

# BELLEVUE CHRISTIAN

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## WITH PURPOSE

### Preschool Family Handbook

#### Contact Information:

##### **Mack Campus**

18250 168<sup>th</sup> Pl Woodinville WA 98072

Office hours: Monday – Friday, 8:00 am – 3:00 pm

Office phone: 425-485-1824

##### **Three Points Campus**

7800 NE 28<sup>th</sup> St. Medina WA 98039

Office hours: Monday – Friday, 8:00 am – 3:00 pm

Office phone: 425-454-3977

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Table of contents:

03	Mission and Philosophy
04	Campus visitors
04	Child abuse reporting
04	Classroom behavior expectation
05	Classroom volunteers
05	Clothing
05	Communications
06	Daily Routine
06	Developmental assessments
06	Drop-off and Pick-up
06	Emergency Procedures
07	Financial
08	Food and Snacks
08	Free Access
08	Handwashing
08	Health Regulations
09	Parent Involvement
09	Parent responsibilities
10	Resolving differences
10	Safety and Security
11	Separation Anxiety and Transition periods
11	Sign-in/Sign- out
11	Toilet Training
11	Weather related school closure and delays

Preschool is a place for growing, learning, understanding, for curiosity and discovery, for safety and for fun! At the heart of Bellevue Christian School's preschool program is a desire to see each child grow in their understanding of how they are loved and valued by God. A child's sense of self-worth affects every area of his/her development. Psalm 139:17 makes it clear that each one of us is unique and valuable to the Lord, "How precious it is, Lord, to realize that you are thinking of me constantly." And in the parable of the lost sheep (Luke 15:4-6) we learn of the Lord's concern for each individual. It is our goal to strengthen what you, as parents, have begun by helping your child find joy in knowing they are loved and valued by God. We look forward to working together in community this year.

### **Mission**

To prepare young people to live faithfully for God in a rapidly changing world with the ability to understand, evaluate, and transform their world from the foundation of God's unchanging values.

### **Vision**

Bellevue Christian School's vision is: **Preparing young people to live faithfully for God.**

### **Organization**

BCS is committed to all students, each with varied gifts and needs. We provide an education that offers students opportunities to make their marks on the world in the way God intends for them.

BCS is a 501(c)(3) non-profit corporation. The school board is self-perpetuating; new members are elected each year serving up to two 3-year terms. Board members must first be elected to the 32+ member BCS Corporation. The corporation meets annually for corporate business and to elect new board members and approve the slate of board officers. This ensures stability and stewardship of the founding Philosophy of Christian Education. The Board is responsible for ensuring that school decisions align with the [Mission & Vision](#), and [School Philosophy](#) of BCS and are the keepers of school policy.

Our preschool teachers and assistants are trained and certified in Early Childhood Education, first aid and CPR in accordance with WAC 110-300A-1010-1120.

Three Points parents may review information regarding the school's license at the school office.

## **Campus visitors**

To help maintain a safe campus our classroom doors are locked. Visitors check in at the main office and are required to wear a badge when on campus beyond drop-off and pick-up times. Parents and children are welcome to come before or stay after class to use our preschool playground. We do ask that you help your child clean up the play area before leaving. Preschool families should not use the elementary playground during school hours.

## **Child Abuse reporting**

Professional school personnel are required by law to report to designated school and community authorities any suspected case of child abuse. Failure to make the required report is in itself a gross misdemeanor. It is not a breach of professional confidence to report. The law protects professional school personnel from any liability which might otherwise be incurred for breach of confidence between a professional and his/her student. As staff, faculty and administrators, we have a double accountability before God to be aware of the great responsibility we have in the offense of God's little ones.

## **Classroom behavior**

*Our goal is to "promote positive relationships between all children and adults to encourage each child's sense of individual worth and belonging as part of a community and to foster each child's ability to contribute as a responsible community member." NAEYC Early Learning Program Accreditation Standards, 2018*

Expectations for classroom behavior reflect our understanding that children are active learners and learn best through playful engagement with their environment and classmates. In the course of active play, there will be times when children have disagreements and conflicts. We take this opportunity to teach children to treat others with kindness and respect, encourage children's problem-solving skills, and assist them in verbally working out a solution or resolution.

As a school we have established behavior guidelines that can be applied to most situations. Rather than setting rules for every detail of school life, these guidelines have broad application based on biblical principles. They apply at recess, as well as in the classroom or on a field trip.

When conflicts arise, teachers coach children, modeling words and actions that foster problem solving and negotiation skills. Teachers will intervene if a child is going to hurt another child, themselves, or when property is being damaged. Physical punishment, restraint, or verbal abuse will never be used with children. While we do not use "time-out" in the classroom, it may become necessary to remove a child from the classroom to give the child an opportunity to calm down. A staff member will stay with the child and parents will be contacted.

Upon enrollment, parents are asked to sign the following behavior agreement:

*We agree to communicate any grievances honestly and directly to those involved, and will deal with the problem constructively. If my student causes any damage to school property, I will pay for any repair or replacement. When my/our student chooses a course of action or adopts attitudes which*

*are inappropriate to the spirit of BCS Preschool, the Preschool has my permission to provide appropriate consequences for those actions or attitudes, even to the extent of suspension or expulsion.*

If a child's behavior becomes harmful to others, teachers and parents will meet and discuss a plan for helping the child learn to moderate and control his/her behavior. This might include arranging for assessments by a school district or other local agency. We understand that "expelling preschoolers is not an intervention. Rather, it disrupts the learning process." (<https://www.naeyc.org/standing-together-against-suspension-expulsion-early-childhood-resources>). Our goal will be to work together, family and school, to provide the resources to support the child and the teaching staff.

### **Classroom volunteers**

Parents who would like to volunteer in the classroom or on field trips will be asked to complete a background check and sign a volunteer guidelines form. Classroom volunteer sign-ups will begin after the children have transitioned (usually 4-6 weeks after the start of the school year). Classroom volunteers generally help for the first hour of the class day.

### **Clothing**

Please send your child to school in washable clothes that he/she won't worry about getting dirty. Paint aprons are provided, but paint does get on clothes.

Please send your child to school in play shoes. Play shoes should support and protect the child's foot as he/she runs, jumps, and climbs. Sandals, clogs, chunky boots, and shoes with high heels are not appropriate for preschool footwear.

Outerwear should be marked with your child's name and have closures that your child can use. Parents and teachers should encourage children to remove and put on their own outerwear. Taking increased responsibility for themselves (even when it takes longer) adds to their feeling of competency.

Your child will need a **tote bag** (BCS provided or a similar style) and a snack bag. **Tote bags** are easier for preschool children to manage and accommodate the kinds of work your child will bring home. This is important for their school papers. Be sure to put your child's name on all school bags.

### **Communications**

Communication is important to us. Families will receive written and electronic communications about special events and changes to our schedules. Your classroom teacher will send home a calendar with details specific to your child's class. It is important that you notify us and update your RenWeb account when there are changes to your contact information.

The beginning and ending of the school day can be very hectic and leave little time for conversations with your child's teacher, but relationships between teachers and parents are very important. You may email your child's teacher or leave a message for your child's teacher at 425-485-1824 (Mack) or 425-454-3977 (Three Points) and she will get back to you as soon as possible.

## **Daily Routine**

Bringing your child to school on time eases the transition into the classroom activities. It is helpful to take your child to the bathroom just prior to class each day. If you are going to be late for pick-up, please call the office and we will get a message to your child's teacher.

## **Developmental Assessments**

Teachers use informal and formal assessments to ensure that each child is learning and growing. Our observations and assessments are based on curriculum goals and objectives for each age group. (A copy of these goals and objectives is available on the BCS website.) Written documentation about the student's growth and development is shared twice a year. In the Pre-K year, parents and students are invited to attend a Portfolio Conference in the spring.

## **Drop-off and Pick-up**

If there is a change in your drop-off or pick-up routine, you should let the classroom teacher know immediately. A written schedule is helpful. Children will only be released to those people on your approved pick-up and carpool list.

Class start and end times:

- Morning classes: 8:30 am – 11:30 am
- Afternoon classes at Mack – 12:30 – 3:00 pm
- Three Points Extended hours: 11:30 am – 3:30 pm

## **Emergency Procedures**

Our preschool students will participate in a "Safety Walk" drill each month. This includes a duck/cover and hold drill (earthquake), procedures for lockdown, and evacuation drill (for fire, earthquake or any disaster requiring exit from the building). These drills are held to help students learn appropriate responses in the event a real emergency should occur. Students must conduct themselves as though a real emergency was in process. Teachers explain procedures and the route to be used in exiting the classroom prior to the first drill. An evacuation map is posted in each room.

In an effort to be adequately prepared to serve students in the event of a disaster, or during an extended loss of power, BCS provides Classroom Emergency Kits, designed to provide comfort and first aid, if needed. These are kept in an accessible area and are replenished as needed.

On a larger scale, each campus has a plan for major emergency situations including earthquake preparedness. We have worked closely with the local fire departments in assuring that our preparation is appropriate and adequate at all levels. An Emergency Procedures plan has been formulated, and each teacher, assistant and staff member are trained to perform in the event of an emergency.

## Financial obligations

The process of enrollment serves to reserve a student's seat for the coming school year. The process of making tuition payments in July and August serves to confirm our family's intention to attend Bellevue Christian Preschool. BCS uses both these processes to make budget decisions for its fiscal year and commitments for the upcoming school year. Therefore:

1. **Enrollment fee** is due at re-enrollment. Enrollment fee is not a prepayment of tuition. This fee is due once billed and is non-refundable.
2. **Annual Tuition payment plans.**
  - a. paid in full by July 1, 2018 with a 2% discount if paid by check (offer expires July 2).
  - b. paid in full by July 1, 2018 by credit card or wire transfer without a discount but no additional fees (fees apply beginning July 2).
  - c. paid in 10 monthly installments beginning July 2018 and ending April 2019 by ACH (a direct debit from your bank account). A completed [ACH Authorization Form](#) is required to initiate these payments. *If by ACH withdrawal, my signature below affirms that a current ACH authorization is in place with the Finance Office who will continue to draw monthly installments for tuition and fees under that authorization, or that I will contact the Finance Office to update my bank information.*
3. **No Proration.** Tuition is not prorated for class days not attended and is due in full without regard to illness, vacation, etc.
4. **Withdrawal.** If my student does not attend Bellevue Christian Preschool or withdraws at any time, I will be responsible for all fees and tuition accrued through the end of the month in which I withdraw my student based on the 10-month installment plan for annual tuition beginning July 1. *I understand that this means July and August tuition is due once billed and is non-refundable.* There are no refunds other than payments made over and above the fees and tuition charged through the month of withdrawal. Tuition responsibility is as follows:

Date Withdrawn	Tuition & Fee Responsibility
Prior to, and including, June 30	Enrollment fee; any fees incurred through June 30
July 1 through 31	Enrollment fee; July tuition installment; any fees incurred through July 31
August 1 through 31	Enrollment fee; July and August tuition installments; any fees incurred through August 31
September 1 to end of school year	Enrollment fee; any fees incurred and all tuition installments beginning July 1 through the month the student withdraws. No proration of the month

### Late payment, overdue balance.

Late fees are assessed on monthly unpaid tuition and fee balances on the 5<sup>th</sup> of each month (\$15) and again on the 20<sup>th</sup> (\$50). Total late fees charged in one month: \$65.00.

Payments returned for insufficient funds are charged back to the tuition and fee account along with a \$25 NSF fee. Late fees may also be assessed.

If the monthly balance is not paid in full by the end of the month for which it is billed, my student may be asked to not attend classes or participate in co-curricular activities until the balance is brought current.

BCS reserves the right to send accounts that are in arrears to a collection agency.

## Food at school

Each child will bring a morning snack. Many children have food allergies and sensitivities. We are an Allergy Aware school. **Please do not bring any nuts to school.** We also encourage you to limit sweets for snacks and use this opportunity to teach your child about making nutritious snack choices. If your child has severe food allergies, please plan to talk with your classroom teacher about a plan for your child.

Children who stay for extended care at Three Points will be able to order a lunch from The Lunch Ladies. We will provide an afternoon snack. All snack and meals will comply with the USDA-CACFP guidelines. Parents will be provided with these guidelines during parent orientation.

## Free Access

Custodial parents are free to visit all areas used by their children at Bellevue Christian Preschool. Please let the school office or your child's teacher know if you will be visiting. You will need to sign in at the front office and wear a visitor's badge while on campus.

## Handwashing

Children will wash their hands with soap and warm water:

- On arrival
- After using the toilet
- After outdoor play
- After playing with animals
- After touching body fluids
- Before and after the child eats or participates in food activities.

## Health regulations

ALL children must have current immunizations **BEFORE** entering school.

Children will be monitored in the washing of hands before snacks, before cooking projects and after using the bathroom.

If your child is going to miss school for any reason, please call the school office at **(425) 454-3977** so that we can let the teacher know.

If your child shows signs of illness, please keep him/her at home and notify teachers of any contagious disease. A child who becomes ill at school will be attended by an adult while the parent is being called. Since parents aren't always home during school hours, we request two other emergency contacts on your registration materials. Please notify us if there are changes in emergency notification information.

**If your child shows any of these symptoms, please do not send him/her to school for 24 hours or until seen by a doctor:**



- Oral temperature over 100 degrees.
- Colds with runny nose and excessive cough, sore throat, yellow green nasal discharge.
- Vomiting.
- Diarrhea that is not related to medication or food reactions.
- Any undiagnosed rash, other than heat rash.
- Any symptoms of a communicable disease.

**You may send your child back to school:**

- If a child has been taking an antibiotic for 24 hours.
- Has no fever or other symptoms for 24 hours.
- Has had no vomiting, diarrhea or temperature above normal for 24 hours

**Communicable diseases:**

- Chicken Pox - all lesions are dry and crusted
- Strep throat - on antibiotic for 24 hours and no fever
- Measles, German measles - rash and fever gone
- Mumps - swelling, temperature down
- Conjunctivitis (pink eye) - on medication at least 24 hours.
- Head lice - following medical treatment

**Parent Involvement:**

Parents are expected to attend a meeting during the first weeks of preschool to review school and classroom expectations and practices.

Parents and family members interested in volunteering in the classroom will be asked to complete a background check and sign classroom volunteer guidelines.

**Parent Responsibilities:**

**MEDICAL INSURANCE:**

- I/We understand that we are responsible to maintain adequate medical insurance to cover our student's medical needs or emergencies while attending Bellevue Christian Preschool and Bellevue Christian School activities.

**ILLNESS:**

- I/We understand it is the policy of the school that, in order to reduce risk of spreading any illness, a student with a contagious and/or communicable disease may not be allowed on campus. The

Preschool Director has the authority to make the decision based on the advice of any appropriate physician or the Public Health Department from whom he or she may seek counsel.

**STUDENT MEDICAL FORM AND EMERGENCY CONTACTS AND RELEASE FORM, CHANGE OF CONTACT INFORMATION:**

- I/We understand BCS is legally required to maintain up to date medical and emergency information on each student, that it is BCS policy that the Student Medical Form and Emergency Contacts and Release Form can be completed in RenWeb, and that my student will not be allowed to attend class until these forms are complete.
- I/We agree to complete and/or update the Student Medical form and the Emergency Contacts/Release form when this enrollment contract is submitted. To find the forms, log into your [ParentsWeb account](#), click "School Information", then "Web Forms", then "BCS Family Forms and Preferences" options.
- I/We will also update the student medical form and the emergency contacts form and make any changes to my/our contact information, in our ParentsWeb account as those changes occur.

**Resolving differences**

From time to time honest differences of conscience over sensitive issues, concerns about the educational program, or concerns about the performance of any employee will arise which demand attention and peaceful resolution within the school community. In such cases, Bellevue Christian School is committed to two foundational principles that must be applied with wisdom and prudence. On the one hand, we recognize the fundamental responsibility of parents for the education of their children. Accordingly, BCS encourages family communication and participation in the educational process.

On the other hand, we believe that everyone in the BCS community must recognize, respect, and cooperate with the school's mission statement, educational confession, and authority structure, and work for the common good within the bounds of established procedures and policies.

Recognizing the foregoing, Bellevue Christian School is committed to a process for resolving differences through means that are Biblically based and sensitive to our mutual accountability as members of the body of Christ.

**Safety and Security**

We are taking extra precautions to ensure the safety of our students at BCS. Classroom doors are locked. Teachers will open the doors five minutes prior to the start of the school day and close doors by 8:35 am.

## **Separation Anxiety and Transition periods**

Our school year begins with an Open House for children and parents to visit the classroom and meet the teachers. It is not uncommon for young children to experience short periods of separation anxiety. The first month of preschool is a transitional period. Our teachers are very nurturing and will work with you on strategies to help your child feel comfortable in the classroom. If a child continues to have extended periods of crying and anxiety, we will meet with the family to determine if a child is not ready for a preschool setting.

## **Sign-in/Sign-out**

Mack – teachers will record daily attendance through RenWeb.

Three Points – Parents will use the Kinderlime program for daily sign-in and sign-out. Teachers will also record daily attendance through RenWeb.

## **Toilet Training**

Children are expected to independently manage their bathroom needs before entering preschool. Teachers will verbally guide and direct children. Please do not send your child to preschool in a pull-up. We know that children may occasionally have bathroom accidents but a child who has consistent bathroom accidents may not be ready for preschool.

## **Weather related school closures and delays**

Snow or icy road conditions may cause us to close school, alter the regular schedule or limit transportation services. Following is a list of options to access updated information about schedule changes:

1. [www.bellevuechristian.org](http://www.bellevuechristian.org)
2. [www.schoolreport.org](http://www.schoolreport.org) – Enter Bellevue Christian School in Keyword search or, select private schools then follow prompts.
3. [www.renweb.com](http://www.renweb.com)- Update your preferences to receive phone, email, and text alerts.

All major radio & television stations will broadcast information by 6:00 AM. In most cases, we will make a district wide decision. Listen for Bellevue Christian School, not individual campuses.

You will hear one of the following announcements:

- School Closed
- 10 AM start, limited transportation; no morning preschool or morning kindergarten
- On time, limited transportation. When "Limited Transportation" is used in the morning, it will automatically be used in the afternoon.

When school starts late, morning preschool and Lunch Bunch will be cancelled.

Please remember that each family's judgment will be respected when determining whether it is safe to travel in their particular circumstance.