

# **BARTON CHURCH PRESCHOOL POLICY AND PROCEDURES HANDBOOK AN INFORMATION GUIDE FOR PARENTS**

## **INTRODUCTION**

The Barton Church Preschool is the combination of an abiding vision and the efforts of many people who wish to see the children of our community grow educationally, socially and spiritually. We want to partner with parents in helping their children become ready for the challenges they will face as they enter their school years and in developing their academic skills well enough to give them confidence and assurance in their own abilities.

We also desire to plant the seeds of faith and to expand their understanding of God as their Heavenly Father, Jesus as their Lord and Savior and the Holy Spirit as their Counselor. We want to give ample opportunity for your child to see and hear about all the great things God has created and all the ways He wants to work in us.

Outside of your home, a Christian preschool is the best way to assure that the values you desire for your children are taught and reinforced in an educational environment. Here they can begin to form proper social skills, develop a healthy self image and begin to give education its proper attention under the care of Christian teachers. We want your child to get a great start in life.

Barton Church Preschool is a part of Barton Community Baptist Church and has a governing Preschool Committee as part of our Christian Education ministry.

## **PURPOSE AND GOALS**

“...so that you may walk in a manner worthy of the Lord, to please Him in all respects, bearing fruit in every good work and increasing in the knowledge of God,”

-Colossians 1:10

Our **purpose** at Barton Church Preschool is to instill in your child:

- The love of Jesus in his or her life
- The love and excitement of learning
- The love of making new friends

Our **goals** are to help your child:

- Learn about Jesus
- Love learning by achieving readiness skills in reading, writing and numbers
- Develop fine and large motor skills
- Develop good decision making skills
- Appreciate others

(These will be addressed in more detail under specific headings in the handbook)

## **POLICIES**

**Admission Policy:** Barton Church Preschool admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies or other school-administered programs.

### **Enrollment Policy:**

- All students wishing to enter Barton Church Preschool must submit an application with registration fee to the church office. The registration fee is \$25.00 and is non-refundable upon acceptance.
- Preschoolers must be at least 3 years old by September 1<sup>st</sup>, must be toilet-trained and able to redress themselves after using the rest room in order to be admitted to the class.
- Currently, one class that includes both 3-4 year-olds are held. Parents of three-year-olds have the option of sending their child two days per week, Mondays and Wednesdays for \$125/month or 3 days per week, Mondays, Wednesdays, Fridays for \$150 per month.
- There is a once-per-year materials fee of \$30 charged to each student, payable with the first month's tuition.
- Enrollment for the following year opens in February for returning students. Enrollment opens to others in March. The priority system of accepting registrations will be:
  1. Children currently enrolled
  2. Children whose parents are members of Barton Baptist Church
  3. Children with an older sibling who attended Barton Church Preschool in the past
  4. Children from the community at largeAny remaining requests will be placed on a waiting list to fill vacancies as they occur.
- All preschoolers entering Barton Church Preschool are required to present a current record of immunization. Forms will be provided and must be filled out entirely and signed and dated on both sides/pages, then returned to the orange tuition box, the church secretary or the teachers. These are due by November 1 or your child may be subject to exclusion from school. See Appendix A for the complete explanation of the law on immunization exclusions.
- The tuition fee is \$125.00 per month for three-year-olds attending two days per week or \$150.00 per month for those attending all three days for a 9-month school year and \$150.00 per month for four-year-olds for a 9-month school year. Students enrolling after the first week of a particular month will be charged at the rate of \$38/week for the enrollment month, including the week in which the student enrolled.

1. Tuition fees for all months are the same, including months during which there are winter and spring vacations.
  2. Tuition is due the 1<sup>st</sup> day of every month of school.
  3. If tuition has not been paid by the 10<sup>th</sup> of the month, a late fee of \$25 will be assessed. At the end of two consecutive months, if tuition is not paid, termination of attendance will occur.
  4. A return check fee of \$30 will be charged for each non-sufficient funds check returned to Barton Church Preschool.
- If a family has more than one child enrolled in our preschool, each additional child receives a tuition discount of \$10/month.

**Safety Policy:**

The teachers in charge of a child or group of children are responsible for their safety. In order to insure the safety of each child, teachers adhere to the following guidelines:

- The teacher and aide are responsible for governing the arrival and departure of the child and are aware of each child's presence at school at all times. One greets children at the door and one greets children in the classroom.
- No child shall be left alone or unsupervised.
- The staff has access to phones at all times.
- Should an accident or injury occur, the child will be treated as appropriate and parents will be notified.
- Fire/earthquake drills will be conducted once a month. Exit plans are posted in each classroom with exits clearly marked. The children are moved to the designated safe area posted.
- In case of severe weather, please listen to the radio or television. We will follow the lead of the Eagle Creek/Estacada School District. If you are unsure about the closing, please consult the church/preschool website for current information: [www.bartonchurch.org/preschool](http://www.bartonchurch.org/preschool).
- A staff member, by law, must immediately notify Clackamas County Department of Human Services if they suspect that a child has been abused or neglected (ORS 419B). Phone number: 971.673.7112

**Medical Policy:**

- Barton Church Preschool requires that all parents grant permission for transportation for emergency treatment.
- Please do not send your child to school if the child shows any of the following signs of illness:
  1. Temperature of 100 degrees or higher
  2. Diarrhea (3 or more abnormally loose stools within a 24-hour period)
  3. Severe, continual or constant coughing or a cough causing the child to become red or blue in the face or to make a whooping sound
  4. Difficult or rapid breathing
  5. Yellowish skin or eyes
  6. Pink or red swollen, itchy eye, seeping eye
  7. Untreated infected skin patches, unusual spots or rashes
  8. Unusually dark urine or white or gray stool
  9. Stiff neck with elevated temperature

- 10. Evidence of lice infestation, scabies or other parasitic infestations
- 11. Sore throat or difficulty swallowing
- 12. Vomiting more than one time, when accompanied by another symptom
- If a child shows any of these symptoms or any other signs of illness while in school, parents will be contacted and asked to take the child home. If the parent is unable to come, the child will be discharged to the next person designated on the registration form. The child will be isolated until he/she can be picked up.
- Parents will be notified if their child has been exposed to any communicable disease.
- Parents need to call the church office at 503.637.3258 if your child will be absent from class.
- A child may be re-admitted to school:
  1. As soon as all signs of illness are gone
  2. A doctor has examined the child and given permission for him/her to return
  3. The parents feel that the child's own health is not in danger
  4. After the isolation period has ended
- No medication/vitamins will be administered at school at any time, except in emergency situations with written instructions from a doctor.
- If a child is on a special diet, we will be in compliance with the parent's instructions as to what the child can or cannot eat. (Because we do not serve meals, only snacks, we ask that if your child requires special food, you help to provide it for them).
- Children will be monitored to make sure hands are washed after using the restroom and hand sanitizer will be used in the classroom.
- Staff members are to stay home if they are ill.
- Furniture and toys will be disinfected daily to keep them free from germs.

**Guidance and Management Policy:**

We believe that all behavior is a form of communication. Our teachers consider inappropriate behavior as an opportunity to teach what is appropriate. Sometimes a child might feel overwhelmed or frustrated; their behavior will indicate these feelings. The teacher will stop and try to help the child identify what they are feeling and how it can be handled.

- Children who act inappropriately will be re-directed.
- If re-direction is not working, a time-out may be given. This is not a form of punishment, but rather a cool-down time to allow the child to be away from whatever is causing them to be upset.
- If a child has recurring inappropriate behaviors, the child's parents will be notified and options for behavior modification will be discussed. A behavior modification plan that identifies the problem, lists the possible solutions and outlines a plan of action may need to be put in place. If the parents refuse to agree to such a plan that is deemed necessary, the child's enrollment will terminate immediately.

- If a verbal or physical argument happens between students, the students involved will discuss with the teacher in a positive and Christian way what happened. Apologies and forgiveness will be encouraged. If a physical injury occurs, both sets of parents will be notified immediately.
- Parents are encouraged to contact and/or meet with the teacher if they have concerns or questions regarding things that happen at school

**Conflict Resolution Policy:**

If a parent of one of our students has a conflict with a staff person, he/she needs to go directly to that person first. If it cannot be resolved, then a mediator such as the pastor can meet with both parties. The preschool governing committee will serve as the final appeal if resolution cannot be reached otherwise.

**Exception Policy:**

In certain situations, an exception of a current policy can be made, pending the preschool governing committee approval.

**PROCEDURES**

**Calendar:**

- Classes will begin the Wednesday after Labor Day in September and will run through the end of May.
- Classes will observe the same holidays and break times as the Estacada School District, including Veteran’s Day, Thanksgiving, Christmas break, New Year’s Day, Martin Luther King Day, President’s Day, Spring Break and Memorial Day. Barton Church Preschool is in session on Estacada’s conference days and inservice days.

**Classes:**

- **The doors do not open before 8:50 am; please do not plan to drop your child off before that time.** Please plan to pick up your child promptly at 12:00 noon. Class will meet from **9:00 am – 12:00 noon on Mondays , Wednesdays and Fridays.** A teacher will conduct this class. The class will have a maximum of 18 students. Chapel will be held once a week on Wednesdays for classes during the last twenty minutes of the day.
- With the combining of the threes and fours in one class, parents of the threes may opt to send their students on Mondays, Wednesdays and Fridays for an additional \$25 per month.
- Parents are welcome to attend chapel and/or to visit in the classroom. Advance notice is appreciated but not required.
- Birthdays are celebrated at Barton Church Preschool. If parents would like to furnish a special treat on their child’s birthday in place of the snack, arrangements must be made with the teacher ahead of time.
- Food (other than pre-arranged treats) and gum are not acceptable at school.
- Both classes will share the same times for programs, field trips and special events.

**Field Trips:**

Field trips may be planned throughout the year. Parents will always have plenty of advance notice about upcoming field trips.

- On the day of the field trip, there usually will be no preschool. Parents, children and staff will meet at the field trip destination at the time the field trip is scheduled. Parents will be responsible for only their child. Siblings are welcome to attend under the supervision of their parents as well. The teacher will send home a form with each child to notify of the cost, where, time and to ask if the parent(s) will be attending the field trip.
- If a parent is unable to attend but would like their child to attend, the school will furnish a list of parents' phone numbers in that class; parents may work out an arrangement with another parent. The staff is not responsible for the children on these days; the parents are responsible.

**Attire:**

Please dress your child for school in practical, comfortable, washable play clothes. Remember that they will be spending time on the floor and, when weather permits, on the playground.

- Please do not dress your child in body suits, pants with snaps, buttons, zippers or belts that may require staff assistance after your child uses the restroom unless you are **absolutely certain** that your child can attend to those details him/herself.
- Sturdy shoes (tennis shoes preferred) are appropriate. We request no flip flops, wedge heels or slip-ons; they present safety concerns.
- Please mark all coats, hats and other removable clothing with your child's name.
- The children do not go out in the snow. There is no need for snow boots or snow suits.

**Drop-off and Pick-up:**

- Doors will open at 8:50 am.
- Parents will use parking spaces so as not to block entrances, exits and sidewalks when dropping off or picking up.
- Parents must escort their child to the classroom door and sign them in each day.
- Pick-up begins at 12:00 noon sharp. A late charge of \$1.00/minute will be assessed after 12:10 pm.
- Children must be picked up at the classroom door and signed out each day.

**Release of Children:**

- A parent/guardian consent form is kept on file at the school. **For the child to be released to anyone other than parents/guardians, the names must be listed on that form.**
- Please notify the school if anyone other than an authorized person is sent to pick up the child.
- Please list the name(s) of anyone who is NOT allowed to pick up the child. If there is a custody issue involving your child, please inform the teacher. If legal custody has been given to only one parent, the preschool will need to have copies of the court agreement. If one parent is not permitted to pick up the child, we will also need copies of that court agreement. Unless we have legal documentation saying you are the custodial parent, we cannot keep the non-custodial parent from coming to the school. If a problem arises during school hours, Clackamas County police will be called.

## CURRICULUM AND ACTIVITIES

Our preschool curriculum is age-appropriate and designed to meet the educational and social needs of our students. Many activities overlap in addressing curriculum areas; for example, a child may learn about basic geometric shapes while doing an art project or will practice a fine motor skill while cutting out a picture that illustrates a story. Many skills that are introduced to the three-year-old class will be expanded upon in the four-year-old class. An overview of curriculum areas is shown on the following chart:

<u>Curriculum Area</u>	<u>Three Year Olds</u>	<u>Four Year Olds</u>
Gross Motor Skills: Develop body coordination	Simple exercises Running Jumping Balancing Bouncing and catching	Lifting Pushing Pulling Hand-eye coordination Relays
Fine Motor Skills: Manipulation Small muscle development	Tracing Cutting Pasting Coloring Put in Take out Simple puzzles	Holding a pencil properly Writing, drawing Coloring within lines Match Fit Connect/disconnect More complex puzzles

<u>Curriculum Area</u>	<u>Three Year Olds</u>	<u>Four Year Olds</u>
<p>Social Concepts:            Sharing            Understanding rules, limits            Taking/Waiting turns            Self-discipline            Manners            Conflict resolution            Identifying &amp; verbalizing emotions            Caring for self, others, property</p>	<p>Housekeeping            Dress-up            Blocks            Snack            Birthday celebrations</p>	<p>Field trips            Setting the table            Puppet shows            Using the telephone            Birthday celebrations</p>
<p>The Bible:            God loves us &amp; God loves the world            Scripture verses            Bible stories            Songs</p>	<p>Chapel            Learning verses            Learning songs            Listening to stories</p>	<p>Chapel            Learning more verses            Learning more songs            Listening to stories            Acting out stories            Telling stories</p>
<p>Language Arts/            Reading Readiness:            Left to right progression            Rhymes, poems, finger play            Letter recognition            Phonemic Awareness            Expanding vocabulary            Rhythm of speech</p>	<p>Alphabet song            Tracing letters of the alphabet            Writing first name            Listening to stories            Looking at books            Show and tell            Playing games</p>	<p>Learning letter sounds            Writing first &amp; last Name            Recognizing upper &amp; lower case letters            Listening to stories            Looking at books, telling the story            Show and tell            Playing games</p>
<p>Math:            Learning geometric shapes            Counting</p>	<p>Counting from 1-10            Learning names of basic shapes</p>	<p>Counting from 1-100            Learning traffic sign shapes</p>

<u>Curriculum Area</u>	<u>Three Year Olds</u>	<u>Four Year Olds</u>
Science and Nature: Seasons Weather Senses Bodies Nutrition Plants	Calendar activities Learning basic body parts, e.g., leg, arm, head	Calendar activities Gathering leaves from different trees Planting seeds Learning what the senses do Learning food groups
Creative Expression: Experimentation Discovery Value of the Arts Satisfaction of an end product they created	Learn colors Work with play-doh Water play Observe science experiments Sing songs	Paint pictures Build with legos/blocks Perform science experiments Make up a song

The children will have opportunities to participate in many varied activities, all designed to address the various curriculum areas. There will be:

- Learning centers: children will be able to choose from a variety of activities (free play such as listening center, library corner, science corner, block area, trucks and equipment area, housekeeping center, dress-up, store, puzzle table, water play.)
- Circle time: periods of quiet time alternating with periods of activity, pledge of allegiance, calendar activities (days of week, weather), story times, show and tell, songs, guest speakers, musical instruments.
- Arts and Craft time: challenging gross and fine motor activities, hand-eye coordination, painting, coloring, cutting, pasting, writing, matching games, math skills, science experiments.
- Outdoor time: recess, nature walks, running games, relay races
- Chapel time: learning about God and His world, biblical people and stories, having respect for God's house, prayer, scripture verses.
- Snack time: learning to talk together as a group, share, practice manners, clean up, learning to wash hands before handling food.

### Sample of a Daily Schedule:

8:50 am	Doors Open
9:00-9:20	Free Play
9:20-9:30	Clean Up
9:30-9:55	Circle Time (Jobs, Calendar, Weather, Bible verses, Show & Tell)
9:55-10:35	Learning Centers (Art, Math, Science, Reading, Writing, Music & Movement)
10:35-10:55	Snack
10:55-11:15	Recess
11:15-11:50	Bible Story/Chapel (Wednesday)
11:50-12:00 noon	Wrap Up
12:00-12:10 pm	Pick Up

### COMMUNICATION

Our intent is to make your child's preschool experience as positive as possible. If you have any questions or concerns, please use the resources listed below:

- Preschool Newsletter/Calendar Sent home monthly
- Parent Roster Sent home the first month of school
- Secretary: Penny Nicholas 503.637.3258
- Preschool Committee Contact:  
Ben Erickson 503.637.3258
- Teacher: Ashley Briggs 503.637.3258  
503.867.5233 (cell)

We recognize that we are serving as partners with you, the parents, in helping your child learn and grow in the nurture and admonition of the Lord. We consider it a privilege and thank you for entrusting us with a portion of your child's day. You can enhance your child's preschool experience by:

- Bringing your child to school on time and making attendance a priority. This will impress your child with the importance of his/her school day.
- Helping your child observe show and tell days. At other times, children should not bring any toys to school. Toy guns and knives are not permitted at school at any time.

- Reading to your child. Read books, cereal boxes, street signs, anything to show the connection of reading to everyday life.
- Talking to your child. Talk to him/her about what went on in school that day, what they think about things, anything to keep lines of communication open, to develop verbal and thinking skills and to keep abreast of what is going on in your child's life.
- Praying with your child. Make talking to God and turning to our heavenly Father a natural response and a regular part of his/her day.
- Getting involved with your child's activities, e.g., volunteering to be a room parent, coaching his/her sports team, chaperoning a field trip, etc.

May God bless this school year and the families who come to Barton Church Preschool!

## **APPENDIX A: NONMEDICAL EXEMPT IMMUNIZATIONS**

In 2013, Oregon passed legislation that changes the process for claiming a nonmedical exemption to school and children's facility immunization requirements. As of March 1, 2014 this new law went into effect. This new law also changes the language from "religious exemption" to "nonmedical exemption." It requires parents and guardians who want to claim a nonmedical exemption to receive education about the benefits and risks of vaccination prior to claiming the exemption.

Parents and guardians have two options to receive this education:

1. Talk to a health care practitioner. The practitioner can sign a Vaccine Education Certificate that the parent will submit to his/her child's school, along with the child's completed NEW Certificate of Immunization Status Form 53-05A 12/2013 (keep a copy of this certificate for your own file.)

2. View the online vaccine education module.  
([www.healthoregon.org/vaccineexemption](http://www.healthoregon.org/vaccineexemption))

The parent or guardian will print a Vaccine Education Certificate at the end of the module, to be turned in to his/her child's school, along with the child's completed NEW Certificate of Immunization Status Form 53-05A 12/2013 (keep a copy of this certificate for your own file.)