

Table of Contents

Pastors' Message	2
Philosophy	2
Mission Statement	2
Program Goals	3
Policies	
Enrollment Procedures	3
Hours of Operation	3
Parking	4
Accepting and Releasing Children.....	4
Pick-Up Authorization	4
Tuition & Fees	4
Withdrawals and Dismissals	5
Guidance Policy.....	5
Program Visitation and Parent Participation	5
Illnesses.....	5-7
Medication	6
Communicable Disease	6-7
Food Services.....	7
Classroom Parties	8
Clothing	8
Class Advancement.....	8
Transportation	8
Field Trips.....	8
Animals.....	8
Communication with Parents	
Monthly Newsletter	9
Parent Conferences	9
Suggestions.....	9
Civil Rights Notification	9
Procedures for Registering Comments, Suggestions or Complaints	9
Minimum Standards.....	10
Licensing Phone #, Abuse Hotline #, FPS Website	10

PASTOR'S MESSAGE

Bethany Lutheran Church established its Mother's Morning Out program in 2002 as a means of serving the children and families of our community. In 2005, we expanded the program to reflect our new Preschool format incorporating a curriculum based learning environment and regular chapel time. We are pleased that you and your family are part of the Bethany family.

The Lutheran Church has a long history of concern for and involvement in the nurturing and education of children. We are committed to continuing that great tradition by providing quality, loving care to each child in our Preschool. This care includes offering your child many opportunities for intellectual, emotional, physical and spiritual growth. In addition, Bethany sponsors educational programs in the vital areas of parenting, child development and family living.

As God's people, we base our service to others on His infinite and unconditional love for us. We believe that we have been saved by grace through faith in order that we might be of service to one another. We also believe that our Lord desires all His people to belong to a worshipping Christian community. If you do not have a church home, we invite you to join us here at Bethany.

Rev. Dr. William B. Knippa
Senior Pastor
pastorknipa@blcms.org

Rev. Kevin D. Lentz
Associate Pastor
pastorlentz@blcms.org

PHILOSOPHY

Each child is a special creation of God. Each child comes to this Preschool with a unique set of gifts and a unique set of emotional and physical needs. Our goal is to take each child and nurture that individual in ways that will be a blessing and a foundation for continued growth.

When a child feels valued and secure in their surroundings, s(he) is free to explore, investigate and learn. In working toward this goal, we will help the child understand God's love. Chapel is conducted weekly; Bible stories and songs are used to convey God's love. Teachers exemplify God's loving concern.

Children learn best by being actively involved in the discovery process. Play is a major learning mode. To foster learning in this way, classrooms are set up in learning centers. Materials are provided which stimulate the child's natural desire to act and learn through hands-on experiences. Curriculum is age appropriate and based on weekly themes.

We believe that working with parents is vital to the success of the program. We urge parents to participate in our program by joining us for activities, volunteering their time and talents to the Preschool and being actively involved in their child's early education at home. Your participation will help your child feel secure in the knowledge that you are interested in him/her and his/her surroundings.

MISSION STATEMENT

The mission of Bethany Lutheran Preschool is to develop God's children through a Christian, loving, safe, creative and family-involved environment.

PROGRAM GOALS

It is our goal that the Preschool program will provide and assist your child in the following:

1. To develop a positive self-concept.
2. To develop a sense of sharing, caring, loving and kindness.
3. To encourage language development.
4. To enhance physical development.
5. To encourage good health practices and develop safety awareness.
6. To encourage creative expression through the arts.
7. To respect different cultures.
8. To provide Christian Education.

POLICIES

Bethany Lutheran Preschool's policies are set by the Church Council. Council members are elected by the congregation and serve three-year terms. Questions regarding policy may be addressed to the Preschool Director. Parents are notified of policy changes and provided program information through an office memo or the monthly newsletter.

Enrollment Procedures

Siblings of currently enrolled students will have placement priority. Placement of children in the Preschool is made according to the child's birthdate as of September 1.

All requirements for enrollment must be met prior to first day of attendance.

The following is necessary for enrollment:

1. Completed registration form including current immunization record and a health statement (well check) from the child's physician.
2. Mandatory Tour/Orientation.
3. Payment of the annual registration fee.
4. Copy of the results of a Vision & Hearing Test - 4 year old students only.

Hours of Operation

School Hours: Monday - Thursday from 9:00 AM - 1:00 PM.

Our school year starts in **September** and concludes the following **May**. We offer an optional summer program for June, July & August.

Sign-In Time: Children will not be accepted or signed in prior to **9:00 AM**. Prior to that time, our staff are preparing for the day ahead.

Pick-Up Time: Children are to be **picked up by 1:05 PM**. A **\$1.00 per minute** late pick-up charge will be assessed for each minute after 1:05 PM. Late fees will be recorded and assessed to your account. Please pick up your child on time.

Holidays: Please refer to the preschool calendar for holiday closings.

Weather Closings: The Preschool will follow AISD weather-related entire day closing decisions. Please call the Preschool if AISD has weather-related late opening decisions to determine Preschool hours. During severe weather, please check local stations for closing announcements.

Parking

Please park in the assigned parking area. Restrict parking lot speed to 10 mph. Watch for people entering and exiting their vehicles. **NO VEHICLES (MOVING OR PARKED) ARE ALLOWED IN THE FIRE LANE ADJACENT TO THE PLAYGROUNDS!**

Accepting and Releasing Children

Children must be signed in with a staff member upon arrival and signed out when picked up. We are not responsible for your child until they are signed in by an adult. Once the child is signed out, parents are responsible for their child.

Pick-Up Authorization

It is imperative for the safety of the children in our care that they be released only to persons authorized, in writing, by the guardian parent. Parents must notify the child's teacher or office staff if someone other than the child's parents will be picking up the child.

A list of persons (age 16 or older) authorized to pick up the child is found on the enrollment form in the child's file. If staff does not recognize the person picking up the child, photo I.D. and parental authorization will be required prior to the release of the child.

Tuition and Fees

**Tuition Rate: 2 day (Toddler class):\$210 per month
2 day (all others): \$200 per month
4 day: \$350 per month**

Please note: Parents are responsible for any returned check fees.

Tuition is due *regardless of # of days attended* to maintain class enrollment

Sibling Discount: \$10 per month for each sibling.

Tuition is due on the 1st of each month. To avoid a \$50 *per student late fee*, tuition payment must be received before the beginning of class on the 15th Tuition may be remitted via:

- An Electronic Funds Transfer via our website at www.blcms.org
- Mailed to:
Bethany Lutheran Preschool
3701 W. Slaughter Lane
Austin, TX 78749.
- Delivered to the front office during regular business hours. 7-5 M-F

Failure to maintain a current balance will result in administrative dismissal from the Preschool program. No refunds will be given for days missed due to sickness, vacation or other absences.

Annual Registration Fee for All Programs: \$110

Summer Registration Fee: \$50

REGISTRATION FEES ARE NON-REFUNDABLE

Withdrawals and Dismissals

Parent: A parent can withdraw their child from the program at any time. Please provide written notice of your intent to withdraw. This notification should be received two weeks prior to last date of attendance.

Preschool Director: The Preschool Director reserves the right to dismiss a child upon notification to the parents. Children who are not yet ready for a group experience or whose needs are not best met in a group setting may be dismissed. Any child who jeopardizes the safety of themselves or others will be dismissed if corrective measures are not successful.

Guidance Policy

Each classroom is arranged so that a child is able to make choices and therefore the child will become self sufficient, self directed and self disciplined.

Teachers use positive, verbal statements that are made clearly and one at a time and redirection. Children are also encouraged to use their words to express feelings. When other guidance fails, a period of separation from the group is used. Children may be brought to the office or parents called to pick up a child. Parents are required to sign Licensing's Discipline and Guidance Form.

Program Visitation and Parent Participation

You are encouraged to visit the preschool at any time. Please notify the director or teacher upon your arrival. When visiting the classroom, please enter quietly, observe silently and leave gently thus allowing the teachers to carry out their tasks in an uninterrupted fashion and the children to learn in a peaceful environment. When visiting the playground, please remain outside of the fenced areas and notify a teacher to bring your child to the gate thus allowing the teachers to remain focused on the children and create a safe environment for them.

Illnesses

When a child becomes ill at school, the welfare of the child and consideration of others is our first concern. The child will be separated from the other children and given staff supervision until they can be picked up. Fever, diarrhea, and vomiting are common symptoms necessitating a child's removal from the preschool. **Children are not to return to the preschool until they have been free of such symptoms for at least 24 hours or have a doctor's signed statement indicating that the child is not contagious.** While some symptoms are not the result of contagious disease, they are not conducive to group care. In these instances, you will be required to pick up your child.

Emergency phone numbers must be on the child's information form in the event parents cannot be located to come for their child. In the case of sudden acute illness or serious injury of a child, emergency medical care shall be obtained and the parents notified as soon as possible. For this reason, we stress the importance of having **CURRENT** phone numbers for parents and emergency contacts.

Children are to be kept at home when they show any of the following symptoms:

Sore Throat	Toothache	Runny nose w/ discoloration
Upset Stomach	Rash	Cough and congestion
Fever	Impetigo	Discharge from eyes, ears, or nose
Earache	Inflamed eyes	Any communicable disease
Headache	Diarrhea	Ringworm

A child may not be readmitted until free of these symptoms for 24 hours or have a doctor's statement indicating that the child is no longer contagious. This is for the protection of all children at the preschool.

In general, **a child who is too ill to participate in outdoor activity should remain at home until able to participate.** If a child is absent more than one day or is diagnosed with a contagious illness, please call the director to discuss the nature of the illness so that we may alert others to possible exposure.

Medication

The preschool will not administer medication to any child. We feel that our hours of operation are such that parents will be able to administer medications to their child at home, please plan in accordance of this.

DO NOT LEAVE any medication in your child's bag as this creates a health hazard for other children in the room.

Communicable Disease

For the safety of all children, if exposure to a communicable disease has occurred or is suspected, we reserve the right to require proof of diagnostic testing and a negative test result or proof of treatment prior to the child's re-admittance to the preschool. Any child recovering from a communicable disease shall be readmitted on the basis of certificate of approval from the child's physician. If no physician is in attendance, the child may not be readmitted until the recommended time period has elapsed as per the local and/or state health department

The following are illnesses and the release/readmission rules regarding all enrolled children. These are designed according to Bethany Lutheran Preschool standards, the Department of Human Service regulations, and physicians' recommendations.

Illness/ Disease

Exclusion from Attendance Until:

Fever	Normal temperature without anti-fever medications for 24 hours.
Diarrhea/ Vomiting	Symptom free for 24 hours.
Chicken Pox	After 7 days from onset and scabbed over.
Common Cold/ Flu	After acute stage.
Giardia	Release by physician.
Head Lice/ Scabies	Treatment underway for 24 hours.
Impetigo	Treatment underway for 24 hours.
Infectious Hepatitis	Written release by physician.
Meningitis	Written release by physician.
Mumps	Written release by physician.
Pink Eye (Conjunctivitis)	Release by physician.
Poliomyelitis	Written release by physician.
Rubella (German Measles)	5 days after rash begins.

Illness/ DiseaseStreptococcal/ Infections/
Scarlet Fever

Viral Hepatitis

Exclusion from Attendance Until:

Treatment underway for 24 hours.

Written release by a physician.

Food Services

Parents are responsible for providing a nutritious snack & sack lunch for their child each day. Please include napkins along with all necessary utensils. Please send foods that are ready to serve to your child and do not require teacher preparation or heating. In addition, please include a separate water bottle/sippy cup for use other than at snack/lunch time. Children should be fed breakfast **prior to arrival** at preschool.

The following charts should help you with making food choices for your child's meals.

The Food Needs for Children **12 Months Through 23 Months** Are Included in the Following Chart:

Food Group	# of Servings To Meet 1/3 Daily Needs	# of Servings To Meet 1/2 Daily Needs	Serving Size
Milk	1 1/3	2	4 oz. Milk or 1/2 oz. Cheese or 4 oz. Yogurt
Meat/ Meat Alternative	1	1 1/2	1/2 - 1 oz. Cooked Meat or 1/2 - 1 Egg or 1/2 cup Cooked Beans
Vegetables and Fruit	1 1/3+	2+	2-3 Tb. Cooked Vegetables or 2-3 Tb. Canned Fruit or 1/4- 1/2 Small Fresh Fruit or 1/4- 1/2 cup Juice
Grains	1 1/3+	2+	1/2 Slice Bread or 1/4- 1/2 cup Cooked Cereal or 4 oz.-1/3 cup Pasta or Rice or 1 or 2 Crackers

The Food Needs for Children **Two Years through Five Years** Are Included in the Following Chart:

Food Group	# of Servings To Meet 1/3 Daily Needs	# of Servings To Meet 1/2 Daily Needs	Serving Size
Milk	2/3 of one serving	1	1 cup Milk or 2 oz. Cheese or 1 cup Yogurt
Meat/ Meat Alternative	2/3 of one serving	1	2 1/2 oz. Cooked Meat or 1 Egg or 1/2 cup Cooked Beans
Vegetables	1	1 1/2	1/2 cup Raw or Cooked Vegetable or 1 cup Raw Leafy Vegetable
Fruit	2/3 of one serving	1	1/2 cup Canned or Chopped Fruit or 1 piece Fruit or Melon Wedge or 1/4 cup Dried Fruit or 3/4 cup Juice
Grains	2	3	1 Slice Bread or 1/2 cup Cooked Cereal or 1 oz. Ready to Eat Cereal or 1/2 cup Cooked Pasta or Rice or 3-5 Crackers

Classroom Parties

Parents are welcome to assist in the room on the day of a class party. The teacher will let you know how you can help via a sign-up sheet.

Birthdays can be celebrated in a low-key fashion. This excludes balloons, clowns and other characters, goodie bags to go home and gifts. We will accept cakes, cupcakes, cookies (please avoid chocolate & nuts), birthday plates, napkins and cups. The celebrations occur mid-morning or during lunch time. Parents are always welcome.

Clothing

Children should come to the program comfortably dressed in washable play clothes and tennis shoes or shoes with back straps. Coats, jackets, sweaters, caps, gloves, and other clothing likely to be lost or misplaced must be clearly marked with the child's name. **Each child is required to have a complete change of clothes (including socks) in a container clearly marked with the child's name.**

Parents are to furnish diapers and wipes for those not yet toilet trained. Any special items such as powder or diaper ointments must come from home. Soiled clothing will be sent home with the child. **Parents will be called** to bring items from home if a child needs a change of clothing and does not have one at the preschool. Please do not dress your child in clothing with belts or allow your child to wear jewelry to school. **Daily diapers are to be sent with your child with your child's INITIALS on EACH one.**

Water Activities

Sprinkler and water play will be offered on various dates during the months of May - July. Bathing suits, water shoes, towels and a complete change of clothes will be required on those dates.

Class Advancement

Classes are promoted on an annual basis. Generally, children are promoted together, as a class, from one year to the next, however some exceptions may apply. Please see the Director for details. Children moving up to the three year old class or new three year olds enrolling in the program **MUST** be potty-trained.

Transportation

The Preschool will not offer any type of transportation for the children at this time.

Field Trips

Field trips off campus will not be a part of our curriculum at this time. The Preschool will have special speakers and activities visit the program

Animals

Animals are not allowed on the Preschool premises.

COMMUNICATION WITH PARENTS

Monthly Newsletter

A preschool newsletter will be available on our website at www.blcms.org for parents to view. Listing upcoming events, important dates, holiday closures and any occasion where parent participation is requested. A paper copy will be posted on the classrooms Parent board.

Parent Conferences

The preschool director and teachers may contact parents periodically to report the progress of each child. Parents are encouraged to bring problems regarding their child to the attention of the teacher or director for discussion. All discussions will remain confidential. Prior to the start of class in the fall, parents will be invited to an open house event with the teacher and director. To schedule a conference, please contact your child's teacher or the director.

Suggestions

Please feel free to make suggestions to the director, your child's teacher, or write down your idea and drop it by the office. We welcome input to improve the job we are doing.

Civil Rights Notification

In compliance with the Civil Rights Act, the following non-discrimination statement and complaint-filing procedures are hereby provided to parents of current and potential beneficiaries:

"People who are eligible to participate in the program must not be discriminated against because of race, color, national origin, sex, age, disability, religion or political belief. If you think you have been discriminated against you must write immediately to: Director of Civil Rights, Texas Department of Human Services, M.C.E.-609, 701 West 51st Street, Austin, Texas or the Secretary of Agriculture, Washington, D.C. 20250."

Procedures for Registering Comments, Suggestions or Complaints

Any interested party desiring to register a comment, suggestion, or complaint relating to the Preschool or any of its agents or employees shall communicate the matter to the Director in a manner acceptable to the Director. We recommend all comments, suggestions and complaints be made in writing.

No sooner than two (2) business days following the date of notice referred to in the prior paragraph, said party may give similar notice to the Pastors or Council of Bethany Lutheran Church.

Any request by an interested party to appear before a meeting of the Council in connection with a comment, suggestion, or complaint referred to herein shall be made in writing and shall be provided to the Director at least two (2) days prior to the respective meeting. Failure to comply with the specified procedures shall result in a denial of the request.

Unless otherwise decided by quorum, the collective appearances, referred to in the prior paragraph, shall not exceed 10 minutes. The presentation shall be in a manner acceptable to the Council.

To discuss any child care related issue with the Director, please call 292-8778 to set an appointment.

Minimum Standards

Parents can view Minimum Standards at www.txchildcaresearch.org or by asking the Director.

The most recent Licensing inspection report is posted for number of days indicated by the Department and can be located on the Preschool bulletin board.

Licensing Phone #, Abuse Hotline #, FPS Website

Local CCL (Child Care Licensing) #: (512) 834-3195

FPS (Family & Protective Services) Abuse Hotline: 1-800-252-5400

FPS (Family & Protective Services) Website: www.dfps.state.tx.us