

**MT. BETHEL CHURCH
PRESCHOOL
2025-2026
PARENT HANDBOOK**



**MT. BETHEL CHURCH PRESCHOOL
ADMINISTRATIVE STAFF**

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WELCOME!

Welcome to Mt. Bethel Church Preschool! We are excited that you are a part of our preschool, and we look forward to working with you and your child in building a creative, positive, and productive learning environment.

STATEMENT OF PURPOSE

The Mt. Bethel Church Preschool is an integral part of the teaching ministry of Mt. Bethel Church. We believe that each child is a unique individual who should be allowed to grow in confidence and trust. Our preschool's curriculum is geared toward children, and it is designed to be challenging and fun. Our program helps the child grow physically, intellectually, spiritually, socially, and emotionally.

PARENT PARTICIPATION

We believe that parents are a valuable resource in enriching the quality of our program, and we encourage your participation. Individual classroom teachers will provide information suggesting specific areas of personal involvement in their classroom. We welcome parent participation in these and other activities for the school. From Parent's Club, class parties, to mystery readers and special activities, we need your help.

At Mt. Bethel Church Preschool, we strive to form a parent/teacher partnership to ensure that each child has the best learning experience. Many times, the things that you share with us about your child may help us relate to them in a way that would be especially meaningful. Everything you share with your child's teacher will be treated in a confidential manner.

Parents are encouraged to participate in two structured parent-teacher conferences during the school year, held in the fall and the spring. You will receive additional information and sign-up notifications prior to conference time.

SCHOOL HOURS

Preschool hours are 9:30am to 12:30pm. You are encouraged to bring your child to the classroom or to drop him/her off in the carpool line no earlier than 9:25am. Children are not permitted in the classroom before 9:25am so teachers can focus on preparing for the day's activities. Please make every effort to have your child at school no later than 9:40am to avoid disrupting the classroom once the day's activities have begun.

Our regular school day ends at 12:30pm. Children must be picked by 12:40pm to avoid a late fee. *Written notification is required if someone other than a parent or other authorized person is picking up your child.* If you have an emergency and will be unable to pick up your child by our scheduled departure time of 12:30pm, please notify the office with the name and relationship of the individual picking up your child.

CARPOOL

Mt. Bethel Church Preschool operates a carpool system from 9:25-9:40am and 12:30-12:40pm for children in our 3, 4, and 5-year-old classes. Parents are required to update Brightwheel with changes to people who are approved to pick-up your child. For security purposes, any individual picking up a child in carpool must have a preschool-issued carpool hang tag. One carpool tag will be issued per family. Additional carpool tags may be purchased for \$2 in the office.

Many parents like the opportunity to drop off and pick up their children directly from the classroom. Some children may feel unsure of the carpool process in August, but they may feel very comfortable in the months following. For some parents and children, the transition process works best from the carpool; for others it is smoother from the doorway of the classroom. We support whatever works best for your family. If you choose not to use our carpool line, we encourage you to pick up your child at 12:30pm in the preschool carpool area. Throughout the year, carpool will be cancelled on scheduled preschool party days. This will be noted on teacher calendars and Brightwheel notifications. Carpool may be cancelled during inclement weather or for Memorial Services in the Sanctuary. You will be notified as soon as possible through Brightwheel.

SEVERE WEATHER

In the event of inclement weather, the preschool will send out a message through Brightwheel to inform you of carpool cancelations, school closing or moving to the front covered portico.

LATE ARRIVAL OF PARENTS

Parents should realize that there are important reasons for arriving on time to pick up their children. The most important reason is that no child wants to be left waiting for a parent. We want the children to feel happy and secure in the knowledge that someone will be coming to pick them up on time.

Please note that late fees will be added to your child's bill if you or your child's caregiver is late to pick up your child.

Late fee schedule:

12:40pm – 1:00pm \$10

After 1:01pm \$10 + \$1 per min

Discovery Days

1:30pm - 1:45pm \$10

After 1:46pm \$10 + \$1 per min

TUITION INFORMATION

Your first tuition payment was paid as a deposit prior to the start of school. This payment covers **August** tuition for the current school year.

Tuition expenses are the same each month despite planned holidays, vacations or absences. Tuition amounts are the same for each month. Tuition is billed for nine months. We do not allow parents to make deductions from the monthly tuition for a child's absence from school.

Each month a statement of your child's account will be posted in Brightwheel on the first of every month. Parents are required to provide a payment method (credit card or banking number) within our payment platform in Brightwheel. Tuition and lunch bunch fees will automatically be billed on the 1st of each month through autopay.

If payments are more than 60 days delinquent, your child (children) will be subject to dismissal from the program.

SPECIAL NEEDS

Mt. Bethel Church Preschool welcomes children with special needs as long as they are able to meet the appropriate qualifications for their class. Final decisions on class placement will be made by Preschool administration. Mt. Bethel Church Preschool reserves the right to refuse acceptance or dismiss a child if we are unable to meet their specific needs and/or they are not receiving the appropriate resource help needed.

DISCIPLINE

Preschool children are continually learning appropriate school and social behavior. At Mt. Bethel Church Preschool, we believe that students are most successful in an environment that is loving, stimulating, well organized and developmentally appropriate. Given this environment, discipline problems are typically held to a minimum. If discipline becomes necessary, the following procedures will be followed.

1. Redirection
2. Time away from the activity
3. A visit to the preschool office
4. Parent notification so that a plan can be discussed.

DISMISSAL

Mt. Bethel Church Preschool is a private program. Our primary goal is to provide a loving and positive preschool experience for all children. Mt. Bethel Church Preschool reserves the right to withdraw a student at any time for reasons regarding inappropriate behavior, emotional disturbances or health, should we determine it to be in the best overall interest of the program and the other children in our care.

PARENTS' CLUB

Parents are an integral part of the Mt. Bethel Church Preschool program. Your wonderful gifts and talents can be shared with our children in a variety of ways. Parents' Club activities included a Fall Festival, Mother/Son Dance, Father/Daughter Dance, Book Fair, and Field Day.

We know parents' schedules are busy and any level of involvement in our Parents' Club is appreciated. Meetings and activities are held at various times to try to accommodate different schedules.

SNACKS

Parents are asked to send a water bottle and nutritious snack each day with their child. Please label all water bottles and snack containers with your child's name.

Foods containing any peanut product or peanut butter are banned from snack and Discovery Day lunch time due to severe food allergies.

ALLERGIES & MEDICAL CONDITIONS

Allergies and special medical conditions can be a serious problem for a child. If your child has any known condition that would be a concern at preschool, we request that you give their teacher and the office a detailed note outlining their specific condition and treatment. The school has an on-site nurse in case of any special concern. We have a Health Care consent form which must be filled out for the office to keep an Epi Pen and medications for emergencies.

POTTY TRAINING

Children MUST BE potty trained to enter our three-year-old classes.

Our 3-year-old classes are not equipped with diaper changing facilities therefore teachers are unable to handle children in diapers or pull-ups. We understand that children may have accidents at the beginning of the year due to a new situation, but we expect that they are well on their way to independent toilet training.

Potty training is an integral part of our preschool program in the Toddler and Two-year-old programs. Teachers are happy and willing to work with parents during training time. Due to health concerns, it is the preschool's policy for children to continue wearing a diaper or a pull-up if they have not gained complete control. Teachers will continue to take children to the potty regularly and encourage independent toilet skills.

BIRTHDAY CELEBRATIONS

A special snack for your child's birthday is always welcome but the Preschool is not a place to have your child's party. **Latex balloons and party favors are prohibited in classroom celebrations.** Please refrain from scheduling special birthday activities during our school hours or passing out party bags or favors. Parents may place invitations for parties outside of school in book bags **only if** each child in the class is included.

HOLIDAY PARTIES

Holiday parties are scheduled throughout our school year and are coordinated by room mothers. It is their responsibility to coordinate volunteers to provide a special snack and story, along with games and a craft when age appropriate. **Latex balloons and party favors are prohibited in classroom celebrations. We encourage every family to participate by volunteering in at least one party.**

DISCOVERY DAYS

Discovery Days are an added activity beyond our regular school day. They are offered after our regular class day for an additional fee, from 12:30 – 1:30 pm. To be eligible to stay for Discovery Days, a child must be at least 3 years old and completely potty trained. Discovery Days are taught by outside resources and MBCP teachers.

A Stay and Play program (lunch bunch) is also offered by the preschool for those interested. Children under 3 years or not potty trained may participate in Parent's Morning Out (PMO) lunch bunch by making reservation with our church nursery.

Children bring lunch on the day that they stay for Discovery Days to confirm they are staying for their activity. Information on fees is available on our web site.

HEALTH GUIDELINES

Minor illnesses are part of life for children and their parents. Children may contract viruses such as colds and flu, despite the best efforts of parents and teachers. At Mt. Bethel Church Preschool, we strive to provide the healthiest environment possible for each child. You can help us with this effort by adhering to the following rules and guidelines:

An Immunization Certificate Form 3231 showing current immunizations is required by the first day of school. Your physician's office or county health department can provide this documentation. Preschool staff will notify you when the certificate is expiring.

Children should not come to school if they are not feeling well or if they show signs of illness. If we believe that your child is not well enough to be at school when he/she arrives, you will be asked to take him/her home.

ILLNESS POLICY – WHEN TO STAY HOME

- **FEVER** –Your child should be without fever for 36 hours or more without fever reducing medicine. Keep in mind fevers are lower during the morning hours.
 - **VOMITING** – Your child should be without vomiting for 36 hours or more.
 - **DIARRHEA** - Your child should be without diarrhea for 36 hours or more.
 - **RUNNY NOSES** – Yellow or green mucous may be related to an infection and your child should not be at school.
 - **STREP THROAT** – Your child should be on antibiotics for 36 hours or more.
 - **EAR INFECTION** – Your child should be on antibiotics for 24 hours or more.
 - **RASHES** – All rashes need to be cleared by a health professional before your child attends school.
 - **CHICKEN POX** – Your child may return to school when all lesions are crusted over.
 - **HEAD LICE** – Your child may return to school 24 hours after treatment and removal of all individual eggs.
 - **PIN WORMS** – Your child may return to school 24 hours after treatment
 - **CONJUNCTIVITIS** – (Pink Eye) Your child may return to school when discharge from eyes has stopped. For bacterial conjunctivitis, 36 hours after starting antibiotic drops. For viral infection, consult a physician.
 - **HAND-FOOT-and MOUTH** – Your child may return to school as soon as weeping lesions in the mouth and on their hands have healed.
 - **ROTAVIRUS** – Your child should be symptom free (diarrhea) for 36 hours. Symptoms can be present for four to six days.
 - **FIFTH DISEASE** – Children are infectious prior to any visible symptoms. There is no need to restrict attendance once the rash has appeared unless he/she feels too ill to attend. This can be a concern for pregnant women.
1. Should your child become sick at school, we will make every effort to contact you or the “in case of emergency” persons listed on your registration form. Sick children need the comfort that can only be provided by a parent or loving caregiver.
 2. Even though **biting** often occurs among preschool children, it is not acceptable. When

instances occur, proper notification will be sent home. Teachers will work with children and parents to try to eliminate the problem, however, excessive, and continuous biting may be cause for dismissal.