



2011-2012 Parent Document

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School Overview

Mission Statement

It is the mission of the Children's Center at Bear Valley to incorporate a phenomenal Christian learning environment that will not only offer a ministry to the community, but also enrich the lives of preschool children in such a way that they will grow to become the exceptional beings that Christ has designed.

Philosophy

The program is focused on providing an enriching environment where each child will engage in learning experiences that are age appropriate. We provide important opportunities for the development of vocabulary and language skills, fine and gross motor skills, listening skills and social skills. Each day your children will participate in small and large group activities, art, outside play and learning centers. Once a week your child will attend music class, chapel time and creative movement.

Guidance Strategies and Discipline

The Children's Center sets a positive classroom atmosphere and encourages each child to "do unto others". We focus on development of self-control rather than adult-control, using guidance strategies to help teach the children to exercise positive behavior.

Physical punishment of any kind will never be used at our school.

The most common strategies we use are:

- Children will be redirected and limits will be set
- Encouragement of appropriate behavior
- Use of clear and consistent rules
- Child-directed problem solving
- Logical consequences
- Immediate acknowledgement of positive behaviors

On those occasions when a student persists in stepping outside the boundaries, a child may be removed from activities and asked to take a time out, until he/she can regain control. This is most often used when the behavior of the child is having a direct affect on another child in the classroom.

Classes

Classes Offered

Babies, Two year olds, Three year olds, Pre-K and Jr. K

Children are grouped according to age with an approximate age span within each classroom of 12 months. Children 0-23 months are grouped according to state regulations.

Children do not have to be toilet trained to enter any class. If pull-ups are being used, please use the kind with the Velcro closure tabs.

School Schedule

School days are on Mondays, Tuesdays, Wednesdays and Thursdays.

Available class options are:

- Monday, Tuesday, Wednesday and Thursday
- Tuesday and Thursday
- Monday and Wednesday

Pre-K students are strongly encouraged to attend all four days to receive maximum benefit of the curriculum.

Our Jr. K class is a four day a week class.

We encourage all students to arrive at school on time to receive the same benefits as their classmates. Our teachers plan for a very busy day and want everyone to have the same chance to participate.

Hours

9:00 am to 2:00 pm

Classes

Placement Policy

We reserve the right to move a child into a more appropriate classroom if for ANY reason we should deem it necessary to the wellbeing of the child or children involved. Reasons might include; conflicts with other children, failure to respond to discipline of the teacher and most notably, the child's social or academic abilities being delayed to the point that their self-esteem and confidence is being negatively affected. It is our sincere desire that the children within this program thrive, grow and excel. Children are placed according to their personality, age, gender, days requested, etc. Naturally, parents are kept abreast of any problems, but the final decisions regarding placement will fall to the teachers and Director.

Biting Policy

Whenever a child is bitten or bites, an incident report is written up and a biter's log is kept. Any child who bites three times, will be removed from the program. This is for the safety of everyone involved.

Curriculum

We utilize Wee School Curriculum and Evan Moore Curriculum to aid in our lesson planning, however, our curriculum is not a pre-packaged set of lessons and worksheets. We prefer a hands-on, flexible, on-going curriculum planning based on the needs of each individual student. Each week a topic or theme is introduced and supported by the following activities:

Chapel Time

Since we are a Christian preschool, we include chapel time in each week. Led by their teachers, a Pastor or the Director they may sing songs, talk about a Bible verse and/or listen to a special story. These stories are based on basic Bible truths and told in a way that a preschooler can understand.

Circle Time

This is a time when the teacher presents the theme for the day. The alphabet will be studied, as well as, letter recognition, letter sounds, number concepts, colors, shapes, seasons, calendar, etc.

Story Time

Teachers read a variety of stories to the students. Story comprehension and participation in storytelling are basic building blocks for reading readiness.

Learning Centers and Free Play

Learning centers provide children the opportunity to select activities that interest them and to learn in the manner young children learn best; by playing, exploring, and experimenting. Learning centers in each classroom may include Dramatic Play, Discovery/Science, Art, Math, Manipulative Activities, Blocks and Language.

Additional Curriculum

Art

Art gives children the opportunity to be creative and express their individuality. Working with paint, crayons, play dough, glitter, feathers and other fun items allow their imaginations to take off!

Music

Students will learn to respond rhythmically to music, new songs, musical games and rhythm instruments. This time provides an outlet for physical movement and encourages social development.

Creative Movement

Once a week students will participate in group games, as well as, individual skill-building exercises which promote development of fine and gross motor skills. After each class session, students learn how to eat healthy and the names of their muscles and bones.

Spanish

Students will learn conversational phrases plus numbers, shapes, colors, animals and songs.

Computer Lab (in Pre-K and Jr. K only)

Students learn the basics of computer operation including how to use a mouse, how to select/drag and how to open and close programs. Age-appropriate software supports and enhances concepts taught in the classroom.

Special Events

Birthdays

Birthdays are a very special time for each child! Your child gets "star" treatment on his/her birthday. Feel free to bring cake, cupcakes or cookies during lunchtime to mark this joyous occasion. We do ask that you do not bring any peanut products or products that are processed in a plant that may be contaminated with peanuts because some of our student's suffer from severe peanut allergies.

Themed Celebrations

While holidays are important events, we try to keep them simple for the parents as well as teachers. Special activities are planned for holiday celebrations such as Thanksgiving, Christmas, Valentine's Day and Easter.

Other celebrations include Fall Festival, Pajama Day and Water Day.

Please check with your child's teacher for any needs for party days.

Winter Program

Due to the time crunch during the holidays, in lieu of a Christmas program, we have a Winter Program in January. Our Winter Program showcases some of what each class has learned during the first half of the year. The children are very proud of their accomplishments and love to show their parents what they have learned!

Graduation

When your child has completed our Pre-K Class or Jr. Kindergarten class, he/she will participate in our commencement ceremony. Diplomas are awarded to mark the first milestone in your child's education. This event is held in the church sanctuary and is followed by a reception with treats and drinks honoring the graduates.

Special Events

Field Trips

At this time we are not planning any field trips. Parents will be notified if the policy changes.

Transportation

At this time we do not provide transportation of any kind for our students. Parents will be notified if the policy changes.

Swimming Activities

We do not participate in swimming activities at this time. Parents will be notified if the policy changes.

Animals

We only allow animals on pet day. We do not allow animals on the Children's Center property at any other time. Parents will be notified if the policy changes.

Parent Participation/Volunteers

In order to continue to provide quality care, we depend on the help and support of our parents. All parent volunteers must submit a background check form to the Director. Since our activities are planned in advance, we will schedule volunteer times. There are many areas in which volunteers can participate; notify a teacher of any events that you would like to help with.

Sharing Talents

We encourage anyone who has a talent or skill to participate in activities that help us enrich the classroom environment for the children. Please let a staff member know if you have a skill or activity you would like to share. We would be honored to have you visit any time.

Attendance

Arrival

All classes begin at 9:00 am. Teachers are not ready to receive children until 8:55 AM, as they are preparing the classroom for the day. All children must be left with a staff member.

Student Sign-In/Sign-Out

All students must be signed-in when they arrive at school and signed-out when they are picked up, per state requirements. Sign-in sheets are located in each classroom on the parent information board.

Dismissal

Children are to be picked up promptly at 2:00 pm.

Late charges are as follows:

\$5.00 - first five minutes (2:10 to 2:15)

\$10.00 - first fifteen minutes (2:15 to 2:30)

\$1.00 PER MINUTE EVERY MINUTE AFTER 2:30

Emergency numbers will be called after 2:15.

AFTER 2:30, IF NO ONE HAS BEEN REACHED TO PICK UP YOUR CHILD, THE POLICE AND CHILD PROTECTIVE SERVICES WILL BE CALLED. WE HAVE BEEN INSTRUCTED BY TDPRS TO INFORM YOU THAT THIS WILL BE OUR POLICY. SINCE OUR HOURS OF OPERATION ARE FROM 9:00 TO 2:00, WE MUST TAKE ACTION IF A CHILD IS NOT PICKED UP BY OUR CLOSING TIME.

If an emergency arises and you cannot arrive on time to pick up your student, please contact us at 817-485-9910, extension 111. If someone else is picking up your child, please let us know in advance. No child will be released to another person other than the parents unless we have prior notice. Identification will be required!

Attendance

Absence

Tuition will not be credited for a student who is absent. In order to fund the low staff-child ratios, we cannot extend refunds or credits for absenteeism for any reason; our staff must be paid, regardless of your child's attendance.

Sick Policy

For the protection of all children, please do not send your child to school if he/she is sick. Children should be free of fever for 24 hours without medication prior to returning to school. Please notify a Director of any communicable diseases so other parents can be notified. Also, if there are any special problems with your child's health, please notify the Director. (In these cases every effort will be made to ensure confidentiality.)

For protection of your child and others, please do not send your child to school with any of the following symptoms:

1. An upset stomach
2. Runny nose with heavy discharge
3. Sore throat
4. Fever
5. Rash
6. Swollen glands
7. Diarrhea
8. Earache
9. Persistent cough
10. Fever within the last 24 hours

If a child is injured or becomes ill at school, the parents will be notified. We will call the number for the child's parents first. If the parents cannot be reached, then the person designated to be the emergency contact will be notified. Be sure to keep the school notified of any changes in telephone numbers, work address or phone, or emergency contacts.

Students may return to school when they have not vomited or had a fever in the previous 24 hours without medication. Please do not give your child Tylenol or Ibuprofen and send them to school. That puts all the children at risk and is not being respectful to other parents.

Attendance

Inclement Weather

In the case of inclement weather, the Children's Center at Bear Valley will follow the Keller/Birdville ISD closings/delayed openings. If Keller or Birdville ISD are closed or delayed in opening, our school will be closed the entire day to ensure the safety of our children. If Keller/Birdville ISD dismisses early because of an impending weather situation, the Children's Center at Bear Valley will be dismissed a half hour before that time. Please listen to local radio and television stations for inclement weather information.

Conferences

Teachers and parents should feel free at any time during the year to ask for a conference. Conferences will be between 11:00 and 1:30 pm during school days. Please schedule these meetings in advance so that we may ensure adequate coverage for the teacher in your conference.

Visitation

Parents are welcome to call or visit our preschool to observe our classrooms at any time. Please be sure to check-in at the office when you arrive.

Probationary Period

All students will be on a probationary period for six weeks starting with their first day of attendance. We do this to ensure that the Children's Center can provide an appropriate learning environment based on the needs of your child. No refunds will be given for unused tuition registration or supply fees if your child does not continue with the program after this period.

Enrollment & Payment Policies

To hold your student's spot in our school, each student must have in our files:

- A Completed Pre-Registration Form (Green)
- Registration and Supply fees paid

For your student's file to be complete, we must have in our files:

- A complete Enrollment Questionnaire (Yellow Form)
- A copy of the most current immunization records
- A Statement of Health signed by a physician (Blue Form)
- Consent for Medical Treatment (Purple Form)
- Authorization to Pick-Up a Child Form (Pink Form)
- A copy of a hearing and vision screening test for children ages 4 and older as of September 1st of the school year. This can be done by making an appointment with your pediatrician. To allow your child to attend our Pre-K or Jr. K class, we must have hearing and vision screening results by September 1st.

Children's disabilities are protected by the Americans with Disabilities Act.

NOTE: PRE-REGISTERED STUDENTS WHO'S FILES ARE INCOMPLETE AFTER SEPTEMBER 15TH MAY BE DROPPED AND WILL FORFEIT ALL REGISTRATION FEES.

Registration and Supply Fees

A non-refundable registration fee is due upon enrollment. Supply fees will be due upon enrollment.

Tuition

Tuition costs are assessed for the student for the period of one year. We offer 2 payment options for tuition: payment in full by August 1st or 10 monthly installments. Our payments run from August 1st to May 1st. There will be a discount for additional siblings.

All School closures have been prorated out of the full school year tuition amount including possible inclement weather days.

Payment

When paying monthly, tuition is due in advance, the first of each month. There will be no reduction or credit in tuition for inclement weather.

Enrollment & Payment Policies

Enrollment Before Attendance

When the school year begins, if you wish to enroll your child before he/she actually attends, you must pay the registration and supply fee to hold your child's spot. If there is an extended amount of time between enrollment and start date, you will be asked to pay the tuition payments during those months to hold your child's spot.

Late Fees and NSF charges

Tuition is due on the 1st of each month. A LATE FEE OF \$10.00 WILL BE ADDED TO ALL PAYMENTS AFTER THE 15TH OF THE MONTH. A \$15.00 RETURN CHECK FEE WILL BE CHARGED FOR RETURNED CHECKS.

Delinquent Accounts

If tuition is not paid in full by the end of each month, your account will be labeled "Delinquent." Your child may not be allowed to return to school until your account is paid in full.

During this time, your child's spot cannot be guaranteed to stay open. We will call from the waiting list to fill any vacant openings.

All accounts must be paid in full in order to pre-register for the following school year.

Withdraws and Refunds

Parents are responsible for tuition until withdrawal. Notice should be given 2 weeks in advance. No refunds will be given for unused tuition, registration fees or supply fees.

Parent Services

Questions

If you have any questions or concerns regarding the policies and procedures, please notify the Director. We will gladly discuss your concerns and answer any questions you may have. You can call the office at 817-485-9910, ext. 111 to schedule an appointment or stop by during regular school hours.

State Standards Information

A copy of the State's Minimum Standards for all child care facilities is located in the Children's Center office. They can also be viewed online at: www.dfps.state.tx.us. The most recent licensing report is also available for your review. You are always welcome to review them at your convenience or you can make an appointment by calling the office.

Licensing Office Contact Information

For more information, concerns or questions you can contact the local licensing office.

Texas Department of Family and Protective Services

1501 Circle Drive Suite 110
Fort Worth, TX 76119
800-582-8286

TDFPRS Website

www.dfps.state.tx.us

To report suspected child abuse, you can make a confidential call to the Child Abuse Hotline.

Child Abuse Hotline

1-800-252-5400

Suspected child abuse by a parent or staff member MUST be reported to a Director immediately.

Parent Services

Grievances Procedures

If you are having a problem with your child's class or teacher, please request a conference with the teacher to try to solve the problem. If a satisfactory solution cannot be reached, notify the Director of your concern and the situation will be investigated. You may be asked to meet with the teacher and Director to try again to solve the problem. If a resolution cannot be reached with the Director, you must submit the complaint in writing to the Church Administrator who will meet with you or refer the matter to the Trustees. Their decision will be final.

Communications

Each class has monthly or weekly classroom calendars, event notices posted outside your child's classroom, and a website with reminders, all of which should keep parents informed as to what, when and where it's all happening! If, at any time, you feel you are not well informed, inform us!

Preparation for Separation

We know this experience can be very hard on you, especially if you are a first-time parent. Tears are very normal on the first day of school and your child's teachers know how to handle tearful transitions.

Be assured that those tears are usually very brief. It may take your child several weeks to adjust to the new environment and routine, but once he/she does, you will experience with delight how much your child really enjoys school.

1. Talk about school in a positive way. "You are old enough to go to 'big kid' school now, isn't that exciting? I know there are a lot fun things to do there."
2. Attend "Meet the Teacher" night. This is very important to help your child feel secure about his surroundings and the new faces he/she will see. Do something special together the night before school. Fix lunch together and put it in your child's new lunch box. Let your child pick out what he/she wants to wear on the first day of school.
4. Plan your schedule so you and your child can be rested, unhurried and relaxed that morning.
5. Expect your child to go school happily and have a good time. Children sense their parent's insecurities very quickly.
6. Take time to say good-bye. It may be tempting to leave when your child is involved in an activity and might not notice, but this does not promote trust in the long run. Clear good-byes build trust and strengthen the child's belief that you will come back. Be sure to leave your child with an image of what you will do together at the end of the day.

MOST IMPORTANTLY-remember that your child is a unique individual. You are a good parent. You've made the right decision. We believe that children are truly a gift from God and together we will help you unwrap the talents of this precious little package.

What to Bring the First Day

Please Label All Belongings!

To ensure all items go home with the correct child, please label everything! For our youngest students, that is especially important for pacifiers, bottles and sippy cups.

Backpack

To keep every child's personal items separate, a backpack or tote must be used. Again, please label these items clearly with your child's name.

Clothing

Students should wear washable play clothes and comfortable closed-toe shoes. This allows children to participate safely in all activities.

Teachers do their best to protect the student's clothing. We ask for your understanding if an accident occurs while painting or playing outdoors.

Please bring an extra change of clothes (including underwear and socks) in a gallon size zip-lock bag and store it in your child's backpack in case a change of clothes is necessary.

Mat for Rest Time

The state requires a rest time for all children. In our school, all children up to three years old will need a nap mat. Each child must have a 1" thick plastic mat to rest on. If your child has a special blanket or sleeping bag feel free to bring it. If your child has a cloth mat, you must take it home each Thursday to be washed. Again, please label everything with your child's name. We do not force children to nap. Those who don't sleep may engage in quiet play such as reading a book or doing a puzzle.

Lunch

NO PEANUTS OR PEANUT PRODUCTS!

Parents will provide the child's lunch and drink. Please make this as nutritious and as easy to eat as possible. A straw is very helpful for flip-top thermos bottles. Please label the lunch and provide a paper napkin and plastic spoons/forks if needed. PLEASE DO NOT SEND SOFT DRINKS. Please keep in mind that the lunches cannot be refrigerated or reheated. Please select foods that do not spoil easily and use insulated containers or "blue ice".

What to Bring the First Day

Snacks

We ask our parents to sign-up to bring snacks on a rotating basis. Please see the sign-up sheet for snacks posted on the parent information board in your child's classroom. We ask that you send nutritious snacks that are designed to provide a portion of your child's daily nutritional requirements.

Medication

Please do not bring any medication to be given to your child by the Children's Center. Please schedule your child's medication to be give before and/or after school times.

2011-2012 Calendar

Meet your Teacher Night, August 18th at 7:00pm
1st Day of School August 29th
Closed for Labor Day September 5th
Closed for Thanksgiving Holiday November 21st-24th
Closed for Christmas Break December 19th-30th
First Day Back-January 3rd
Closed for Martin Luther King Day January 16th
Closed for Spring Break March 12th-15th
Last Day of School May 17th

2011-2012 Tuition Rates

Days per Week	Supply Fee	Registration Fee	Tuition Payments
Two Days	\$100	\$25	\$1,850 per year or \$185 per month for 10 months.
Four Days	\$150	\$25	\$3,250 per year or \$325 per month for 10 months