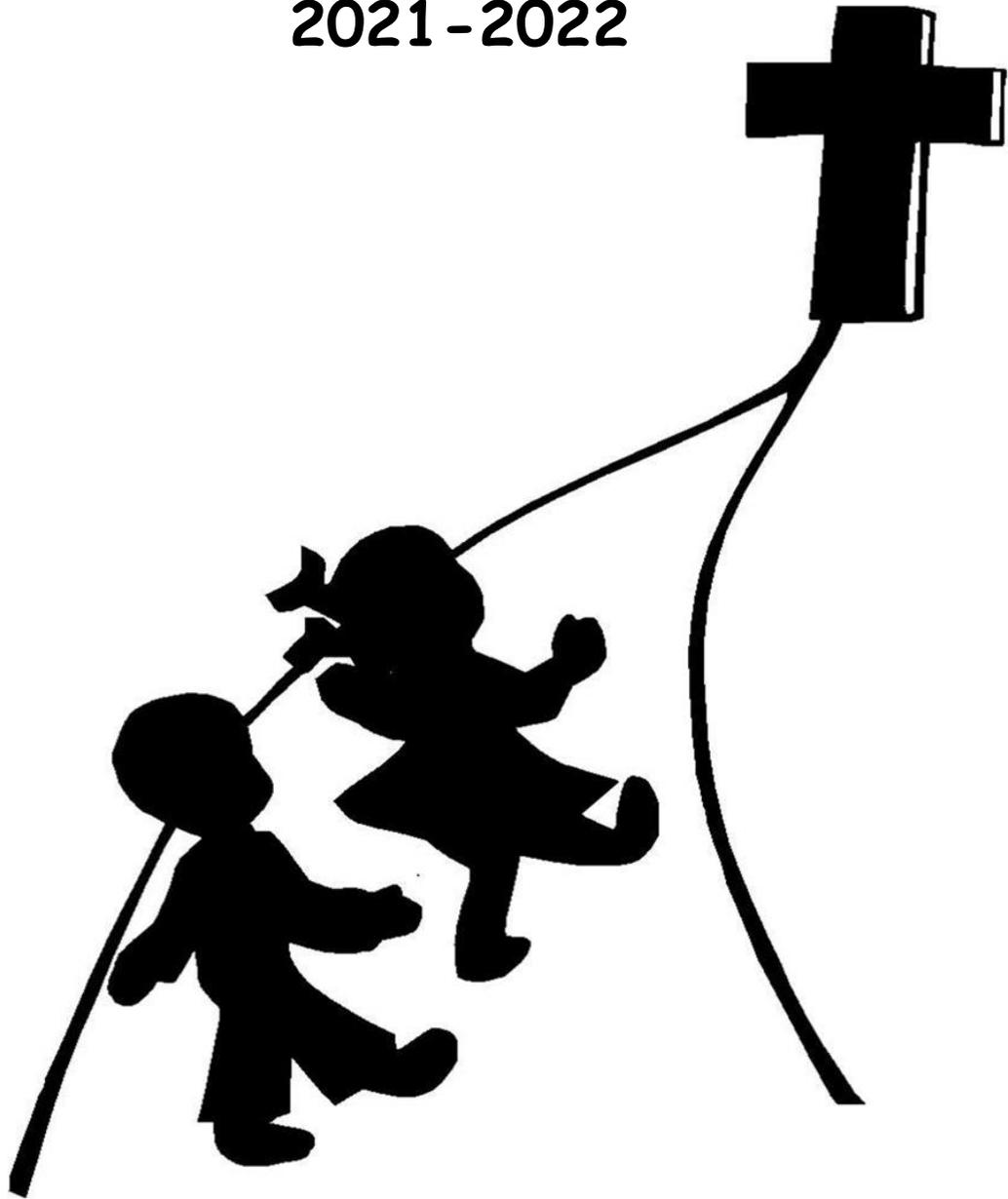


Handbook

2021-2022



Bethlehem Lutheran Preschool

515 SW 7th Street

Hermiston, OR 97838

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

www.bethlehemhermiston.org

Established 1978

Our Theme for this Year.....

2021-2022

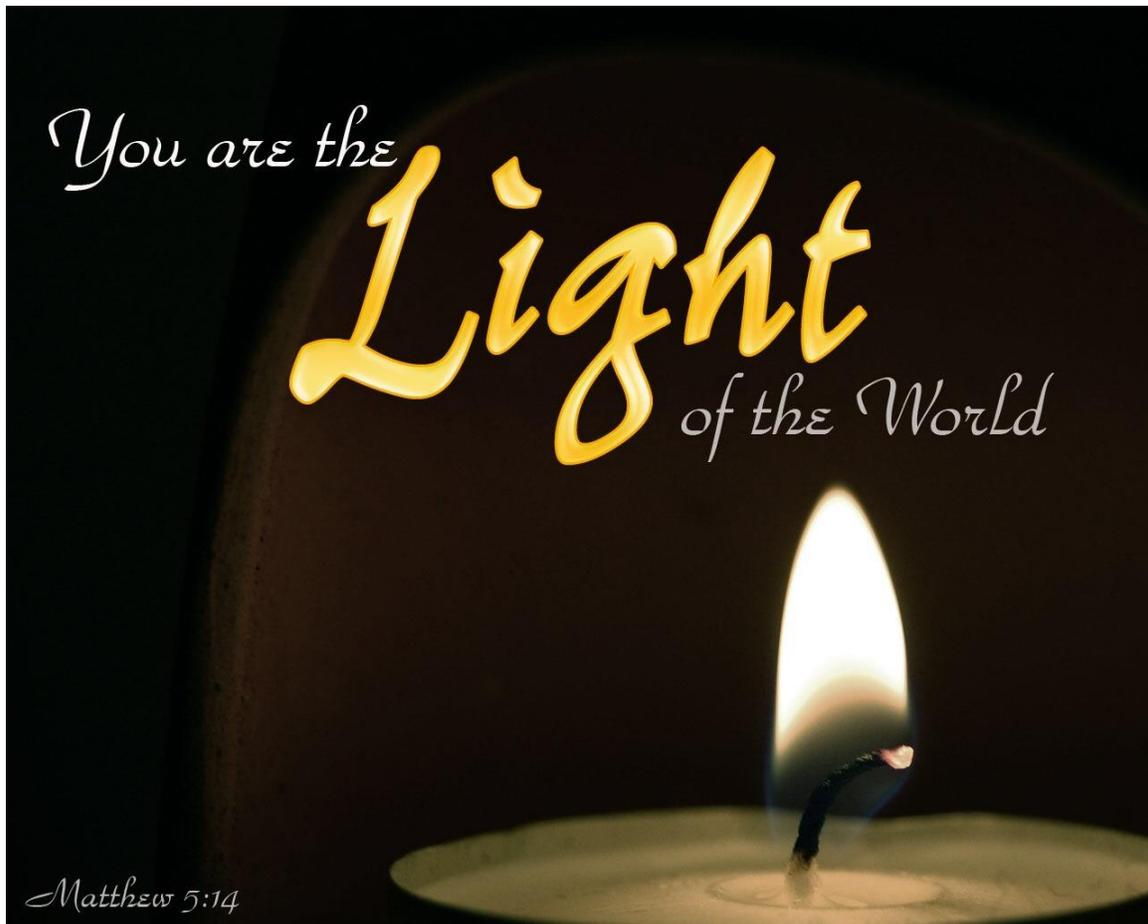


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Bethlehem Lutheran Preschool



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 in 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

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 2021/2022 are:

Jessica Horton	President	541-571-5084
Tess Adams	Director	541-567-8874
Sarah Gaulke	Board Secretary	541-667-7626
Rev. Mark Adams	Pastor, BLC	541-567-6811
Rich Misener	BLC Board President	541-289-6300
Alyxandra Rowe	Parent Representative	509-859-4717

STAFF

Tess Adams	Preschool Director Teacher – PRE-K Classes blps.hermiston@gmail.com	541-567-8874
Tammy Mallon	Teacher – 3 Year Classes rockintp@eotnet.net	541-567-7461
Amy Gillson	Teacher - 3 Year Class Classroom Assistant 3 Year Class ablanset12345@msn.com	541-720-3965
Sarah Ganvoa	Classroom Assistant – PRE-K Classes	
Martina Galaev	Classroom Assistant - PRE -K Classes BLC/BLPS Secretary sec.bethlehemhermiston@gmail.com	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 \$125 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 for the two-day a week Pre-K program is \$927 per year. Tuition for the three-day a week Pre-K program is \$1,053 per year. Tuition for the two-day a week 3-Year program is \$900 per year. Tuition may be paid annually or monthly. Tuition is divided into nine equal monthly payments for your convenience as follows:

2021-2022 Monthly Tuition Rates for 3-Year Old Classes:

M/W and T/TH classes \$100/month

2021-2022 Monthly Tuition Rates for Pre-K Classes:

M/W/F classes \$117/month

T/TH classes \$103/month

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, 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 1st. A late fee of \$10 will be charged if payment is not received by Sept. 5th. The last tuition payment for May tuition is due on May 1st.

2. **Make checks payable to Bethlehem Lutheran Preschool or BLPS.** **Please indicate the name of your child on the check.**

Debit or Credit card payments will be accepted in our office Tuesday through Friday from 8 a.m. – 12 p.m. and Monday through Friday 1 p.m. – 3 p.m.. ***Please call with your information. We are trying to follow state guidelines by reducing visitors to our building.*** There is a 2.75% additional charge to cover the service fee.

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 7th 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 un-specified 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**

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 the 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. 8:15 -10:15 a.m.
Monday/Wednesday afternoons. 12:45 - 2:45 p.m.
Tuesday/Thursday mornings. 8:15 - 10:15a.m.

Pre-K Classes

Monday/Wednesday/Friday mornings. 8:30-10:45 a.m.
Monday/Wednesday/Friday afternoons. 12:30–2:45 p.m.
Tuesday/Thursday mornings. 8:30–10:45 a.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

(See special COVID Addendum for this year. We are required to follow state requirements to remain open.)

When bringing your child to our building, please sign next to your child's name on the sign-in sheet in the classroom. Children will be dismissed from the classroom to their designated pick up person and that person will sign the child out. 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 by 6:30 a.m. on any school closure for that day. 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

40 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
20 minutes Prayer and Snack
20 minutes Outside Play
5 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. (IF ALLOWED PER COVID RULES). **No toy weapons or electronics please.**

Health

If your child is not feeling up to par, please don't send her/him 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/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.

We will have daily routine health checks via the TempTracker APP per COVID requirements. We may also be required to take temperatures at our entry doors. At this time our staff will do a visual health check also.

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 with you ways to accommodate for each 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.

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!

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.

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:

MWF a.m.	Wednesdays	9:30 a.m.
MWF p.m.	Wednesdays	1:30 p.m.
TTH a.m.	Thursdays	9:30 a.m.

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

WORSHIP SCHEDULE - If you do not have a church home or would like to worship at Bethlehem Lutheran Church we invite you to worship with us. The weekly worship schedule is:

9:00 a.m.	Bible Study Classes
10:30 a.m.	Worship Service

Field Trips

(Field Trips will be determined throughout the year at the discretion of our preschool board due to COVID requirements.)

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

Field trips are part of our curriculum for the Pre-K classes. You will be notified via permission slips one week in advance. Permission slips must be signed by a parent or legal guardian and returned in order for your child to attend.

Parents are needed to help with transportation for these trips. Please contact the teacher if you can help.

Parents must be covered by auto liability insurance and have a valid driver's license and will be asked to provide proof of such before they will be allowed to transport children (each field trip).

All volunteers must have a background check on file in our preschool office before they may take children on a field trip or help in our classroom. We can only accept background checks completed by our designated company. Each family will receive one free background check upon registration after the appropriate paperwork is filled out. **Parents are required to pay a \$17 fee for each additional background check and must fill out the appropriate paperwork provided by our school.**

Background checks will be run **September 16th** and then must be turned in no later than one week prior to the date of the field trip. If you do not turn it in a week in advance, we cannot guarantee it will be run in time for a field trip that month.

Booster seats are provided for children for each field trip. Parents must abide by the current law or their child may NOT participate in the field trip.

Siblings are not permitted on field trips due to the adult/child ratio.

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

We will be using the SEESAW APP as well as SIGN-UP GENIUS this year 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.

COVID ADDENDUM TO 2021-2022 HANDBOOK

Admission Procedures:

***Our Parent Agreement must be signed and dated by parent or legal guardian before child may come to school.** (This Parent Agreement form can be found on our website under FORMS. It was also mailed to each family in the orientation packet).

Pick Up and Drop Off

**If possible, we need the same person to drop off and pick up each day. This ensures a stable cohort of persons each school day.*

***We ask that you try to protect those who are at risk, by not asking them to be pick up or drop off designees.*

Drop Off:

- Parents will respond to COVID 19 Questionnaire per the TempTracker APP each day before they bring their child to school.
- Parents will bring their child to the classroom where the staff will greet each parent.
- Staff will do a health check at the door and verify who dropped off each child.
- Parents will socially distance and wear a mask while dropping their child off at school.
- Parents will agree to remain outside the classroom to keep classroom as germ free as possible for that cohort of children and to follow the State of Oregon rules of operation during COVID.
- Parents who show up late will call the office to have drop off procedure done before entering the building or the classroom.
- Children will wash their hands upon entering their classroom.

- Staff will sign children in and out. We will verify the person who drops off and picks up to make sure it is the correct person per your child's registration form.
- See the State Exclusion Summary posted at our entrance. We will refer to this Exclusion Summary for all families, children and staff.

Pick Up:

- Parents will pick up curbside at the designated area.
- Teachers will verify pick up person and sign children out once they have been given to the parent at the curbside.
- Parents and staff agree to wear masks and to social distance during pick up times.
- Parents agree to communicate with teacher via phone, email, or Seesaw to avoid delays in drop off or pick up.

Newsletter and other Information:

Newsletters for each class will be found **online**. We will offer a limited number of paper copies for those who request one.

Teachers will be communicating with parents via email and we will use the Seesaw app. This will allow parents to send messages and other information, and for teachers to also send information.

Should we be required by the State of Oregon to go to an online format, we will use the Seesaw app to get activities to your family. We may also use Google Meet to connect with our classes each week if needed.

Handwashing and Hand Sanitizing:

Hand washing schedule in our classrooms:

- Upon entry to our classroom
- After wiping nose or sneezing
- Before and After Snack

Hand sanitizing schedule in our classrooms:

- **Before center activities (small groups)**
- **Before Circle Time**
- **Before re-entering the building (this includes outside play time)**

Cleaning Protocols:

Our staff will provide the same excellent cleaning protocols we have used in the past. We will meet all State requirements and document our protocol compliance daily.

Each of our classes will enter a sanitized classroom every time they come to school.

BETHLEHEM LUTHERAN PRESCHOOL 2021-2022

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

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

Holidays & Breaks

- Sept. 7/8.....**First Day of School**
- Oct. 20-22.....**Teacher Training No School**
- Nov. 11.....**Veteran's Day Holiday No School**
- Nov. 24-26.....**Thanksgiving Break No School**
- Dec. 20-Jan.1.....**Christmas Break No School**
- Jan. 3.....**Return to School**
- Jan. 17.....**MLK Holiday No School**
- Feb. 21.....**President's Day No School**
- April 4-8.....**Spring Break No School**
- April 15.....**Good Friday No School**
- May 5-6.....**PRE K Conferences**
(**No School - PRE K Classes**)
Three year classes **WILL** meet as usual.
- May 25/26/27.....**Last Day of School**

Special Events

- Nov. 27 Thanksgiving Day Worship
- Dec. 24 Christmas Eve Worship (7 p.m.)
- Dec. 25 Christmas Day Worship (10 a.m.)
- April 15 Good Friday Worship
(Noon and 7 p.m.)
- April 17 Easter Worship (10:30 a.m.)

2022 Registration

- March 22 Registration for Church Families
- March 29 Registration for Preschool Families
- April 12 Registration for Alumni Families
- April 19 Registration for the Public

