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Dear Parents,

Welcome to **Berry Bright Preschool**. It is our privilege to get to know you and your children throughout this year. Children of any race, color, sex, national or ethnic origin are welcome.

This handbook provides you with information concerning our responsibility to you and your child as well as your responsibility to the Berry Bright program as a supportive parent and the primary educator(s) of your children.

Please feel free to speak to your child’s teacher about any questions or concerns you have. We are always happy to help you in any way we can.

Sincerely,
Berry Bright Teachers

Mission Statement

It is the mission of **Berry Bright Preschool** to partner with parents to provide students with a Christ-centered early education.

Our Purpose

We wish to work with parents to provide a positive first school experience. Our non-denominational, Bible-based curriculum influences our entire program.

Teachers

Education, experience, and enthusiasm for God and children qualify our teachers. Our teachers hold current CPR/First Aid certification and background checks.

Curriculum

We use a variety of methods and materials in our preschool classes including “Spell to Write and Read” for phonics. We allow ample time and space for play, since this is the primary way a young child learns. Children do worksheets and craft projects which help them learn to follow directions, develop small muscle skills, and demonstrate what they are learning about math concepts and reading readiness as well as just having fun. We offer opportunities to explore different art mediums and to choose activities. Each day we have Circle Time when classes meet together for singing, marching to music, playing games, interacting with puppets or any number of fun and exciting directed activities. Throughout the curriculum, Bible teaching is presented in a natural way through stories, songs, conversations, etc.

Who May Attend

Children who are three by September 1st of the current school year may attend the three-year-old classes, children who are four by September 1st may attend the four-year-old classes, if they are:

- *Ready to be away from parents for a few hours.
- *Able to take care of own toileting needs.
- *Able to respect authority reasonably well.

Berry Bright will occasionally make exceptions to this age requirement, but it is necessary that a child be ready for the class he/she is entering. This is left to the teacher’s discretion.

Prices

Prices have been calculated based on a full school year and that price has been divided into 10 equal payments. This is why tuition remains the same on month with fewer school days.

The registration fee will be used to defray the cost of supplies for the year. This includes crayons, worksheets, art supplies, paper towels, etc. A portion of the fee also goes toward purchasing equipment for the school and for seasonal parties.

Tuition Policy

It is the policy of Berry Bright Preschool that tuition be paid on or before the 1st of each month, except for September's tuition, which is to be paid at Open House. A \$5 late fee will be charged if payment is made after the 5th of the month with additional \$5 charged every 5 days until tuition is received. Also there will be a \$30 charge for checks returned for insufficient funds.

Please talk with your child's teacher if you need to discuss a different pay schedule or if you know that payment will be late. Any child whose tuition is not paid by the end of the month, and special payment arrangements have not been agreed on, will be dropped from class and not allowed back until late tuition, late fees, and the next month's tuition is paid, providing space is still available. Full tuition is required each month regardless of your child's attendance. June's tuition must be paid by June 1st for school finances to be settled. If not, barring special arrangements with the teacher, your child will be dropped from class, which will result in missing our very special "end of the year" activities.

Withdrawal Notice

A two-week advance written notice is required to withdraw a child from the preschool.

Sign-in Procedures

Each preschooler must be signed in by an adult. Sign-in logs for students are located in the entryway of the school.

Arrival and Departure

When bringing your child, please park in the parking lot at the back of the building. The red double doors at the bottom of the stairs is our entrance.

When picking up your child, please park on the 6th Street side of the church, well off of the road. Children will be dismissed one at a time from the exit door and will go up the steps to meet you. If you wish to pick your child up early or if you are late, please come in through the entrance door. Please be sure to give this information to anyone you have appointed to pick up your child.

Please bring your child no more than 10 minutes before class and pick your child up promptly at dismissal time. Please call the school if there is an emergency. A parent picking up a child more than 10 minutes late is subject to a \$10 late fee to be paid with tuition.

Release Authorization

If anyone other than the enrolling parent or guardian is to pick up the child from Berry Bright, the parent must specify such person(s) on the enrollment form. In emergency situations, parents sometimes need other person(s) not on the authorization form to pick up the child. In such cases, the parent must give authorization, preferably written, but at least by phone. Any person not known to the Berry Bright staff will require ID. Please notify the school regarding anyone who is not allowed to pick up a child.

Visitation

You are welcome to visit at any time. If you choose to visit your child's class, please plan on helping. It can be very distracting for a parent to sit and watch, so we will put you to work. Also, please avoid bringing other children with you when you help in class.

Discipline

Berry Bright Preschool supports a safe environment for all students, and staff. Respect for God, others, self, and property is upheld through instruction, example, and a procedure for handling challenges.

When correction is necessary, it is done with compassion. We are careful to make sure a child understands what the expectations are. Often simply redirecting a child will end in appropriate behavior. Occasionally it is necessary to enforce a short time out-no more than one minute per year of age.

We will do our best to encourage a child to cooperate without having to talk to the parents. But if it becomes necessary, it is to inform you and to enlist your help. Most of the time, it is enough that your child is aware that parent(s) and teacher are working together.

Occasionally, a child may not be able to function in a classroom setting without being a danger or constant disruption to other children. In this case, Berry Bright reserves the right to ask that the child not attend the preschool.

Physical or verbal abuse, restriction from snacks, or extended isolation is never used as a means of discipline at Berry Bright.

Parent/Teacher Communication

You will often find newsletters, receipts, notes, and other information with your child's papers. This is our primary mode of communication to you.

Please feel free to call your child's teacher at any time. Use the school phone for getting in touch during class time when necessary, but the teacher will not have time to discuss anything at length during school hours.

If you have a message for your child's teacher, please put it in writing when possible.

If you become concerned because of something your child tells you, please speak with your child's teacher. Please address any complaints or suggestions to a teacher at Berry Bright, rather than to other parents.

Student/Parent Participation

Snacks

Snack time is a favorite daily activity of preschoolers and children love taking turns providing snack for everyone. You will receive snack lists periodically-allowing you and your child to participate in this activity. You will now also be able to check for your snack day on the Berry Bright website. If you find it necessary to trade snack days with another parent, you are welcome to contact that person. If you should forget to send snack please bring in a non perishable snack that can be stored for backup.

Show and Tell

We have “Show and Tell” when children are encouraged to bring something from home to share with the other students. Your child’s teacher will announce the frequency and day of your child’s “Show and Tell”.

Parties

We have parties, directed by parent volunteers, for major holidays during the school year. A portion of your registration fee is set aside to help with the cost of these parties. Any money not claimed will be used to offset the expense of our end of the year party. This party is directed by teachers, no parent volunteers are needed.

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Clothing

We encourage you to dress your child for fun. We do our best to protect their clothing when painting and such, but we can’t guarantee the result every time. Please label backpacks, hats, coats, and gloves. We cannot be responsible for replacement of lost or damaged clothing. Lost and found items will be placed on or under the sign-in table.

Toileting Needs

Children must take care of their own toileting needs. Teachers are not able to assist in this task. If there is an accident in which a child wets or soils his/her pants a parent or guardian will be called. The situation will be handled as discreetly as possible.

Toys

Toys that a child brings from home are often broken, lost, or cause hurt feelings among our other children. We ask that toys be left at home unless it is “Show and Tell” day. Backpacks also need to be free of toys to ensure adequate space for school items.

School Closures

We will follow the St. Helens public elementary school schedule for holidays and weather related closures unless you are given different information by your child’s teacher. When public schools announce a 2 hour late start, Berry Bright will not cancel AM classes. AM classes will start at 9:30 and PM classes will start at regular time. We will post our school’s information on our school website, berrybrightpreschool.com.

Health

Berry Bright is a program for healthy children. Children must be excluded if they need one-on-one care or, in the last 24 hours, have had a fever of 100 degrees F. or more. If they have been vomiting, had diarrhea, or any contagious illness, or have not had at least 4 doses of antibiotic over a 24-hour period for any type of strep or bacterial infection please keep your child at home. Please notify the school if your child has a communicable disease.

State law requires immunization records to be on file and updated as needed for each child attending Berry Bright.

Reporting Obligation

Berry Bright staff members are mandatory reporters of suspected child abuse and neglect. This is anything that might endanger the health, well-being, and welfare of children.

Please do not leave young children unattended in your vehicle.

Emergency Medical Care Procedure

Emergency medical procedure/care may include, but is not limited to the following:

1. If emergency warrants, we will first call 911, then call parent or guardian.
2. If that is not warranted, we will attempt to contact the parent or guardian.
3. If the parent cannot be contacted, we will do one or more of the following:
 - a. Call a physician or paramedic
 - b. Have the child taken to an emergency hospital in the company of a staff member

Any expenses incurred in the procedure above will be the responsibility of the child's family.

In order to help prevent confusion in obtaining emergency medical care, parents must be sure that all information given on the enrollment forms are current and factual.

Natural Emergency Information

In the event of a natural disaster:

1. Please do not call the school. We must have the lines open for emergency calls.
2. Turn your radio to KOHI (1600) or any major station on the AM dial. Information and directions will be given over the radio for general safety instructions. As soon as it is deemed safe to travel, proceed to the school.
3. The teachers are prepared to care for your child in times of critical situations if it takes you a while to pick him/her up.
4. The children will be kept at the school unless the school has been evacuated.
5. We will have emergency personnel on site to direct you to the evacuation site.
6. Children will be released only to authorized persons. Remember to maintain a calm and positive attitude in the presence of the children.

What We Believe

We believe in God, the one supreme, eternal being, revealed as Father, Son and Holy Spirit. God is the creator of the universe, all knowing, ever present, all powerful, personal, loving and fair.

We believe that God created us in His image with a spiritual emptiness that only He can fill. God wants us to glorify Him, enjoy Him, and live in relationship with Him. However, sin entered the human race {in the Garden of Eden when Adam first chose to disobey God}, setting the pattern for all humanity. This choice to disobey God separated us from God and results in spiritual death.

We believe in Jesus Christ, God's Son, who is fully God and fully human. We believe in His miraculous birth, sinless life, miracles, death as sacrifice for our sins, bodily resurrection as victory over death, and in His ascension into heaven to be with God the Father. We believe that because God loves us, He sent Jesus to bridge the gap between God and us. Our efforts cannot accomplish this. Only by belief and faith in Jesus Christ, turning from our sins, and surrendering our lives to Him can we receive forgiveness and come into a right relationship with God. We then receive new and eternal life and the assurance of a resurrected life in heaven. Jesus is the ultimate example for our daily lives and will return to earth in authority, power and judgment. To reject God results in eternal separation from God and eternity in hell.

We believe in the Holy Spirit, sent by God to be at work in the world and in our lives. He reveals sin and truth and provides us with comfort, inspiration, wisdom, power and instruction, enabling us to have faith, live godly lives and be an effective witness for Jesus Christ.

We believe the Old and New Testament scripture is the inspired Word of God and the final authority in life.