

## **Berean Education Center Welcomes You!**

BEC is a nonprofit organization licensed by the Department of Human Services (651-296-3971) under Rule 3. We are a warm, friendly place that was founded in 1981 out of a desire of church members to express loving concern for children and parents in our area. We are dedicated to support and augment the training in the home which we believe was ordained by God to be carried out by loving parents (Deut. 6:7). Our qualified teachers are here to offer expert guidance for each child to grow physically, mentally, emotionally, socially and spiritually in a loving setting.

We are a center with Christian teachers committed to the principles of love and excellence. Our experienced teachers will reflect God's love through sound social and emotional values and units appropriate to your child's age.

Your child will always be supervised by a skilled teacher or assistant teacher who will give him/her the freedom to explore his/her new world filled with educational toys and preschool learning materials.

Berean Education Center will seek to model and educate basic Christian principles in the following areas:

1. developing a positive self-concept in relationship to God and others;
2. appreciation of God's creation;
3. respect and interaction with other children and adults;
4. discipline;
5. pre-math concepts;
6. pre-reading concepts;
7. large and small motor development;
8. art and music appreciation and involvement.

We are committed to work hand in hand with you for your child's growth and development. We look forward to a wonderful working relationship with you and your child.

This handbook should answer any questions you may have about our program at BEC, the policies and procedures. Feel free to give us a call, we welcome any questions, comments or suggestions.

The Berean Education Center admits students of any race, creed, national or ethnic origin, to all the rights, privileges, programs and activities generally accorded or made available to students at the center.

## Health and Safety Information

- Health Records** Documentation of immunizations must be on file before your child may attend BEC. A Health Care Summary signed by your child's physician must be in his/her file within 30 days of your child's starting date.
- Health Consultant** Each year a health consultant will review our health and safety policies stipulated by Rule 3. The consultant reviews required first aid and safety policies and procedures and sanitation procedures and practices for food preparation and cleanup.
- Medications** No medication (prescription or non-prescription) will be given to your child without a current and accurate *prescription label* on the bottle and a Medication Permission form filled out and signed. You can receive one of these forms from the office or one of the teachers. All medications will be kept out of the reach of children (and refrigerated if needed).
- Personal Hygiene** Your child is encouraged to develop independent habits of personal hygiene such as washing hands and face before snacks, meals and after toileting. We try to help children gain an appreciation and a feeling of responsibility for personal cleanliness and neatness.  
Your child should wear washable play clothes for his/her comfort. This would also be for your convenience since many times children get soiled from painting, art projects and outdoor play.  
All children entering BEC must be completely toilet trained. Children cannot attend BEC in "pull-ups".
- Special Treats  
Any  
and Snacks** BEC will provide a daily snack for the Preschool and Day Care children.  
snacks or treats brought to share with your child's class *must* be store bought.
- Pets** You will be informed at the time of admission if a pet is present. The pet will be properly housed, cared for, inoculated and licensed in accordance with the local Health Ordinance and D.H.S.
- Child Abuse** All BEC staff members are Mandated Reporters. We will report all suspected sexual abuse, neglect, physical maltreatment and threatened injuries to the local Child Protection Agency.
- Pickup/Drop Off  
him/her up.  
Procedure** For your child's safety, no unauthorized person will be allowed to pick  
Be sure to write a note (this is preferred) or call if your child is to be picked up by someone other than you. We will ask anyone we do not recognize for a photo I.D. If we are not informed of an unauthorized

person picking up your child we will try to contact you or your emergency contacts.

**Parent Supervision** Children are expected to be with parent(s) or carpool parent(s) prior to drop-off and after pickup, we want to ensure safe entry and exit from the building for everyone. Children are to be supervised at all times in the building or outside. If you are waiting for class to begin or are visiting with other parents, children are to be within your sight.

**Illness** If your child cannot participate comfortably in group activities (including outside play) due to the following symptoms he/she must be kept at home.

1. Vomiting two or more times that day
2. Three or more abnormally loose stools that day
3. Drainage from eyes and/or ears
4. Bacterial infections such as strep or impetigo and has not completed 24 hours of antibiotic therapy
5. Unexplained lethargy
6. Lice, ringworm, scabies (must be treated before child can return)
7. 100F axillary temperature or higher without fever reducing medication
8. Undiagnosed rash or rash attributed to a contagious illness
9. Significant respiratory distress
10. Chickenpox, until all of the lesions are crusted over
11. Requires more care than the program staff can provide without compromising the health and safety of other children in care.

If these symptoms occur at BEC we will contact you to pick up your child. He/she will be isolated from the other children and provided with a cot. If you cannot be reached, your emergency contact will be asked to pick up your child. Please be sure BEC always has a current telephone number where we can reach you or your emergency contact person.

The above symptoms have been established by the Department of Human Services with concern for the health and welfare of all children. Please help us keep illness to a minimum by being aware of these symptoms and keeping your child at home if he/she comes down with any of them.

Please notify us within 24 hours if your child contracts a communicable illness. Communicable illnesses will be reported to all parents the same day the information is received. We will post a notice in a prominent place stating the illness, incubation period, early signs to watch for and exclusion recommendations.

The center will notify the Public Health Department within 24 hours should an occurrence of a “reportable disease” take place.

## **Emergency Procedures**

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BEC has special written policies and procedures for dealing with such elements as fire or natural disasters. To provide for your child's safety, each staff member is trained in these procedures. Fire drills are staged monthly, year round, under the supervision of BEC staff and local authorities. Tornado drills will also be held monthly April through September. If the school building itself is ever damaged severely enough to be unsafe, all children will be evacuated and go to Good Shepherd Church (across Plymouth Avenue).

### **Emergency Information**

You are required to fill out an Enrollment Form prior to your child's entrance into the program. This form includes the name and telephone numbers of the doctor, dentist, hospital and friend or relative to be contacted and who may pickup your child in the event of an emergency if you cannot be reached.

You will also receive an Emergency Card to be filled out and returned to the teacher in your child's classroom(s). These cards will be used on field trips and quick access for classroom teachers.

Please keep these telephone numbers up to date, reporting any changes to your child's teacher and to the BEC office.

### **Accidents**

If your child is injured in our care, our first step is to administer first aid. All staff have taken 8 hours of first aid training. A first aid kit is available in each classroom. The most common treatments given are ice on bumps, soap and water cleansing and a Band-Aid on a minor wound. Depending on the injury, we will contact you by phone, note or in person to inform you of the accident.

For a more serious injury, we will contact you to bring your child to your physician or Emergency Room. We will call 911 for immediate medical service. You are asked to sign an Emergency Card to give us permission to secure whatever care your child needs. BEC staff will not transport children.

We must receive your permission to administer Syrup of Ipecac in the event of an emergency. Please sign your Emergency Card and Enrollment Form to give us this permission.

### **Accident name, Log**

Any injury that occurs at BEC is recorded in an accident log. The child's date, nature of the injury and first aid treatment are recorded and parent will be notified. This log is kept in each individual classroom in the teachers cabinet.

**Emergency  
machine. If  
Calls to BEC  
the  
Office**

At times it is necessary for us to put our telephone on our answering machine. Frequently we leave the office for just a few minutes and could return your call immediately. If you have an emergency and must speak to us immediately, you may call the church office (612-432-7168) and ask someone to find us.

**Parental  
involved in  
Permission  
newspapers or**

BEC will inform you and receive your permission if your child is to be involved in any type of public relations activity or experimental research. Local newspapers or Borean Baptist Church may at times take photos for their papers, or pamphlets, if you would prefer your child's picture not be taken please inform your child's teacher or the director at the beginning of the school year.

**Child Care  
on file in  
Program Plan**

A child care program plan has been developed for each age group and is on file in the BEC office for your review.

**Curriculum**

At Berean Education Center we believe a child learns best through directed play experiences. Each day's program is planned to stimulate learning with conversation, music, art, and group activities. During the day your child may have the opportunity to paint, sing, exercise, draw, play with playdoh, hear stories, view films, cook, make an assortment of craft projects, take field trips, and many other activities. We think your child should be free to learn in his/her own way. This is why we have both structured and unstructured class time. We encourage creative learning through investigation, imaginative play, and experimentation. We provide your child with opportunities to learn, motivation to seek these opportunities and guidance in his/her activities. Time will also be allowed for large and small motor development.

**Grievance  
your  
Procedure**

If you have a grievance over our program or procedures, please contact your child's teacher or the director. If you feel your complaint is being ignored or if the matter is of a serious nature, the complaint should be made in writing to the director. Depending on the nature of the complaint the director will either handle it personally or refer it to one of the BEC board members or a pastor of Berean Baptist Church. The director will be responsible to see to it that

the grievance is handled properly and expeditiously (within 7 days). It is our intent to handle all grievances internally.

If steps one and two have been taken and the grievance or complaint is still unresolved, as a last resort the parent, or guardian, has the right to inform the Department of Human Services at (651)296-3971.

**Lost Items**

BEC is not responsible for items brought from home. Please do not bring expensive toys, jackets, shoes etc., that could get lost or stolen. *Clearly label all items.*

**Field Trips**

Most of the classes at BEC take approximately one field trip a month. We lease buses from local transportation companies, take the church vans or carpool. A permission note will be sent home before each field trip. This note informs you of the date, time, cost, destination, and purpose. *Each child must have this note, signed and turned into the teacher before each field trip or your child will not be able to go.* We ask that parents fill out an Emergency Card which we take on each field trip. If your child will be absent the day of the field trip, please call our office and let us know so the teachers are not expecting him/her.

We welcome parents on field trips to assist in supervising children. We are sorry we cannot accommodate siblings.

**Behavior behaviors. Guidance**

At BEC we will strive to work with your child in developing acceptable

If a discipline problem occurs we will first redirect your child from the problem area to an alternate activity. We will also try to teach your child acceptable alternatives to his/her behavior. If problems persist, or your child is a threat to other children's safety, he/she will be separated from the group. This separation time will be recorded in a "Separation Log" book, kept in each classroom. If your child is separated from the group 3 or more times in one day, you will be notified. If your child is separated from the group 5 or more times in one week or 8 or more times in two weeks, a plan will be established to deal with this behavior. This plan will consist of observation and records of the child's behavior. The plan will be prepared in consultation with the parents, staff and professionals, (if appropriate).

We reserve the right to dismiss any child from our program that poses a threat to the health, safety and general well being of other children at BEC. This would include behavior and health issues.

**Release realize that Policy**

As much as we would like to work through situations with parents, we

sometimes there may be such a difference in philosophy that the child, staff and parents are not profiting from their experience at BEC. Thus,

BEC reserves the right to dismiss a child from the program if, after attempting to work together, we feel a situation cannot be resolved.

### **Special Needs**

If your child has admitted special needs, procedures stipulated by Rule 3 will be followed. An individualized care plan will be developed to meet your child's individual needs. The plan will be coordinated with your physician, psychiatrist or psychologist. The key to a successful experience for your child, staff and you is to keep communication open and flowing. The more information we have, the better for all involved.

### **Visits**

You are welcome to visit BEC at any time. We would appreciate a note in advance telling when you wish to come, especially if you are planning to share something with the children.

### **Conferences**

Parent-teacher conferences will be held twice a year. The teachers will inform you in their monthly newsletters when they will hold conferences. You will have an opportunity to sign up for a time that best fits your schedule.

### **Insurance**

BEC carries a \$1,000,000 liability insurance policy. However, this policy only pays in the event of negligence on our part. For injuries, illnesses, etc. not due to negligence, your personal insurance will be the only coverage.

### **Financial Policies**

A non-refundable registration fee is due and payable upon acceptance for enrollment. All parents must read and sign a BEC financial agreement. Current registration fee and tuition's are found on the financial agreement. Preschool, Pre-K and Kindergarten tuitions are due by the 10th of each month. Tuition is based on a yearly cost divided equally into 9 monthly payments. Day Care tuition is due on Monday of each week. Please bring your tuition payments to the BEC office or mail them. If your tuition is late according to the above policy a \$5.00 fee will be charged to your account. We are operating as a non-profit organization and depend on your prompt payments to have a smooth operation. There will be no refunds for legal holidays or days your child is absent due to illness. For year round Day Care (*only*) there is a two week vacation allowance.

Any Preschool account not paid in 2 months *or* Day Care account not paid in 4 weeks will result in dismissal from the program. Contact the director immediately if you have a financial situation that needs special consideration, and a plan will be worked out between you and the director. Families on any kind of assistance programs must talk to the director and fill out the necessary forms, before they are admitted into the program.

### **Withdrawal**

A written notice is required for withdrawal from any BEC Programs. Two weeks for Day Care and one month for Preschool and Kindergarten.

Parents are responsible for the tuition during this time, even if your child does not attend.

### **Preschool Plus**

**Preschool Plus**      Our Preschool Plus program is a group of 20 - 30 children, ages 33 months through 5 years old.

**Hours**      Berean Education Center opens at 6:30 AM and closes at 6:00 PM, Monday through Friday. If you are unable to pick up your child by 6:00 PM please arrange for someone to pick him/her up; then call and inform us. After 6:00 PM a late fee of \$1.00 per minute will be charged and must be paid directly to the staff person in charge. If this is abused the late fee will be increased. Our staff have families and other obligations, so please be here by 6:00 PM.

**Closings**      Preschool Plus will be in session on all ISD196 workshop and conference days. We will be closed on the following holidays: Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Day (Christmas Eve closing at 1:00 p.m.), New Year's Day, Memorial Day and July 4th.

Be sure to call BEC on mornings that there are ISD 196 school closings to be sure that a staff person is here. If the weather becomes inclement mid-day, BEC may choose to close early. If this happens, we will contact you to come early or make arrangements for someone to pick up your child.

**Arrival**      It is important that you sign your child in and out each day. Be sure the teachers see your child before you leave. Please notify us if your child will not be at BEC that day, especially if he/she has an illness that should be reported to other parents.

**Meals**      We serve breakfast consisting of cereal, milk and juice each morning, and a hot lunch with milk. We also serve a snack in the afternoon when the children get up from their naps or return from school.

**Naptime**      All children in our Preschool Plus program are required to rest at naptime for 30 minutes. If your child is awake after this time he/she will be allowed to get up and have quiet play in an adjoining room. Please bring a pillow and blanket for your child to use during nap time. These should be labeled and taken home each Friday to be washed.

**Things to Bring**      Each child will be provided with a cubbie in which to keep his/her belongings. One change of clothing, including underwear, socks, pants and top, should be kept in the cubbie. Be sure your child comes prepared

for the weather. In cold weather, a coat, boots, snowpants, and mittens should be brought to school each day. Please do not allow your child to bring toys from home on days other than “Sharing Day”. The Preschool Plus teacher will establish a Sharing Day for your child to bring items from home. ALL ITEMS BROUGHT TO BEC SHOULD BE CLEARLY MARKED.

## **Preschool/Pre-Kindergarten/Kindergarten**

**AM Classes 9:30 - 11:55**

**PM Classes 12:35 - 3:00**

- Preschool** 3 year old classes are for children who are 3 by September 1.  
4 year old classes are for children who are 4 by September 1.
- Pre-Kindergarten** This class is for children who are 5 by December 31
- Kindergarten** This class is for children who are 5 by September 1.
- Calendar** These classes will follow our own school calendar. You will receive a calendar at the beginning of the year and will be reminded of school closings in monthly newsletters.
- Transportation** BEC does not provide transportation, but compiles a carpool list for those interested. Parents can set up their own carpools. BEC cannot take responsibility for carpool situations.
- Snow Days** Preschool, Pre-Kindergarten and Kindergarten will be closed any day the ISD 196 (Apple Valley, Eagan, Rosemount) schools are canceled due to bad weather. Please listen to local radio stations (WCCO) for District 196 (Apple Valley, Eagan, Rosemount) school closing announcements. If necessary, call BEC for further information.
- What to Bring** All children are asked to bring a sturdy, cloth-type school bag in which to carry notes, papers, or any other personal belongings. Please clearly label all items brought to school