



Parent Handbook 2020-2021

reach + teach + nurture

WELCOME!

Berean Preschool is a nonprofit organization licensed by the Department of Human Services. The school was founded in 1981 as Berean Education Center and now has assumed the name of Berean Preschool. The school began as a combined effort between Berean Baptist Church and church members with a desire to express a loving and Christ centered learning environment for children. We are dedicated to support and augment the training in the home which we believe was ordained by God to be carried out by parents.

Our qualified teachers are here to offer their expertise and passion for learning and guidance of each child to grow spiritually, physically, mentally, emotionally, and socially in a loving setting. Berean Preschool welcomes students of any race, creed, national or ethnic origin to all the rights, privileges, programs, and activities.

We are honored to partner with you in your child's growth and development.

You shall teach them diligently to your children and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise.

Deuteronomy 6:7

TABLE OF CONTENTS

Programs & Operating Hours.....	5
Preparedness & Personal Items	
Parent Supervision.....	6
Arrival/Dismissal	
Approved Pick-Ups	
Behavior/Hygiene.....	7
Injury	
Illness.....	8
Curriculum.....	9
Conferences	
Snacks/Special Treats	
Holidays/School Closings.....	10
Emergency Procedures	
Emergency Contacts	
Health Consultant.....	11
Mandated Reporting	
Grievance Procedure	
Permissions	
Release Policy	
Health Records	12
Medication	
Allergies	
Special Needs	
Tuition & Fees.....	13
Half Day Program	
All Day Program	
Financial Hardship	
Withdrawal	
All Day Programming Additional Notes.....	15
Meals	
Naptime	
Outdoor Supplies	

ALL-DAY PRESCHOOL PROGRAM

All-Day Preschool Program operates year-round and consists of up to 30 children separated into class sections including children ages 33 months through 5 years old.

Our operating hours are 7:00am-5:30pm Monday-Friday.

**Berean Preschool's capacity is 101 children at one time.*

HALF-DAY PRESCHOOL PROGRAM

Half Day Preschool Program operates September-May and consists of up to 116 children separated into class sections including:

3's Two Day Class (children who are 3 by Sep. 1st)

4's Two Day Class (children who are 4 by Sep. 1st)

4's Three Day Class (children who are 4 by Sep. 1st)

PreK Four Day Class (children who are 5 by Dec. 31st)

Morning class time: 9:30-12:00

Afternoon class time: 12:30-3:00*

*Afternoon class is only available for the 4's Two Day Class

PREPAREDNESS & PERSONAL ITEMS

Your child should wear washable play clothes for his/her comfort. Please have them wear tennis shoes or closed toed shoes.

Leave an extra set of clothing in your child's backpack, including socks, and underwear. All children need to bring a study school bag in which to carry notes, papers or other personal belongings. Please clearly label all items brought to school.

Please do not allow your child to bring toys from home on days other than "sharing day" as established by your child's teachers. Berean Preschool is not responsible for lost items brought from home.

Be sure your child comes prepared for the weather. In cold weather coat, hat, boots, snow pants, and mittens should be brought to school each day. Half day families only need to bring these items when teacher's specify an outdoor day. ALL ITEMS BROUGHT TO BEREAN PRESCHOOL SHOULD BE CLEARLY LABELED!

All student items will be sent home daily for washing prior to returning to school.

PARENT SUPERVISION

Children are expected to be with parent(s) or carpool parent(s) prior to drop off and after picking up. This means that as you are waiting for class or visiting with other parents before or after school your child or the child you are supervising is within eyesight and is able to hear you clearly. We want to ensure safe entry and exit from the building for everyone.

ARRIVAL

It is important that you accompany your child all the way to their classroom. All parents/guardians must sign children in and out each day in Brightwheel using the classroom tablet or QR code. Be sure the teachers see you and your child before you leave.

Please notify us through Brightwheel if your child will be absent, especially if he/she has an illness that should be reported to other families. Report all illnesses and absences through the Brightwheel App.

DISMISSAL

Out of respect for our staff, please make sure to be on time to pick up your child. We do understand there may be an extenuating circumstance that may cause you to be late. Please call the office at **952-223-1814** and message the teacher through Brightwheel to inform us. We may ask that you send an approved pick up if you cannot be on time. A late fee of \$1 per child per minute will be invoiced if you are late.

Half Day Morning Classes Dismiss @ 12:00pm
Half Day Afternoon Classes Dismiss @ 3:00pm
All Day Classes Close @ 5:30pm

APPROVED PICK-UPS

For your child's safety, no unauthorized person will be allowed to pick up your child. Your enrollment form should list any people authorized to pick up your child. All authorized pick-ups **MUST** be listed in Brightwheel. Each authorized pick-up will have his/her own code unique to them. If your child is to be released from Berean Preschool to someone NOT on your authorized pick up list, you must add them to Brightwheel as an authorized pick-up. We will ask anyone we do not recognize for a photo ID. If we are not informed of an unauthorized person picking up your child, we will contact you or your emergency contacts.

BEHAVIOR GUIDANCE

At Berean Preschool, our goal is to come alongside our parents. We strive to work with you and your child in developing acceptable behaviors. If a discipline problem occurs, we will first redirect your child from the problem area to an alternate activity. We will teach your child acceptable alternatives to his/her behavior. If the problem persists or your child is a threat to other children's safety, he/she will be separated from the group. This separation time will be recorded in a "separation log" kept in the office. If your child is separated from the group 3 or more times in one day, you will be notified. If your child is consistently separated from the group, a plan will be established to deal with this behavior. The plan will include observation and records of the child's behavior. The plan will be prepared in consultation with the parents, staff and professions (if appropriate). We reserve the right to dismiss any child from our program that poses a threat to the health, safety, and general well-being of other children at Berean Preschool. This would include behavior and health issues.

PERSONAL HYGIENE

Your child is encouraged to develop independent habits of personal hygiene such as washing hands and face before and after snacks/meals and after using the bathroom. . All children entering Berean Preschool must be completely toilet trained and independent in the bathroom. Children cannot attend Berean Preschool in diapers or pull ups.

INJURIES

If your child is injured in our care, our first step is to administer first aid. All staff members are first aide, CPR and AED trained in adults and pediatrics. Depending on the injury, we will contact you by phone or through Brightwheel. For a more serious injury, we will contact you to bring your child to your physician or Emergency Room. We will call 911 for immediate medical service. On the enrollment form you are asked to give us permission to secure whatever care your child needs. Berean Preschool staff will not transport children.

INCIDENT LOG

Any injury that occurs at Berean Preschool is recorded in an incident log. The child's name, date, nature of the injury and first aide administered are recorded. This log is kept in the student's classroom and on file in the office.

ILLNESS

The symptoms listed below have been adapted from the Department of Human Services and conservatively modified to meet the needs specific to our school and with concern for the health and welfare of all children and staff. Please help us keep illness to a minimum by being aware of these symptoms. Keep your child at home for at least 24 hours symptom free without medication if he/she displays any of the following:

- Fever must be lower than 100F
- Vomiting one or more times that day
- 3 or more abnormally loose stools that day
- Drainage from eyes and/or ears. (Must see a physician)
- Bacterial infections such as strep throat or impetigo
- Unexplained lethargy
- Lice, ringworm, scabies (must be treated and have a doctor note before child can return) *Lice must be nit and bug free, we require a note/receipt from a hair stylist or professional lice removers.
- Undiagnosed rash or rash attributed to a contagious illness.
- Significant respiratory distress
- Exhibiting new onset cough or shortness of breath. OR at least 2 of the following symptoms (fever, chills, muscle pain, sore throat, fatigue, congestion, loss of sense of smell or taste, gastrointestinal symptoms including diarrhea, vomiting, or nausea.

Chicken pox (until all lesions are crusted over). Requires more care than the program staff can provide without compromising the health and safety of other children in care.

If these symptoms are present at drop off, teachers are required to ask you to bring the child home. If these symptoms occur while the child is in the care of Berean Preschool, we will contact you to pick up your child within 30-60 minutes. Ill children will be isolated from the other children and provided with a cot. If you cannot be reached, your emergency contact will be asked to pick up your child.

Teachers must be notified upon drop off of any unusual to the child maladies (for example: dog bite, bug bites, sprained ankle, etc.).

Please notify us within 24 hours if your child contracts a communicable illness. It is mandated by the Minnesota Department of Health that we report any communicable illness to all parents the same day this information is received. We will send home or post a notice with the information stating the illness, incubation period, early signs to watch for and exclusion recommendations. The center will notify the Public Health Department within 24 hours should an occurrence of a "reportable disease" take place.

CURRICULUM

At Child Care Program Plan has been developed for each class and is on file in the office. Berean Preschool is a gospel centered, play based preschool using the Early Childhood Indicators of Progress as the foundation for curriculum development. Each day is planned to stimulate learning with conversation, music, art, movement and group activities. We provide children with the hands on learning experiences that are both student and teacher led. It is our privilege to intertwine the gospel into all daily activities!

CONFERENCES

Parent/Teacher conference will be offered twice a year for all classes. The teachers will inform you when they will hold conference. You will have an opportunity to sign up for a time that best fits your schedule.

ON-SITE FIELD TRIPS

Berean Preschool will offer on-site field trips throughout the school year. The \$25 activity fee will help cover these costs.

SNACKS

Children will have snack at school. All Day Program snacks are provided by Berean Preschool. Half Day Program families are asked to bring in a snack to share two or three times during the school year depending on your class size. The classroom teacher will oversee the process for bringing in the snack to share. Please choose items from the approved snack list provided to you. Children with allergies, intolerances or dietary restrictions will provide a supply of snacks to their child's teacher in both the All Day and Half Day Programs.

SPECIAL TREATS

Please check with your child's teacher before bringing in a special treat to share with the class. Any snacks or treats brought to share must be store bought.

HOLIDAYS

We will be closed on the following holidays:

Labor Day	New Year's Day
Thanksgiving Day	Easter Monday
Black Friday	Memorial Day
Christmas Eve	4th of July
Christmas Day	

We may hold up to 3 staff training days each year and the half day program will observe MEA. Berean Preschool will have Christmas and Spring Breaks. We will provide you with a calendar noting these dates. We follow District 196 for school closures.

SCHOOL CLOSINGS

If neighboring districts and/or Berean Baptist Church are closing due to inclement weather, Berean Preschool will follow suit. Ultimately, the decision to close Berean Preschool lies with the director and will be made in consideration of the safety of all. We will send a message on Brightwheel, update our website, announce on our Facebook page, and email families in this event.

EMERGENCY PROCEDURES

Berean Preschool has policies & procedures in place for dealing with such elements as fire, weather, and intruder. To provide for your child's safety, each staff member is trained in these procedures. Fire drills are staged monthly, year-round, under the supervision of Berean Preschool staff and local authorities. Tornado drills will be held monthly April-September. If we need to evacuate the building we will go to Good Shepherd Church (across Plymouth Avenue) or to Byerly's depending on the location and nature of the situation.

EMERGENCY CONTACTS

Upon enrollment, you will list at least two friends or relatives to be contacted that are authorized to pick up your child in the event of an emergency if a parent cannot be reached.

Please keep these telephone numbers up to date, reporting any changes directly to the Berean Preschool office.

HEALTH CONSULTANT

Each year a health consultant will review our health and safety policies as stipulated by the Minnesota Department of Health, Rule 3. the consultant reviews required first aid and safety policies & procedures and sanitation procedures & practices for food preparation and cleanup.

MANDATED REPORTING

All Berean Preschool staff members are mandated reporters. We will report any suspected sexual abuse, neglect, physical maltreatment and threatened injuries to the local Child Protection Agency.

GRIEVANCE PROCEDURE

If you have a grievance over our program or procedures, please contact your child's teacher or the director. If you feel your complaint is being ignored or if the matter is of a serious nature, the complaint should be made in writing to the director. Depending on the nature of the complaint, the director will either handle it personally or refer it to one of the Berean Preschool board members or a pastor of Berean Baptist Church. The director will be responsible to see that the grievance is handled properly and within 7 days. It is our intent to handle all grievances internally. If these steps have been taken and the grievance or complaint is still unresolved, the parent or guardian has the right to inform the Department of Human Services at 651-431-2000.

PERMISSIONS

Berean Preschool will receive your permission if your child is to be involved in any type of public relations activity or experimental research. Local newspapers or Berean Baptist Church may at times take photos for their papers or pamphlets. If you prefer your child's picture not be taken, please make sure to indicate that in your enrollment paperwork or let your child's teacher or the director know at the beginning of the school year.

RELEASE POLICY

As much as we would like to work through situations with parents, we realize that sometimes there may be such a difference in philosophy that the child, staff, and parents are not profiting from their experience at Berean Preschool. Thus, Berean Preschool reserves the right to dismiss a child from the program if, after attempting to work together we feel a situation cannot be resolved.

HEALTH RECORDS

Documentation of immunizations and a Health Care Summary signed by your child's physician must be on file before your child may attend Berean Preschool. These may be faxed to the office at 952-431-0914

MEDICATIONS

No medication (prescription or non-prescription) will be given to your child without a current and accurate pharmaceutical prescription label on the bottle and a medication permission form filled out and signed. All medications will be kept out of the reach of children and refrigerated if needed. You must give any medication directly to the teacher and obtain one of these forms from the office or one of the teachers.

ALLERGIES

If your child has an allergy please inform the office and your child's teacher. All children with allergies must have an Allergy Action Plan on file prior to the first day of school. Every staff member will be trained and made aware of how to handle an allergic reaction specific to your child. These forms are available in the office.

SPECIAL NEEDS

If your child has any assessed or suspected special needs, please make our office aware. Know that we are here to help in any appropriate way that we are able. Sharing this information ensures the help and success of your child and family. The key to a successful experience for your child, the staff and your family is to keep communication open.

Procedures stipulated by Rule 3 will be followed. An Individualized Care Plan (ICP) will be developed with you to meet your child's individual needs. The plan will be coordinated with your physician, psychiatrist, or psychologist and possibly the school district in which you reside.

TUITION AND FEES

Please remember that we are not financially affiliated with the church we reside in. We are a small non-profit and we depend on your child's tuition to keep our school and ministry running.

A non-refundable registration fee is due and payable upon acceptance of enrollment. All parents must read and sign a Berean Preschool financial agreement. Current registration fee and tuitions are found on the financial agreement for your program.

Tuition is due on the 1st of each month. After the 10th of the month a \$20 late fee will be added to your account. Tuition is based on a yearly cost divided equally into monthly payments. Any account that hasn't been paid in two months will result in dismissal from the program.

Payments can be made online through Brightwheel or by check. Please place checks in a labeled envelope. Families may also set up automatic withdrawal through Brightwheel. Teachers are not allowed to collect tuition checks.

There will be no refunds or deductions for legal holidays, staff training days, weather permitted closings, or days your child is absent due to illness.

FINANCIAL HARDSHIP

Please contact the director immediately if you have a financial situation needing special consideration and a plan may be worked out between you and the director. Families with assistance programs must talk to the director and fill out necessary forms before they are admitted into the program.

WITHDRAWAL

A written notice is required for withdrawal from any Berean Preschool program, one month notice for Half Day Preschool program and 2 weeks for All Day Preschool program. Parents are responsible for tuition during this time even if your child does not attend.

ADDITIONAL NOTES FOR ALL DAY PROGRAM FAMILIES

MEALS

We serve breakfast each morning. Breakfast may consist of waffles, bagels, cereal, hard-boiled eggs, and fresh fruit. Your child must be at school by 8:15am to receive breakfast. Children must bring a lunch from home. Berean Preschool provides milk for lunch and afternoon snack.

NAPTIME

All children in our All Day Preschool Program are required to rest at naptime for 30 minutes. If your child is awake after this time, he/she will have quiet table time activities. Please send a blanket and a small stuffed animal for your child to use during nap time. we will provide you with a Berean Preschool bag to place the items in and to take home at the end of your week. Please wash and bring back the following week.

OUTDOOR SUPPLIES

Be sure your child comes prepared for the weather. In cold weather, a coat, hat, boots, snow pants & mittens should be brought to school each day. These will be sent home every day to ensure they come back clean and dry. ALL ITEMS BROUGHT TO BEREAN PRESCHOOL SHOULD BE CLEARLY LABELED.



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