

# Beaumont Learning Center Parent Handbook



2018-2019

Beaumont Presbyterian Church  
1070 Lane Allen Road  
Lexington, KY 40504  
(859) 913-5062

# Parent Handbook

## Mission Statement

Beaumont Learning Center's mission is to share God's love and provide a safe learning environment for children in our community. We will create and maintain a learning program designed to stimulate and enhance child development as well as uplift, encourage, and support parents.

## Goals for Beaumont Learning Center

Our main goal is for each child to feel loved and secure. In addition, we work to ensure that each child will:

1. Experience the loving care of adults who are committed to the emotional and physical well-being of all children.
2. Learn about emotions and feelings.
3. Become aware that each person is responsible to show kindness and respect to others.
4. Develop an ability to communicate appropriately with teachers and peers.
5. Have opportunities to learn about art, music, science, math, reading and writing.

## About Our Program

- All staff are trained in CPR and First Aid.
- All lead teachers have college degrees and experience in Early Childhood Education.
- All staff take 15 hours of continuing education each year.
- Our average teacher/student ratio is 1:6.
- Class sizes are small with up to 9 two year olds, 9 three year olds, and 11 Pre-Kindergarten students.
- We provide a healthy snack for all children.
- Activity and behavior notes are sent home daily with each child
- Each month parents are given a snack calendar along with a newsletter and activity calendar.
- We follow the Fayette County Public Schools Calendar.
- Progress reports are sent home twice a year. Conferences are held each spring.

## Admission Policy

The Beaumont Learning Center 2 year old program is open to children who will be 2 by August 1; they do not have to be toilet trained to be in this class. The children in the 3 year old program and Pre-K must be 3 or 4 by August 1 and, in the absence of a special need, must be toilet trained. We will need a current copy of your child's immunization record and health insurance card at the time of enrollment.

## School Calendar

Beaumont Learning Center (BLC) will generally follow the Fayette County school calendar. Pre-Kindergarten classes are held from 9:00-12:00 Monday through Thursday with Friday optional. The 3 year old class meets from 9:00-12:00 Monday, Wednesday, and Friday. The 2 year old class meets from 9:00-12:00 Tuesday and Thursday. Monthly calendars will be posted and sent home to make you aware of center vacations and provide information about class activities.

## Fees

An annual non-refundable registration fee of \$85.00 is required upon enrollment. There is a discount for Beaumont Presbyterian Church members. Tuition is due the first school day of each month. A \$10.00 late fee will be charged after the tenth of the month. No deductions will be made for the absence of a child. Two week's notice is required if a child leaves the program for any reason. The cost for one year of school is divided into ten monthly payments for your convenience.

**Materials/Snack** \$80.00 per school year; \$40.00 to be paid in August and January

**2 year olds (2days/week)** \$150.00 each month

**3 year olds (3days/week)** \$195.00 each month

**Pre-K (4days/week)** \$245.00 each month

**Pre-K (5days/week)** \$290.00 each month

## Arrival and Departure

Beaumont Learning Center is open Monday - Friday 9:00-12:00. **Please, do not bring your child to class prior to 8:50 a.m.** Children are expected to be picked up by an authorized parent, relative or friend. **A \$5 late fee will be charged for each 10 minutes past dismissal.**

## Daily Schedule

Class schedules are posted outside of each classroom.

## Two Year Old Class

- Meets Tuesday and Thursdays from 9:00 a.m. until 12:00 noon
- Nine children per class
- Theme based learning
- Strong emphasis on social skills
- Development of gross and small motor skills
- Learning through circle time activities, learning centers, outdoor/indoor free play, story, music, and art
- Teachers will work with you on toilet training

## Three Year Old Class

- Meets Mondays, Wednesdays, and Fridays from 9:00 a.m. until 12:00 noon
- Nine children per class
- Theme based learning
- Development of gross and small motor skills
- Introduce academic skills
- Learning through circle time activities, learning centers, outdoor/indoor free play, story, music, and art
- In the absence of a special need, children must be toilet trained

## Pre-Kindergarten Class

- Meets Mondays, Tuesdays, Wednesdays, and Thursdays, with an optional day on Friday from 9:00 a.m. until 12:00 noon
- Eleven children per class
- Theme based learning
- Preparing for Kindergarten
- Learning through circle time activities, learning centers, outdoor/indoor free play, story, music, and art

### Religion

Because Beaumont Learning Center is a Christian preschool, we will focus on broad Christian values and lessons such as kindness, honesty and love. As a parent, you are the most important and influential teacher for your child in regard to your family's specific religious beliefs. The Three Year Old and Pre-K classes will go to chapel once a week for a Bible story.

### Snack

Please make sure that your child eats breakfast before coming to the center. Children will be provided with a mid-morning, nutritious snack and beverage. Please do not send food or drink with your child to school.

### Lost or Broken Items

We will do our best to see that your child's belongings are kept safe and unbroken. (This includes toys, car seats, and strollers) However, BLC is not responsible for any items brought to school.

### Attendance

If you know in advance that your child will be absent, please inform the teacher. If your child needs to arrive late or leave early (example: for a dental appointment), please alert the teacher to the change in schedule to ease the transition. If your child wakes up sick and will be absent, please call the BLC at 913-5062.

### Health

Please, do NOT send your child to the center if he or she has:

- Fever (Must be fever free for 24 hours without medication)
- Experienced vomiting within 24 hours
- Diarrhea
- Pink eye (conjunctivitis) until 24 hours after treatment has been given
- Head lice until 24 hours after treatment has been given
- Strep throat, until 24 hours after treatment and fever is gone
- Chicken Pox until 6 days after onset or all sores have dried
- Signs of sickness such as being unusually tired, irritable or persistent crying

Teachers will contact the parent(s) in case of illness or injury at school. If your child has a minor accident (scrapes and bruises) at school, teachers will treat the injury and complete an accident report. A copy of this report will be sent home the same day.

### Medication

If your child needs to receive medication during school hours, please fill out the "Permission to Administer Medication" form. NO medication can be given to your child without written authorization. (This includes Tylenol.) Sunscreen needs to be put on at home before school. The medication authorization form must be renewed with any new medication. The teacher administering the medication will sign the form and indicate the time and amount of medication given.

### Allergies

The health and safety of all children at BLC is our top priority. For this reason, whenever we have a child(ren) enrolled in our program who has a peanut / tree nut allergy, the entire center will be designated a "nut-free zone". Whenever families send in snacks to share, such as for birthday celebrations, we ask that the food label is read carefully, including references to cross-contamination. Below is some additional information about nut allergies to refer to when selecting a snack for a "nut-free zone".

## **Peanut / Tree Nut Allergy Information from *The Food Allergy & Anaphylaxis Network (FAAN)*:**

### Some Unexpected Sources of Peanut

- Sauces such as chili sauce, hot sauce, pesto, gravy, mole sauce, and salad dressing
- Sweets such as pudding, cookies, and hot chocolate
- Specialty pizzas
- Asian and Mexican dishes
- Some vegetarian food products, especially those advertised as meat substitutes
- Foods that contain extruded, cold-pressed, or expelled peanut oil, which may contain peanut protein
- Glazes and marinades

Note: This list highlights examples of where peanuts have been unexpectedly found (i.e., on a food label for a specific product, in a restaurant meal, in creative cookery, etc.) This list does not imply that peanuts are always present in these foods; it is intended to serve as a reminder to always read the label and ask questions about ingredients before eating a food that you have not prepared yourself.

### Keep in Mind

- Some alternative nut butters, such as soy nut butter or sunflower seed butter, are produced on equipment shared with other tree nuts and, in some cases, peanuts. Contact the manufacturer before eating these products.
- Ice cream served in ice cream parlors should be avoided; cross-contact occurs frequently because of shared scoops.
- Sometimes, foods that are supposed to contain almonds or other tree nuts contain peanuts instead.
- Peanuts go by many names, such as ground nuts, beer nuts, or monkey nuts. Use caution if you are unsure!
- Peanuts can be found in many foods and candies, especially chocolate candy. Check all labels carefully. Contact the manufacturer if you have questions.

*Items purchased from a bakery, including cakes, cupcakes, and cookies, are also at risk for cross-contamination.*

Your child's teacher will notify you of other food allergies in the classroom, such as gluten and dairy, and will instruct you regarding the procedures for foods containing these products.

### Hand Washing Procedures

Hand washing is required for all staff members and children. Hand washing is an effective means for preventing the spread of germs. BLC hand washing procedures require that adults and children wash their hands:

- Upon arrival at school (Before coming to the classroom)
- After using the toilet or diapering or, for adults, before and after assisting with toileting / diapering.
- After handling bodily fluids. This may include blowing or wiping a nose, coughing onto a hand, or touching mucus or vomit.
- Before preparing or serving food and eating snack.
- After playing outdoors
- Adults / Staff will also wash their hands before and after administering medicine and after handling garbage or other cleaning activity.

### Pick-up and Dismissal

Due to our concern about each child's safety, the parent or other authorized individual must wait in the entryway for the teacher to release your child. If you need assistance getting your child to or from the car, pull into the handicapped parking and a teacher will help you. Please, remember to add anyone's name to the dismissal authorization form (during enrollment or at any point during the year) that may need to pick your child up in your absence. No child will be released to an unauthorized person!

### Discipline

Beaumont Learning Center is dedicated to modeling and reinforcing good, age-appropriate behavior. Redirection and positive reinforcement are two methods of discipline most often utilized. Time-outs (Thinking Chair) will be used minimally. Teachers will communicate to parents any recurring or alarming behavior problems. Please feel free to discuss discipline concerns with the staff. Should a child demonstrate dangerous behavior (i.e. behavior that causes physical or mental harm to another student, adult or self) the Beaumont Learning Center will do the following:

- 1) First offense - the teacher will discuss the child's behavior with the director and they will develop an appropriate solution. The child's parents (s) will be notified.
- 2) Second offense - the child's parent(s) will be notified and the behavior discussed with them.
- 3) Third offense - the teacher and parent(s) will develop a plan for behavior improvement.
- 4) Fourth offense - the child will be dismissed from the program

There will be a form kept on file that the child's parent(s) will have to sign for each offense. This will help insure that parent(s) are kept aware of their child(s) behavior

### Clothing and Possessions

Mark all clothing, jackets, and share items with your child's name. Toys should remain at home unless specifically asked for by the teacher in the case of share time. Beaumont Learning Center is not responsible for any lost or stolen items.

Dress your child in play clothing and comfortable shoes suitable for indoor and/or outdoor play. Remember that kids will get dirty and messy regardless of our efforts to keep activities organized and clean! Tennis shoes are more comfortable for the children as the mulch tends to get in their sandals.

Please send a change of clothing and underwear/diapers to be kept at school in case of "emergencies." Toy guns, knives and "violent" action figures need to be left at home. Any toys that encourage rough and violent play will not be permitted in the classroom and will be stored in the child's cubby.

### Parent Involvement

At the beginning of each school year, there is a Parent Orientation and an Open House for families of children enrolled at BLC, offering families the opportunity to visit with teachers and staff and to ask questions regarding all aspects of the child's preschool program. The Beaumont Learning Center also has an open door policy. Parents/guardians are always welcome to visit the classroom! Please notify the teacher a day in advance to make sure another parent is not already visiting. No siblings (any age) please, as this is distracting for the children. Parents are asked not to drop by until October as we are adjusting to the new environment.

Progress reports will be sent home twice a year. There will be a conference scheduled by the teacher in the Spring. Parents are encouraged to schedule additional conferences if needed. Please, feel free to call or drop in - the more communication between home and school the better!

### Update Information

Changes at home do affect a child's behavior at school. Please, share information with us that will make us more sensitive to your child's needs and mood. If there is a change in personal information, (address/phone number), please notify the director.

### Severe Weather Preparation

We conduct monthly fire drills in accordance with the planned fire exit plan as posted in our classroom. We also conduct quarterly earthquake and tornado drills.

### Inclement Weather

The Learning Center will follow Fayette County Public Schools' inclement weather schedule for class cancellation. If Fayette County Schools cancel classes, we will also be closed. Check the radio or television channel 13 for school closings. If FCPS has a one-hour delay, we will begin the school day at our regular start time, 9:00 a.m. If FCPS has a two-hour delay, BLC will be closed for that day.

### Child Abuse Reporting

BLC staff are required by the law of the State of Kentucky to report to the proper authorities any suspected physical or sexual abuse or neglect of any child enrolled in our program. The report is to be made by telephone within 24 hours. The report contains the following information: The child's name, address, and age; the parent's name and address; indicators observed; the reporter's name and position; and the date of the report.

### Field Trips

Due to many working parents and requirements of car seats we do not go on field trips. We do go for walks around the immediate neighborhood (Athenia Drive). We also have special guests come to the Learning Center, such as firefighters, policemen, and other visitors that work in areas that we may be studying. Parents are welcome during these visits.

### Concerns and Questions

Please contact either of these members of the BLC Board Committee if you have questions and/or concerns regarding the preschool and policies.

Kate Greer (913-5062 or 553-6574) or Doug McLaren (881-8583)