



Berean Pre-School

A MINISTRY OF OASIS FOURSQUARE CHURCH
AZ STATE DHS # 15625
FEDERAL ID # 94-2833189

Parent-Student Manual 2014/2015

Serving ages infants 0 – 5 years

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Pre-School Hours

Monday through Friday
8:30 a.m. to 3:30 a.m.

Campus Hours

Monday through Friday
5:30 a.m. to 6:00 p.m.

Office Hours – Starting March 31st, 2014

Monday through Friday
7:30 a.m. to 6:00 pm
Unless otherwise posted

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WELCOME

Welcome to Berean Pre-School. We are excited to have your child(ren) attending our pre-school. Berean Pre-School is open, if space is available, to any child regardless of race, ethnicity, religion, disability or national origin. Berean Pre-School is committed to provide a safe, happy, and educational environment for all children. We consider it an honor to have been chosen by you to be involved in the lives of your young children. We opened our doors in April 2010 and in October of 2010 we were brought under the supervision and oversight of Oasis Foursquare Church, and as such are operating as a non-profit organization licensed by the State of Arizona. Berean Pre-School is a Bible-based preschool for families with children between the ages of 0 and 5 years of age.

MISSION STATEMENT

Berean Pre-School will provide a safe structured environment that shares the love of Jesus, and encourages the development of strong family values, in which a child learns to become a well-rounded scholastic student and a lifelong responsible citizen.

At Berean Pre-School we provide an enriched child-oriented environment where children feel safe to explore and are encouraged to express their creativity and exercise their imaginations. We prepare children for their future through education and character development by exploring:

- A BEKA Christian Curriculum
- Character Counts
- Principles of Love and Logic Discipline
- Problem Solving techniques
- Daily Morning Chapel

All in preparation for lifelong learning.

GOALS AND OBJECTIVES

Our goals and objectives are to be an advocate for all children and to improve the quality of each child's experience during their early years. To provide a safe structured environment that encourages the development of strong family values, in which a child learns to become a well-rounded scholastic student and a lifelong responsible citizen. We will also provide well-planned activities along with a structured and stimulating environment throughout each day. This environment will provide children with the opportunity to socialize, allowing their natural abilities to develop and grow. Children are encouraged to help one another, work together, communicate positively, use their imaginations, make friends and enjoy their world. They are also encouraged and taught to be kind to one another and to learn about our Lord and Savior Jesus Christ. It is our goal to provide a safe and healthy environment where children learn through hands-on play. We agree with experts who say that children learn through play as well as instruction. Keeping in mind the importance of quality education and developmentally appropriate practices, Berean Pre-School strives to provide an environment, staff and curriculum which reflect these goals.

SCHEDULE OF BEREAN PRE-SCHOOL SERVICES

Registration Fee:

- \$50 (non-refundable). Additional children \$25 fee.

Pre-School Weekly Tuition: 3-5 years old

Full Days	8:30 am – 3:00 pm Includes free before and after care 5:30 am -6:00 pm	Half Days	Half Days 5 hours and 59 minutes or less	Overtime Rate for Half Days
5	\$140.00	5	\$115.00	\$2.50/hour

*A **discount of 10%** is given to each family with more than one child registered, Military, Oasis Foursquare Church members and parents/teachers of Berean Academy.

Infants (6 wks – 12 months)

\$170.00 per week for Full Time Attendance

Full Days	8:30 am – 3:00 pm Includes free before and after care 5:30 am -6:00 pm	Half Days	Half Days 5 hours and 59 minutes or less	Overtime Rate for Half Days
5	\$170.00	5	\$150.00	\$2.50/hour

Toddlers (1 -2 years old)

\$150.00 per week for Full Time Attendance

Full Days	8:30 am – 3:00 pm Includes free before and after care 5:30 am -6:00 pm	Half Days	Half Days 5 hours and 59 minutes or less	Overtime Rate for Half Days
5	\$155.00	5	\$130.00	\$2.50/hour

ABeka Curriculum Fee (2 – 5 years old):

- \$32.70 - 3yr Old Curriculum
- \$85.80 - 4yr Old Curriculum
- \$87 - 5yr Old/Kinder-bridge Curriculum

Tuition may be paid weekly, bi-weekly, or monthly; however tuition is due in advance by the Friday prior to the current weeks' tuition. **Late tuition cannot and will not be tolerated.** Tuition remains the same during periods with days that the center is closed for holidays or your child being absent. The exception is for your scheduled vacation time with at least one week prior notice (please refer to parent handbook). There are no refunds or credits of tuition if your child is absent; tuition is still required based on your child's registered schedule. Non-payment of tuition will

result in immediate **late fees of \$5 per week** charged on Wednesday. If you become more than three weeks delinquent you will be subject to dismissal of your child from the program. Delinquent accounts are required to be paid prior to re-registration and will be referred to a Collection Agency; all additional costs incurred in the collection of delinquent tuition will be the responsibility of the debtor. There is a \$35 handling fee for a returned check; a second return check will result in the same fee and all future payments will be required to be made with cash or by money order.

_____ (initial here) We require a written two weeks' notice for disenrollment.

ENROLLMENT PROCEDURES

The Berean Pre-School has an open enrollment policy, and accepts all children equally. Enrollment for preschoolers 2yrs old - 5yrs old will be determined by their age and birthdate on or before Sept 1st of that school year. Preschool K-3 must have turned 3 years of age by September 1st and be toilet trained. Being toilet trained is defined as having two or less "accidents" over a five-day period and having the necessary skills to use the restroom alone. Should there be a waiting list, your child will be accepted on a first come/first-serve basis.

Before a child is enrolled, we encourage you and your child to visit the campus for an opportunity to get acquainted with Berean Pre-School, the staff and the daily schedule. Registration forms must be completed before attending; including the emergency information/immunization record. The child's immunization records and birth certificate will be copied here and immediately returned.

Admittance procedures are as follows:

1. Full registration – all forms in the enrollment packet **MUST** be completed prior to acceptance.
2. Emergency Information Card and a copy of the child's immunization record or immunization waiver signed by student's doctor.
3. Educational testing may be performed to determine student's current knowledge for placement in our Kinder-bridge program in Pre-K only.
4. A copy of the child's birth certificate is also required.
5. Non-refundable registration fee and your first week's tuition.
6. Uniforms must be purchased by start date.

In addition:

- I understand that I need to provide a change of clothing in a zip lock bag with my child's name on it, in the event of a bathroom accident.
- I understand that Berean Pre-School requires every child to wear uniforms. The colors are Burgundy and Forest Green shirts, with Khaki pants, shorts, or skirts. Each family can order

a polo shirt and T-shirts with the school logo from Designs by Louise. The pants, shorts or skirts can be purchased wherever the family desires.

- I understand that Berean Pre-School requires every child to wear closed toe shoes that will not restrict them from their play. (Which means no open toed shoes or flip flops.) I will also provide sunscreen for my child during the hot summer months, that can be sprayed on. We ask each parent to provide one bottle of SPF 50 sunscreen.
- I understand that Berean Pre-School requires every child to bring their own healthy lunch. I will avoid sending candy and gum in their lunches and I will provide a water bottle that will be accessible to my child all day. I also understand that breakfast and afternoon snacks will be provided by the school. I understand that Berean Pre-School is a nut free zone and will not provide nut products in my child's lunch due to the health and safety of children with severe and life threatening allergies.
- I will also provide a crib size sheet for the sleeping mat or a \$10.00 linen fee will be added to my account, and the sheet provided will be considered purchased from the pre-school.

Withdrawal/Disenrollment policy

If you no longer wish your child to attend Berean Pre-School, please provide the pre-school with a two week written notice of your child's last day in the program and the reason for leaving.

On rare instances, it is necessary for Berean Pre-School to terminate services for a child due to the following reasons:

- Non-payment of tuition fees and /or lack of adherence to our tuition payment policies
- Lack of cooperation from parents with the program's efforts to resolve differences and/or meet the child's needs through parent/staff meetings
- Abusive behavior and/or verbal threats by parents toward staff or other parents or children
- Parents in any way disciplining children other than their own

If for any reason the program is found to be unsatisfactory for a particular child, we will make every effort to discuss this with the parents in order to arrive at a solution which will be in the child's best interest.

We willingly work with programs such as Quality First, AZCA, Blake Foundation and AZIP to help in these efforts.

HOLIDAYS

Berean Pre-School is open from 5:30 AM to 6:00 PM, Monday through Friday, year around, with the exception of the following holidays:

Sept. 1, 2014 Labor Day
Oct. 13, 2014 Columbus Day
Nov. 11, 2014 Veterans Day
Nov. 27 – 28th Thanksgiving Day and the Day After Thanksgiving
Dec. 24 – 25 Christmas Eve and Christmas Day
Dec 31, 2014 – Jan 1, 2014 New Year's Eve and New Year's Day
Jan. 20, 2014 Martin Luther King Jr. Day
Feb. 17, 2014 Presidents Day
May 26, 2014 Memorial Day
July 4, 2014 Independence Day (observed)

These days are paid days off for the staff, therefore, tuition remains the same during the month or week.

VACATION TIME

Berean Pre-School offers two weeks during the year in which parents may take their children out of school where tuition will not be charged. If you do not use your vacation, it will not roll over to the following year. Please ask the office assistant for a vacation form if needed. *You must submit this form to the office seven days prior to the vacation time.*

Berean Pre-School Vacation Policy:

January – December 2 weeks no charge

ABSENCES

The preschool does not refund fees or give credit for days missed due to illness, holidays, or other reasons. Excessive absences may result in removal from the program. **Please call the preschool to notify us of each day's absence. Thank you!**

UNSCHEDULED & CHANGING HOURS / DAYS

For part-time students (under 6 hrs a day) it is your responsibility to call the office and ask for permission for your child to stay longer than their scheduled pick up time. Full-time charges will be added to your tuition. If you would like to change your child's schedule, please contact the director with your request. Approval for changes will also depend on space available. **Trading days will be considered upon request.** This is due to staffing requirements for state teacher to child ratios.

OVERTIME LATE CHARGES AFTER CLOSING

After 6:00 PM late fees of \$2/minute up to the first 10 minutes, then \$1/minute will be assessed. The clock used to determine if you are late is the computer clock where you sign in and out. If the center is not contacted regarding picking up your child it is policy to contact any or all emergency contacts on file. If no contacts are available Child Protective Services might be contacted.

ILLNESS

Ill children must be excluded from the center; the policy is strictly enforced to protect both the ill child and the other children and staff. Any child who shows symptoms of illness during the day will have their temperature taken and be evaluated before parents are called. A prompt attempt will be made to reach the parents or other designated persons so that the sick child can be removed from the center.

Our criteria for sending a child home:

- Green or yellow discharge from the nose and eyes or any discharge from the ears
- Three episodes of diarrhea in the same day
- Vomiting
- Temperature greater than 100 degrees
- Rashes, which appear to be chicken pox, impetigo, or measles
- Head lice, scabies or other suspicious symptoms

If your child is sent home with a fever over 100 degrees, vomiting, or diarrhea, he/she may not attend preschool the next day unless he/she has been seen by a physician who will verify in writing that the child has been examined and is OK to return to school. He/She must not have a contagious condition and/or must be fever free or diarrhea free for 24 hours. A courtesy call will be given to parents in the event of excessive crying or complaints that your child's ears, tummy or other areas hurt.

Although we do empathize with the difficult situation some parents must face when dealing with a sick child and a not-so-understanding work environment, our health policy is designed to protect not only the children in the center but our staff members as well. We appreciate your understanding in what can be a difficult situation.

Payment of tuition is still required on days that your child is out due to illness.

MEDICATION

All medications, MUST be kept in the school office. Parents must personally drop off medication for their child. Please do not allow your child to carry any medications with them to school. Only prescribed medication, in the original container and properly labeled with the child's name and prescribed dosage, will be administered at the preschool by staff. A medication consent form must be filled out and signed for medication to be dispensed to your child at school. NO child will be given prescription medication without a signed medical release form. All prescription medications are kept in a locked cabinet in the school office. Berean Pre-School does not have a nurse on staff; however, our staff is trained in CPR and basic first aid. Also please remind teachers to have the medication administered by the director in the office.

SUNSCREEN POLICY

Berean Pre-School has a Sunscreen Policy we follow throughout the year. Parents are required to fill out and sign a Sun Screen Authorization for each child. Sun Screen will be applied to each child before going outside for recess and re-applied after any water play activities. We are asking parents to bring an SPF 25 sunscreen for each child with their name labeled on the product. Parents must sign a Sun Screen Consent form either authorizing Pre-School staff or declining to have Sun Screen applied to their child.

ACCIDENTS AND EMERGENCY CARE

The severity of accidents and illnesses occurring among children will vary greatly. Regardless of the severity of the accident, the following procedures will always be taken:

1. The appropriate first aid care will be immediately given by the staff and an assessment will be made.
2. Parents will be called regarding the accident or illness if it appears to be more than a minor incident, such as slight scratch or bruise. Parents will be called in regard to any face or head injury.
3. Emergency health personnel will be contacted in case of severe injuries.
4. An accident report will be written for all accidents that have been observed by a staff member, as well as documentation made in the office Accident Log.

AUTHORIZED “PICK-UP” PERSON

At the time of enrollment, parents must provide the pre-school with the names and telephone numbers of persons authorized to drop off and pick up their child(ren); it is the parent’s responsibility to notify the pre-school of changes in this authorization. The authorized person must also set up a personal password which will be logged into the Child Watch registration database. Along with the password, the pre-school will ask that the authorized person to agree to be photographed to be put into the database for safety reasons. If someone other than the authorized person is to pick-up your child, you must notify the pre-school as soon as possible in writing and understand that photo identification and other security information will be requested and kept on file. Your child will be released ONLY to authorized persons 18 years of age or older.

Copies of legal documents must be provided to the Director before any staff person can actively prevent non-custodial parents from picking up a child.

STUDENT DROP-OFF AND PICK-UP

We have a written sign in/out policy. When entering the campus please sign your child in at the designated area, and then walk them to their classroom. You are responsible for your child until they are signed in and a staff member has acknowledged their presence.

When retrieving your child at the end of the day, please sign them out before getting your child. Pick up an orange card from the office and hand it to their teacher. If the parent is not picking up the child please see the office staff to verify if they are on the emergency contact form. Be sure to collect all of their belongings and make contact with your child’s teacher regarding their day. Once you have collected your child, they are your responsibility for the remainder of the time you are on the campus.

DRUG/ALCOHOL USE

As professionals, we are responsible for the safety of the children in our care. The responsibility includes releasing children to a safe environment.

Any person picking up a child and smelling of alcohol or drugs, or exhibiting inebriated behavior (staggering, slurred speech, etc.) will not be permitted to remove the child from our care. Each staff member has the authority to deny release of a child to anyone who is suspected to be under the influence of drugs or alcohol. We would be glad to help arrange a ride home with someone else. If necessary we will call law enforcement officials. Please DO NOT put yourself, your child, or our staff in this uncomfortable position.

COMMUNICATION

Email is the most important form of communication that we do with parents, so please check your email on a daily basis. We send out weekly invoices to your email address. Holiday reminders, illness alerts, etc. are sent to your email as well. Some postings are put on the office door. Some paperwork is sent home by way of the sign-in book.

As a courtesy to the director and your child's teacher, it is requested that the parents/guardians abstain from the use of cell phones while dropping off and picking up your child. It is important that we have an opportunity to greet each other and discuss issues that are relevant to your child's education and development.

CLASSROOM SCHEDULE & LESSON PLANS

An example of the classroom schedule can be found on our web site at: <http://bereanpreschool.com/schedule.html> Individual class lesson plans and schedules are posted in each classroom on the parent boards.

CURRICULUM

Berean Pre-School insures quality, with the A Beka Book® curriculum. A Beka Book® is dedicated to providing quality education from a Christian perspective. A Beka Book® materials have been developed and refined over a period of 55 years of actual classroom experience in Pensacola Christian Academy, one of America's largest and most respected Christian day schools. A Beka Book® publications are built upon the firm foundation of Scriptural truth and are written by dedicated and talented Christian scholars who are well grounded in the practical aspects of classroom teaching. The daily Bible curriculum is non-denominational and consists of Bible stories and songs.

In addition, our curriculum will emphasize strong family values through Character Counts®, and positive moral character as well as personal responsibility through principles of Love and Logic® discipline. We utilize recognized publishing companies and supplement our curriculum with hands-on activities and projects.

This curriculum is aligned with the Arizona Department of Education standards.

LOVE AND LOGIC®

Love and Logic is our official discipline program. Love and Logic is a common-sense approach that provides educators and parents easy learning skills that create respect, responsibility and good decision-making skills. Love and Logic has been around for 30 years, and has been teaching parents and educators practical and effective solutions that work right away. Love and Logic rests on four scientifically-based principles:

1. Logical consequences delivered with empathy
2. Collective thinking and problem-solving
3. Shared control
4. Adult-Child relationships that build mutual respect and self-esteem.

Love and Logic helps both teachers and parents remain calm and productive in today's more challenging social climate. Love and Logic is researched based.

Two Rules of Love and Logic:

1. Adults set limits without anger, lectures, and threats or repeated warnings.
2. When children cause the problems, adults hand these problems back in loving ways.

CHARACTER EDUCATION

At the Berean Pre-School character education is as equally important as academics are. The official school character education program is Character Counts®! Six Pillars of Character (www.charactercounts.org). Character Counts®! Is a nonprofit, nonpartisan, nonsectarian coalition of schools, communities, and nonprofit organizations working to advance character education by teaching the Six Pillars of Character: trustworthiness, respect, responsibility, fairness, caring, and citizenship. Character Counts will be an integral part of your student's daily life. Your student will be taught curriculum that includes the above character traits.

STAFF QUALIFICATIONS

Our preschool staff has been employed based on their education, experience, enthusiasm, personality, Christian values, and their ability to provide loving and understanding care for each child according to his or her needs.

Each of our staff meets or exceeds the minimum qualifications as set forth by the State of Arizona DHS requirements. In addition to their formal education, the staff is encouraged and given opportunities to attend workshops and seminars throughout the year.

A photo and biography of each teacher is posted on our web site.

BREAKFAST,LUNCH AND SNACKS

Berean Pre-School will provide breakfast, lunch and afternoon snack for the children, a copy of the weekly snack menu will be posted in the office and in each classroom . Soda and gum are not allowed at the center and candy is discouraged. If your child has a special food need due to allergies or medical condition, please inform the office and the child's teacher in writing. From time to time when we have a child enrolled with severe peanut allergies, we will initiate a peanut free zone. Parents will be notified if this is the case.

BIRTHDAYS

Children enjoy celebrating their birthday at the center with their classmates. You may want to send a special snack for the day, such as cupcakes or fruit tray. Food needs to be store bought and prepackaged in order for us to serve it to the children. We ask you to discuss other items (such as, ice cream, party favors, piñatas, etc.) with your child's teacher, in case of any allergies or other conflicts in the classroom. There will also be times throughout the year when the pre-school and your child's teacher may provide snacks or treats for special occasions, such as holidays.

DAILY NAP/REST TIME

Berean Pre-School requires every child to rest and stay quiet during the scheduled rest/quiet time. This rest time will be scheduled just after lunch, but will be flexible to the child's classroom. The Pre-School provides a 2" resting matt for each child. The pre-school requires parents to provide a full-size crib sheet to cover the matt for your child daily. These crib sheets should be clearly marked with your child's name and will be sent home every Friday for washing and returned every Monday. If a sheet is not provided, the preschool will provide one for you and a \$10.00 linen fee will be added to your account. The students are allowed and encouraged to bring items (i.e. Blankets, pillow pets, dolls, etc.) from home that they sleep with or something that will help them relax or sleep.

PERSONAL BELONGINGS/CLOTHING

Each child is given a cubby in which to keep their personal belongings in during the day.

All items and belongings must be clearly labeled with your child's name; however we ask that no toys, purses or money are brought to school. Cuddly toys or special naptime items are an exception and must remain in the child's cubby or back pack until rest time. After rest time the item will be required to be placed back in your child's cubby. If you would like to bring a blanket for our child's

nap/rest time, please make sure it is clearly marked. Blankets and crib sheets will be sent home every Friday for washing.

SHOW AND TELL

Once a week your child's teacher may allow for a time of sharing special toys, objects and sometimes even pets from home. Pets may be scheduled if you have proof of rabies vaccine. Reptiles such as turtles, iguanas, snakes, and lizards are not allowed in the facility.

AMERICAN FLAG DISPLAY

Berean Pre-School displays an American Flag in every classroom; your child will learn to recite the pledge of allegiance of the United States.

HOME/SCHOOL PARTNERSHIP AND COMMUNICATION

Your child's teacher is an extension of your home and cares about your child, about their education, as well as emotional well-being. Producing academically, emotionally, and socially motivated students with strong personal character, requires home and school partnership. The way to achieve this partnership is best when staff and parents work together on two vital points. These points are communication and consistency:

Communication between home and school is the first vital point to a home and school partnership. Parents and Staff need to communicate throughout the time your child attends this campus. Progress reports will be verbally either in person, over the phone and/or through email. Parent-teacher conferences will be scheduled twice a year. Staff members are available for brief, informal discussions before or after school. For personal or lengthy discussions, staff members are available by appointment. For conferences involving the Director or another staff member other than your child's teacher, please call the school office to schedule an appointment. Effective communication between parents and staff leads to consistency between home expectations and school expectations. When staff and parents are consistent, students know what are expected of them. When children know what is expected of them they can excel in everything that they do in life. We strive to assist each child in reaching their purpose and destiny in life. Together we can set high achievable expectations for these wonderful children.

We do a lot of communication with the parents through our email system and also by posting flyers on the office door.

VISITORS AND VOLUNTEERS

Berean Pre-School has an “open door” visiting policy; visitors who are not known to the staff are required to provide identification for security purposes. All visitors and volunteers must check-in at the school office, sign the sign-in sheet, and obtain a visitor’s pass prior to entering ANY classroom on campus. Parents and guardians are welcome to visit in your child’s classrooms at any time, but are asked to call and make an appointment if the time will be lengthy or confidential. Please call the school office if you have any questions concerning volunteering or observing your child’s classroom. Parents or guardians are welcome to observe their child’s classroom at any time, it is requested/ suggested that if a parent or guardian wishes to observe without an appointment that they visit the Director’s office and view their child’s individual classroom privately on the monitor. This provides the parents or guardians with a more normal classroom environment, than interrupting your child’s class which results in a shift of power for the child.

All volunteers in the classrooms are required by state law to have a fingerprint card and background investigation. They are also required to have a clear TB test on file. All volunteers will meet with the Director and attend a brief orientation to ensure that they know and understand the goals and vision of the pre-school and may volunteer at the Director’s discretion.

SCHOOL DRESS CODE

A school uniform dress code attempts to develop student standards of dress that encourage a disciplined learning environment. It is important that: 1) Students learn to adhere to the standards, 2) Parents enforce the policy at home, and 3) Staff enforces the policy at school.

The dress code applies to all students at all times during the school day except when an administrator/teacher waives it for a specific activity. This list may be updated or modified as deemed necessary by the administration.

School Colors

- Uniform Shirts: Dark Green, or Burgundy purchased through the school with the school logo.
- Pants and Shorts: Tan/ Khaki
- Skirts, Jumpers and Skorts: Tan/ Khaki
- Close toed shoes any color, preferably tennis shoes, in order to provide safe play.

PESTICIDES

If pesticides are to be applied, a notice will be posted on the office and classroom doors 48 hours prior to application.

FIRE DRILLS

Berean Pre-School performs Fire Drills once a month. Your child will receive instructions and practice on how to evacuate the building and the designated area to report to. These drills are not announced to the students prior to the drill. You may want to talk to your child about fire drills if he/she has never been through one before.

EMERGENCY PLAN

In the event of a natural disaster, school emergency, or national catastrophe, parents may check the school website, local radio stations, or call the school office at 520-458-2236 for more information. Your child will be instructed as to what to do, where to go, and how to act in any situation that may arise. We will not release any child from school if an emergency occurs except to a parent or guardian.

NO BULLYING POLICY

The Berean Pre-School is committed to providing all students with a safe and supportive school environment in which all students are treated with respect. Arizona has a new law that requires schools to have policies on bullying, harassment and intimidation. The message is clear: create an environment where bullying is not tolerated. Bullying consists of negative acts carried out repeatedly over time. There is an actual or perceived imbalance of power in a bullying situation that allows the bully to attack the less powerful.

There are three basic types of bullying:

- Physical: hitting, kicking, pushing, choking, and punching
- Verbal: threatening, taunting, teasing, starting rumors, hate speech
- Psychological: social exclusion, intimidation, spreading rumors,

Characteristics of a bully

- Aggressive and impulsive
- Over confident and tough
- Acts out when frustrated
- Inclined to use violence to resolve conflict or impose their will

Characteristics of a victim

- An actual or perceived imbalance of power
- Victims tend to be quiet and passive with few friends
- Victims do not respond effectively to aggressive actions
- Victims are ashamed, often do not tell an adult

Berean Pre-School understands that the children who attend are young and act out, the staff along with parents will use and exhaust any and all Love and Logic discipline techniques to try and change any negative behavior. However, since we are teaching each child the proper attitude and behavior to attend school we will adhere to A.R.S. §13-2911. Each situation will be evaluated and investigated as a unique and individual act. If the bullying acts threaten or actually cause injury to a person or property, then more severe penalties are called for and carried out under Arizona's criminal laws. (A.R.S. §13-2911).

NO BITING POLICY

Berean Pre-School's goal and commitment is to provide each child a safe and supportive environment. Children are encourage and taught to be kind to one another. It is our goal to provide a safe and healthy environment where children learn through hands-on experiences. Biting happens for many reasons. Unfortunately, biting can be dangerous and unpredictable, therefore we ask for your cooperation and understanding in this area. Berean Pre-School makes every effort to prevent biting. When a bite occurs, the parents of both the biter and the one bitten will be notified. Occasional biting is to be expected; should this behavior become excessive, the Director may unfortunately require parents to find another option for their child.

TRANSPORTATION POLICY

Berean Pre-School does not have or provide transportation at this time.

FIELD TRIP POLICY

Berean Pre-School has been able to offer field trips in cooperation with preschool parents and non-profit organizations that have provided transportation. Hopefully this will continue into the future. Otherwise, staff and available parents provide field trip transportation. All children will have their own seat and seat belt. Parents must provide car seats if their child is under five years of age. All drivers must have an updated insurance form on file in the office before the trip and provide a copy of a valid driver's license. Parents are notified in advance of field trips and are encouraged to attend. A state issued consent form will be provided and must be signed by you before each trip.

Participating in any type of field trip is a privilege and not a right. As such, students may lose that privilege, if deemed appropriate by the director or teacher, through inappropriate behavior at any time leading up to the field trip.

In addition to field trips away from the school, we invite guests to come to the school for educational purposes. Parents, please feel free to contact the administration regarding your ideas and suggestions for field trips or school visits.

INSURANCE

Berean Pre-School maintains accident and liability insurance policies for all aspects of its operations. Our Department of Health Services and Department of Economic Services file is in the administrative office and available to any interested parents upon request.

PERSONAL PROPERTY/LOST AND FOUND

The lost and found is located in the school office. The security of personal items is the responsibility of the student. Berean Pre-School and its staff are not responsible for lost or stolen items. We highly recommend that students do not wear or bring valuable items to school and that all personal items are clearly marked with the child's name.

VIOLENT/ABUSIVE PARENTS

Parents who are having a problem that they are unable to resolve with their child's teacher will be referred to the administration. Hostility or verbal abuse **WILL NOT BE TOLERATED**. Should verbal abuse or combativeness occur, police will be called to escort the violent/abusive parent off the premises and charges may be filed. This in accordance with A.R.S. 15-507 which states: A person who knowingly insults or abuses a teacher/staff member on school grounds or while the teacher is engaged in the performance of their duties is guilty of a Class III misdemeanor. It is possible of a penalty up to 30 days imprisonment and/or up to \$500 fine.

IT'S THE LAW

A.R.S. 13-3620 Requires that school personnel and anyone else who has the responsibility for the care or treatment of children **MUST** report child abuse to the Police and/or Child Protective Services. Child abuse includes: physical abuse, sexual abuse, and neglect.

The Berean Pre-school and the Cochise County Interagency Protocol require that both the Police and CPS be notified. A.R.S. 13-3620 also states that anyone who fails to report suspected child abuse is guilty of a Class I misdemeanor. A.R.S. 13-3620 further states that anyone acting with malice, who knowingly and intentionally makes a false report is guilty of a Class III misdemeanor.

IF YOU KNOW OF ANY SUSPECTED ABUSE

1. Share the information immediately with one or more of the following: Director, Assistant Director, or a Teacher.
2. If or when you witness or know first-hand of any abuse please make the report to CPS or report the information to: CPS: 1-888-767-2445 Sierra Vista Police: 520-458-3311

Please see A.R.S. 13-3620.1 in regards to reporting suspected child abuse

EQUAL EMPLOYMENT OPPORTUNITY

We do not discriminate on the ground of race, color, religion, sex, marital status, handicap or national origin in the hiring, retention, or promotion of employees; or in determining their rank, or the compensation or fringe benefits paid them. We do not discriminate by reason of race, color, religion, sex, marital status, handicap, age or national origin in services or accommodations offered or provided to our employees, clients or guests.

These policies and this notice comply with regulations of the United States Government.

Please report violations of this policy to: Administrator, Small Business Administration, Washington, DC 20416.

Berean Pre-School is regulated by the Arizona Department of Health Services
400 W. Congress, Suite 100 Tucson, AZ 85701 520-628-6540

HANDBOOK SIGNATURES

I have received a copy Berean Pre-School handbook. I understand the Pre-School staff is available to answer questions concerning any policies, rules and/or regulations.

Student Name (printed) _____ Age _____

Parent Name (printed) _____

Parent Signature _____ Date _____

*Additional copies of this page are available for families enrolling more than one student.