

## **PRESCHOOL YEAR: 2011/2012**

Children are a Gift from the Lord; they are a true blessing. (Psalm 127:3)

# *Welcome*

WELCOME to each of you! We are looking forward to a very busy and exciting year with lots of new experience and activities for the children...our “gifts from the Lord.” It is our hope and prayer that each child will have a joyful and meaningful year here at Bethel Lutheran Preschool. As we the teachers, director, and parents work together this year, may each child grow and develop to be the best he or she can be.

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### **GOALS**

Bethel Lutheran Preschool has been in operation since 1972, successfully preparing children for entrance into Kindergarten by helping them grow spiritually, intellectually, emotionally, socially, and physically. We strive to promote the individuality in each child and to enhance each child’s self-esteem. It is important, therefore that the children be given the opportunity to develop within a concerned and loving environment. The teachers serve as facilitators of learning and provide a wide array of experiences. Given these experiences, children are given the opportunity to:

- Learn to share, work, play, and get along with other children
- Experience separation from parents/family
- Learn discipline and self-control
- Learn to follow instructions, and to stay with work until finished
- Learn to express ideas and feelings in acceptable ways
- Learn to accept responsibility for one’s actions
- Develop language, pre-reading, pre-writing, pre-math skills (including recognition of colors, shapes, letters, numbers and encouragement to use correct strokes in trying to write letters and numbers)
- Learn personal grooming, manners, and develop good health habits
- Develop an awareness and appreciation for God’s world and nature

## **OUR PROGRAM**

Bethel Lutheran Preschool maintains a small student population to give our children the maximum attention for their personal growth. We have the following classes:

- 3 years olds T-TH
- 3 years olds M-W-F
- 4 year olds M-W-F
- Pre-Kindergarten M-T-W-TH-F

Each class has ten children and one teacher, with the exception of the 3-day 4 year old class which has fourteen children with one teacher and one teacher aide.

Within each class the teachers provide experience in arts and crafts, story time, music, creative play, physical exercise, sharing, socialization, and academic exercises – shapes, colors, letter and number recognition for the three year olds and review of shapes and colors, recognition and writing letters and numbers, pre-reading, and math skills for the four year olds.

## **ELEGIBILITY REQUIREMENTS**

To be eligible for enrollment your child must:

- Be 3 years old by September 30, 2011 for the 3 year old class
- Be 4 years old by September 30, 2011 for the 4 year old classes
- Be up to date on all immunizations
- Be self-sufficient with toilet habits

To complete our files, documentation of immunization records need to be in the student's file at the start of the school year. By law, the director must see the child's original birth certificate within the first week of classes.

For the 3 and 4 year old classrooms, we strongly discourage diapers at preschool. As there is only one teacher available per classroom, this type of individualized attention places the other children at a disadvantage. Additionally, children who are not self sufficient in toileting seem to have a more difficult time adjusting to the classroom setting. Also, please help teach your child to re-dress after using the bathroom. We recommend that the children wear clothes that are easy to manipulate.

## **REGISTRATION**

To register your child at Bethel Lutheran Preschool, you should pick up a registration form from the preschool office. Complete the registration form and return to the preschool office with a \$70.00 registration fee. Checks should be made payable to Bethel Lutheran Preschool. The fee will only be refunded if we are unable to enroll your child in our program. Forms may also be mailed to the following address:

**Bethel Lutheran Preschool  
8712 Plantation Lance**

## Manassas, VA 20110

Registrations will be dated and priority established based on the date received and on the following criteria:

1. Bethel Lutheran church members may submit registration beginning February 1<sup>st</sup>
2. Current Bethel Preschool families may submit registration beginning February 1<sup>st</sup>
3. Previous Bethel Preschool families may submit registrations beginning February 1<sup>st</sup>
4. Members of the community may submit registrations beginning February 15<sup>th</sup>

You will be notified of your child's registration status by mail.

Bethel Lutheran Preschool does not discriminate on the basis of race, color, religion, national or ethnic origin.

### **SCHOOL YEAR**

We will be in session nine months from early September to shortly before Memorial Day in May. A school calendar will be provided in the orientation packet. Your child's teacher will provide you with monthly class calendars that will list any days off or special happenings. Please plan to keep these monthly calendars handy and check them daily.

### **SNOW DAYS**

School will be closed due to inclement weather whenever Manassas City schools are closed. Please watch the local TV channels for any school closings. If the city schools open two hours late, the preschool will be in session from 11:00a.m. until 1:00p.m.

Typically missed days are not made up. However, if an unusually high number of days is missed, the Preschool Board may decide to make up some of the days. If this happens, your child's teacher will inform you of any make-up days.

### **TUITION**

Tuition checks are due to the Preschool Director on the first school day of each month. **Make checks payable to Bethel Lutheran Preschool or BLP.** A \$5.00 late fee will be charged for payments received after the tenth of each month. Checks returned due to insufficient funds will be charged a \$15.00 fee. If a second check is returned, you must then pay by cash or money order the remainder of the school year. In order to keep tuition costs down, a student's placement will be revoked if more than one tuition payment is left unpaid. Full tuition will be charged regardless of illness, vacations, or holidays.

We have a **\$30 Activity Fee**. This one time fee is due with your child's 1<sup>st</sup> month tuition. The activity fee covers the cost of activities planned throughout the year such as field trips, performances, and special holiday activities.

**MONTHLY TUITION FEES FOR 2010/2011:**

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|--------------------|------------|------------------|
| • 3 year olds:     | T/TH       | \$140.00 / month |
| • 3 year olds:     | M/W/F      | \$165.00/ month  |
| • 4 year olds:     | M/W/F      | \$165.00 / month |
| • Pre-Kindergarten | M/T/W/Th/F | \$220.00 / month |

**SCHOOL HOURS: 9:15 a.m. to 12:15**

In order to ensure proper supervision in the classrooms, we cannot admit your child into the building earlier than 9:15 a.m. The preschool has a drop off line in the mornings from 9:15-9:25. Please drive around the building, past the playground and to the canopy. We will have staff there to help your child out of the car and into the building. The teachers will take the children to their classrooms promptly at 9:25 so that they can be settled in and ready to begin the day at 9:30. Please plan to arrive on time. When a child arrives late, he or she can lose the morning transition time and will often be at a disadvantage for the rest of the morning.

For the safety of the children, the entrance door into the Preschool Hall will be locked during school hours. If you arrive late or if you attempt to enter during school hours, please use the main entrance by the church office.

**PICK UP**

After school, children should be picked up promptly at **12:15**. When arriving to pick up your child, please come in the main church doors and wait in the Narthex (the area where the children are at drop-off). The preschool director will let you know when you can go wait outside your child's classroom door. You and your child may exit through the preschool door when leaving. Prompt pick ups are important to your child. It can be very upsetting when everyone except your child has someone waiting when school is over. Also, teachers are not compensated for additional time, **please respect and adhere to the 12:15 pick up time**. A \$10.00 fee will be charged if a child is picked up after 12:25. Please call and let us know if you will be late. Your call will allow us to communicate to your child that you are on your way.

A written note is required if someone other than the parent or regular car pool driver will be picking up your child. If you are participating in a car pool, please let your teacher know the car pool schedule, drivers and participating children, in writing to avoid any confusion during pick up. If a child is to be picked up early, please enter through the main church doors and then come by the Preschool Office prior to taking your child.

## HEALTH

Regular attendance is expected unless your child is ill. In order to help prevent the spread of illness among the children and staff, please keep your child home if he/she exhibits any of the following symptoms:

- Has green or yellow nasal discharge accompanied by a fever
- Has been on an antibiotic for less than 24 hours
- Has had 3 or more bouts of vomiting or diarrhea within the previous 24 hours
- Has a fever of 100F or higher in the previous 24 hours
- Shows signs of other symptoms of illness such as lethargy, uncontrollable cough, inexplicable irritability or crying, difficulty breathing, wheezing, or other unusual signs (until medical evaluation determines the child can return to class)

The school would like to be notified by telephone at 368-7125 (preschool office) if your child will not be attending. If your child becomes ill during school you will be contacted to come and pick up your child. If the parent cannot be reached, we will contact the person listed on the child's emergency information form.

Please contact the school by telephone if your child contacts a communicable disease such as chicken pox, strep throat, flu, head lice, etc. Every effort will be made to protect the health and safety of the children. Cooperation of parents in helping prevent the spread of diseases is a great importance. **Please be sure that your child is no longer contagious when he/she returns to school.**

**Please know that any child that is well enough to come to school will be considered well enough to play outside.**

## DRESS

We recommend sneakers and play clothes for daily wear since a lot of school time is spent sitting, playing games, or working on "messy" arts and crafts. Please dress your child so that he/she will be comfortable participating in all activities: painting, running, playdough, etc. Also, please label your child's belongings (such as backpacks and coats) with first and last name. Things do have a way of getting "mixed up".

## PERSONAL BELONGINGS

Each child student should bring a backpack to school every day. Each teacher provides a communication folder for each student. Please check this folder daily as monthly calendars, snack lists, and important notices are sent home in this. Anything that you need to send in (field trip forms, tuition, book orders, etc.) can be put in this folder as well. The teachers check these daily.

Children should not bring personal items to school except on designated show-and-tell days. No type of toy weapons are permitted in the classroom.



### **FIELD TRIPS**

During the year, the preschool schedules a couple field trips. Parents must provide transportation for their child if they are attending. A field trip permission slip must be signed by the parent as well.

### **SNACKS**

With your assistance a nutritious mid-morning snack is provided each day. During the snack period the children learn desirable table manners and conversation skill. At the beginning of each month, the teachers will send home a list of what each child is to bring for that month. Please send in the items by the date requested. Our teachers try to coordinate snack time with what they learned in class and it is very hard to plan when items aren't brought in promptly. If your child has food allergies, please notify the teacher.



### **BIRTHDAYS**

Birthdays are important days at preschool. Your child will have a special day and wear a birthday crown and everyone gets to celebrate. Parents may provide a special snack, such as cupcakes or cookies, on their child's special day. If your child has a summer birthday, a special day will be designated for them in the fall or spring.

## **PARENT PARTICIPATION**

We hope all parents take an active interest in our school and feel free to visit. Your help is always welcome at Bethel. Volunteers are needed occasionally during special functions, field trips, class parties, etc. Anyone with a special talent such as music, dance, puppetry, face painting, story telling, carpentry, or a craft is encouraged to share this talent with the class. Please coordinate visitations with your child's teacher.

## **PARENT/TEACHER CONFERENCES**

Conferences are scheduled once during the year, usually in the winter. If a conference or observation is desired at any other time, make an appointment with the teacher, who is always available to discuss your child's progress.

## **WITHDRAWAL**

Parents must notify the director in writing one month prior to withdrawal. This gives us time to find another applicant to fill your child's spot. No tuition rebate will be granted for any period in which a class space is reserved for your child.

## **MEET OUR STAF**

**Michele Blue** joins us for her 5<sup>th</sup> year at Bethel Lutheran Preschool. Michele teaches a **5 day 4 year old** class. Michele attended Virginia Tech where she received a Bachelor of Arts in Interdisciplinary Studies. She also completed an Elementary Education PK-6 Licensure Program at George Mason University. Michele has taught kindergarten and first grade in Prince William County. She currently coaches volleyball at Osbourn Park High School. Michele lives in Bristow with her husband and 2 children.

**Dana Pannell** is joining us for her 1<sup>st</sup> year at Bethel Lutheran Preschool. Dana will be teaching one of our **5 day 4 year old classes**. Dana has a Bachelor of Science in Family & Child Development as well as a Master of Science in Education – Early Childhood Special Education. She has worked as a Preschool Teacher for several years and also has been a substitute teacher for PWC Schools. Dana lives in Manassas with her husband and three children.

**Sande Neeley** returns for her 2<sup>nd</sup> year at Bethel Lutheran Preschool. Sande teaches the **3 day 4 year old** class. She graduated from Utah State University with a B.A. in Elementary Education and dual minors in Children's Literature and Library Media. She has taught in both the public and private school systems in Utah, California, and Michigan. Sande enjoys gardening and reading. She and her husband also enjoy visiting the nearby state and national parks, museums, and historical sites. They live in

Gainesville and have two grown children. Their daughter lives in Rochester, Michigan and their son lives in Chicago, Illinois.

**Charlene Shepard** joins us for her 5th year as director of Bethel Lutheran Preschool. Charlene has been involved with the preschool for many years. She has 2 children who attended here as well as 4 children she has cared for in her home. Charlene served as the preschool's treasurer for several years. She enjoys spending time with her family and friends.

**Kim Shaver** joins us for her 5th year at Bethel Lutheran Preschool. Kim teaches our **3 year old** classes. Kim has worked as a Teacher Assistant and Kindergarten Assistant in Prince William County for several years. She enjoys reading, gardening, and taking care of animals. Kim lives in Manassas with her husband and 2 daughters.

**Annette Peterson** joins us for her 6<sup>th</sup> year at Bethel Lutheran Preschool. Annette is our music teacher and a mother of 7. She has been singing since kindergarten and thoroughly enjoys sharing her love for music with our preschoolers. Annette was a church choir director for 8 years and is currently the children's music leader for her church. She also is a substitute teacher for PWC Schools. Annette enjoys scrapbooking in her spare time. She coaches soccer and volunteers with the OPHS Band.

**Cheryl Asturias** returns for her 4th year as the preschool aide. Cheryl has 3 daughters that have all attended the preschool. She is a hard worker and enjoys helping wherever she is needed. Cheryl lives in Bristow with her husband and children.

**Candice Ferguson** joins us for her 1<sup>st</sup> year as a teacher aide for the **3 day 4 year old class**. Candice has worked with young children for 3 years. She has an Associate Degree in Medical Assisting and is CPR and First Aid certified. Candice is a mother of two and lives in Manassas with her husband and children.

