

**BLOOMINGTON CHRISTIAN**

**PRESCHOOL**

**HANDBOOK**

**Preschool License Number #360900090**

**9904 Bloomington Avenue**

**Bloomington, CA 92316**

**(909) 877-2182**

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# **WELCOME**

**Welcome to Bloomington Christian Preschool. We are pleased you have chosen our preschool and look forward to the opportunity of sharing in your child's growth and development.**

**Bloomington Christian Preschool is one of the many ministries of Bloomington Church of the Nazarene and is a member of the Association of Schools International. We are licensed by the State of California. We are a Christian child care center and teach non-denominational Christian principles.**

**We welcome your concerns, questions, and suggestions, and above all, your prayers.**

**Sincerely,**

**The Bloomington Christian Preschool Staff**

# PHILOSOPHY AND GOALS

A child's early years are their most important. We teach God's love as revealed through Jesus Christ. For the child, this means not only teaching him/her that God loves him/her, but that he/she, in turn, is expected to love others.

We are non-denominational, Bible-centered in our approach and each staff member is an example of Christ's love. Our aim is to develop the total personality of each child by providing a preschool experience of lasting value.

- |                       |   |
|-----------------------|---|
| <b>Intellectually</b> | by encouraging an enthusiasm for learning, exploring, and firsthand experience.   |
| <b>Physically</b>     | by encouraging experiences which will develop large and small muscle coordination and skill.                                    |
| <b>Socially</b>       | by encouraging participation in group activities, getting along with others and developing a feeling of security and belonging. |

*Our goal is to surround each child with a loving environment and in love him/her in a process which will encourage him/her to develop to his/her maximum potential.*

# HOURS AND HOLIDAYS

**Hours:** 6:30 a.m. to 6:00 p.m.  
Monday through Friday

**Fees:** Fees listed on registration packet.

**Late Fees:** \$1.00 for every minute after 6:00 p.m.

**Holidays:** Bloomington Christian Preschool is closed on the following holidays: (Tuition is calculated on the basis of the school year; therefore, no deductions are made for vacations, school holidays, or a child's absence during the year.)

January

New Year's Day

Martin Luther King Jr. Day

February

President's Day

May

Memorial Day

July

Independence Day

September

Labor Day

November

Thanksgiving

(and following day)

December

Christmas Day through New Year's Day

Other fun activities for our preschool children include:

Birthday Celebrations on the 1<sup>st</sup> Thursday of each month

Spring Blow-out

Fall Festival

Bake Sales

Fundraisers

Christmas Program

School Pictures

Graduation Program

Summer Fun Program (June-August)

# ADMISSIONS

Admissions policy to Bloomington Christian School is as follows:

- 1) The child must be at least 2 years of age.
- 2) Complete registration packet:
  - a) Registration Application
  - b) Notification of Parent's Rights
  - c) Notification of Child's Rights
  - d) Child's health history
  - e) Physician's report
  - f) Financial agreement
- 3) Submit \$50.00 registration fee with registration packet.
- 4) Meet with the Director to acquaint parent and child with the school.

## WHAT YOUR CHILD WILL NEED FOR PRESCHOOL

- 1) Every child must have their own change of clothes in a gallon Ziploc bag. Please label everything. We will keep them in their cubbies.
- 2) One crib sheet. The crib sheet stays nicely on our nap cots. Used sheets are fine. If you want to keep your child's, please put his/her name on it. If you have any to donate, we could always use them.
- 3) Children may bring their favorite blanket or soft toy to sleep with at nap (this is optional).
- 4) Your child will need to bring a sack lunch every Friday. Hot lunch is provided Monday through Thursday.

# ARRIVAL AND PICK UP

Each child must be brought into the preschool and signed in by a responsible adult. (Sign-in book is in the preschool office)

## Authorization for pick-up of a child:

Only those listed on the child's registration form will be authorized to pick up the child. If you send a person to pick up your child who is not listed on the registration form, a call or note will need to be received by the preschool dept. from the parents. (We would prefer a written note signed by the parent in advance for someone who is not on the list.)

Identification will be required for all individuals (other than parents or those who normally pick up the child) when picking up the child from preschool. No child will be released to anyone not having proper I.D.

*Always remember to sign your child in and out daily and to personally walk your child to their teacher or designated meeting area. Full parent signature is required for sign in and sign out.*

### SCHEDULE FOR 2 AND 3 YEAR OLDS

|             |                                      |
|-------------|--------------------------------------|
| 6:30-7:15   | Free Play                            |
| 7:15-7:45   | Watch TV                             |
| 7:45-9:00   | Outside Play<br>(Weather Permitting) |
| 9:00-9:30   | Breakfast                            |
| 9:00-10:30  | Class Time                           |
| 10:30-11:00 | Outside Play<br>(Weather Permitting) |
| 11:00-11:15 | Clean Up for Lunch                   |
| 11:15-11:45 | Lunch Time                           |
| 11:45-12:00 | Use the Restroom                     |
| 12:00-12:15 | Get on Beds to Listen to a Story     |
| 12:15-2:30  | Naptime                              |
| 2:30-3:00   | Wake Up and Use the Restroom         |
| 3:00-3:15   | Afternoon Snack                      |
| 3:15-5:00   | Outside Play<br>(Weather Permitting) |
| 5:00-5:30   | Inside Activities                    |
| 5:30-6:00   | Watch TV                             |

### SCHEDULE FOR THE PRE-K CLASSES

|             |                                      |
|-------------|--------------------------------------|
| 6:30-7:15   | Free Play                            |
| 7:15-7:45   | Watch TV                             |
| 7:45-9:00   | Outside Play<br>(Weather Permitting) |
| 9:00-9:30   | Breakfast                            |
| 9:00-11:00  | Class Time                           |
| 11:30-12:00 | Lunch Time                           |
| 12:00-12:15 | Use the Restroom                     |
| 12:15-12:30 | Get on Beds to Listen to a Story     |
| 12:15-2:30  | Naptime                              |
| 2:30-3:00   | Wake Up and Use the Restroom         |
| 3:00-3:15   | Afternoon Snack                      |
| 3:15-5:00   | Outside Play<br>(Weather Permitting) |
| 5:00-5:30   | Inside Activities                    |
| 5:30-6:00   | Watch TV                             |

# **ILLNESS, MEDICATION**

## **AND INJURIES**

### **Illness**

For the health and safety of everyone, children who are ill may not attend preschool. If your child becomes ill at school, he/she will be isolated and the parents notified. It is the parents' responsibility to come immediately for their child and secure alternative child care.

The director/teacher has authority to refuse your child admittance if they see signs of illness (i.e. fever, red or discharge eyes, vomiting, diarrhea, chills, severe cough, serious runny nose, skin eruptions/rash).

### **Medication**

Only prescription medication in its original container with printed directions will be given,

We must also have the parent fill out a Medication Release Form with the parent signature. Be sure to allow a few extra minutes to your commute to complete this form.

Hand medications directly to the teacher/director and fill out the form. No non-prescribed medicine or over the counter medicine can be given to your child by our staff.

### **Injuries**

When a child receives an injury while at school, the staff person caring for your child will administer first aid. If it is a minor injury you will receive an "Ouch Report" in your child's cubby at the end of the day. The Ouch Report will indicate what happened to your child that day.

If a serious injury should occur, the parent will be contacted immediately. If a parent cannot be reached, the emergency contact names will be notified.



# **GENERAL INFORMATION**

- Curriculum** We use the A-Beka curriculum in our Pre-K classes. This curriculum is a Christ-centered approach to preparing children for kindergarten. The curriculum includes Bible, phonics, letter recognition, number recognition and concepts, social growth and development, language development skills, thinking skills, teaching manners and health. The 2 & 3 year old children learn letters, numbers, colors, and shape recognition along with social and developmental skills, manners, health, safety and daily Bible lessons. Art, Crafts, Music and the weekly chapel are also a part of the preschool program.
- Lunches** We provide breakfast, lunch, and snack daily for your child. Friday is sack lunch day. Each student brings a lunch from home. Please send nutritious foods from basic food groups (bread/cereal, meat substitute, peanut butter, egg,, cheese, beans, fruit/vegetables.) For drinks you may send juice – never soft drinks. We do provide milk.
- Birthdays** Parents may want to send cupcakes as a treat on your child’s birthday. We serve them after nap time with our afternoon snack.
- On the first Thursday of each month we will have a whole school birthday assembly celebrating all children with birthdays during that month.
- Toys** We request that no toys be brought from home. Each classroom has toys and equipment for use by the students.
- Videos** We ask that you check with your child’s teacher before bringing videos to school and that they be “G” rated only.
- Dress** Please dress your child in clothing that is easy for them to handle in the restroom. Overalls, body suits, hard to buckle belts, etc..., sometimes lead to accidents. Please make sure that your children have their names written on their coats, jackets, and sweaters. For the safety of your children, we need you to remove the strings. If your child has strings hanging, we will remove them.

# MAKING SEPARATIONS EASIER

All of us find it hard to separate from those we love. For children, learning to say goodbye is one of the most difficult adjustments they have to make. How you handle their first separations is of the utmost importance. Here are some ways you can help your child meet this challenge.

Prepare children for your departure.

Talk to your child beforehand about where you are going and why: "Mommy is going to work and Mrs. Smith is going to take care of you every day." Be sure that they know when they can expect your return: "...when you wake up," or "...when Daddy comes home."

Never sneak away from the child.

Always tell the child when you must leave.

Provide a consistent routine that children can count on.

It's easier for young children to let go of you if you leave at roughly the same time and place every day. You might arrange for a special activity just before you leave – read a story, or play a record. Children feel better if they know that you return at a certain time – i.e. after nap.

Of course, the unexpected occurs. But in general, children count on your comings and goings.

Get them used to new people gradually.

Whenever possible, leave your child with someone they know. Invite the babysitter to come for a visit once or twice before the sitter stays alone with the child. Or, spend a day or so at the day care center with the child before the child stays there alone.

Try to keep the same person caring for your child. Changes are hard on children.

Encourage children to act out their fears.

Acting out separation helps children feel in control. To help children see that disappear and reappear, play "peek-a-boo" or "hide-and-seek" with them. Or encourage your child to take a pretend trip.

Help your child understand that "good-bye" doesn't mean "forever."

Let children take something familiar to a new place.

Accept the child's need to take along something of their own to a new place. A blanket or toy that reminds them of you and their home can help them feel safer in strange places. Let them keep something important that belongs to you – a pair of gloves or a purse.