

**BEREAN JUNIOR
ACADEMY
PRESCHOOL**



FAMILY HANDBOOK

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Berean Jr. Academy Preschool Staff

Mrs. Henrietta Bishop	Director
Ms. Shelia Faison	Administrative Assistant/Floater
Ms. Bettye Samuel	Teacher (2½, 3-year-olds)
Ms. Phyllis Hayden	Teacher (4, 5-year-olds)
Ms. Joyce Brunson	Floater

School Board Members

Brian Wise	School Board Chairman
Sammie Johnson	Co-Vice Chairman
Huey Rowe-Anderson	Co-Vice Chairman
Henrietta Bishop	Principal/Daycare Director
Angela Johnson	Treasurer
Jeffrey Phipps	Technology
Tonnette Reid	Northeast Home & School
Mary Martin	Berean Home & School
David Smith	Pastor – Berean Church
Ezra Mendinghall	Pastor – Northeast Church
Casey Ricks	Pastor – Trinity Worship Center
Marvin McLean	Pastor – Gastonia Church
Christopher Whittaker	Rock Hill Church
Clint Watson	Member
Barbara Lucas	Member

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Greetings

Welcome to Berean Junior Academy Preschool. We are very pleased to have you and your child join us for a positive Christian learning experience here each day. The Center provides an opportunity for your child to grow physically, emotionally, spiritually, intellectually and socially.

Our staff maintains high standards of performance in order to help your child experience the fun of learning. We encourage parents to become involved with the Center's activities in order to make the children's association with us gratifying.

Sincerely,

Henrietta Bishop
Director

Mission

For the glory of God, Berean Jr. Academy Preschool exists as a community outreach ministry to serve parents in "ordinary and extra-ordinary" circumstances in life. Through this preschool, we will model the love of Christ in order to mold and shape a well-rounded child.

Philosophy

We believe that all children are created in the image of God and are entitled to the best education from a very young age; regardless of race, religious affiliation, or economic background.

We accomplish these goals by offering a wholesome environment and carefully planned educational experiences to aid each child in developing academic and life skills. We also extend opportunities to address evolving creativity interests and skills through musical activities, art and dramatic play. Many opportunities will be available to promote developing fine and gross motor skills via physical activity. All activities will be supervised by staff.

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Curriculum Plan

The mixed Bible-based and Creative curriculum we use is laid out in monthly lesson outlines. It is designed to provide an atmosphere of learning, which is conducive to the optimum development of the whole child. It places in proper perspective the things of this life in relation to heavenly interests. It meets children's needs where they are presently and leads them on with the very best techniques and strategies. All preschool developmental milestones are incorporated within this curriculum as well. It is a perfect and well-rounded program.

Learning Centers or Activities

- A. Art
- B. Blocks
- C. Language Arts
- D. Listening Skills
- E. Science
- F. Math
- G. Movement
- H. Sand, Water Play
- I. Housekeeping
- J. Music
- K. Playground

Daily Activities

All classes have daily planned activities and schedules available for parents to share. These activities are planned to enhance the academic, emotional, mental, physical and spiritual growth of each child enrolled. Activities include creative art, science and language development. Parents are encouraged to visit their child(ren)'s class(es).

A current carefully planned lesson plan is posted in each classroom for parents to see. If you would like a copy for home, to help encourage what is being taught at school, please let us know.

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Goals and Objectives for Child Development and Learning

- A. Gross Motor Skills
- B. Fine Motor Skills
- C. Social Development
- D. Self-Help Skills
- E. Concepts
 - a. Math
 - b. Language
- F. Left to Right Progression
- G. Visual Memory
- H. Auditory Memory
- I. Eye-Hand Coordination
- J. Creativity
- K. Body Awareness
- L. School Orientation
- M. Color
- N. Seasons and Holidays
- O. School Environment
- P. Sensory Awareness

PRESCHOOL CALENDAR AND POLICIES

Hours of Operation

The Center will open at 7:00 a.m. and close at 6:00 p.m. Monday-Friday. Parents must have their children at the Center no later than 9:00 a.m. in order to take advantage of all activities planned for the day. If your child is going to be late, you are required to call the Center before 9:00 a.m. to inform the staff. Children will not be accepted at the Center after 9:00 a.m. if you have not called. **If your child is picked up late, a late fee will apply beginning 10 minutes after closing time. The fee will be \$1.00 per minute for every minute that you are late.**

Days of Operation

The Center will operate on a year-round schedule, except for legal holidays and teacher workdays. Please see the schedule of closings for the Center below. During times of inclement weather, the Center will follow the same guidelines for closing as the rest of the academy. Holiday and other closings are as follows:

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New Year's Day
Martin Luther King, Jr. Holiday
Good Friday
Memorial Day
Independence Day
2 Teacher Workdays (Summer & Fall)
Labor Day
Thanksgiving Day and Friday
Christmas Eve, Christmas Day and Day after Christmas

(The above days are subject to change at the Administrator's discretion)

Admittance

The Preschool program serves children 2½ to 4 years of age, and 5-year-olds, if their 5th birthday falls after August 30th of the current year.

Enrollment Policy

Prior to a child's enrollment at the Center, an application form, tuition agreement, family information, emergency information, health and immunization record and consent for treatment form are to be on file in the office.

Parents are required to submit to the Administrator of the Center updated information concerning change of address, phone number and a list of persons other than the parents who may pick up the child. This information will be considered strictly confidential and available only to persons directly concerned.

To help us monitor our program, our policy is that, after the enrollment process is complete, we have a 2-week trial period whereby the staff is able to observe your child and document behavior and educational needs.

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Financial and Registration Information

Before a student may be placed in the classroom, the Center must have:

- Completed current application form
- Financial agreement and handbook contract
- Registration/re-registration fee
- Signed Treatment Release Form
- Signed Discipline and Behavior Management Policy

Tuition must be paid on a weekly or monthly basis, in advance. Tuition paid will keep a child's placement. In the event of prolonged illness of the parent or child, one-half of the tuition is to be paid to maintain a slot. Tuition may be paid in cash, check or money order. A fee of \$25.00 will be charged for all returned checks. If a check is returned twice, the Center will no longer accept your checks.

Prompt and regular payments are required in order for your child to maintain his/her placement here at Berean Jr. Academy Preschool. If your payment has not been received in the office by Friday, you will receive a date of termination for your child. Subsidized tuition is due on the 10th of each month. All unpaid co-payments will be referred to your child-family representative at Child Care Resources by the end of the month.

All late pick-up fees must be paid directly to the teacher at the time of pick-up. If fees are not paid or arrangements made with the closing staff, your child will not be admitted back into the Center until the late bill is settled.

Children not picked up within a reasonable amount of time after closing will be reported to the Mecklenburg County Department of Social Services or other appropriate authorities.

Preschool fees are based on the age group of your child and your constituency or non-constituency (church membership). A registration fee is also required. Because of the increase in quality of care, tuition rates are subject to change on a yearly basis. Notification of such changes will be sent to the parent on a yearly basis. The current year's fees are as follows:

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All Rates will Increase as of January 1, 2016

Registration Fees:

New Students -- \$75.00

Returning Students -- \$70.00

Tuition Schedule:

2 ½ -year-old daily rate: \$36.00

2 ½ -year-old weekly: \$180.00

2 ½ -year-old bi-weekly: \$360.00

2 ½ -year-old monthly: \$720 or \$900 – Depending upon the number of Mondays in the month

3-4-5 - year-old daily rate: \$32.00

3-4-5 - year-old weekly: \$160.00

3-4-5 - year-old bi-weekly: \$320.00

3-4-5 - year-old monthly: \$640 or \$800 – Depending upon the number of Mondays in the month

Part-time

\$120.00 per week based on 5 hours per day; \$85.00 per week based on 3 days per week

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Safe Arrival and Departure

Parents are asked to accompany their child to the appropriate classroom when they are brought to the Center, sign him/her into the classroom, and knock to enter the classroom, and have their child wash his/her hands. If arriving after 9:30 a.m., please call ahead.

When picking up your child, please remember to sign him/her out before leaving the Center. The teacher will share information with parents regarding their child's day.

Ill Children

Any child who shows signs of illness should not be sent to the Center. Signs include, but are not limited to fever, diarrhea or vomiting within the last 24 hours, rash, fresh cold, deep cough or sore throat. Parents should realize that the children go outside almost everyday. It is not possible to leave a child who is borderline ill indoors unattended while the rest of the children are outside.

Any child whose physical condition appears such that it could endanger the other children will not be permitted to stay. Parents should notify the Center immediately when their child contracts any communicable illness other than colds. In the case of common childhood diseases, such as measles or chickenpox, exclusion from the Center will be based on the State Health Department Disease Chart. When an enrolled child contracts a communicable disease, a letter will be sent home to all parents of enrolled children to this effect. Readmission of sick children will be made and observed by the Director.

The North Carolina rules and regulations forbid the staff to give any medication to children unless it has been prescribed by a physician. The medication must be in the original container with the child's name, doctor's name and dosage plainly printed on the label. Parents must complete a medication permission form before the staff can administer any medication. Please check age limitations for over-the-counter medications.

Please leave the telephone number of a person to contact in case your child gets sick during the day. Notify the Director should this number change.

Slight injuries at the Center will receive first aid from a staff member. In the event of a serious injury, parents will be notified immediately and necessary steps will be taken to obtain medical aid. For emergency purposes, parents must keep the Center informed of

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changes in work or home phone numbers, addresses, etc... In case of emergency, the Center will attempt to reach the parents first. If unable to reach the parent, then the emergency contact listed on the application will be contacted, or the physician or hospital.

Common Contagious Diseases

Please notify the Center immediately if your child contracts one of these diseases:

DISEASE	INCUBATION PERIOD	EXCLUSION PERIOD
Chicken Pox	14-16 days	Until all scales are dry
Impetigo	Not Definite	Until lesions have healed
Measles	5-15 days	Return on advice of physician
Mumps	12-26 days	When all swelling has disappeared or as advised by a physician
Pink-Eye	1-7 days	Once treatment has begun
Scarlet Fever	1-7 days	When adequately treated and fever has dissipated
Strep Throat	1-7 days	When adequately treated and fever has dissipated
Whooping Cough	5-21 days	On advice of physician and coughing is completely gone
Ringworm	Not Definite	24 hours after treatment has begun and lesion has started to shrink

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Child Abuse and Neglect

North Carolina law requires caregivers to report all suspected cases of child abuse and/or neglect. Alerted staff members will report suspicions to the Department of Social Services. This law does not require that a parent be notified before a report is being filed.

Parent Involvement

A partnership is when people work together to meet a goal. It is our goal to meet the individual needs of the children in our care by being partners with the families. Together we can determine what needs the child may have and how to address them. It is our policy for each family to spend at least six (6) hours a year in the classroom during peak hours (8:30-11:30) with the child. You may want to volunteer to read a story, help serve/eat lunch or just observe. This is not a request, it is a policy. All we ask is that you let the teacher know one week in advance so that we do not have two or more parents volunteering on the same day and time.

Parent/Teacher Conferences

Parent/Teacher Conferences will be held at the end of the first and third quarters. Additional conferences may be scheduled at the request of the teacher or parent. These should be scheduled at the end of the school day. Please do not request appointments with the teacher, either before or during school hours.

Inclusion

Berean Junior Academy Preschool is proud to be a school that includes children who are learning below the normal developmental guidelines. Our curriculum and staff are flexible and meet each child where they are in any area of developmental domain and stimulate growth for the whole child. We do not discriminate based on a child's learning capabilities.

Lunches

Meals at the Center will be served on the following schedule:

7:45 to 8:30 a.m. – Breakfast

11:30 a.m. – Lunch

2:30 p.m. – Snack

All students are required to bring a nutritious bag lunch each day. Please do not send foods that require extensive preparation by the staff (i.e., Oodles of Noodles, etc.). Breakfast and snack will be served by the Center. It should be noted on the Preschool application if your child is allergic to certain foods. If so, a statement from the child's physician must be in the student's file.

Please do not send chocolate or other sugary foods to school for your child as these types of items make children very hyperactive and will not be served by the staff. We provide milk with each child's lunch. They are only allowed to have juice at snack time.

Field Trips (Class and School)

Field and class trips are an integral part of the educational experience at the Center. All students are encouraged and expected to participate in these trips. For most trips, a small fee is required. Parents are encouraged to join us on these trips to share in the experience with their child.

Prior to participating in a trip, the staff must have written permission from the student's parent(s) or guardian(s). Parents providing transportation for field trips are asked to provide proof of liability insurance, and to assure correct use of seatbelts as required by North Carolina law.

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Progress Reports

Preschools are developmental by design and encourage children to progress at their own pace. Progress reports are designed to report each student's progress on the skills that are being assessed and encouraged. Parents will receive progress reports at least twice a year.

Nap Time

It is the policy of the Center that children should rest, but it is not necessary that they sleep. Each child is given the opportunity to nap everyday. Mats are provided for each enrolled child. Children will be allowed to rise early if they are restless and will be given something to do. Parents are asked to provide clean linen on a weekly basis.

Standards of Conduct

Reverence for God, Respect for humanity and Responsibility for one's actions are the three R's of a student's conduct at the Center. Parents are required to sign a Discipline and Behavior Policy.

Students are asked to refrain from bringing the following items to school:

- a. Toys (without prior consent of the teacher)

Students are asked to remember that running is not permitted in the building, and quietness should be maintained so that other classes are not disturbed.

Discipline

One of the greatest challenges of preschool teaching is to provide the guidance needed for children to live together in cooperation and learn to be respectful of themselves and others. At Berean Jr. Academy Preschool, we strive to do this without making the children feel inadequate or belittled. Discipline varies, but the following guidelines are to be followed:

1. There are various activities that will teach and challenge each child.
2. Children are expected to do things which are developmentally possible for them to execute.
3. Teachers demonstrate an understanding that many preschool tasks such as walking inside, taking turns, and sharing are learned over a long period of time. Children are not bad because they have not mastered these skills, but need patient and respectful guidance.
4. Good behavior is noticed and appreciated. The best way to get the teacher's attention is by practicing acceptable behavior.
5. Acceptable discipline:
 - a. Ignoring the behavior.
 - b. Time out with a specific activity – puzzle, book, music, etc...
 - c. Distracting the child when you see the problem coming.
 - d. Signals to avert behavior (looks for signs).
6. Unacceptable discipline:
 - a. Making fun of a child, embarrassing, shaming or belittling a child.
 - b. Yelling at a child.
 - c. Spanking, shaking, popping, or otherwise hurting the child in any way.
 - d. Depriving a child of food.
 - e. Isolating the child for long periods of time.
 - f. Withdrawing love from the child.
 - g. Talking about misconduct with another adult when the child can hear you.
7. Time-outs
 - a. Explain to the child why he/she is having time-out.
 - b. The first episode of time-out will end when the child feels ready to return to the class activities. The second episode will result in the child remaining in time-out until the teacher feels they are ready to return to class activities.

Corporal punishment, sarcasm and yelling are never acceptable means of disciplining children in this Center. Rewarding good behavior is our aim, so that the child learns that unacceptable behavior lacks fun and fails to get him/her the desired attention of the teacher.

Zero Tolerance Policy

At no time will disrespectful behavior toward a teacher or staff member be tolerated or allowed. The following actions will result in immediate suspension from the Center for a minimum of two (2) days:

Spitting, Biting, Hitting, Throwing, Kicking, Foul Language

We try to use a positive approach so that the children will choose the better way. We also try to help each child learn how to discipline himself/herself. We have rules that are for safety and health.

What to Bring from Home

On the first day of school, the children should bring the following items:

1. A change of clothes appropriate for the current season
2. A sheet and blanket
3. An old shirt or smock

Children are allowed to bring a book bag each day so that notes, etc., can be sent home to the parent (THIS IS OPTIONAL).

Each Friday, sheets and blankets will be sent home to be laundered. They should be returned clean every Monday.

Dress Codes/Personal Appearance

Preschool students may wear clothes appropriate for the current season.

Students should not wear earrings or jewelry of any kind to school. Any such items worn will be removed. We will not be responsible for any items that are lost.

AMENDMENT: Students also are NOT ALLOWED to wear HAIR BEADS of any kind to school, since we do not want our children to be at risk for any potential choking hazard or other harm. **(Updated August 2008)**

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AMENDMENT: Students are NOT ALLOWED to wear sandals, slippers, or any other opened-toe shoe of any kind, as this presents a hazard for injury when on the playground. Students should wear closed-toe shoes at all times. Any sneakers worn should always have strings that can be tied securely to prevent trips and falls. **(Updated August 2010)**

AMENDMENT: Female students should not wear revealing clothing such as halter tops, strapless shirts, spaghetti straps, etc... They should also not wear revealing shorts or short skirts. Male students should not wear sleeveless shirts or tank tops. **(Updated April 2011)**

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Room Mothers/Fathers

If a parent would like to become a room mother/father for the preschool class during any given year, they may notify the preschool teacher of their intent. All parent participation is encouraged and appreciated.