

Bethlehem Lutheran Church, School & Preschool



2024-2025 Handbook

2777 Hermansau Rd
Saginaw, MI 48604
989-755-1144

www.bethlehemsaginaw.org
www.facebook.com/bethlehemsaginaw

Introduction

Welcome to Bethlehem Little Stars Preschool. We are pleased that you have chosen to send your child to our program. It is our goal that preschool will be a positive learning experience. The preschool children will broaden their social experiences and enhance skills which will affect their continued pattern of growth.

The preschool is supported by Bethlehem Lutheran Church to give families a Christian education setting for growth and development to occur. The preschool program is licensed by the State of Michigan and is inspected to ensure a high quality of childcare and education.

This handbook is a tool for parents to keep and refer to when they have a question about our program. We ask that you take a few minutes and read through it and then sign the accompanying page.

Philosophy

Bethlehem Little Stars Preschool believes that we are here for a purpose, and this purpose aligns with the church and school mission: Sharing Christ's Love and Caring for All People. We feel that God's children are an integral part of his kingdom, and it is our responsibility to foster growth in each child in his/her relationship with God. We desire to meet the needs of the whole child-spiritual, social, emotional, physical, cognitive, and creative abilities. We are blessed to walk alongside parents to care for and nurture children while helping them to develop a faith that sticks and a passion for learning.

Bethlehem Lutheran Church, School, & Preschool

Our Vision: Changing Lives Through Christ

Our Mission: Sharing Christ's Love & Caring for All People

School Mission Statement

We **BELIEVE** in the amazing love of Jesus Christ, our Savior and as we **LEARN** today, we will do our very best work to **GROW** smarter and closer to God so that we can become **LEADERS** in all we do.

Start children off on the way they should go, and even when they are old, they will not turn from it. Proverbs 22:6

We partner with families to educate, engage, encourage, and empower our children; both in the Christian faith and through excellence in learning.

We want every child to:

BELIEVE in the amazing love of Jesus Christ, Our Savior

LEARN in an environment of academic excellence

GROW in both knowledge and as bold defenders of the Christian faith; and

LEAD in their family, community, and world.

Goals

- Assist families in the social, emotional, and spiritual growth of their children.
- Provide a safe, nurturing, and loving environment for your child.
- Provide a Christian surrounding where parents and staff are in partnership.
- Provide an environment that allows children to have a variety of experiences and explore their world.
- Maintain a loving staff that will give your child the confidence to achieve their goals.
- Help prepare the children for kindergarten.
- Enjoy crafts, music, storytime, and games.
- Provide activities to develop skills such as writing, coloring, painting, cutting, and gluing.
- Develop fine and gross motor skills in relation to each child's physical and cognitive ability.

Enrollment Procedure & Admission Policy

To be admitted into Bethlehem Little Stars Preschool you must complete a registration form, as well as pay the required \$100 Deposit.

The preschool is open to any family regardless of church affiliation and admits students of any race, color, or national ethnic origin to all the rights, privileges, programs, and activities made available to the students at the center. It does not discriminate based on race, color or national or ethnic origin in its admission policies. Enrollment opens for current families in February and for the community in March; students are accepted during the year as vacancies occur.

To be eligible for either our 3-year-old or our 4-year-old program your child must be of age by September 1st and be fully toilet trained.

Bethlehem Lutheran School and State Licensing Regulations require specific paperwork to be filed prior to the start of the school year. Students who do not have the appropriate paperwork will be unable to attend preschool until all the paperwork is completed and submitted. The required information includes:

- Completed Registration Form
- Health Information Form with up-to-date immunization record. Immunizations received during the year must be reported to the Director in written form. All immunizations will follow the Saginaw County Health Department Requirements.
- Questionnaire
- Child Information Card- 2-sided with the Written Packet Acknowledgement and Permission to Photograph on the back
- Restroom Assistance Form
- Copy of the child's birth certificate
- FACTS Management online packet

Non-discriminatory Policy

Bethlehem Lutheran School admits students and does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies and athletic and other school-administered programs. If there is a shortage of classroom space, preference in enrollment is given to members of Bethlehem Congregation. Bethlehem Lutheran School has been established for the purpose of teaching children of their Lord and Savior, Jesus Christ, as presented in the Holy Scriptures, and to help prepare them to live as God's people in our world. It is expected that all students are here to receive a Christian education. We encourage regular worship attendance with children to strengthen their personal relationship with our Lord and to support what we

are teaching in school. All new students will be placed on a semester's probation to ensure receipt of previous school records and that said student is compatible with the mission and academic standards of Bethlehem Lutheran School

Withdrawal Policy and Procedure

A parent must notify the office or teacher in writing two weeks in advance if they need to withdraw a child from the preschool. If this is not done, the family will be charged for those two weeks.

Bethlehem Little Stars Preschool reserves the right to remove a child from the program upon the recommendation of the Lead Teacher, Director, and the Board of Education. Meetings with the parents or guardians will first be set up to discuss the issue. If the problem is not resolved, the family will be given a two-week notice releasing their child from our program. All fees must be paid at the time of withdrawal.

Preschool Schedule

Bethlehem Little Stars Preschool will follow the same schedule as Bethlehem Lutheran School except for the first day being the Wednesday after Labor Day and the last day being the Wednesday before Memorial Day. Parents will receive a school calendar. Please watch WNEM Channel 5 for school closing information and sign up for School Reach. When school is closed due to adverse conditions, the normal Preschool fees will apply.

Your child needs to be picked up promptly at their scheduled time. Please note that your child can only be released to the adult(s) named on your Information Card with proper ID. All drop-offs and pick-ups will take place in the entry area by the school office.

· The 3-year-old program options are:

- Preschool- Monday, Wednesday, Friday- 8:00-11:15
- Preschool 2.0- 3 or 5 Full Days- 8:00- 3:00

· The 4-year-old program options are:

- Preschool- Monday, Wednesday, Friday- 8:00-11:15
- Preschool 2.0- 3 or 5 Full Days- 8:00- 3:00.

****Doors will open at 7:35 a.m. for all children, if special circumstances are needed, please see your classroom teacher. We do expect all children to arrive no later than 8:00 a.m. so that we can start our day****

Children will be marked absent for the day if they are not present by **8:30 a.m.** and will not be allowed to attend. Appointments that are set up prior to and discussed with the teacher are exempt from this.

There is a \$6.00 charge for each 10-minute increment that a parent is late picking up their child after 11:15 or 3:10 p.m.

*Extended Care is available on any FULL school day from 3:10- 4:30 p.m. for \$6.00 a day. Please let your classroom teacher know when your child is attending Extended Care.

Fees/Tuition

- 3 Half Days- \$177/month
- 3 Full Days- \$271/month
- 5 Half Days- \$245/month
- 5 Full Days- \$461/month

- There is a non-refundable registration fee of \$100 per year due by August 1st. After August 1st, the registration fee is \$125.

Staff

The preschool staff is made up of the Preschool Administrator, Lead Teachers, and Assistant Teachers. Our Lead Teachers have extensive Early Childhood Education Training. All our Assistant Teachers working part-time are experienced, loving, caring Christians who assist them. Each staff member is required by law to obtain additional training each year. At least one staff member will always be present who is trained in CPR and First Aid.

Each employee has been screened by the Michigan Department of Human Services for criminal history, child abuse, and neglect.

It is the staff's responsibility by law to report any suspected case of neglect and abuse. We love and care for our children and want to keep them safe.

Discipline Policy

Bethlehem Little Stars Preschool is a Christ-centered environment. It is our goal to guide the children in a friendly, loving, Christian environment to gain self-control and social awareness.

For the safety and well-being of each child, it is necessary to have some restrictions. Through gentle guidance in a friendly, loving, relaxed environment each child should gain more self-control and social awareness. Acceptable behavior will be emphasized by praising children.

A child who exhibits unacceptable behavior will first be reminded of the rule involved. If necessary, a child may be removed from the problem situation and asked to sit quietly outside of the activity area for a short period of time, until he/she is able to regain self-control. His/her teacher will give suggestions and guidance for calm-down activities. Lastly, a child's parents may be contacted by the Lead Teacher. At no time will any type of corporal punishment be used.

Illness

Children with a temperature of 100 F° or more (taken by mouth) or 99 F° (taken under the arm), a bad cold and/or cough, diarrhea, vomiting, or skin rash should not come to school. **Children who were sick should be free from temperature, diarrhea, and vomiting for 24 hours without medication.** If the child is already at school and one of these systems arises the parent will be notified to pick up the child. If necessary, the child will be removed from the classroom and placed away from others, in the school office, until someone arrives.

After a child has had a communicable disease (chicken pox, head lice, etc.) he/she may attend the preschool again **only after** written consent from your private physician or local Health Department. ALL communicable diseases must be reported to the Director or child's teacher in writing.

If you are keeping your child home from school because they are ill, please call to notify the school or let your classroom teacher know via the Remind APP.

Medications

A medication form must be completed by the parent and returned to the child's teacher. The forms are with Mrs. May, please see her if you need one. Medication must come in the original prescription bottle/ packaging and indicate the prescribing doctor, child's name, and dosage information. We ask that the parent give the first dose of the medication in case of allergies.

Health practices

Hand-washing sinks are at the children's level. Warm running water, soap, and single-use paper towels for hand drying are available. Adults and children's hands will be washed whenever the following occurs:

- Entering the building
- Before and after snacks and meals
- After using the toilet or handling bodily fluid
- After outside or gym play
- Whenever else as needed

Surfaces including tables, cots, and toys are sanitized using a three-step process (wash, rinse, bleach).

The need for pest control may come up during the year. If needed the custodial staff will spray with an approved MSDS spray when children are not in attendance.

For the safety of our students, we will not go outside when the feels like temperature is 90° or above or 10° or below.

Bathroom

For health and safety reasons, **ALL** children must be **FULLY** toilet trained to attend Bethlehem Little Stars Preschool. A child is considered toilet trained when he/she is able to know he/she needs to go potty and can tell an adult. A child must be able to attend to his/her bathroom needs with minimal assistance from the teacher or the aide. It is preferred that a child not wear pull-ups, but we understand that at times pull-ups can be a bit of extra security for them until they trust their body fully. If this is the case, we will allow pull-ups until December 1st for the 3-year-old class. After December 1st, pull-ups are not allowed.

If a child has more than 2 accidents in a month, we may require the child to stay home for a week for more practice. If that does not improve the situation, we may determine the child is not ready for preschool. Certain accommodations to this policy may be made for children with special needs as agreed upon by the parents and staff

If your child has an accident, we will need to know whether you prefer us to call you or assist your child in changing. Bowel accidents will generally require an adult to come to assist. A form will be given to parents at our parent meeting.

Outdoor Clothes

All programs that are in session for 3 or more hours each day are required to go outdoors daily, weather permitting. Parents must provide appropriate clothing, which includes but is not limited to boots, snow pants, coats, hats, gloves/mittens, etc. If your child cannot participate in outdoor play, a doctor's note is required as licensing rules dictate.

Emergency

In an emergency, we will contact the parent with the number provided on the Child Information Card. If we cannot reach the parent, the next contact person listed on the Child's Information Card will be called. In an emergency, if we are unable to reach anyone listed on the child's information card, the child will be taken to a medical facility (after calling 911). **Please keep ALL INFORMATION on the Child Information Card up to date.**

We practice emergency procedures for tornado or severe weather, fire, and other emergencies such as lockdown often. A record of our drills can be found on the Bethlehem website (www.bethlehemsaginaw.org) under the resource tab.

Transportation

Parents are responsible for providing or arranging transportation to and from school.

If the preschool class attends a field trip, the parent(s) are asked to provide or arrange transportation for their own child to the destination. It is also required that the parent(s) or adult stay and supervise their child. This will be considered the class day and when the field trip is over parents may take their child home or back to Bethlehem for Preschool 2.0. Permission slips will be sent home to be signed and returned; if we do not receive one back the teacher will plan on your child not attending.

Drop-Off and Pick-Up Procedure

Upon arrival at Bethlehem, please park in the parking lot located on Hermansau Rd. and use the office doors to enter the entryway between the outside and the office. An adult will be required to sign in/out in the notebook, the time of drop off and the initials of the adult dropping off are required.

Pick up your child after school in the same area where you dropped them off. Each child must be signed out at the end of the day. The child will only be released to parents, or an adult named on the Child's Identification Card and who has proper ID. A written note or phone call will be necessary for a person not designated on the Child's Information Card to pick up your child and proper ID will be required.

Additionally, the first time that anyone picks up a child in our school, they will need to bring his/her Driver's License to the office for our school secretary to check through our Raptor system. This includes parents and legal guardians.

We ask that parents park in designated parking spots ONLY, please DO NOT park next to the building or the covered porch area. This makes for a potentially dangerous situation for all. Parents are encouraged to park in handicap spots, if all other spots are taken.

Extended Care: 3:10-4:30 pm

When picking up your Extended Care student, use the Weiss St. parking lot and pull up to the curb by the stairs leading down (just before the ramp). You will need to ring the doorbell and be let in by our Extended Care worker. If he/she does not answer, the children will be on the playground.

Dress Code/General Expectations

Bethlehem students are permitted to dress in styles that are current. As a Christian school, we expect clothing worn to school to be neat in appearance and display modesty. General guidelines to assist in determining acceptable dress are provided below. **Please note teachers may use their discretion when determining violations of the dress code; as they are the ultimate experts on classroom climate and dress code infractions that negatively impact the teaching and learning environment.** Also, expectations for students in Preschool through 4th grade may vary from students in 5th through 8th grade due to developmental differences. The school Principal or Preschool Administrator will address and provide opportunities to remediate any concerns related to student dress.

General Guidelines:

- All clothing must be clean and in good repair.
- Shorts may be worn (to chapel also) when the temperature is 60° degrees or above.
- Boy's pants/ shorts must be worn at the waistline so as to not expose undergarments. Athletic pants can be worn.
- Girls' tops must provide adequate coverage on top and bottom so as not to be exposing in nature and should display modesty. Spaghetti strap tops are not permitted.
- Girl's skirts/dresses should be of adequate and reasonable length and display modesty.
- T-shirts and tops of all types should have an over-the-shoulder cut. They may contain

pictures, logos, and wording (except chapel day), but they must not be objectionable, inappropriate, demeaning, or derogatory in nature. No secular band shirts of any type permitted.

- Shoes appropriate for seasonal weather are required. Flip flops are discouraged, as this type of footing increase's chance of injury on the playground.
- Flip Flops, Slides, or Open Toed Sandals are not allowed on the playground.

Our appearance at school and school functions sends an important message to everyone around us. This message should convey respect for God and for us and be positive in nature. We are very steadfast in the fact that we love everyone, as Jesus loves us. That being said, our students will be addressed and known by the sex God made them and is listed on their birth certificates. We will not reject God's design and the person He created them to be. The Bible describes people as either male or female, making no distinction between biological sex and gender. As followers of Jesus, we use the same definition. In our school ministry, we use pronouns, dress codes, and restrooms that correspond with the biological sex of each person.

Preschool Classroom information

A weekly newsletter will come home with your child, please look it over so that you know of any upcoming events or special days. A copy will also be posted in the hallway. Charger Chat is also available for Preschool students; it is emailed every other week and can be found in electronic format on the school website at www.bethlehemsaginaw.org. Comfortable play clothes should be worn (see dress code) to school. Keep in mind that we play with many different types of materials in class. **A complete change of clothes should be put into a gallon Ziploc bag and labeled with your child's name; this will stay in the child's cubby until needed.**

Please have your child bring a school-sized backpack to school each day to make the transportation of information and preschool work easier.

A "RED" classroom folder will be sent home periodically with either documents to "stay at home" or "return to school." Please check your child's backpack daily for this folder and return it on your child's next school day.

Conferences

We invite you to join the teachers for a Parent/Teacher conference twice each school year to share information about your child's learning.

Parent Meeting

We invite you to attend a parent night in August to learn about preschool and GSRP. Parents are invited to be a part of our Parent Teacher League, as well. We also offer periodic parenting information classes throughout the school year.

Confidentiality Policy

All child information is kept confidential. We are required to share some GSRP information with the State of Michigan for funding purposes. We value your cooperation as we work together to help your child learn and grow.

Attendance

We strongly encourage children to attend each day that school is in session and to arrive no later than 8:00 a.m. We have a structured day and your child's involvement in all aspects of the program is important for their learning. Please call the school office or send a Remind message to your child's teacher if they will be absent.

Mandated Reporters

As Early Childhood Teachers and staff, we are advocates for children's health and well-being and are required by the State of Michigan to be Mandated Reporters for suspected child abuse and neglect.

Chapel

Preschool students will attend chapel every Wednesday. This is a great opportunity for the students to listen to different speakers about God's word, see the church, and learn about worship. Offerings are collected and will be given to a different mission each month.

Our preschool students have older chapel buddies from our school. This is an extremely exciting time for both the older and the younger students.

Church at Bethlehem

You and your family are invited to worship with us at Bethlehem. Our worship services are Sunday mornings at 9:00 and 10:30 a.m.

Room Parent

This is a volunteer parent who would like to help with our holiday parties and special days in the classroom. They are responsible for helping to plan the event and calling other parents to donate items needed. If you are interested, please speak with the teacher.

Classroom Parties

Throughout the year we will have a class party to celebrate holidays (this includes Harvest, Christmas, and Valentine's Parties). The classroom room parent will have a list of needed items and either call other parents or post a signup sheet on the table in the entryway.

Birthdays

Special treats may be brought in **THE ORIGINAL STORE PACKAGING** but are not mandatory. Please stay away from colored frosting as it can be hard to get out of the carpet. Cakes and/or cupcakes are not allowed in the classroom at this time, due to the sugar content. Summer birthdays are celebrated in the last month of school. A list of allergies will be sent home at the beginning of the school year.

Show-and-Tell

Four-year-old preschool will be able to bring something in from home to talk about and share. This is a great opportunity for the students to get used to standing up in front of others and talking. This helps to build self-confidence. A calendar will be sent home at the beginning of each month with the theme for that month's show and tell, and each child's day clearly written.

Three-year-old preschool will be asked just to verbally share something with the class daily. It is their option and again is a great opportunity to build self-confidence and get used to talking in front of people.

Rest time

The three and four-year-old students that stay for Preschool 2.0 will have a rest time each day on a cot that will be provided by the school. Each student will need to provide their own blanket. If desired, a small or travel-size pillow or stuffed animal may be brought for rest time only. The blankets (pillow and animal) will stay at school and be sent home weekly to be washed and returned.

Snacks

For the 2024-2025 school year, we are asking for parent help with snacks. Please send snack items if you are able. A list of preferred items will be sent home and snacks can be sent in anytime throughout the year to be shared with the class. Thank you in advance!

Lunch

Three and four-year-old preschoolers staying for Preschool 2.0 will have lunch. For the 2024-2025, school hot lunch will cost \$3.50 per day and be charged to your FACTS Mgt. account. If you feel you may qualify for free and reduced lunch (.40 per day) please see Mrs. May. Children also have the option to bring a cold lunch and drink from home, please send healthy choices for your child. A list of allergies will be sent home at the beginning of the school year.

** Policies are subject to change and written notification will be given upon change. The center licensing notebook is available in the preschool room. The preschool handbook should be referred to throughout the school year regarding any questions on policies and procedures **



PARENT'S RESPONSIBILITY TO THE PROGRAM

- A child will not be dismissed to anyone that is not listed on the Child Information Card or sent in writing to the child's teacher by the parent.
- Parents will contact the teacher with any concerns about the program, classroom management, or their child's ability.
- Parents are asked to talk with their child about appropriate behavior in class and work closely with the teacher and/or the director if problems should arise.
- Parents are asked to call Bethlehem Lutheran School (989) 755-1144 or the classroom teacher using the Remind APP. by 8:00 a.m. if their child is going to be absent on a scheduled school day.

TEACHER RESPONSIBILITY TO THE FAMILIES

- The teacher will keep in close contact with parents/guardians through the newsletter, calendars, our private Facebook group, the Remind APP, conversations, and meetings (If necessary).
- The teacher will report to the parent should any problems arise with a child's behavior.
- An Assistant Teacher will be provided if class size warrants it according to the guidelines set by the Department of Human Services. (1-10 ratio for 3-year-olds and 1-12 for 4-year-old's).
- Always treat each child with love and respect.



BETHLEHEM LUTHERAN
CHURCH • SCHOOL • PRESCHOOL

Quick Reference Contact Information

Bethlehem Lutheran School:

Phone: (989) 755-1144

Website: www.bethlehemsaginaw.org

Mrs. Lisa May, Preschool Administrator:

Phone: (989) 755-1144 ext. 209

Email: lmay@bethlehemsaginaw.org

Mrs. Brenda Wilson, Principal:

Phone: (989) 755-1144 ext. 104

Email: bwilson@bethlehemsaginaw.org

Mrs. Jenna Wittig Fauske, Lead 4-year-old Teacher:

Phone: (989) 755-1144 ext. 220

Email: jwittig@bethlehemsaginaw.org

Mrs. Shawn Griffore, Lead 3-year-old Teacher:

Phone: (989) 755-1144 ext. 210

Email: sgriffore@bethlehemsaginaw.org

Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these."

Matthew 19:14

Bethlehem Little Stars Preschool

Morning 4-Year-Old and Preschool 2.0 Class Schedule

7:35-8:30	Arrival & Morning Work at Tables
8:35-8:55	Morning Meeting (Calendar, Weather, Jobs, Pledge & Show -n-Tell)
9:00-9:30	Learning Centers and Table Work with Teachers (art, letters, numbers, math, etc.)
9:35-9:45	Bathroom Break and Wash for Snack
9:50-10:10	Snack Time
10:15-10:25	Jesus Time, Lord's Prayer, Story Time, and/or Music Time
10:30-10:50	Learning Centers and Table Work with Teachers (STEM, Expanded Art-T, TH; art, letters, numbers, math, etc.-M,W,F)
10:55-11:10	Outside or Large Motor Inside
11:10	Review of day & Goodbye Song on Carpet
11:15	Morning class dismissal
11:20-12:15	Lunch, Restroom & Wash Hands
12:30-1:15	Rest
1:15-1:35	Quiet Work with the Children who are awake
1:35-1:45	Bathroom Break and Wash for Snack
1:45-2:20	Snack, Free Choice Learning Centers, and Table Work with Teachers (Expanded Kindergarten Readiness), Table Games (Bingo, Lacing, Sequencing, etc.)
2:25-2:50	Outside or Large Motor Inside
2:55	Goodbye Song
3:00	Dismissal

**Weekly newsletters are sent out reviewing all activities and events.
Also posted outside of the classroom.**

Chapel- Wednesdays @ 8:10 a.m.

****Library- Monday at 9:30 a.m.****

Bethlehem Little Stars Preschool

3-year-old Morning and Preschool 2.0 Class Schedule

7:35-8:00	Arrival
8:00-8:15	Manipulatives and/ or Table Work
8:15-8:20	Attendance and Clean-Up
8:20-8:35	Jesus Time, Morning Prayer, and Bible Story
8:35-8:45	Music and Movement
8:45-9:00	Literacy Circle (letter, shape, number, calendar, and weather)
9:00-9:55	Learning Centers (one-to-one with the teacher) and Free Play (STEM, small motor, art, math, etc.)
10:00- 10:15	Snack
10:15- 10:20	Clean-Up
10:20- 10:30	Music and Movement
10:30-10:45	Story Time
10:45-11:05	Outside or Large Motor Inside
11:05-11:15	Review (letter, number, shape, color) and Closing Prayer
11:15	Morning Class Dismissal
11:20- 12:15	Lunch, Restroom and Wash Hands
12:15- 1:15	Rest
1:15- 1:35	Quiet Work with Children who are awake
1:35- 1:45	Bathroom Break and Wash Hands for Snack
1:45- 2:00	Afternoon Snack
2:00- 2:25	Free Choice Learning, Centers, and Table Work with Teachers (Table Games)
2:25- 2:50	Outside or Large Motor Inside
2:55	Goodbye Song
3:00	Dismissal

Weekly newsletters are sent out reviewing all activities and events.

Also posted outside of the classroom.

Chapel- Wednesdays at 8:10 a.m.

****Library- Monday at 10:30 a.m.****