

# Bethlehem Lutheran School

Christian Education for Preschool - 8th Grade

*"Helping children reach their God-given potential"*

2100 N. Wadsworth Blvd., Lakewood, CO 80214

**School Office: 303-233-0401**  
**Preschool Ext. 145, 147, 149**  
**<http://school.bethluthmin.org/>**



# Bethlehem Beginnings

Early Learning Center



**2010—2011**



# Above & Beyond

**“Helping children reach their  
God-given potential”**



# Welcome to Bethlehem Beginnings

We are so delighted that you and your child will be a part of the Bethlehem Beginnings Early Learning Center at Bethlehem Lutheran this year.

We are looking forward to seeing your child play and work with other children. We are very excited to share the love of Jesus with your child during our Jesus time.

It is going to be a fun-filled year with adventures and growth for us all.



## **In Conclusion**

Any other information about the Early Learning Center including fire, safety and health inspection will be made available upon request.

Hopefully, this handbook has helped you learn more about Bethlehem Beginnings and what we do here. We invite your suggestions and involvement in helping us to serve our families in the best possible way.

May God be with us all, at home and at school, as we learn to serve Him.

For additional information about the Day School policies and procedures, please refer to the Bethlehem Lutheran School Handbook.

Bethlehem Lutheran School  
2100 N. Wadsworth Blvd.  
Lakewood, CO 80214

School Office: 303-233-0401  
Sky Room: Ext. 145  
Mountain Room: Ext. 147  
Forest Room: Ext. 149  
Fax: 303-237-4011  
<http://school.bethluthmin.org/>

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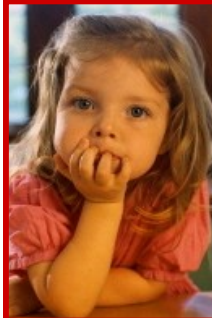
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## Our Mission Statement

The purpose of Bethlehem Beginnings Early Learning Center is to partner with parents in lighting the path to Christ one child at a time through grace-filled love, learning, and play.



- Provide a Christian learning experience for young children;
- Help parents bring their children to Jesus so they may better know His love and example;
- Provide an environment where each child can grow spiritually, socially, emotionally, physically, and academically;
- Provide warm relationships with adults and other children so that each child can grow toward independence, self-sufficiency and a sense of his own unique worth;
- Help each child develop behavior patterns based on self-control and a desire to show love to others;
- Acquaint children with school life, routines, and responsibilities.



## Administration

Bethlehem Beginnings is a part of Bethlehem Lutheran School. Bethlehem Lutheran Day School and Preschool are governed by the Day School Vision Implementation Team (VIT). The policies determined by the Day School VIT are administered by the Early Learning Center Administrator and Director.

## Clothing

We ask your help in seeing that your child is dressed appropriately every day for the activities that are planned for the day. Dress your child in comfortable, washable clothes that allow freedom of movement and some messy activities. We don't want you and your child to worry about ruining dressy clothes.



Also, dress your child appropriately for the weather. Shorts are acceptable during August, September, October, April, May, June, and July. Remember also to send mittens and boots in the winter. When you send boots always send an extra pair of shoes. We try to go outside if the weather is above 20 degrees and it is not actually snowing or raining.

Tennis shoes and socks are highly recommended for all children. Sandals and crocs are not safe for the gravel play area, and flip flops are prohibited. Students should wear modest, clean and mended clothing.

## Preparing Your Child

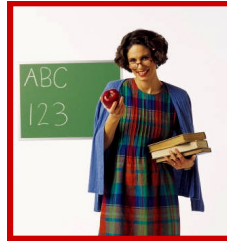
Help your child by making sure that he or she gets enough sleep on “school nights.” Provide a nourishing breakfast/lunch that will give the child energy for a busy school day. Talk with your child about the things that he or she can expect to do and see at school.



Bethlehem has a wonderful hot lunch program that is available on days that school is in session. All other days children must bring a cold lunch. The cost of school lunch is \$3.00 a day. The menu is available a week in advance so you and your child can choose what days he or she will eat hot lunch.

## Supplies

All supplies needed for an active, fun and educational classroom are provided through your tuition.



## Personal Belongings



Each child will have a “cubby” for his personal items. A backpack large enough for a change of clothes is also needed. Please help by labeling all outdoor clothing with your child’s name.

## Hot Weather

Parents are encouraged to put sunscreen on children before they come to school. Water is always available in the classroom.

## School Closure

Bethlehem Beginnings Early Learning Center has school closures announced over radio and television. In the event school closes early during the school day, a staff person will remain in the room until all children have been properly signed out.



## Our Relationship with the Home



Children are a gift from God, and parents are responsible to God for that gift. God wants each child to become a member of His family too and enjoy life with Him forever.

We are honored when parents bring us their children. We want to be in close contact with the home, because we want to serve the needs of those parents and their children.

Parents are involved in the following ways:

- Parent Teacher Conferences are scheduled in the fall. Conferences occur in the spring upon request. Please feel free to contact the teacher concerning any questions or comments about the school or your child.
- We welcome and encourage parents to visit Bethlehem Beginnings and spend time sharing activities with the children. Sometimes parents are asked to help with special projects.
- Sometime you will get important messages through the check-in system we use.
- TeacherEase is our student tracking system and we use it to send emails, the weekly newsletter and to store documents that you may need to access.



## Staff Qualifications

Bethlehem Beginnings is accredited with North Central and National Lutheran School Accreditation and licensed by the State of Colorado. All staff members meet the educational and experience qualifications for their positions according to the Colorado State Department of Human Services. The Preschool Director is a certified teacher, with a specialization in Early Childhood Education and licensed with the State Department of Human Services. She is a member of the Denver Area Lutheran Director's Association.



All staff members have been trained in Universal Precautions and First Aid/CPR. Staff will take appropriate measures to protect themselves and students in incidents involving bodily fluids.

Most importantly, all staff members are Christians who respect and love God, know their Savior, Jesus Christ, and teach by example how to enjoy the abundant life in Christ.

## Reporting Abuse or Neglect

Under the "Child Protection Act of 1987" (C.R.S. 19-3-301) in the Colorado Children's Code, our staff are required to report suspected child abuse or neglect to Jefferson County Department of Social Services. The phone number is 303-271-4357.



## Preschool Snacks/Milk/Lunch

Morning snacks are provided by the parents and are served every day. A snack calendar will be sent home and posted on the wall by the classroom. About once a month, you will have an opportunity to bring snack. We request that the snacks brought to school be nutritious and peanut free. Please bring enough food for the children and teachers in your child's class.



We have a refrigerator in which to store perishable items until snack time. The snack schedule will help parents with students who have special food allergies to know ahead what the snack will be.

We will attempt to have one of your snack days be on or close to your child's birthday. Summer birthdays are celebrated in May. Although we request that snacks be nutritious, we want birthdays to be a celebration of life for your child. Cupcakes, ice cream, and other goodies are permissible for birthday treats.



When your child brings the snack, it is a special day. Your child is the "helper," who leads the lines, puts the number on the calendar, passes out napkins, straws, and the snacks, leads the snack-time prayer, and holds the flag at the end of the day. It may not sound like much, but it's a great honor for the child.

Milk is available for lunch at a cost of \$.60 and served at the afternoon snack for full-day students at no additional cost. Parents will bank money if they want milk with lunch with the kitchen, and will be notified when additional money needs to be added to their account.

## Sample Preschool Schedule

Classrooms will follow this general schedule with flexibility to accommodate different snack and outdoor times in addition to special projects and learning activities.



6:30 am	Free Play
8:30 am	Welcome children who arrive for school day
8:30 am	Morning Circle Time
8:45 am	Learning Centers
10:15 am	Snack
10:30 am	Outdoor Learning Centers
11:00 am	Jesus Time
11:15 am	End of the morning ritual
11:30 am	Lunch
12:15 pm	Outdoor Time
12:45 pm	Story Time
1:00 pm	Nap Time or Quiet Activities
3:00 pm	Snack Time
3:30 pm	Outdoor Learning Centers
4:00 pm	Free Time
6:00 pm	Close



Themes are selected for each month that emphasis seasons, family, community and God's creation.

## Parent/Teacher Conferences

Scheduled Parent Teacher Conferences are held once a year in November. Conferences may be held at any other time, upon request. Parents are encouraged to speak with the staff at any time.

## Filing a Complaint

Bethlehem Beginnings wants to resolve concerns and complaints with parents in a timely and least disruptive manner. We encourage parents to speak with the classroom teacher or the Administrator about concerns. Concerns can also be registered by following the directions on the posted form in the classroom or contact the Colorado Department of Human Services at 303-866-5958.



## Preschool Sessions

We offer 2, 3, and 5 day preschool sessions. Families may also choose half-day or full-day experiences for their preschooler.

## Transportation

Transportation to and from school is provided by the parents. Parents may form car pools if desired. We require written authorization from parents if another person will bring or pick up your child at school. Children will not be released to unauthorized person(s). Children will remain in the classroom with the teacher until the authorized person picks them up and releases them. If the person is late, all attempts will be made to contact the authorized person from

our emergency form. The teacher will remain until the child is picked up.



## Entrance Requirements

A child may be enrolled any time during the year once they turn three. An application for enrollment must be completed with a birth certificate, immunization record and \$130 application fee accompanying the application.



Prior to acceptance into the preschool, a tour is arranged with the child and parent(s).

Upon notification that the child has been accepted, the parent should complete all the necessary documents in the Enrollment Packet.

The Enrollment Packet includes:

- Tuition Data Sheet
- Student Information
- Healthy Visit Form
- Lunch/Milk Voucher
- Free & Reduced Lunch Application
- Technology Use Policy
- Photo Release Forms
- Receipt of Handbook Signature Sheet
- Medication Agreement Form
- Magnetic Key Agreement Form

All enrollment forms must be completed by the first day your child attends class.

A child with special needs will be accepted if Bethlehem Beginnings can provide adequate services.

- Children know body parts and understand their five senses

### LITERACY

- Children demonstrate an ability to use pictures to represent words and ideas
- Children can combine letter sounds
- Children understand that books and other forms of print have a purpose
- Children comprehend stories
- Children recognizing the association between spoken and written words by following along as it is read aloud



### SCIENCE

- Children explore the natural and physical world
- Children begin to use scientific tools and methods to learn about their world
- Children understand measurement and quantity
- Children understand cause and effect



***The knowledge gained and skills acquired by each child will depend on the child's developmental level.***



### LANGUAGE DEVELOPMENT

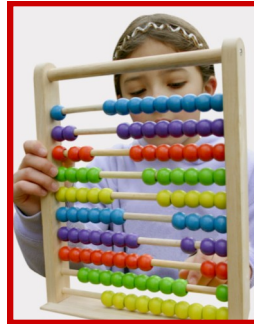
- Children provide answers that fit the question
- Children can understand and follow directions
- Children can speak in complete sentences
- Children recognize and name letters
- Children can recognize and write their name
- Children can rhyme words

### CREATIVITY

- Children “pretend play” in a way that represents real life experience
- Children engage in fantasy play
- Children use a variety of tools and art media to creatively express their ideas
- Children engage in dancing, singing and using musical instruments
- Children can keep and follow a beat

### MATH

- Children can name colors
- Children can recognize the numbers and count
- Children can create an copy patterns
- Children know their shapes and match shapes
- Children can put things in sequence



### PHYSICAL HEALTH AND DEVELOPMENT

- Children move their bodies in ways that demonstrate control, balance and coordination (focus is large motor skills such as running, hopping, skipping, jumping)
- Children exhibit fine motor control such as holding a pencil/crayon or marker and use of scissors
- Children begin to understand how daily activity and healthy behavior promote overall personal health and safety

### Withdrawals

Children may need to withdraw from Preschool due to personal circumstances. Parents are asked to speak with the Preschool Administrator and give at least one week notice. There is no tuition refund for withdrawing mid-month.

### Health Policies

A child who has been ill will not be re-admitted until his temperature has been normal for at least 24 hours without the aid of fever reducing medications. This is to prevent passing the contagious illness to others. Please report all illnesses to the classroom teacher. If a child is too ill to be included in the daily activities or needs medication such as cough syrup, antibiotics, etc. during school hours, he/she should not be brought to school. For the protection of all children, the teacher will have the right to decide whether a child shall be allowed to attend if he does not appear well.

If your child should become ill while at school, we will do our best to contact you.

If neither parent can be reached, we will call the person you have listed on the Emergency Form. If a child becomes sick at school, we request parents pick them up as soon as possible.



## Administration of Medication

Bethlehem is required by state law to comply with guidelines set up in the Nurse Practice Act regarding the distribution of medication at school. The main school office staff and some classroom teachers have been delegated to administer medication.



Medication will only be given to students with a doctor's authorization and parental permission, this includes Tylenol and all over-the-counter medication. All medicine given to students is recorded on student medical sheets in the school office or classroom and kept in a locked cabinet. Should medication be required at school, a "Medication Agreement" form is required to be signed by the parent and physician. You will find the form on the website or obtain one from the school office.

## Supervision

Children are supervised in the classroom or on the playground at all times by the teaching staff. Care is taken throughout the day to account for each child's presence. A staff person will be in the room when the children arrive and remain until all children have been signed out. The teacher only leaves after a final check of the classroom and bathrooms. By state law, all children need to be signed in by a parent/guardian when they arrive and signed out by a parent/guardian when they leave. We use a computerized check-in system called Procure to do this. The computerized check in/out system is reviewed at the end of the day to see all children have been checked out.



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"From the rising of the sun to its setting, the name of the Lord is to be praised"

Psalms 113:3

## Preschool Curriculum Goals

### **SPIRITUAL DEVELOPMENT**

- Children know that God cares for them
- Children know what forgiveness is and practices it with others
- Children know that the Bible is real not a storybook
- Children know the name of Jesus and acknowledge He is God not just a good man
- Children know stories that are in the Bible
- Children sing songs about Jesus



### **SOCIAL/EMOTIONAL DEVELOPMENT**

- Children express likes, dislikes and feelings
- Children get along with each other
- Children develop successful relationships with other teachers and students in the school
- Children demonstrate a sense of belonging to their school, church and family

### **APPROACHES TO LEARNING**

- Children exhibit wonder and a willingness to participate in tasks and challenges
- Children take the initiative to try new things
- Children demonstrate an ability to establish goals, develop and follow through with their play plans (self-organization)
- Children show that they know how to solve problems (reasoning)
- Children learn from their past experiences in the learning environment (application)



1 5

"From the rising of the sun to its setting, the name of the Lord is to be praised"

Psalms 113:3

3. Language Development and Communication
4. Literacy
5. Mathematics
6. Science
7. Creativity
8. Physical Health and Development



At Bethlehem we add a ninth, but very important, domain of Spiritual Formation!

Our Learning Centers create the environment for children to learn and grow. Each room has these learning environments:

- Dramatic Play Center
- Library/Book Corner
- Block Center
- Manipulative Toys and Games
- Open Art activities
- Sensory table
- Writing Station
- Computer
- Science Center

In the unlikely event that a child cannot be located, the police will be notified immediately and the parent will be contacted.

Throughout the year, Bethlehem Beginnings will participate in fire and tornado drills. The children will be taken out of the building according to the plans posted by each fire exit door.



## Accidents

Teachers verbally report to parents and send home an accident report when a child is injured in preschool. Parents will be notified as soon as possible in the event of medical emergencies of any type.

## Discipline

Children are very special and important in God’s eyes. We do not want to see any child hurt or injured.

Our number one rule at Bethlehem is that we are not allowed to hurt others physically. We may tell others that our feelings have been hurt, but physical harm is not allowed.

Our discipline practices are guided by Love & Logic principles. Even though children are learning proper socialization at home and in the group setting, we may remove a child from the group to allow them time to “recover” and get ready to return to the group. At times removing a child may mean going into another supervised area such as another classroom or the Administrator’s or Principal’s office. This is not a punishment, but rather a place to cool down and maintain their emotions before returning to the group.

## Insurance

An accident insurance policy is available at a nominal fee. It covers medical costs for injuries that occur while the child is at school or on the way to and from. The day school office can provide you with more information.

## Nondiscrimination Policy

Bethlehem Lutheran School and Early Learning Center admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded to or made available to students at the school. We do not discriminate on the basis of race, color or national or ethnic origin in the administration of our educational policies, admissions policies, scholarships, athletics or other school administered programs.

## Tuition

Tuition is determined annually by the Day School VIT. They are listed in the enrollment packet. Tuition payments are billed the 1st of the month and are due on the 15th. The use of ACH is strongly encourage. Tuition is divided into 10 equal payments beginning in August.

2010/2011 School Year			
	1/2 Day	1/2 Day	1/2 Day
Days per wk	T/TH	M/W/F	M - F
Tuition	\$1527.00	\$2606.00	\$3710.00
Per installment	\$152.70	\$260.60	\$371
	Full Day	Full Day	Full Day
Days per wk	T/TH	M/W/F	M - F
Tuition	\$2671.00	\$3766.00	\$6307.00
Per installment	\$267.10	\$376.60	\$630.7

## School Calendar

Our Early Learning Center is often open when our Day School is not. On these days there is no hot lunch available. Some days we may be forced to close due to stormy weather. Please see the section on School Closures for more information.

Dates we are closed:

September 6, 2010—Labor Day

October 7 & 8, 2010—Staff

Development

November 25 & 26, 2010—Thanksgiving

December 24, 2010—Christmas Eve

December 31, 2010—New Years Eve

January 3, 2010—Staff Development

February 21, 2011—President’s Day

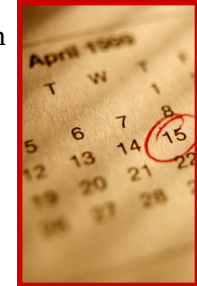
March 17, 2011— Staff Development

April 25, 2011—Easter Monday

May 13, 2011—Camp Prep Day

May 27, 2011—Last Day of School 11:30 am closure.

May 31 and June 1, 2011—Break before Summer Care



## Preschool Curriculum

Our program is designed to allow the children many opportunities to learn about themselves and the world around them. Bethlehem Beginnings Early Learning Center is a place for preschoolers to cultivate their God given potential as outlined in the Colorado Early Learning Standards which identifies standards in 8 domains:

1. Approaches to Learning
2. Social and Emotional Development

