
- PM classes will meet at their regular time

If East Penn is two hours late:

- AM classes will meet from 11:00 a.m. to 12:30 p.m.
- PM classes will meet from 1:30 p.m. to 3:00 p.m.
- Extended Day will only remain 2:00p.m.

If no announcement appears for the East Penn School District, our classes will meet as usual.

If snow begins in the morning during school and East Penn has an early dismissal, the PM classes are canceled.

We have snow days built into our calendar. If there are an excessive amount of snow days, we will do our best to come up with dates and times to offer make up options.

SPECIAL DAYS

We enjoy recognizing each child's birthday during the school year. Summer birthdays are generally celebrated in the spring. Each child will be assigned a date to celebrate his/her birthday, and these dates will be included on the monthly calendar. Parents may bring in their child's favorite snacks as a birthday treat for the class.

On holidays, we may ask parents to donate baked goods, paper products, etc. to help the children celebrate. On these occasions a note will be posted outside the child's classroom or on the bulletin board with information regarding that event. We also will occasionally ask for parents to help or assist at these events.

Holidays and special classroom events are as follows: Birthdays, Thanksgiving, Father's Night, Mom's Day, Christmas, Valentine's Day, Easter, and an End-of-Year celebration.

At the beginning of the school year, the preschool director will hand out the dates that school will be closed.

Field Trips

Each teacher will schedule field trips throughout the year. Information will be sent home in the monthly newsletter and posted on the bulletin boards. Parents will be responsible for transporting their children to and from trips.

MISSION STATEMENT

Bethany Christian Preschool is an outreach ministry of Bethany United Methodist Church and, as such, a part of the total ministry of the Church. Bethany Christian Preschool's purpose is to enable each child to develop his God-given potential, to become aware of God and His love for us as revealed in Jesus Christ, and to support and encourage the family as the primary caregivers to their child.

The school will be open to all children of the church and community, 2 years 7 months to 5 years of age, regardless of race or faith. All children must be immunized. 3's & 4's must be potty-trained.

The CLASS SESSION TIMES

Class and session times are as follows:

2 year-olds	9:00—12:00 am
3 year-olds	9:00—12:00 am
4 year-olds	9:00 – 12:00 am
5 year-olds	9:00 – 12:00 am

Extended Day Hours are available. Please see the preschool staff for detailed information.

FINANCIAL ARRANGEMENTS

Tuition

After enrollment has been confirmed and registration fees paid, tuition is payable in nine monthly installments due the 1st of each month starting September 1st. A late fee of \$10 will be charged after the 1st of the month. If, for any reason, you are unable to pay by the due date, please speak to the director.

**Checks should be made payable to:
Bethany Christian Preschool**

Absences

Tuition is not credited for classes missed due to illness or vacation. Tuition is also not credited for days missed due to snow. See Snow Days and Makeup Policies for more information.

Withdrawal

If you should need to withdraw your child from the program during the school year, please give one month's notice to the director. In case of immediate withdrawal, the current monthly payment will be due.

Returned Checks

There will be a charge for checks returned by the bank. This fee will be determined by current bank charges.

SCHOOL ATTIRE AND SNACKS

Please dress your child appropriately for the weather conditions and the many activities they will be doing. Also, please use clothing your child can take care of for his or her personal needs.

Each day we offer a time of active play for the children. Weather permitting, we go outside to the playground. It is best for your child to wear sneakers or soft sole shoes to school.

PLEASE LABEL ALL OUTER CLOTHING ITEMS

including hats, boots, sweaters, coats and book bags. (Adhesive tape works very well.)

Art smocks will be provided by the preschool.

Your child will enjoy a mid-session snack. Each child will be assigned a snack day to bring snacks to share with the class. A snack schedule will be sent home on the calendar at the beginning of each month. Nutritional wholesome snacks and water are preferred.

**PLEASE FOLLOW SNACK RECOMMENDATIONS
FROM YOUR CHILD'S TEACHER.**



**Bethany Preschool is
a nut free school!**

ARRIVAL AND DEPARTURE

Children should be escorted into the building and to the designated classroom by the parent. Please do not leave your child in the classroom without making sure the teacher is aware of your child's arrival.

ARRIVAL TIME

Students can be dropped off at **8:50 a.m.** for the morning class. Please **DO NOT** bring the students earlier, for the teachers are getting ready for the day!

PICK-UP

Please pick up your children promptly at 11:50 a.m. for the morning classes and 3:00 p.m. for the afternoon classes. The staff needs to prepare between classes. If you are running late, please call the Preschool Office. A \$10.00 fee will be charged for repeated tardiness in picking a student up.

Children will be released only to persons authorized by parents/guardians on the application form. We must have verbal or written authorization for changes.

PARKING

For safety reasons, it is important that you park your car only in the designated parking spaces during arrival and departure. Do not park in the handicap areas (unless appropriate) or in the white lined areas. Please use caution and drive slowly when entering and leaving the parking lot.

HEALTH AND SAFETY

Your child's health and safety is a matter of utmost importance to us. A **medical form** is attached to the application to be filled out and signed by your physician. Please return this completed form, or a comparable form issued by your physician, to us as soon as possible at the beginning of the school year. Please keep us current on all medical information pertinent to your child, including **your current home/work/cell phone numbers** and that of your emergency contact (name and phone number).

Your child may be sent home if he/she appears to have symptoms of illness during class time. **Please keep your child home if he or she has:**

- A fever, or has had a fever within the previous 24 hrs.
- A heavy nasal discharge
- A constant cough
- An upset stomach, or has vomited within the last 24 hrs.
- Symptoms of possible communicable or infectious disease, such as acute conjunctivitis, head lice, chicken pox, etc. (Please notify the school at once if your child does have a communicable or infectious disease.)

In case of accidental injury, we will make an immediate attempt to contact a parent. If we cannot reach you, we will attempt to call the emergency contact person listed on the medical form. If necessary, we will call the child's physician and/or an ambulance. Until the arrival of the parent, the emergency contact person, physician or an ambulance attendant, the director or the child's teacher will be in charge and make all decisions about the care of the child.