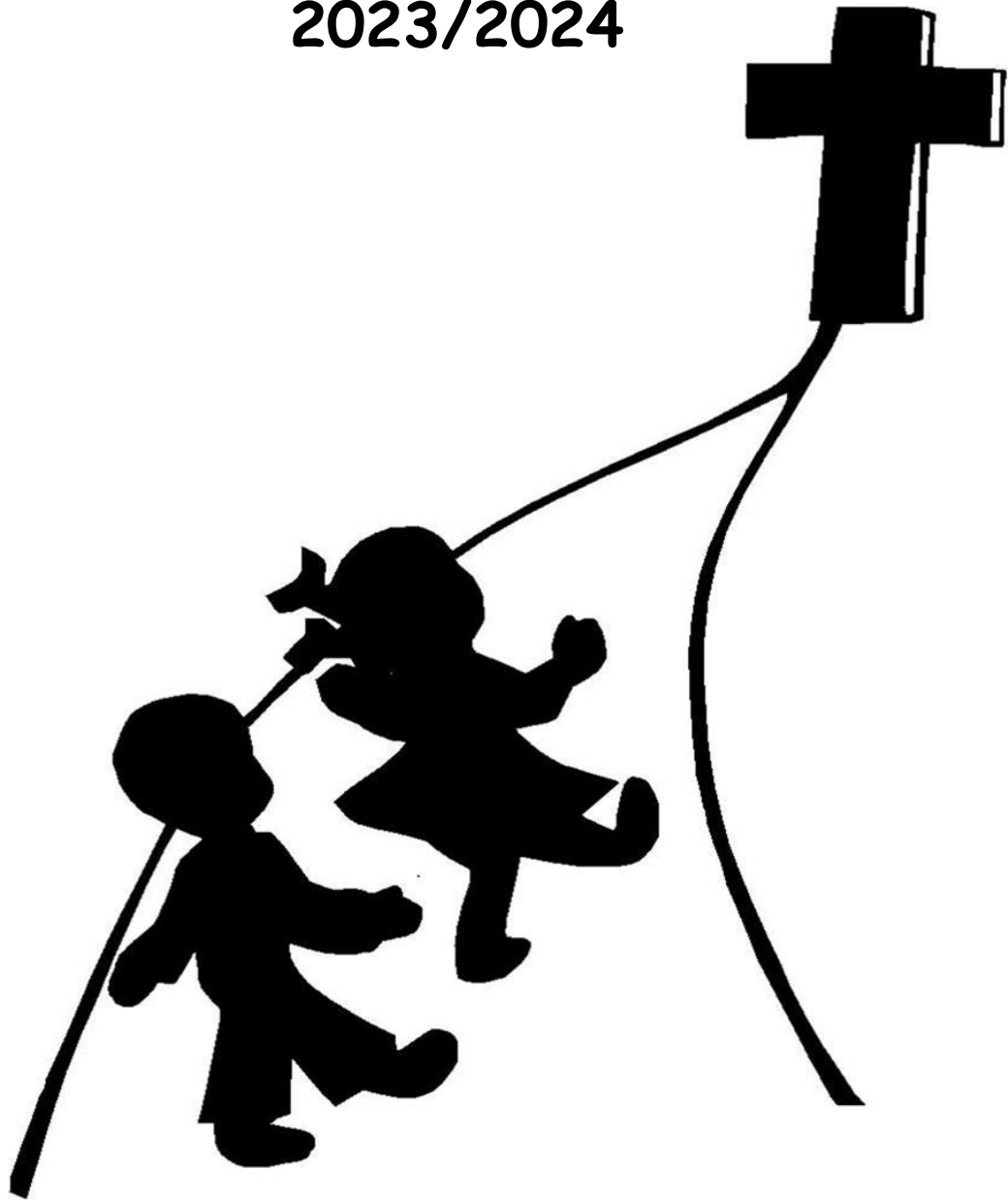


# Handbook

2023/2024



*Bethlehem Lutheran Preschool*

*515 SW 7<sup>th</sup> Street*

*Hermiston, OR 97838*


*Phone: 541-567-7829 Fax: 541-289-0114*

*[www.bethlehemhermiston.org](http://www.bethlehemhermiston.org)*

*Established 1978*

*Our Theme for this Year.....*

2023/2024

TRUST  
in the  
LORD with all  
your  and  
lean not  
on your own  
understanding.  
Proverbs 3:5

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## Bethlehem Lutheran Preschool

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Dear Parents,

Welcome to Bethlehem Lutheran Preschool. We are looking forward to sharing many rewarding experiences with you and your child.

We are concerned with the development of the whole child. Our program offers opportunities for social, emotional, intellectual, physical, and spiritual growth at the child's individual rate.

Good communication between home and school with parents and teachers working together is important. Please keep us informed of any changes in your child's life. Please also keep your contact information updated in our school office whenever there are any changes. We will be glad to have a conference with you at any time if you have any questions, concerns, or ideas to help your child. It is primarily the responsibility of parents to guide their children through the various stages of growth and development to becoming an independent, self-sufficient adult.

Bethlehem Lutheran Preschool has been established to assist you in meeting this God-given responsibility. We shall attempt to acquaint your child with a world that lies beyond home, widen his or her background, initiate new meaningful personal relationships, and provide a broader base of academic and hands on learning. All of this is done in a caring classroom with teachers who love your child and teach them about Jesus, the one who loves them and made them so special.

It is our goal to unite with you, the parent, in helping your child to learn and grow to the very best of their potential! We pray this year is a rewarding learning experience for each and every child, family, and teacher!

In Christ,

Tess Adams, Director

## THE MISSION OF BETHLEHEM LUTHERAN PRESCHOOL IS . . . *Sharing God's Word with All Generations*

This is a mission we share with Bethlehem Lutheran Church, motivated by Jesus' words:

"All authority in heaven and on earth has been given to Me.  
Go therefore and make disciples of all nations, baptizing them in the name of the Father and  
of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you.  
And behold, I am with you always, to the end of the age."  
Matthew 28:18-20 ESV

The special emphasis of the Preschool is to bring God's Word to **CHILDREN** as Jesus desires:

"Let the children come to Me; do not hinder them, for to such  
belongs the kingdom of God."  
Mark 10:14 ESV

Additionally, Bethlehem Lutheran Church and Preschool believes the life and mission of our congregation includes assisting the **PARENTS** of our community in the development of their children. Therefore, the preschool shall work to:

- Expand each child's perception of
  - **God**
  - **Other people**
  - **The physical world in which God has placed them.**
- Provide opportunities for each child to
  - **Develop a healthy personality**
  - **Form God-Pleasing values**
  - **Develop conscience, feelings, and attitudes which are**
  - **The foundation for both a positive self-image and good relationships.**
- Provide a Christian environment where each child will be free to explore and receive guidance while participating in activities in which they will be able to experience success.
- Provide an atmosphere conducive to incidental learning situations being used to the fullest extent.
- Provide parents timely and appropriate resources regarding parenting, child development, Spiritual growth, and readiness for higher grades
- Provide staff who are well-trained educators and active followers of Jesus.

## Bethlehem Lutheran Preschool

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### Preschool Board of Directors

Bethlehem Lutheran Preschool is governed by a Board of Directors consisting of members from Bethlehem Lutheran Church. The members of the Board of Directors for 2023/2024 are:

Jessica Horton	President	541-571-5084
Tess Adams	Director	541-567-7829
Tracey Pollock	Board Secretary	541-720-2062
Rev. Mark Adams	Pastor, BLC	541-567-6811
Rich Misener	BLC Board President	541-289-6300
Marla Rood	Board Member	541-701-5280

### STAFF

Tess Adams	Preschool Director Teacher – PRE-K Classes <a href="mailto:blps.hermiston@gmail.com">blps.hermiston@gmail.com</a>	541-567-7829
Tammy Mallon	Teacher – 3 Year Classes <a href="mailto:rockintp@eotnet.net">rockintp@eotnet.net</a>	541-567-7829
Taylor Estes Sarah Ganvoa	Classroom Assistant – PRE-K Classes	
Christy Ellis	Classroom Assistant – 3 Year Classes	
Susan Callaway-Shunk	BLC/BLPS Secretary <a href="mailto:sec.bethlehemhermiston@gmail.com">sec.bethlehemhermiston@gmail.com</a>	541-567-6811

## Admission Procedures

Our preschool is available to all educable children beginning at age 3 (children who are 3 years old before September 1), regardless of ethnic, religious, or social background.

- All children must be toilet trained.
- All children are accepted on a six-week probationary basis.
- Immunizations must be up-to-date per state requirements.

Enrollment is complete once the following have been completed:

- \_ Application (Must be signed by parent or legal guardian).
- \_ Immunization Form signed and dated by parent or legal guardian.
- \_ **Non-refundable** registration fee of \$150 paid.
- \_ Parent Agreement signed and dated by parent or legal guardian.

## Withdrawal Procedures

If for any reason you wish to withdraw your child from enrollment:

- Pick up a withdrawal form from the office and turn in to teacher. We require a 30-day written notice.
- You will be responsible for tuition until we receive notification.
- Meet with the school secretary to finalize any transactions on your account.
- Please notify your child's teacher so materials may be gathered.
- Share concerns with the director.

## Tuition

The program depends upon each student's tuition to cover salaries and monthly budgeted expenses. Because we are a non-profit school, it is important that tuition is paid on time each month.

Tuition may be paid annually or monthly. Tuition is divided into nine equal monthly payments for your convenience as follows:

### Tuition Rates for 2023-2024:

CLASS		TUITION PER MONTH	TUITION PER YEAR
3 yr. Classes	M/W & T/Th	\$115	\$1,035
Pre-K Classes	M/T/W/Th Morning	\$240	\$2,160
Pre-K Classes	T/W/Th Afternoon	\$180	\$1,620

The monthly payment does not reflect the amount of class days in any given month. There is no adjustment of tuition when a child is absent from school, for holidays, spring break, or school cancellations.

**Tuition payment is due on the 1st of each month.** A late fee of \$10 will be charged if payment is not received by the **5th of the month** for which you are paying.

**In order to receive proper credit, please follow these guidelines:**

1. Tuition payments are due on the 1st of each month. The first tuition payment for September tuition is due September 1<sup>st</sup>. A late fee of \$10 will be charged if payment is not received by Sept. 5<sup>th</sup>. The last tuition payment for May tuition is due on May 1<sup>st</sup>.
2. Payments can be made in our office, via phone, or online. See the details below:
  - Make checks payable to **Bethlehem Lutheran Preschool** or **BLPS**. Please indicate the name of your child on the check.
  - **Cash, Debit** or **Credit card payments** will be accepted in our office either by walk-in or via phone Monday/Wednesday/Friday from 8 a.m. – 12 p.m. There is a 2.75% additional charge to cover the service fee for debit or credit card payments.
  - **Online Payments can be made:** <https://tithe.ly/event-registration/#/5348153>. There is a service fee for using this payment method.



## Bethlehem Lutheran Preschool

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3. Statements will be generated if there is a balance due at the end of any month. We do not send invoices. You may mail your payments to:

**Financial Director  
Bethlehem Lutheran Preschool  
515 SW 7<sup>th</sup> St.  
Hermiston, OR 97838**

4. There is a tuition payment box located at the entrance of each classroom where you can deposit your tuition payments. If you choose to pay with cash, please put it in an envelope with your child's name on it. Otherwise, we will consider the unspecified payment as a generous donation.
5. Teachers will not be collecting tuition payments.
6. Please do not make your child responsible for putting payments in the tuition box.
7. If you have any questions about your account, you may contact our director, **Tess Adams** at **[blps.hermiston@gmail.com](mailto:blps.hermiston@gmail.com)**

Delinquent accounts of one month are subject to suspension. If you experience temporary financial difficulties and are unable to meet a tuition payment deadline, please contact the director, Tess Adams. A small scholarship fund has been established to meet such needs. Requests must be in writing and go before our preschool board. Please keep in mind that we are a non-profit school.

A \$25 returned check charge applies to all dishonored checks. Cash, cashier's check or money order may be required to replace the returned check. In addition, the late payment fee of \$10 may be assessed.

It is imperative all accounts be paid in full before the school year ends. We are a non-profit preschool from which your child has already benefited. Future enrollment will not be allowed until the account is paid in full.

## Days and Hours

Our preschool opens in September and closes in May. We will observe the same holiday schedule as the Hermiston School District; however, **we do not observe the school district's in-service days or conference days.** We do not have school on Good Friday. We will have scheduled conferences in May for the PRE-K classes.

We have classes with the following hours:

### 3 Year Old Classes

Monday/Wednesday mornings . . . . . 8:30 -10:30 a.m.  
Tuesday/Thursday mornings . . . . . 8:30 -10:30 a.m.

### Pre-K Classes

Mon/Tues/Wed/Thurs mornings . . . . . 8:00 -11:00 a.m.  
Tues/Wed/Thurs afternoons . . . . . 12:15 -3:15 p.m.

Please observe these times closely. There is no before school or after school supervision. We do allow a **10-minute span** after class dismissal time in which to pick up your child. Our policy addresses late pick-up of your child beyond the 10-minute class dismissal span.

**The first time will be a warning, after which a fee will be charged for every 10 minutes beyond the dismissal span.**

#### **Late fee assessment:**

10 minutes late = \$10  
20 minutes late = \$15  
30 minutes late = \$20  
After 30 minutes, we are required to call  
the authorities

## **Pick-Up and Drop-Off**

When bringing your child to our building, please sign next to your child's name on the sign-in sheet outside the classroom. Children will be dismissed from the classroom to their designated pick-up person and the teacher will sign the child out once the pick-up person is identified. If someone other than the usual person is to pick up your child, please send a note to school to notify the teacher. Custodial issues need to be discussed with your child's teacher and legal documents submitted if applicable. Teachers will verify ID of anyone dropping off or picking up a child in order to keep children safe.

## **School Closures**

We will be posting any unscheduled school closures (e.g. inclement weather) on our website. We will post cancellations on our website at [www.bethlehemhermiston.org](http://www.bethlehemhermiston.org) by 6:30 a.m. on any school closure for that day. We will also notify parents via our SEESAW APP. If more than 5 classes are missed due to weather, or other closure, there will be makeup days.

## **Late Start Policy**

If we need to have a delayed start due to weather, the following schedule will apply:

Morning Classes will be in session 10 a.m. to 12 p.m. (noon)

Afternoon Classes will be in session 1p.m. to 3 p.m.

## Daily Schedule

Our routine is scheduled, yet flexible. Children need a routine to follow in order to have a secure feeling at school.

This is a sample of what your child will be doing throughout the morning or afternoon.

## Three-year-old classes

30 minutes ..... Free-Choice: Self-Directed Play, Learning Centers, Art Activities  
10 minutes ..... Clean Up  
20 minutes ..... Bible Story, Music, Finger Play, etc.  
15 minutes ..... Bathroom Time  
20 minutes ..... Prayer and Snack  
20 minutes ..... Outside Play  
5 minutes ..... Dismissal from Classroom

## Pre-K classes

55 minutes ..... Free-Choice: Self-Directed Play, Learning Centers, Art Activities  
10 minutes ..... Clean Up  
30 minutes ..... Bible Story, Music, Finger Play, etc.  
10 minutes ..... Bathroom Time  
15 minutes ..... Prayer and Snack  
25 minutes ..... Structured Centers  
25 minutes ..... Outside Play  
10 minutes ..... Dismissal from Classroom

## Snacks and Sharing

Children will be served a nutritious snack. Milk or juice will be provided. At the beginning of every month a list of needed supplies will be posted on Sign-Up Genius or at the sign-in table. By providing these items for your children, we are able to keep our costs down.

Birthdays may be celebrated at school. Please plan one week ahead with the teacher. You may send a special treat for children. All treats must be store bought and sealed. Invitations to birthday parties are not to be distributed at school.

Sharing day(s) (show and tell) for the Pre-K classes will be scheduled by your child's teacher. **No toy weapons or electronics please.**

## Health

If your child is not feeling up to par, please don't send him or her to school. In the event your child becomes ill at school, the teacher will contact you. **Please call the school if your child will be absent.** We pray each day for ill children.

We will have routine checks for Head Lice. If your child is found to have head lice, he or she will be sent home and will be allowed back after a board or staff member has checked to make sure all bugs and nits are gone. We have a **NO NIT** policy.

Our staff will do visual daily health checks.

Please notify the teacher if your child has any allergies. Please include any allergies your child may have on our registration form. The teacher will discuss ways to accommodate your child's needs. **All staff have been CPR/First Aid trained and know how to use an EPI Pen.**

All children must have current state-required immunization forms completed per Oregon State Law Requirements.

## Safety

All children must be walked to, and picked up from, their classroom by an adult. Children must be signed in and out each day. Children should not be without an adult in the hallway or outside. **We ask that, if possible, the same adult picks up and or drops off each day.** For the safety of your children, if you have a sleeping baby, please arrange for another parent you know to walk your child in or have them ask the teacher to walk your child out after class. You may call our preschool phone to talk with a teacher should this occur.

## Emergency Procedures

Safety for all is of the greatest importance at Bethlehem Lutheran Preschool. Policies for emergency situations are reviewed annually by the preschool board and faculty. Students are trained by participating in drills periodically throughout the year.

## Parent Conduct

Parents, guardians, caregivers, volunteers, and visitors at Bethlehem should:

- Value and advocate for our school and its reputation
- Be mindful of social media and its correct use
- Never approach another child while in the care of BLPS to discuss or reprimand them because of actions toward your child(ren)
- Respect faculty/staff members and other individuals at school and in other locations including social media
- Follow correct procedures to resolve grievance or conflict. (i.e. visit with teacher first, continue with director if necessary, and follow up with Preschool Board if issues are not able to be resolved)
- Respect teacher's prep time before and during school time
- Make appointments to discuss more detailed concerns or issues
- On field trips and helping in classrooms, parents must follow the instructions of the teacher. A parent may remind students of the rules, but at no time may they issue consequences. All concerns should be referred to the teacher.
- Use appropriate and positive language while on the school grounds, while treating all with respect and value as Christ would
- Be welcome at any event offered to the preschool and their families

## Clothing

We recommend comfortable play clothes that children can manage themselves. Girls may wear pants or dresses. Please, no Sunday best! In warm weather, shorts are comfortable for both boys and girls. No belts please (they're hard for children to manage). For playground safety, appropriate shoes are important. **NO SANDALS OR BOOTS PLEASE!** Please put your child's name on coats, hats, and mittens!

## Worship

**WEEKLY CHAPEL SERVICES-** Weekly chapel services are scheduled for our PRE-K classes. Chapel begins in the month of October. See times and days for each class below:

MTWTH a.m.

Thursdays 9:30 a.m.

TWTH p.m.

Thursdays 1:20 p.m.

**SINGING IN CHURCH:** Students will be invited to sing and worship at Bethlehem Lutheran Church during the school year.

**WORSHIP SCHEDULE** - We invite you to worship with us at Bethlehem Lutheran Church. The weekly worship schedule is:

9:00 a.m. Bible Study Class

10:30 a.m. Worship Service

## **Background Checks**

- 1) All persons interested in volunteering\* or working in a classroom must have a background check on file with the pre-school director.
- 2) During pre-school registration, the pre-school will collect the necessary information for background checks. The pre-school board will have the background checks performed by a legitimate provider. All information collected will be kept confidential and locked in a file cabinet.
- 3) The cost of the background and reference check will be included in the student's non-refundable registration fee.
- 4) If the background check reveals a prior sexual misconduct-related offense that person will be PERMANENTLY ineligible to volunteer or work in a classroom or participate in any field trips.
- 5) The background checks will be performed during the first year of the child's program and will be considered current for three years.

- \* The Oregon Department of Education Early Learning Division defines a "volunteer" as:
- *any individual 18 years or older who intends to perform uncompensated duties for the program and who may have unsupervised contact with the children in the program;*
  - *or who is in the facility more than four hours per year and has contact with children in the program.*



## **Field Trips**

*Field Trips will be determined throughout the year at the discretion of our Preschool Board.*

**If field trips are determined to be feasible, the following will apply.**

### **Field Trips**

- 1) All Field Trips will be approved in advance by the Preschool Board.
- 2) Permission/Waiver slips will be signed and turned in for each Field Trip. A blanket-type field trip permission slip covering all possible field trips will not be allowed.
- 3) Since Bethlehem does not have transportation for our students, parents/guardians will be responsible to coordinate or provide transportation for their student to and from the Field Trip site, and to accompany them the entirety of the field trip.
- 4) The Field Trip Permission slip will require:
  - The parent/guardian to affirm the driver has a current legal drivers' license.
  - the parent/guardian to fill in the driver's auto insurance information (i.e., Insurance company, coverage dates)
- 5) For reasons of safety, liability, and age-appropriateness, siblings are not allowed to accompany students on field trips. Parent/Guardians will make other arrangements for siblings.
- 6) As per our Background Check Policy (#4), all adults whose background check reveals a sexual-misconduct offense will NOT be allowed to participate in any school field trips.

## **Change of Address, Phone, Employment**

The preschool must have a correct phone number on file at all times where you can be reached in case of an emergency. If your phone number or employment changes, or if you should move during the school year, please contact your teacher, the preschool director, or our church office to ensure that we will always have the correct information.

Please also leave a number on our sign-in sheet each day where you can be reached.

## **Notifications and Information**

We invite you to join our Facebook page, **Bethlehem Lutheran Preschool**, and watch for updates regarding each class and teacher. You may also go to our website for permission slip forms for field trips and also newsletter information.

**[www.bethlehemhermiston.org](http://www.bethlehemhermiston.org)**

We will be using the SEESAW APP as well as SIGN-UP GENIUS to communicate classroom activities and supply needs.

## **Newsletter Information**

Newsletters for each class will be found online under the PRE-K or 3-Year-Old headings. A limited number of newsletters will be available in our hallway.



# Bethlehem Lutheran Preschool 2023 2024

## September

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## October

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## November

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## December

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## January

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## February

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

## March

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## April

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## May

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## Scheduled Events

- **September 5/6**.....First Day of School
- **October 18-20**.....Teacher Training NO SCHOOL
- **November 7/8**.....Cake Bake Sale
- **November 22-24**.....Thanksgiving Break NO SCHOOL
- **December 18-January 2** ....Christmas Break NO SCHOOL
- **January 3/4**.....Return from Christmas Break
- **January 15**.....MLK Holiday NO SCHOOL
- **February 19**.....President's Day NO SCHOOL
- **April 1-5**.....Spring Break NO SCHOOL
- **May 2**.....PRE K Conferences (NO SCHOOL—PRE K Classes)
- **May 22 or 23**.....Last Day of School

(See **MAY** calendar for your child's last day.)

## Special Events

- Nov. 23 Thanksgiving Day Worship (10 a.m.)
- Dec. 24 Christmas Eve Worship (7 p.m.)
- Dec. 25 Christmas Day Worship (10 a.m.)
- March 29 Good Friday Worship (Noon and 7 p.m.)
- March 31 Easter Worship (10:30 a.m.)

## 2024 Registration

- March 18 Registration for Church Families
- March 25 Registration for Preschool Families
- April 80 Registration for the Public