

Beautiful Savior Child Development Center

"Next Best Thing to Home!"



Parent Handbook



Beautiful Savior Child Development Center (BSCDC)

1337 West 11th Street

Tempe, AZ 85281

Phone 480-446-0687

Fax 480-967-2686

Email: beautifulsaviorcdc@gmail.com

**BEAUTIFUL SAVIOR LUTHERAN CHURCH
REVEREND GARY P. BOYE, PASTOR**

Beautiful Savior Lutheran Church invites all people to worship services, education programs and fellowship events.

SUNDAYS

- 10 am WORSHIP (Special occasion services during Lent/Advent)
Holy Communion celebrated 1st & 3rd Sunday of the month and Festivals
- 8:30 am SUNDAY SCHOOL & ADULT BIBLE STUDY

WEDNESDAYS

- 11 am PRESCHOOL CHAPEL WITH PASTOR GARY
7 pm WORSHIP DURING LENT AND ADVENT

THURSDAYS

- 10 am BIBLE STUDY
4 pm JR CATECHISM (during school)

Transportation will not be available for students at Beautiful Savior Child Development Center.

Beautiful Savior Child Development Center will have field trips for students.

Facility inspection reports are available upon request.

Beautiful Savior Child Development Center is licensed by the Office of Child Care Licensing and is regulated by:

Arizona Department of Health Services
Office of Child Care Licensing
150 N. 18th Avenue, Ste 400
Phoenix, AZ 85007-3244
602-364-2539
602-364-4768 (fax)
<http://www.azdhs.gov/als/childcare/index.htm>

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<http://www.lutheransonline.com/beautifulsavior>

Hours

7 am—5:30 pm

Monday—Friday

Director on Site

8 am—4 pm

Preschool Session of Operation

Monday—Friday

8 am —11:30 am

August -May

Preschool Chapel—Wednesday 11 am

Daycare Hours of Operation

Monday through Friday

11:30 am -5:30 pm

Welcome to
Beautiful Savior Child Development Center
"Next Best Thing to Home"
a Ministry of
Beautiful Savior Lutheran Church
AZ DHS Lic # CCD-14044
DES Registered Provider



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New Years Day, Presidents Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving and Friday after, Christmas Eve, and Christmas Day. Other days, at the discretion of the Director, TBA.

VOLUNTEERS

Classroom celebrations, field trips, and special projects often require extra parental and family help. Please sign up when you are able to assist in your child's classroom. Our school is always open to families.

CHILD ABUSE

The staff is required by law to report suspected child and/or sexual abuse to the proper authorities.

LIABILITY INSURANCE

Liability insurance is carried through Church Mutual Insurance Company.

BSCDC MISSION STATEMENT

*Beautiful Savior Child Development Center
will provide a Christ-centered curriculum which
nurtures cognitive, physical, social,
and spiritual growth in a developmentally
appropriate setting*



FOOD

Each parent will provide all lunches for their child, morning and afternoon snacks will be provided by BSCDC. Occasionally the curriculum includes a cooking project and the school generally provides the ingredients. The Center will provide drinks, milk or juice during meals. **Families must notify the school of any food allergies.**

DISCIPLINE

Discipline is "teaching" the children appropriate behaviors. Preventative techniques such as giving positive directions, validating appropriate behaviors, facilitating the child's problem solving abilities, suggesting an alternative behavior and modeling proper behaviors and manners are used. Time-out is used sparingly. Visitors are not allowed to be left alone with the children or discipline a child. If needing to discipline your child it must be done in accordance with the school policy while on school grounds. Please remember that classroom procedures should remain the same and not be disrupted during visitations.

BIRTHDAY CELEBRATIONS

Birthdays are special days and are recognized in the classroom. Treats may be brought for the class if prior arrangements are made with the teacher.

If passing out party invitations at school, please be sure each child receives an invitation. If the entire class is not invited please use the mail for delivering invitations. This will help alleviate hurt feelings.

HOLIDAY CELEBRATIONS

The Center will be closed for one week during the summer (dates to be announced) and the following holidays:

OBJECTIVES

Beautiful Savior Child Development Center (BSCDC), "Next best thing to home", offers a child-centered program for children ages 18 months to five (pre-K). Experiences and activities are planned so each child will grow in *the following areas.*

Spiritually - learning about Jesus and His love for everyone.

Intellectually - developing a love for learning through exposure to stories, songs, and activities that promote developmental growth in readiness skills.

Emotionally - feeling good about themselves and learning socially acceptable ways of dealing with emotions.

Socially - developing positive relationships with others as well as developing independence.

Physically - learning more about their body and developing large and small motor skills.

By the Grace of God and the power of the Holy Spirit the staff will nurture developmental readiness skills for the child's next year of school. The staff will provide experiences in Christian living both in formal settings such as the classroom or Chapel time, and informal settings such as the playground and free time. The children and their families will be encouraged to accept God's unconditional love as it is experienced through His Word and the caring staff at BSCDC.

CURRICULUM

The curriculum involves learning through **discovery** and **play**. Children learn through their play and a variety of learning (play) centers are set up based on the weekly theme. Children will have opportunities to explore individual interests, differences, and learn new things through a wide variety of activities and experiences provided for each child based on his/her developmental level. Given the opportunity to make choices concerning their activities, they acquire knowledge, skills and the ability to solve problems. They construct knowledge and values through interaction with peers, teachers, and other adults through active exploration of the physical and social environment.

The Christian faith will be integrated throughout the school day in planned activities, center work, and social situations. In addition, a set time to pray and hear Jesus stories is scheduled everyday. Children also participate in weekly Chapel services; an offering envelope will be provided for your child to bring to Chapel, these offerings will go towards a mission chosen by the preschool personnel and Sunday school teachers.

Weekly themes are integrated in many curriculum areas. In **Math** the children will learn to classify, sort, group, and put in order. They will count and learn to recognize numbers and learn more about the qualities of objects such as shapes, big/little, long/short, etc.

Language and **reading** skills are enhanced as children explore connections between letter, sounds, pictures, and objects. They learn the alphabet and begin associating spoken sounds with the letter or letters they represent. They listen to and

prescription number, if any/dosage, time and frequency of administration; and starting and ending date of dosage period. Medication **MUST BE** in a container dispensed from the original labeled container from the pharmacy. Over the counter medications must be in the original prepackaged container and labeled for use by manufacturer. All containers must be labeled with the enrolled child name and will be stored in a locked location.

COMMUNICABLE DISEASE

When a child is exposed to a communicable disease or skin disease while at school, families will be notified. In return, we request that parents notify the school when their child is exposed outside the school to a communicable disease or contracts one. A child who contracts a communicable disease or skin disease will not be allowed to attend school while in a contagious state. A child must be symptom free for 24 hours before returning to school. A note from the child's physician indicating that he/she can return to school may be required.

Examples of Communicable diseases are:

Chicken Pox; Measles; German Measles; Infectious Hepatitis; Tuberculosis; Common Cold; Scarlet Fever; Meningitis; Pink Eye; Poliomyelitis; Mumps; Whooping Cough; Strep Infection; Diphtheria

Examples of Communicable skin diseases are:

Impetigo; Poison Oak; Head lice; Ringworm; Athletes Foot

APPLICATION OF CHEMICALS

Parents will receive notice of the application of chemicals to the play area and lawns surrounding the church 48 hours in advance. The notices will be posted in writing at the school along with verbal notice when children are dropped off or picked up.

socks. Place them in a gallon size zip lock baggie that is clearly labeled with your child's name. When clothing items are used it is the parents responsibility to replace it the next school day. We WILL NOT use one child's clothing for another child. We understand that working parents are busy and can occasionally forget to provide changes of clothing; in cases of emergency, the Center has a limited amount of loan-able clothing. \$1 per item deposit is required when clothes are loaned. Your deposit will be returned when the items are returned laundered and ready to wear.

SICK CHILDREN

We want to protect your child's health as well as the health of other children and staff. The staff will conduct a health check each day when the child comes to school. Children with obvious colds or illnesses will not be admitted. Please do not put the staff in the position of refusing your child

State law requires that children with temperatures, symptoms of a fresh cold, vomiting and/or diarrhea, sore throat, rash, stomach pain, eyes that show sign of infection, or any communicable disease MUST not come to school. Children must be symptom free for 24 hours before returning to school. When children develop these symptoms at school, the sick child will be isolated from the other children and the parent called to pick up the child immediately. It is the responsibility of each parent to be sure that there are alternative arrangements available in the event that the parent cannot pick up an ill child.

It is imperative that the center is aware of all allergies, previous and/or ongoing medical conditions in order to provide appropriate care for the child. Authorized staff member may administer medication upon written permission of the enrolled child's parent which includes: first and last name of the enrolled child; name of medication

discuss many types of storybooks and have the opportunity to retell favorite stories using puppets, and flannel boards. Many children enjoy making up and sharing their own stories.

They sing songs and play rhyming games. They will also begin to identify labels and signs in their environment. Some children will be ready to write their name and to begin using known letters to represent written language.

Social studies/science is part of the curriculum as the children seek to comprehend the world that God created. They explore the physical properties of objects and materials, investigate characteristics of living and nonliving things, and learning about earth and space. Children will learn about their community. Transportation and how people and things move from place to place is of special interest to kids. Learning about families and how they are growing up is a popular unit to study.

Students enjoy **artistic** activities. They have experiences to experiment with scissors, crayons, markers, glue, paint, paper, clay and much more. They are encouraged to use their imaginations to develop creations. Drawing lines and shapes and understanding how colors mix together is included.

Music is enjoyed and used throughout each day whether learning about God, rain, numbers, colors, etc. While singing songs about different concepts the children learn about rhythm and rhyme. They learn about fast/slow and loud/soft by singing, listening to music, or playing instruments.

Physical activity is an important part of the curriculum. Through routine activities, playground time, and planned games the children develop coordination skills.

ADMISSIONS

BSCDC is an outreach ministry of Beautiful Savior Lutheran Church. The church supports the school in prayer and service. Fees are assessed to cover the cost of operation of the school.

NONDISCRIMINATORY POLICY

BSCDC admits students of any race, color, or national ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national/ethnic origin in administration of its educational policies and any other school-administered programs.

SPECIAL NEEDS CHILDREN

The director will consult with the child's family to discuss and evaluate the child's needs and the school's ability to meet those needs. If it is agreed by all parties that attendance would benefit the child, the class, and the school then the admission process continues. Periodically the needs of the child and class will be reviewed to determine continued enrollment.

AGE/ENROLLMENT REQUIREMENT

Ages 18 months to 5 years; all children must be independent in using the restroom.

Paid enrollment fee; current immunization records, and enrollment form. must be completed and returned to the office before your child will be admitted to the classroom. Please notify the office of any changes in your child's records. Work, home and cell phone numbers, addresses, immunization updates, must be current for your child's protection.

Each time the child is admitted and released, the parent/guardian must sign the form with at least the 1st initial and complete last name. Children will not be released to anyone other than their parents or those authorized on the enrollment information. Until staff learns the identity of authorized people to pick up, photo identification will be checked.

ALWAYS LET YOUR CHILD AND THE TEACHER KNOW IN WRITING IF SOMEONE DIFFERENT IS PICKING UP. Remember to have this person bring proper photo identification in with him/her. We check ID but we do so for the protection of your child. Our school abides by all legal court orders. A notarized court order must be presented and on file regarding parental custody matters.

OUTSIDE PLAY

All children play outside on a daily basis. When the weather is extreme, time outside is limited. Two areas of the playground are shaded and a restroom and water are provided.

WHAT TO WEAR

Children should be dressed appropriately for play. We work with very messy materials and we don't want to worry about keeping clothes clean (we do have the kids wear paint smocks when appropriate). Climbing and running outside build and strengthen muscles and requires clothing that allows the children ease in movement and shoes that offer good support. For your child's safety, sandals and flip-flops will not be permitted on the playground. Children must wear shoes that enclose the entire foot. Please provide closed toed shoes for these purposes. Each child must have a blanket, & pillow for nap/quiet time and a change of clothes available at school. This includes a top, bottoms, underwear, and

involved, BSCDC staff will use a variety of communication tools. This will be accomplished through: Written notes; Telephone calls; Parent bulletin boards; Monthly newsletters from the teacher and the school; and Parent/teacher conferences.

We encourage families to contact their child's teacher or administrative staff with any needs or concerns. The staff appreciates feedback on how we are doing so a parent questionnaire is distributed in the spring.

ACCIDENTS

Keeping children safe while at school is top priority for the staff. While we do inspect the equipment regularly and remove or repair it, accidents do occur. Should a child get hurt we will administer first aid as required based on the injury. If further medical attention is needed we will call the parents/guardian and/or 9-1-1. Families assume any fees associated with emergency care and/or transportation. Accidents are documented and reported to the administration. Families are notified of accidents immediately or when the child is picked up based on the nature of the injury.

Parents are responsible for keeping the school up-to-date with emergency medical and contact information. **It is imperative that parents notify the school immediately of any changes in address or phone numbers.**

ARRIVAL AND PICK UP PROCEDURES

An adult must bring the child into the classroom and remain until the teacher greets the child. The child **MUST BE SIGNED IN AND SIGNED OUT** by an adult on the proper sheets located in the first classroom.

IMMUNIZATION REQUIREMENTS

All immunizations must be up to date. If for religious or personal beliefs, the child is exempt from immunization, the parent must notify the center and fill out the form required stating such status.

Age	CtaP	Polio	Hib	Hepatitis B	Hepatitis A	MMR	Varicella
<2 month							
2 - 3 months	#1	#1	#1	#1			
4-5 months	#2	#2	#2	#2			
6-11 months	#3	#3	#2-#3 ¹	#3		#1	
12-14 months	#4	#3	#1-#4 ²				
15-59 months					#1-#2 ³		#1
2-471	#4 or #5 ⁴	#3 or #4 ⁵		3	2		
School Age							

¹Hib if Pedvax or Comvax Vaccine given
²at least 1 Hib after 12 months of age
³4 doses satisfy requirement if 3rd dose after 4th birthday
⁴5 doses satisfy requirement if 3rd dose after 4th birthday

Maricopa County Only

ENROLLMENT FEE/SCHOOL TUITION

Tuition is established on the basis of the entire school year. Families may elect to make the tuition payment at one time or in equal monthly payments throughout the school year. If families elect to make monthly payments each payment is the same, regardless of holidays, school vacations, or attendance (i.e. illness, vacation, etc.) this ensures your child's place in the school, this policy also applies to weekly payments. The enrollment fee covers the costs of instructional materials, art and handicraft items, and educational materials. There is a one-time nonrefundable fee of \$65 due and payable at the time of registration a 10% multi child/family discount available.

All tuition is to be paid in full by the close of business on Monday evening. A late fee of \$5 per day will be assessed for late payments. After 5 days without payment, the child(ren) will be withdrawn by action from BSCDC on the 6th day. Parent will still be liable for all unpaid tuition and late fees accumulated

PROGRAM	TIME BASED	MONTHLY/WEEKLY
Registration	One time	\$65 - 10% family discount
Preschool	3 days 8:30-11:30 a.m.	\$135
Preschool/Daycare	5 days 7 a.m. - 5:30 p.m	\$560 / \$140
Daycare only	6 hours or less	\$280 / \$70
<i>24 hr advance notice required</i>	<i>No Hourly Rates Available</i>	

Parents will be charged a late fee when they do not pick up their child(ren) from our preschool on time. Children who are with us for half day in the morning must be picked up by noon. Children who are with us for the full day must be picked up before 5:30p.m. A fee of \$10 will be assessed for the first fifteen (15) minutes and \$20 for up to thirty (30) minutes that the parent is late. A fee of \$5 will be charged for every minute after the first thirty minutes. These fees are to be paid in cash at the time of pick-up.

RETURNED CHECK FEE

A \$25 fee is assessed for any check returned for insufficient funds. After the 2nd check is returned from the bank, all future payments must be made by money order or cash.

WITHDRAWAL PROCEDURE/POLICY

The BSCDC Director must be notified in writing, two weeks prior to ending a child's enrollment. All tuition fees are to be current and paid in full.

The Director, in consultation with the teacher, can request the withdrawal of any child from the program. The staff will work together with parents to develop a plan to help the child be successful. Either parent or school may give withdrawal notice. The teacher will observe, document and consult with parents and director in the process of evaluating continued enrollment. If a child has difficulty adjusting to the program, a conference will be arranged with the child's teacher, the director and the child's parents.

Possible reason for, but not limited to, withdrawal:

- Non-payment of tuition/weekly fees
- Is not ready to benefit from the program
- Is having emotional or behavioral problems which harm other children or staff, and/or interferes with others being able to participate in the program

GENERAL POLICIES

SCHOOL COMMUNICATIONS

BSCDC fully believes that parents are the child's first teachers and a child grows and flourishes when families are actively involved in the educational process. To keep families fully