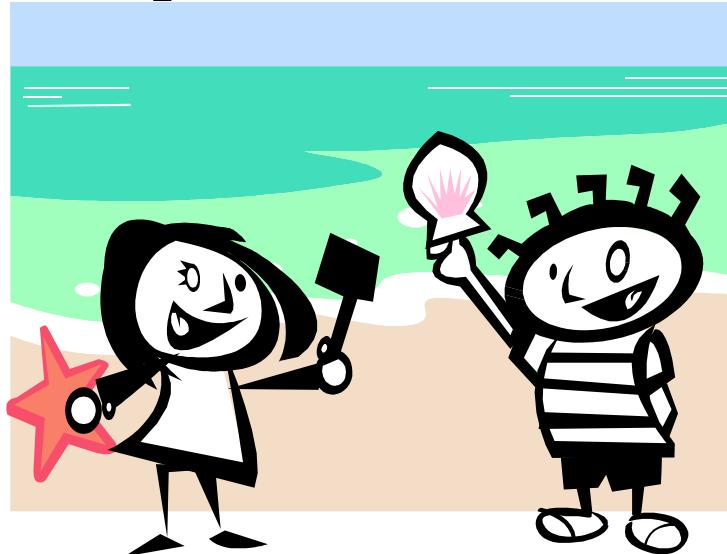


Bayside Baptist Christian Pre-School



PARENT
HANDBOOK

2010-2011

1335 Seabright Ave
Santa Cruz 95062
831.423.4015

www.baysidebaptistsantacruz.org

Hours of Operation : Mon-Fri 8:00a-6:30pm

Welcome

Welcome to BBCP! We are so happy to be serving your family. We want your family to feel at home. Your child should feel safe and comfortable when out of your care. When a child is not with his/her parents, they still need to be in a setting that will promote security, stability and independence. Likewise, as parents, you should have confidence in us to take care of your child as you would. Please take the time to go over your Handbook as there is lots of information that will help you understand our program.

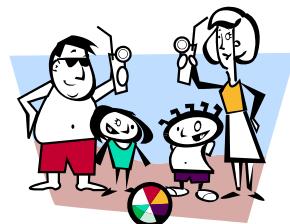
Our Program



BBCP serves children ages 2yrs. thru entry into 1st Grade. We offer small class sizes with lots of focus on the individual child. Additional enrichment programs such as art and music will also be available. There will be two music programs for the children to participate in (one at Christmas, one in Spring). We offer an after school program for Kindergartener's attending Gault Elem. The children will also have free play time to explore their own individual interests. Our program is Bible based and will focus on teaching children the fundamental elements of "Courtesy, Caring and Cooperation".

Our Goal

We strive to provide sound, early Christian education in a loving, home environment that will promote the health and well being of the children in our care and that will prepare them for a lifetime of learning.



SIGNING IN-OUT

All children need to be signed in and out by an adult when they are at preschool. Any person dropping off or picking up a child must sign them in and out with their full signature. Any person other than the child's legal parent or guardian who is parent approved to take their child from the facility must be prepared to show a picture ID when picking up the child.

MEDICINE

All medication must be "signed in" by a parent in the office. Please fill out the Medication Form for all of the dates you wish your child to take the medication. After administering the medication the staff will initial and put the time it was given. Under no circumstance can medication be stored in a child's cubbies. Please hand all medication directly to a staff member. All prescription medication must be in its original bottle from the pharmacy, complete with the doctor's name and instructions. We will not administer any medication that is not properly signed in.



LABELING CLOTHING

All clothing, blankets, pillows, etc.. must be clearly labeled with the child's name or initials. We cannot be responsible for lost items.

NAPTIME



Naptime will begin between 12:30p and 1:00 for the children in the all day program. Those who do not nap will take a rest or have "quiet time". Each child needs to have a child's size blanket and any other small item that will help them during this rest.

NUTRITIOUS FOOD

The preschool will provide a nutritious morning snack at 9:30 AM, and an afternoon snack at 3:00 PM. Weekly menus will be posted on the parent board on Mondays. Kindergartener's and children enrolled all day, must bring a lunch.



BRINGING TOYS FROM HOME

Every class will have an assigned share day where children can share special toys or collectibles from home. On days other than the assigned share day, toys from home will not be permitted.

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MOVIE POLICY

Our center will watch movies on occasion, primarily on rainy or cold days. We will only show child friendly “G” rated movies. Please do not send in movies to be shown at school; however, please feel free to recommend videos for our library.

SCHEDULE CHANGES

All schedule changes need to be submitted to the director two weeks prior to the desired date of change. We will do our best to accommodate any needed changes.

Changes will be subject to the availability for the days you are requesting. If the days are not available at the time of the request, you will be notified as soon as it becomes available. A fee of \$20.00 may be applied to your monthly bill for the month of the change.

ILLNESS AND VACATION



Our staff and budget is based upon a consistent monthly tuition fee, **no refunds will be given for vacation or illness days that you miss.** We are a fee based program and there are no exceptions to this policy.

ILLNESS POLICY



We ask that before you come to school you take into consideration your child’s health. Please remember that your child will be in contact with other children and staff throughout the day and we do not want to spread illness. We will not accept or allow a child to stay at school for any of the following reasons;

- * A fever within the past 24 hours.
- * Diarrhea within the last 24 hours.



- * Vomiting within the last 24 hours.
- * Any green discharge from the nose or eyes.
- * A persistent cough.
- * A sore throat.

Upon enrollment you will be asked to sign a form agreeing to these guidelines.

LATE PICK-UP FEE

All parents will be delayed for pick-up at some time. We understand that some of these delays are unavoidable, but we ask that you notify the school when you will be late. If at all possible, please have another authorized person pick-up your child if you will not be on time. A late charge of \$10 will be applied for every 5 minutes that you are late for your scheduled pick-up time. This fee will apply even if you have notified the school. Most often, a teacher has to work overtime and miss their own activities/lunch break when a parent is not on time to pick-up a child.

DROP-IN CARE

Drop-in care is available at our preschool on any day that we are not at full capacity. Drop-in care is an optional service. Drop-in care is available for children who are already registered with our school.



TWO WEEK DROP POLICY

Because our school budget is based upon our school being at full capacity, we ask that all families give us a written two weeks notice prior to pulling out their child. Please see the two week policy form for further information. Upon enrollment you will be asked to sign this policy form, agreeing to these guidelines.



DISCIPLINE

We believe that children of the preschool age range are in the beginning stages of learning how to control their body and their actions. Helping children through this process can be accomplished by having an environment that is best

suited for children of preschool age. Parents and teachers working together to help make their child feel safe and secure will see a positive school experience for their child. When a child's behavior is disruptive to the classroom, the teacher will determine the best way to redirect the child into a positive situation. Teachers will always communicate with the child to let him/her know what behavior is acceptable, and which behaviors are hurtful to other children. The director will be asked to get involved if the child continues to be disruptive. Teachers will always remain in clear communication with the parents, and if need be, the parents will be contacted and included in deciding how to best handle the situation. Corporal punishment will never be administered.

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GROUNDS FOR TERMINATION

Our goal as a school is to provide an environment in which every child will thrive. On rare occasions, however, it is necessary to discontinue services to a family for a variety of reasons. Termination may be determined but not limited to these reasons:

- * Accounts that are continually delinquent. This includes delinquency due to NSF checks.
- * Disruptive or disrespectful behavior by a parent or legal guardian.
- * Violation of the schools policies and procedures.
- * The child is consistently or repeatedly harming him/herself or others.
- * Continuous disruptive behavior by a child after efforts have been taken to change the behavior.
- * A child is picked up late from the school more than five times.
- * The school is not able to meet the needs of the child or the family.

NON-DISCRIMINATION POLICY

Our school will admit students of all races, colors, nationalities, religious backgrounds or ethnic origins to all programs and activities, and make all rights and privileges available to all children at our school. It does not discriminate on the basis of race, color, nationality, religious background or ethnic origins in administration policies or any other school administered programs.

VISITING THE SCHOOL

We encourage all parents to visit our school at anytime! It is best to come during a planned activity, and we ask that you do not come during naptime. When coming to the school, please remember that the teacher will be focused on the children; if you would like to talk to the teacher about your child specifically, then you may set up an appointment for another time. Please also remember that it is difficult for some children to see their parent come and then leave without them. If this is the case with your child, please be prepared to take them with you when you leave.

FIELDTRIPS



Our preschool program will be taking field trips on occasion. For these trips, we need each child to have a signed permission form before scheduled event. Most fieldtrips will be within walking distance from the school.

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10 A.M. POLICY

It is our policy that children need to be at school no later then 10 a.m. The majority of our enrichment learning time occurs in the morning, and we feel that it is disruptive to others and difficult for the children to join in when their friends are already engaged in activities. We do not accept daily phone calls of notification that you will be late. If consistent tardiness occurs it can be grounds for termination.



DENTAL AND MEDICAL EMERGENCIES

We would hope that dental and medical emergencies will

never happen, but in the event that they do we as a center reserve the right to call 911. If we as a staff determine that it is in the best interest of the child to call 911 we will notify the parent as soon as the child is stable. BBC Pre-School is not responsible for any costs related to a dental or medical emergency that requires 911.

SUNSCREEN POLICY



Every family will be given a sunscreen permission form in their enrollment packet. We will apply sunscreen to every child on any day we feel they are at risk for sunburn. If you want your child to use a different sunscreen than what is provided (children's sunscreen SPF 30-45), you will need to bring in your own. Please label the bottle with your child's name and note on the sunscreen permission form that you will be providing the sunscreen.

PAYMENT POLICY

Tuition payments are due on the 1st. of the month for services rendered (i. e. payments are due on Nov. 1st. for Nov. tuition). Your payment will be considered late if it is not received on or before the 10th. of the month. Any payment not received before the 15th of the month is considered delinquent, and a late charge of 10% of the outstanding balance will be charged on the 16th of the month. Enrollment in our program will be jeopardized if payment is not received in full by the 20th of the month. A history of late payments will require an additional one months deposit. Any items returned "NSF" will be charged a \$20.00 service charge. Should your bank return 2 or more checks you

may be subject to a "cash only" account. A 10% sibling discount will apply for all families with 1 or more children in our school. The discount will apply for the child with the smallest tuition. Option services will be offered (i. e. music, art, etc...). We will notify you of any such service in advance and will provide the appropriate paperwork.





HOLIDAYS

Bayside Baptist Christian Preschool will be closed on the following holidays:

New Year's Day

Martin Luther King Day

Presidents Day

Memorial Day

Fourth of July

Two day teacher in-service in August (TBA)

Labor Day

Veterans Day

Thanksgiving Day

Friday after Thanksgiving

Christmas Eve

Christmas Day and designated break (TBA)

(1-2 days depending on what day Christmas is on)

(See yearly Calendar)



FORMS

The following forms will be given to you to review. Some forms need to be signed and returned to the director. Please remember to make copies of all of your forms for your own records.

- * Personal Rights (Lic 613A)
- * Parents Rights (Lic 995)
- * Child's pre-admission health history parent's report (Lic 702)
- * Identification and emergency information (Lic 700)
- * Consent for medical treatment (Lic 627)
- * Immunization requirement
- * Physical examination requirements (Lic 701)
- * Admission agreement
- * Illness policy
- * Two week policy

