



BEREAN
preschool

reach + teach + nurture



WELCOME!

Berean Preschool is a nonprofit organization licensed by the Department of Human Services. The school was founded in 1981 as Berean Education Center and now has assumed the name of Berean Preschool. The school began as a combined effort between Berean Baptist Church and church members with a desire to express a loving and Christ centered learning environment for children. We are dedicated to support and augment the training in the home which we believe was ordained by God to be carried out by parents.

Our qualified teachers are here to offer their expertise and passion for learning and guidance of each child to grow spiritually, physically, mentally, emotionally, and socially in a loving setting. Berean Preschool welcomes students of any race, creed, national or ethnic origin to all the rights, privileges, programs, and activities.

We are honored to partner with you in your child's growth and development. We look forward to getting to know your family.

You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise.
Deuteronomy 6:7

ALL-DAY PRESCHOOL PROGRAM

All-Day Preschool Program operates year-round and consists of up to 30 children separated into class sections including children ages 33 months through 5 years old. Our operating hours are 6:30am-6:00pm Monday-Friday.

HALF-DAY PRESCHOOL PROGRAM

Half Day Preschool Program operates September-May and consists of up to 95 children separated into class sections including:

- 3's Two Day Program (children who are 3 by Sep. 1st)
- 4's Two Day Program (children who are 4 by Sep. 1st)
- 4's Three Day Program (children who are 4 by Sep. 1st)
- PreK Four Day Program (children who are 5 by Dec. 31st)

Morning class time: 9:30-12:00



Preparedness Your child should wear washable play clothes for his/her comfort. This would also be for your convenience as preschool play and exploration can be messy.

Please have an extra set of clothing in your child's backpack, including socks, underwear and even a pair of shoes if you are able.

All children are asked to bring a sturdy school bag in which to carry notes, papers, or any other personal belongings. Please clearly label all items brought to school.

Please do not allow your child to bring toys from home on days other than 'sharing day' as established by your child's teachers. Berean Preschool is not responsible for lost items brought from home.

Arrival It is important that you accompany your child all the way to their classroom. All parents/guardians must sign children in and out each day in Brightwheel using the classroom tablet. Be sure the teachers see you and your child before you leave. Please notify us if your child will be absent, especially if he/she has an illness that should be reported to other parents. Please report all absences through the Brightwheel App.

Parent Supervision Children are fully expected to be with parent(s) or carpool parents(s) prior to drop off and after pick up. This means that as you are waiting for class or visiting with other parents before or after school your child or the child you are supervising should be within eyesight and be able to hear you clearly. We want to ensure safe entry and exit from the building for everyone.

Pick Up Out of respect for our staff please make sure to be on time to pick up your child. We do understand there may be an extenuating circumstance that may cause you to be late. Please call the office at **952-223-1814** and message the teacher through Brightwheel to inform us. If this is a recurring event, a late fee will be assessed.

Half Day Morning:

Classes dismiss at 12:00. Please be in the hallway prepared for dismissal at this time.

Pick Up

All Day Program:

Berean Preschool closes at 6:00 p.m. Monday-Friday. If you are unable to pick up your child by 6 p.m., please arrange for someone to pick him/her up; then call (952-223-1814) and send a message through Brightwheel to inform us. After 6 p.m. a late fee of \$1 per minute will be charged to your Brightwheel account. If this is abused, the late fee will be increased. Our staff have families and other obligations, so please be respectful of this closing time.



Authorized Persons

For your child's safety, no unauthorized person will be allowed to pick him/ her up. Your enrollment forms should list any people authorized to pick up your child. All authorized pick-ups must be listed in Brightwheel, and they each will receive their own pick-up code. We should have their name, telephone number and address on file. If your child is to be released from Berean Preschool to someone NOT on your authorized pick up list, please add them as an authorized pick-up in Brightwheel or call with this information. We will ask anyone we do not recognize for a photo ID. If we are not informed of an unauthorized person picking up your child, we will try to contact you or your emergency contacts.

In the event of an emergency that affects your child at school, please call the office at 952-223-1814. Please be sure to identify yourself by leaving your name and return phone number to ensure a timely response. If for some reason you are unable to reach someone at this number, please call the Berean Baptist Church at 952-432-7168 and explain your circumstance to the church office.

On-Site Field Trips

Berean Preschool will offer on-site field trips throughout the school year. The \$25 activity fee will help cover these costs.

Curriculum

A Child Care Program Plan has been developed for each class and is on file in the Berean Preschool office. Each day is planned to stimulate learning with conversation, music, art, and group activities. 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. It is our privilege to teach and model Christ and Godly virtues through our daily activities.

Behavior Guidance

At Berean Preschool, our goal is to come alongside our parents. We strive to work with you and your child in developing acceptable behaviors. 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 the problem persists 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' kept in the office. If your child is separated from the group 3 or more times in one day, you will be notified. If your child is consistently separated from the group, a plan will be established to deal with this behavior. The plan will include 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 Berean Preschool. This would include behavior and health issues.

Conferences

Parent/teacher conferences will be offered twice a year. The teachers will inform you when they will hold conferences. You will have an opportunity to sign up for a time that best fits your schedule.



Snacks	Children will have snack at school. All Day Program snacks are provided by Berean Preschool. Half Day Program families are asked to bring in a snack to share two or three times during the year depending on your class size. The classroom teacher will oversee the process for bringing in the snack to share. Please choose items from the approved snack list provided to you. Children with allergies, intolerances or dietary restrictions will provide a supply of snacks to their child's teacher for them.
Special Treats	Please check with your child's teacher before bringing in a special snack to share. Any snacks or treats brought to share with your child's class must be store-bought.
Holidays	<p>We will be closed on the following holidays:</p> <ul style="list-style-type: none">• Labor Day• Thanksgiving Day• Friday after Thanksgiving• Christmas Eve• Christmas Day• New Year's Day• Easter Monday• Memorial Day• July 4th <p>We may hold up to 3 staff training days each year and the half day program will observe MEA, Christmas and Spring Breaks. We consult with neighboring districts for these days, but do not follow any ONE as a rule. We will provide you with a calendar noting these dates.</p>
Emergency Procedures	Berean Preschool has policies & procedures in place for dealing with such elements as fire, weather, and intruder. 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 Berean Preschool staff and local authorities. Tornado drills will also be held monthly April–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) or to Byerly's depending on the location and nature of the situation.
School Closings	<p>If neighboring districts and/or Berean Baptist Church are closing due to inclement weather, Berean Preschool will follow suit. Ultimately, the decision to close Berean Preschool lies with the director and will be made in consideration of the safety of all.</p> <p>We will send a message on Brightwheel, update our website, announce on our Facebook page, and email families in this event.</p> <p>If weather becomes inclement mid-day, Berean Preschool may choose to close early. If this happens, we will contact you.</p>
Emergency Contacts	Upon enrollment, you will list at least two friends or relatives to be contacted that are authorized to pick up your child in the event of an emergency if a parent cannot be reached.



Health Consultant	Each year a health consultant will review our health and safety policies as stipulated by Minnesota Department of Health, Rule 3. The consultant reviews required first aid and safety policies & procedures and sanitation procedures & practices for food preparation and cleanup.
Mandated Reporting	All Berean Preschool staff members are mandated reporters. We will report any suspected sexual abuse, neglect, physical maltreatment and threatened injuries to the local Child Protection Agency.
Permissions	Berean Preschool will receive your permission if your child is to be involved in any type of public relations activity or experimental research. Local newspapers or Berean Baptist Church may at times take photos for their papers or pamphlets. If you prefer your child's picture not be taken, please make sure to indicate that in your enrollment paperwork or let your child's teacher or the director know at the beginning of the school year.
Grievance 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 Berean Preschool board members or a pastor of Berean Baptist Church. The director will be responsible to see that the grievance is handled properly and within 7 days. It is our intent to handle all grievances internally. If these steps have been taken and the grievance or complaint is still unresolved, the parent or guardian has the right to inform the Department of Human Services at 651-431-2000.
Release Policy	As much as we would like to work through situations with parents, we realize that sometimes there may be such a difference in philosophy that the child, staff and parents are not profiting from their experience at Berean Preschool. Thus, Berean Preschool reserves the right to dismiss a child from the program if, after attempting to work together, we feel a situation cannot be resolved.
Injuries	If your child is injured in our care, our first step is to administer first aid. All staff members have taken first aid training including CPR training. 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. On your enrollment forms you are asked to give us permission to secure whatever care your child needs. Berean Preschool staff will not transport children.
Incident Log	Any injury that occurs at Berean Preschool is recorded in an incident log. The child's name, date & nature of the injury, and first aid treatment are recorded and the parent will be notified. This log is kept in the student's classroom and on file with the director.
Health Records	Documentation of immunizations and a Health Care Summary signed by your child's physician must be on file before your child may attend Berean Preschool. These may be faxed to us at 952-431-0914.

- Medications** No medication (prescription or non-prescription) will be given to your child without a current and accurate pharmaceutical prescription label on the bottle and a medication permission form filled out and signed. All medications will be kept out of the reach of children and refrigerated if needed. You must give any medication directly to the teacher and obtain one these forms from the office or one of the teachers.
- Allergies** If your child has an allergy please make us aware of this. This includes animal allergies. There is an Individual Care Plan (ICP) form you will need to submit to our office. We will need to have on file to ensure that every staff member is trained and aware of how to handle an allergic reaction specific to your child. These forms are available in the office.
- Special Needs** If your child has any assessed or suspected special need please make our office aware. Know that we are here to help in any appropriate way that we are able. Sharing this information ensures the help and success of your child and family. The key to a successful experience for your child, the staff and you is to keep communication open.
- Procedures stipulated by Rule 3 will be followed. An Individualized Care Plan (ICP) will be developed with you to meet your child's individual needs. The plan will be coordinated with your physician, psychiatrist or psychologist and possibly school district in which you reside.
- IDEA** The Individuals with Disabilities Education Act (IDEA) is a law that makes available a free appropriate public education to eligible children with disabilities throughout the nation and ensures special education and related services to those children.
- 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 appreciation and a feeling of responsibility for personal cleanliness and neatness. All children entering Berean Preschool must be completely toilet trained. Children cannot attend Berean Preschool in 'pull-ups.'
- Illness** The symptoms listed below have been adapted from the Department of Human Services and conservatively modified to meet the needs specific to our school and with concern for the health and welfare of all children and staff. Please help us keep illness to a minimum by being aware of these symptoms and keeping your child at home for at least 24 hours symptom free if he/she displays any of the following:
1. Vomiting one or more times that day, must be kept home until they are symptom free for 24 hours
 2. Three or more abnormally loose stools that day
 3. Drainage from eyes and/or ears, please have them seen by a physician before returning to school
 4. Bacterial infections such as strep throat or impetigo and is fever free and has not completed 24 hours of antibiotic therapy
 5. Unexplained lethargy

6. Lice, ringworm, scabies (must be treated and have a doctor note before child can return) *Lice must be nit and bug free, we require a note/receipt from a hair stylist or professional lice removers
7. Fever- fever must be lower than 100F for 24 hours without the use of fever reducing medication
8. Undiagnosed rash or rash attributed to a contagious illness
9. Significant respiratory distress
10. Chicken pox (until all lesions are crusted over)
11. Requires more care than the program staff can provide without compromising the health & safety of other children in care

If these symptoms are present at drop off, teachers are required to ask you to bring the child home. If these symptoms occur while the child is in the care of Berean Preschool, we will contact you to pick up your child within 30-60 minutes. Ill children 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.

Teachers must be notified upon drop off of any unusual-to-the-child maladies (for example: dog bite, bug bites, sprained ankle..) so that the teachers can document what the concern is. This enables us to best provide care and comfort for your child.

Please notify us within 24 hours if your child contracts a communicable illness. It is mandated by the Minnesota Department of Health that we report any communicable illness to all parents the same day the information is received. We will send home or post a notice with information stating the illness, incubation period, early signs to watch for and exclusion recommendations. The center will notify the Public Health Department with 24 hours should an occurrence of a 'reportable disease' take place.

Tuition and Fees

Please remember that we not financially affiliated with the church we reside in. We are a small non-profit and we depend on your child's tuition to keep our school and ministry running.

A non-refundable registration fee is due and payable upon acceptance of enrollment. All parents must read and sign a Berean Preschool financial agreement. Current registration fee and tuitions are found on the financial agreement for your program.

Half Day Program:

Preschool Program tuitions are due by the 1st of each month and are accepted without penalty until the 10th of each month. After the 10th of the month a \$20 late fee will be added to your account. Tuition is based on a yearly cost divided equally into 9 monthly payments. Any account that hasn't been paid for two months will result in dismissal from the program. Payments can be directly handed to the director or placed in the slot on the director's door. Please place checks in a labeled envelope. Families may also set up automatic withdrawal through Brightwheel. Teachers are not allowed to collect tuition checks.

All-Day Program:

Tuition is due on your child's first day of attendance of each week. Automatic withdrawal through Brightwheel will be processed on Mondays. Payments are to be placed in the slot on the director's door. Please place checks in a labeled envelope. There will be no refunds or deductions for legal holidays, staff training days, weather permitted closings, or days your child is absent due to illness. Any account not paid in 4 weeks may result in dismissal from the program. You are allowed two weeks of vacation equivalent to your child's weekly attendance each full year of enrollment. Vacation cannot be separated or carried over into the next year. If you leave the program before a full year, you will be responsible for paying for any vacation weeks taken.

Financial Hardship Please contact the director immediately if you have a financial situation needing special consideration and a plan may be worked out between you and the director. Families with assistance programs must talk to the director and fill out necessary forms before they are admitted into the program.

Withdrawal A written notice is required for withdrawal from any Berean Preschool program, one month notice for Half Day Preschool program and 2 weeks for All-Day Preschool program. Parents are responsible for tuition during this time even if your child does not attend.

ADDITIONAL NOTES FOR ALL DAY PROGRAM FAMILIES:

Meals We serve breakfast each morning. Breakfast may consist of waffles, bagels, cereal, hard boiled eggs, milk and fresh fruit. Children must bring a lunch from home. Once a quarter we have pizza for lunch. You will see this on your calendar or newsletter. We serve milk for lunch and two food groups for afternoon snack

Naptime All children in our All-Day Preschool Program are required to rest at naptime for 30 minutes. If your child is awake after this time he/she will be allowed to quietly look at books. Please send a blanket and a small stuffed animal for your child to use during nap time. We will provide you with a Berean Preschool bag to place the items in and to take home at the end of your week. Please wash and bring back the following week.

Outdoor Supplies Be sure your child comes prepared for the weather. In cold weather, a coat, hat, boots, snow pants & mittens should be brought to school each day. These will be sent home every day to ensure they come back clean and dry. ALL ITEMS BROUGHT TO BEREAN PRESCHOOL SHOULD BE CLEARLY LABELED.

