

## **Program Information 2021-2022**

**\*There may be an additional handbook specific to HSD 4K classes\***

Bethel Highlands Preschool, an instrument of God's grace, love and compassion, exists to serve and support families of the greater Hudson community, providing a safe and loving environment in which an excellent educational program nurtures the spiritual, physical, emotional, social and cognitive development of the unique, God-given gifts of each child.

Bethel Highlands Preschool loves and supports every child as an individual; respecting each child as unique in abilities, development, and personality. Teaching will be tailored to best meet the needs of the individual child, within the group setting, within the scope of the teacher's training.

### **Eligibility**

All children ages three through six may participate in the program. For the three year-old classroom, children must be 3 by September 1 (special arrangements may be made to begin on or before the 3<sup>rd</sup> birthday if that occurs prior to January 1); for the 4 year-old class and 4K class, children must be 4 by September 1 with no exceptions. To receive the best learning experience, it is strongly recommended children enroll in only ONE class at a time. Bethel Highlands Preschool (here forth referred to as BHP) does not discriminate on the basis of race, religion, or sex. Children must be fully potty trained and independent in the bathroom. Diapers and Pull-Ups are not allowed at BHP (per our state license), and indicate that a child may need to wait for enrollment until potty training is complete. Teachers will not assist children in wiping after toileting. Teachers will be available to verbally coach or assist with buttons, belts and overalls. In cases where a medical note explains the developmental need for diapers, a parent must be readily available within 10 minutes for changes.

### **Criteria for Successful Participation at BHP**

A child must be able to function in a designated group without the threat of harm to themselves, other children, or the staff in the program. Parents shall communicate concerns, diagnosed delays or disorders, or medical conditions to the BHP director prior to enrollment. Parents are expected to communicate regularly on changes in a child's life that may affect behavior so that we can understand how to best support the child (examples include: divorce, move, death of pet or loved one, parent traveling often, etc). It is required that parents attend at least one of the offered parent/teacher conferences over the course of the school year. Failure to communicate may result in the termination of enrollment.

We ask that children bring a backpack or bag each day (large enough to hold 9 x 12 papers), and do NOT bring toys from home.

All parents are encouraged to attend the open house and orientation prior to the start of the school year.

### Staff Ratios

BHP will meet the recommended staff ratios indicated in the Department of Human Services Group Child Care Rule Book (DCF 251). The ratios recommended for preschool children are 1:10 for classrooms with children ages 3-4, and a ratio of 1:13 for classrooms with children ages 4-5. BHP is licensed to serve 110 children at any one time.

### Hours of Operation

BHP is open from early September through early June, 8:30-3:30. We also offer care for children in the full-day programs from 7-8:30 am, and 3:30-6 pm, as well as after-school care for those enrolled in the afternoon class. The classes that are currently being offered include:

3 year-olds	Tuesday and Thursday	9:00 am – 11:45 am
	Monday, Wed, Friday	9:00 am – 11:45 am
4 year-olds	Tuesday and Thursday	8:30 am – 3:30 pm
	Monday, Wed, Friday	8:30 am – 3:30 pm
4KAM	Monday, Wed, Friday	9:00 am – 11:45 am
	Monday, Wed, Friday	8:30 am – 3:30 pm
4KPM	Monday through Friday	9:00 am – 11:45 am
4K+	Monday through Friday	12:45 pm – 3:30 pm
	Monday through Friday	8:30 am – 3:30 pm

The Calendar Year Schedule: BHP will follow the calendar of the Hudson Public Schools. We will not, however, have scheduled early-release or late-start days. A Google calendar is available on our website and updated frequently.

### School Closings

In the event of school closings or delays due to inclement weather, please watch for Hudson school closing on WCCO or our BHP school website/Facebook page. If the Hudson Public Schools are closed, we will also be closed. If the Hudson public schools are starting late due to weather, we will also start late. Parents are responsible for acquiring this information, and will not be called by the preschool. We will attempt to get the BHP website and Facebook page updated as soon as changes are made known to us. In the event of the Hudson schools closing

due to situations specific to the public education system, BHP will likely not follow those closings.

### Arrival

Parents are asked to respect the start and end times of classes. When parents show respect for school, it translates to a child's respect for school. Classroom doors will open 10 minutes prior to the start of class to allow a window of time for arrival. Children must be with an adult at all times in the building. Before and after class time children are not permitted to run in the halls, shout, or play in the gym, as there are other classes taking place during the day.

Parents/guardians are required to keep their children within sight and sound when arriving and departing BHP. We strongly recommend that adults hold children's hands while walking through the parking lot. If you are going to be away from your place of work for the day, please be sure to leave a phone number where you can be reached. Drop-off and pick up will take place at the classroom doors, to allow teachers to connect with families on a daily basis.

The preschool doors will be locked during the school day, and parents can access the building by ringing the doorbell, which includes a video monitor for confirming the visitor. Security cameras are in use in the facility.

### Departure

When picking up a child, parents should be sure that staff is aware that a child is leaving. If unable to pick up a child, it is the parent's responsibility to make the appropriate arrangements and to notify the BHP staff through a written note or email. Staff members are instructed to ask for picture identification and reference the emergency cards for individuals they do not know. If someone else is picking up your child who is not listed on the emergency contact form, we ask that you supply a written note or an email listing that person's name and phone number. Please let the designated pick-up person know that we will ask for identification. If we do not have written permission, we will attempt to contact the parents by phone to approve the pick-up. If we are unable to reach the parents, and have no written permission, the child will NOT be released. Parents are expected to pick up their child on time. **Parents will be charged \$1.00 for every 1 minute that they are late, beyond the 6:00 closing time.** If parents are consistently late, a meeting will be held with the parents, teachers and the director to determine a plan of action. If there is an emergency, accommodations will be made. Please call the office so that the child can remain supervised. Please be courteous and observe this rule, as each of our teachers has their own families and busy schedules. If a child remains at BHP more than one hour after close, and we are unable to reach any of the emergency contacts, the local Police will be contacted and the child will be placed in protective custody until the parents can be reached.

### Absences

When a child is ill, parents/guardians must call the BHP phone at (715)381-8254, extension 401, or email/call the teacher, or Kari Jo at karijo@bethelhighlandspreschool.org, as soon as possible to notify us of the absence, as well as any communicable diseases. If a child will not be attending the program because of a scheduled appointment, vacation, or other planned absence, parents should notify the classroom staff in advance.

### Discharge

BHP reserves the right to discharge a child for violations of the preschool policy, written or unwritten. For the complete preschool policy, parents can request a copy from your child's teacher or the director at any time. BHP reserves the right to add/change policy regarding discharge at any time without notice.

### Transportation

Parents/guardians provide transportation to and from BHP, we do not participate in the busing through the Hudson district for 4K students. Students utilizing neighborhood carpools must complete the pink Alternative Arrival form #DCF-F-CFS0104-E. Please turn off your ignition and lock your car for safety while parked. Parking along side of the sidewalks or dropping children off at the door is not permitted; many designated parking spots are provided and marked. Never leave children unattended in a vehicle. Realize that there are always children present in the vicinity of the parking lot and playground. Do not leave your purse or valuables locked in your car, as preschools and daycares are targets for car thefts.

### Car Pools

Many parents/guardians develop and participate in car pools. Please inform teachers of any car pools that may develop, so that we can be aware of additional pick-up authorizations.

### Clothing

It is recommended that children wear clothing that is comfortable and easy to play in. Tennis shoes are recommended for safety. We have found that children wearing flip flops, clogs without a back strap, and slippery-bottomed shoes have a better chance of getting injured or hurt while playing outside or in the theater. Every child must have at least one change of seasonally appropriate clothing, in case of accident. You should provide a change of clothing in a gallon Ziploc baggie labeled with the child's name, and we can keep it in the classroom during the school year. We paint, use sensory materials, play outside, etc. While we do have the

children wear paint shirts, there are times that paint does get on clothing. Weather permitting; children will go outside to play every day. Parents shall send appropriate clothing for the weather. All loose clothing items such as hats, boots, mittens, snow pants, coats, etc., should be labeled with the child's full name. Many times children in the same class have similar items that can get mixed up. If your child wears boots into the building, please bring a pair of tennis shoes to put on in the classroom. BHP is not responsible for lost or damaged personal items.

We will not apply sunscreen or bug repellent at BHP. You will be responsible for applying sunscreen on your child prior to his/her arrival at BHP, and an SPF of 15 or higher is recommended.

### Rest Times

Children who are enrolled in the full-day programs will have a rest period each day. BHP will provide each child with a cot, cot sheet and rest time bag, and families will supply blankets and/or pillows (small enough to fit into the provided "rest bag"). Children are expected to lie quietly for 30 minutes (as our license requires under DCF 251) and then will be allowed to participate in quiet activities until all children are awake. Children who fall asleep will be gently awakened after 90 minutes.

### Allergies

Staff should be advised of any allergies or special dietary restrictions of the child and a parent/teacher meeting is required prior to the 1<sup>st</sup> day of school. If your child has allergies, we ask that you provide a doctor's note listing the severity of the allergies, and recommended protocol. Staff will post food-related information in the snack preparation area. Parents may be asked to supply appropriate snacks for children with dietary restrictions. BHP makes every effort to be a NUT-free zone. A number of students have life-threatening allergies to nut products. **For the safety of these children, please do not bring any items to school that contain nuts or nut products.** Epi-pens and other medications must have accompanying paperwork and be stored appropriately.

### Snacks and Lunches

Students enrolled in the full day programs will eat lunch in the classrooms. Lunches are to be supplied by the student, 1% milk will be provided by BHP as an option for families. Resources for healthy lunch ideas are provided on our Pinterest page. On the parent bulletin board you will find the USDA's recommendation for children's dietary requirements, and we encourage you to include these items in lunches for the children attending the full-day programs. Snacks will be provided by the school. A variety of healthy items such as fruit, cheese, crackers, and vegetables will be served to the children for snacks. Food preparation and sanitation will

comply with the Department of Health policies. Both staff and children will wash hands before and after food service. Staff members are trained annually in sanitary procedures. We serve some unique snacks that may be unfamiliar to children (such as hummus, snap peas, kiwi, prunes, etc). We encourage children to look at it, touch it, smell it, then taste it. It can take several exposures to a food before a child enjoys it. We will not require children to eat something they do not like, but may not always have an alternative. We ask that parents support our efforts in exposing children to healthy foods by speaking positively about our snacks.

### Birthdays

We will try to celebrate your child's birthday as close to the actual day as we can. If your child has a summer birthday, we will celebrate his/her ½ birthday. Children can bring in individually packaged, peanut-free, store-bought treats or toy/prize to share with their classmates in honor of the birthday (we recommend things such as pencils, stickers, super balls, etc...). Children will be honored on their birthday and each classroom has a unique way of celebrating – such as a special chair, special role, bringing in show and tell, etc. Parents or family members are welcome to come and participate in the birthday celebration with their preschooler. Celebrations may vary from classroom to classroom, and teachers will let you know their expectations. Please contact the BHP Director with questions or if you need suggestions.

### Classroom Parties

Throughout the school year, there are a number of classroom parties that will be taking place. The parents are often asked to plan and actually run the parties. Teachers are more than willing to help brainstorm ideas and assist with the agenda of the party, and of course, will be at the party to assist in any way needed. \*Parent involvement is subject to change due to potential COVID restrictions.

### Field Trips

BHP 4 & 5 year-olds may be going on field trips periodically throughout the year. We will inform you in a timely manner the destination, date, and purpose of the field trip. If chaperoning the event, we ask that parents please do not bring younger siblings along for reasons of safety and adequate supervision of preschool children. We must have a signed permission slip from the parent/guardian before the event in order for the child to attend. There may or may not be an additional charge for field trips. Attendance will be taken when leaving the school, after everyone is on the bus, and upon arrival at the destination. At the conclusion of the trip, attendance will be taken prior to leaving the site, after everyone is seated on the bus, and again upon return to the school. For field trips off-site a bus will be rented that meets the requirements of DCF 251.

### Permission to Take Pictures and/or Videotape

Periodically throughout the school year, we like to take pictures and/or video record special activities that are taking place. In the event that we want to publicly post the pictures at school, on our website or Facebook page, or use the photos for advertisement, we need your permission (see Family and Student Information form). We will never include a child's name with a photograph.

### Parent Involvement/Visitation

Parent input and suggestions are always welcomed and encouraged. Questions and concerns should be discussed with the teacher before or after class, or via email when a teacher's attention need not be focused on the students.

We strongly encourage parents to volunteer at BHP. Children feel good when their parents are involved at school, and it sends the message that school is important to you too. Please see your child's teacher or the director if you are interested in volunteering. There are multiple ways to get involved, including office help, cutting projects from home, or kitchen prep.

Parents are welcome to visit the site any time; we do ask however that you give the teacher advance notice as to when you are planning to come. We also suggest that if your child is struggling with separation, that you wait until your child is settled in and comfortable with the new environment. Please do not bring siblings when visiting, at any time, as this often causes disruption in the classroom.

When sharing information regarding your child to the teacher, know that it is held in confidence. Your child's unique needs/gifts will not be communicated to other parents or children unless requested by the parent/guardian.

Appointments can also be made to meet with the director at any time to discuss concerns or suggestions.

Aggressive, threatening, or inappropriate behavior by parents will not be tolerated and may result in discharge of the family.

## **Safety and Health Information**

In fairness to your child and others, if any signs of illness are noted, your child should not attend preschool. If school personnel feel the child's health is such that they should not be in school, they will not be admitted. If your child has vomited during the night or in the morning, please keep them home during that day. You should keep a child home the first day of a cold, if he/she has an upset stomach, diarrhea, undiagnosed rash, neck swelling, extreme tiredness,

discharge from eyes or ears or profuse nasal discharge (if it is green). Always keep your child home if a fever is present (100 degrees orally), or if participation in regular daily activities would be difficult. A child must be symptom/fever/vomit free for 24 hours before returning to school. Please notify the school if your child will be absent. See below for medication administration.

### Medical Examination

Children entering the program **will need a complete physical or current health statement signed by the doctor**, in addition to other paperwork. For parents who are unsure where to receive medical care, or unable to afford medical care, local referrals for services can be provided. If parents object to immunizations, they must have a signed waiver on file, and attend school at their own risk. Children who are returning to the program will need to update information, but may not need to complete all the paperwork and forms again. Please check with the director for details. For those who choose to fax forms, our fax number is 715-598-6096.

### Illness at School

Parents will be notified if their child becomes ill while at BHP, requesting immediate pick-up. Until you arrive, your child will be removed from the group, settled on a cot and in the care of an adult.

BHP will not administer medication to those children enrolled in the half-day programs, unless it is emergency-related such as epi-pens, insulin, or inhalers. We will only administer medication to children in the full-day program who have a completed medication form, and whose medications are in the original container. Any medications that are non-prescription must be accompanied by a doctor's signature specifying dosage amounts and times. Medications will be kept in a locked box in the office, or in a locked box in the refrigerator. Administration of medication will be logged in the office med log book.

### Communicable and Infectious Diseases

Instances of communicable, infectious diseases in the classroom will result in a notification emailed to families. Parents are required to contact the teacher in the event their child develops a communicable or infectious disease and staff will contact the Department of Health in cases that require us to do so.

A comprehensive list of communicable or infectious diseases is posted at BHP for parent review. Most common diseases include: Group A Strep, Scarlet Fever, Varicella (chicken pox), Meningitis, Measles, Hepatitis, Influenza, Intestine Parasites, and Pneumonia.

### First Aid and Accidents

Staff are trained in First Aid and CPR techniques. In case of non-life threatening emergencies requiring the attention of a physician, parents will be notified and be responsible for taking their child to a physician. Accident reports are filed by the staff and logged for all accidents. An approved first-aid kit will be available at the school for treating minor emergencies. Students and staff practice emergency drills monthly.

#### Syrup of Ipecac Policy

In the event that your child ingests a poisonous/harmful liquid at BHP, we will call the Poison Control Center and proceed with their directions. Parents will be called immediately once treatment/procedure is begun. We do not keep syrup of ipecac on site.

#### Child Abuse or Neglect

The State of Wisconsin has, by law, mandated that all professionals who are engaged in the practice of child care and education, who have knowledge of, or reasonable cause to believe a child is being neglected or physically or sexually abused shall immediately report such information to appropriate authorities. It is the policy of this school to implement this law. If there are questions or concerns regarding issues related to child abuse or neglect, the phone number for Child Protective Services is (715)246-8285.

#### Pets at the Site

Classrooms may include a pet in their curriculum, to increase the children's responsibilities in caring for others and the learning opportunities that animals present. If a classroom does include a pet, parents will be notified. Permission is included on the Family and Student Information form.

#### Insurance Coverage

BHP carries comprehensive general liability coverage as required by the State of Wisconsin.

## **Registration Information**

#### How to Register

Complete the registration form and turn it into the Bethel Lutheran Church or Bethel Highlands office with a \$200 **non-refundable** check written out to Bethel Highlands Preschool (\$75 registration fee and \$125 May/June tuition deposit). Students registering for the 4KAM or 4KPM classes do not need to submit any fees. The check and registration form can also be sent to the following address:

Bethel Highlands Preschool

504 Frontage Road  
Hudson, WI 54016

Classes will be filled on a first come-first served basis. Registration will be open to current BHP families first, followed by previous families, followed by members of the congregation, and then to the general public. Registration will typically begin in February for the following school year. The board regularly reviews registration procedures. Upon registration, a packet will be given to families with all the required paperwork. **Prior to the first day of attendance, BHP must have completed paperwork on file.** Required in each student's file: Enrollment Form, Health History Form, Child Health Report, Immunization Report, Emergency Cards, Family and Student Information Form, Alternate Arrival and Release Form (for children receiving itinerant services or 4K bussing from the school district), Medication Administration (for children requiring medication on-site), and any additional information that might pertain to special circumstances (such as custodial arrangements or allergy info).

### Tours

If parents are interested in having a tour of the preschool, a scheduled appointment must be made with the director of the preschool. Please call the office to schedule a tour. We prefer to do one-on-one tours instead of an open house to allow for personalization and discussion.

### Tuition and Payment Schedule

Payments will be billed and paid through our Brightwheel App. Payments will be accepted in the form of personal checks or money orders. We will not accept cash, unless special arrangements have been made. Please speak with the director to make arrangements for auto-pay, or complete the form in your enrollment packet. Beginning with September, each monthly tuition payment is due on the first day of school for the month. If BHP does not receive your payment by the 15<sup>th</sup> of the month, you will be assessed a \$15 late fee. If tuition is not received by the 30<sup>th</sup> of the month, the student will not be permitted to attend preschool until all fees are paid to date. There will be a \$35 NSF fee. May and June (30%) tuition will be due May 1<sup>st</sup>, minus the \$125 tuition deposit paid at the time of registration. Tuition rates remain the same every month of the school year, regardless of vacation days, illness, or holidays.

We do not offer a sliding scale for tuition. We do participate in Wisconsin Shares, childcare assistance. To qualify for Wisconsin Shares, you must contact St. Croix county and be approved. Pending approval with the county, the social services worker will contact BHP directly to arrange payments. We do also have a fund for temporary financial hardship. Families are welcome to apply for assistance through this fund, and distribution is dependent

on fund balance. This hardship fund is the result of donations. We welcome any donations to the hardship fund, and such donations are tax deductible.

We offer an early payoff discount. For those families who pay for the entire school year by September 30<sup>th</sup>, a 5% discount will be taken off the tuition. The office can provide you with this total, if you are unsure. For families who choose to pay for the school year in two lump sums, we offer a 3% discount on half of the annual tuition paid by September 30<sup>th</sup>, and 3% discount on the other half paid by January 30<sup>th</sup>.

Tuition rates for the 2021-22 school year are as follows:

Half Day Tuition\*:

- 2 days per week: \$178 per month
- 3 days per week: \$236 per month
- 5 days per week: \$360 per month (FREE 4KAM & 4KPM for Hudson residents)

Full Day Tuition\*:

- 2 days per week: \$323 per month
- 3 days per week: \$477 per month
- 5 days per week: \$780 per month (\$536 per month for Hudson residents w/the 4K discount)

\*Bethel members receive a \$10 discount on monthly tuition. Siblings receive a 10% discount.

Referrals

Families who refer others to BHP are entitled to a referral bonus. A 25% discount on the monthly tuition (equivalent to one free week) will be given upon the new enrollee's second month of attendance. You will indicate the referred family's last name in the memo line of your tuition check.

Termination

In the case of parent-initiated discharge, BHP must receive a two-week written notice. Families who are disenrolling a child for reasons other than a move or medical necessity will NOT be reimbursed any pre-paid tuition. Families who are disenrolling a child due to a family move, or medical necessity will be reimbursed any pre-paid tuition after the two-week notice period.

## **Classroom Information**

Curriculum

Bethel Highlands Preschool offers a social and play-based learning experience designed specifically for children ages 3 through 5 years. Activities and expectations are planned with the children's spiritual, physical, emotional, cognitive, and social needs in mind. Children will be involved in activities including arts and crafts, music, reading, story-telling, science, math, motor development and more! We work closely with the Hudson kindergarten teachers to prepare our children for "big school." We have selected curriculum that works to achieve the Wisconsin Model Early Learning Standards, and our teachers have been trained specifically in those standards.

Prior to each week (or two weeks) a calendar is sent home. Please post the calendar so that it is visible for your child and take time to look at the upcoming week's events.

*Monthly Core Values:* We will incorporate character education into our curriculum with one value to focus on each month. Children will be praised in the classroom for displaying the value, and the value will be highlighted during Chapel Times.

*Social Skills:* Each month we will focus on a different social skill, such as making eye contact, starting conversations, joining an activity, etc.. We utilize story books and tools to encourage the growth of social skills throughout the year and focus on particular needs that may arise specific to each classroom.

*Themes:* Each week we study a different theme with activities, games, crafts, and snacks that are planned to complement the lesson. If you have items at home or a special interest in any of the given themes, please let us know. We would love for you to share your gifts with the children. Throughout the thematic units, important skills are being taught such as alphabet recognition, shapes, patterns, number recognition, and counting (kindergarten readiness skills). Cognitive and social development is always taken into consideration when planning these lessons.

*Stations:* Different stations are created that are related to the theme of the day/week. There are a variety of stations that are planned daily, including a book station, manipulatives (fine motor) station, dramatic play station, art station, sensory table station, etc.

### Behavior Policy (more details can be found in the full policy manual)

Consequences will always be immediate and appropriate to behavior. Early in the school year teachers will make expectations and consequences clear, and teach expectations repeatedly throughout the year. BHP staff will work cooperatively with parents: in listening to behavior concerns, determining triggers, and developing appropriate responses; as well as providing guidance for parenting approaches that are consistent in addressing BHP's standards of behaviors or developmental needs at home.

Behaviors that endanger the safety and health of any children in our care will not be tolerated. This includes behaviors that are aggressive and physical; behaviors that require significant teacher attention putting the supervision of other children at risk; or verbal threats of violence toward students or teachers. See Discharge Policy for more information on steps taken for behavior. Teachers will deal with these issues in a positive framework, but if necessary, the following behavior management procedures will be implemented:

- All children will be coached on self-calming techniques or positive social solutions.
- A child engaging in negative or dangerous behaviors will be removed from the group or activity. Child will be redirected to an alternative activity.
- Teachers will utilize positive reinforcement/praise of positive behaviors with the goal of increasing the frequency of positive behaviors and decreasing negative behaviors.
- Teachers will actively observe children with challenging behavior. They will identify the events, activities, interactions, and other contextual factors that predict challenging behavior and may contribute to the child's use of challenging behavior.
- When negative behaviors are repeatedly requiring teacher intervention, director will conduct a minimum of 3 classroom observations to determine effectiveness of teaching practices.
- Reasonable accommodations will be made to encourage the successful participation of all students in the group setting.
- A meeting will be set up with the Student Success Team, and a behavior plan will be designed and implemented. At the time of the SST meeting, the involvement of outside agencies (therapists, early childhood special education, etc) will be determined.
- Parents shall agree to follow recommendations to pursue support service, if deemed necessary for successful participation in the typical BHP classroom.
- If the behavior does not improve in the time outlined in the student behavior plan, the child will be suspended for duration of time deemed appropriate for the individual situation. Tuition will not be due for the time of suspension.
- See Policies page 5 for Student Support Policy and page 31 for Discharge of Enrolled Children

### Religious Education

BHP recognizes God as Father, Son and Spirit, through age-suited activities, songs, stories and projects. All classes will participate in a Chapel time once every-other week. This 15-minute time will create a "sacred space" in the Sanctuary where we light a candle, share a Bible story, and sing songs. The religious component within each classroom will consist mainly of recognizing God as creator, giving thanks for all good gifts, and conversational responses to questions. Bibles will be available in all classrooms.

During the 2.5 hours of Hudson 4K, there will be no religious education. Families enrolled in 4KAM and 4KPM will have the option of participating in Lunch Bunch every Wednesday from 11:45-12:45. Lunch Bunch will include Chapel time and stories/songs that are religious in nature. Lunch Bunch is at an additional cost of \$40 per month. 4K students may have the

option of participating in religious education or programs during 4K time with signed permission in accordance with HSD Policy #322. Children enrolled in the full day 4K+ program will be included in religious education for the 4.5 hours that are not considered HSD4K.

### Programs

There will be two programs that the children will be participating in, one taking place around Christmas and the other in the spring. These are special events for the children. They love to “show their stuff” to all of the extended family members. We hope you’ll make it a point to attend these special events and support your child’s accomplishments.

## **Communication**

### Open House

Shortly before the start of school, parents and children are invited to come see the classrooms and meet the teachers. This Open House is designed to help decrease any anxiety that the children may be feeling about starting preschool, as well as giving teachers an opportunity to connect with parents and families. The staff will be available to answer any questions parents or children may have regarding the school year.

### School-Wide Communication

Weekly or bi-weekly emails will be sent from the director regarding school-wide activities. Weekly calendars are posted on the bulletin boards right inside the classrooms and our Facebook page is often updated. The Google calendar on our website is updated regularly. It is the responsibility of the parents to observe deadlines and read pertinent information regarding the program. Each classroom will also have a daily schedule posted on the bulletin board.

### Parent Conferences

Two conferences will be held during the school year, one in the fall, the other in spring. School may or may not be in session on these conference days. **Parents are required to attend at least one of the conferences.** One 15 minute conference per child will be scheduled. It is the responsibility of both parents to find a time that works for them, if none of the times offered are agreeable, parents should speak with the teacher to arrange another date/time. One conference per child will be offered.

A written assessment of your child's intellectual, physical, social, and emotional development will be given to the parents at the time of the conferences. Parents are encouraged to talk to the teacher by phone or by appointment if they feel a problem exists at other times during the year.

### Review of the Program Policies

The Bethel Highlands Program Policies are available to be reviewed upon request at any time by the parents or legal guardians of the child. The BHP Policies are available in their entirety at the Parent Resource Center beneath the bulletin board. The Parent Handbook serves as a summary of the most applicable policies.

### Telephone Number of Division of Human Services, Licensing:

(715)836-2185

Before and After School Care – 715-381-8254, extension 403

Emilee Wagner, Program Director/Administrator – [emileew@bethelhighlandspreschool.org](mailto:emileew@bethelhighlandspreschool.org), 715-381-8254, ext. 401 (office)

*In an emergency/urgency, you may contact Kari Jo on cell phone at (952)250-4194*

Allie Sulflow, Business Operations Manager – [asulflow@bethelhighlandspreschool.org](mailto:asulflow@bethelhighlandspreschool.org)

Teacher emails, and classroom-specific details will be made available to you as the start of the school year approaches.

2021-22 Dates to Note\* (check our print & Google calendar for most accurate updates):

- August 18<sup>th</sup>– Blessing of the Backpacks
- August 26<sup>th</sup> – Open House/Meet the Teacher Night
- August 30<sup>th</sup> – First Day of School
- September 6<sup>th</sup>– Labor Day, **No School**
- September 28<sup>th</sup> & 29<sup>th</sup>- School picture days
- October 11<sup>th</sup>- 14<sup>th</sup>- Parent/Teacher Conference Connections
- October 15<sup>th</sup> & 18<sup>th</sup>- **No School**
- November 22<sup>nd</sup> & 23<sup>rd</sup>– Thanksgiving Gatherings
- November 25<sup>th</sup>-27<sup>th</sup> – **No School**, Thanksgiving Break

- December 13<sup>th</sup> & 14<sup>th</sup>-Christmas Concerts
- December 22 – January 2<sup>nd</sup> – **No School**, Christmas Break
- January 21<sup>st</sup> – **No School, Teacher Professional Development**
- February 5<sup>th</sup>- Registration for returning families
- February 12<sup>th</sup>- Registration for Bethel Church members & new families
- February 14<sup>th</sup>- 17<sup>th</sup>- Parent/Teacher Conferences
- February 18<sup>th</sup> – **No School**
- February 21<sup>st</sup>- **No School**, Teacher Professional Development
- March 14<sup>th</sup>- 18<sup>th</sup>– **No School**, Spring Break
- March 26<sup>th</sup>- Annual Carnival & Silent Auction
- April 15<sup>th</sup> – **No School**, Good Friday
- May 6<sup>th</sup>- 19<sup>th</sup>- Scholastic Book Fair
- May 9<sup>th</sup> & 10<sup>th</sup>- Spring Programs
- May 30<sup>th</sup> – **No School**, Memorial Day
- June 6<sup>th</sup>-8<sup>th</sup>- 4K Program & Graduation, Date & Time TBA
- June 9<sup>th</sup>- Last Day of School

The Hudson School District may communicate differences in the 4K/K schedules due to professional development of separate start dates, which BHP does not follow. BHP will follow the schedule of the 1<sup>st</sup>-5<sup>th</sup> grades in the district.