



PARENT HANDBOOK 2023-2024

109 E Main Street, Dallastown, PA 17313
www.gotobethlehem.org

717-244-1486, ext. 3
bum.preschool@gmail.com

HELLO!

The beginning of a new school year is a thrilling time for any family with school-age children. So much is new. So much is filled with hope of growth and the joy of learning. The Staff of the Preschool, the Preschool Board and the people of Bethlehem Life Church are eager to welcome you to what will prove to be an exciting 2023-2024 school year. We count it a very real privilege to partner with you at this stage of your child's development and want you to know that we will sustain the staff and children with our prayers that your child will grow in wisdom and in stature.

In the love of Christ,

Pastor David Stough

OUR GOALS:

- ✓ To promote the full development of each child.
- ✓ To provide many opportunities for creative play.
- ✓ To help each child develop a positive self-concept.
- ✓ To be sensitive to each child's emotional needs.
- ✓ To help each child grow in self-discipline by setting reasonable limitations, rules to follow and building respect between students and teachers.
- ✓ To help each child learn through direct involvement with a variety of materials, people, and places.
- ✓ To help each child grow in kindergarten readiness skills.
- ✓ To respect the rights of others through cooperative play & sharing.
- ✓ To value and encourage the direct involvement of parents.

Bethlehem Preschool provides a quality education in a dynamic Christian environment. We believe that our role as a school is to partner with the family and church to help in the education of the whole child, socially, physically, emotionally, intellectually, and spiritually.

As a Christian school, we provide a safe, loving environment. Our program is based on the following truths:

- God has created each child uniquely in His image and has given that child special talents which should be developed and enhanced in a manner that glorifies God.
- A well-structured and fully planned program of activities. The STEAM Process is the foundation of all our classes.(Science, Technology, Engineering, Art, Math) In addition, music, field trips, resource people, literature, problem solving, creative play and exercise is utilized to encourage the development of the whole child.

MEET OUR TEAM

CHRISTINA STAUFFER

Miss Christina is the director and our four day four-year-old teacher at Bethlehem Preschool. She has an undergraduate degree in Elementary Education from Bloomsburg University. Before becoming a stay-at-home mom, she taught kindergarten in Washington, D.C., and fifth and sixth grade as a long-term substitute at Dallastown. She lives with her husband, Josh, their kids, Sophia and Matthew and their dog, Cooper, in Red Lion. She loves to cook and enjoys spending time with family and friends. She is an active member of St. Joseph's Roman Catholic Church of Dallastown.

KATELYN WHEELER

Miss Kate is part of our three-year-old teaching team and our head enrichment teacher, as well. Miss Kate has a B.A. in Communications/Journalism from Virginia Polytechnic and State University. She is also a member of the National Society of Collegiate Scholars. Miss Kate is married and a mother of two Bethlehem graduates!

ANDREA FISHER

Miss Andie is part of our three-day, four-year-old teaching team, working with Miss Karen. She is a parent of four children, two of which graduated from Bethlehem Preschool! She volunteers in her church and for the Dallastown Area School District. She also does bookkeeping for her husband's business. Miss Andie is a member of Salem Lutheran Church.

SARA DAY

Miss Sara is part of our four-day, four-year-old teaching team, working with Miss Ashley. She is a mother of a Bethlehem graduate! Miss Sara has a Bachelor of Science in Psychology. She has worked with many young students in and outside of the classroom and has extensive experience with behavior health and Autism Spectrum disorders. Sara is a mother of two children and an active member of Living Word Church. She enjoys reading, playing outside with her kids, and watching them play sports.

SHARON KROUT

Miss Sharon is our three-year-old teacher and teaches all our 3's classes. Miss Sharon is a mother of two Bethlehem graduates! Miss Sharon has an undergraduate degree in Elementary Education and has experience teaching in the Southern and Dallastown school districts. In addition, she has experience in working with early intervention and at another local preschool. Miss Sharon is married and enjoys spending time with her family and friends. She attends Codorus Church of the Brethren.

KAREN LEHMAN

Miss Karen is our three-day, four-year old classroom teacher. She studied at York College and has worked in two different York County preschools. Miss Karen has worked in the kindergarten program for the Dallastown Area School District for many years. She is married with three children, five grandchildren, and is a dedicated member of Pleasant View Church.

LINDA LAU

Miss Linda is part of our enrichment teaching team with her daughter, Miss Kate. She can also be found at Bethlehem as a substitute teacher. She has an undergraduate degree in Health & Physical Education from Edinboro University and is a multiple business owner. Miss Linda loves spending time with her family, sports, cooking, crafting, gardening, and creating new adventures for her grandchildren!

ADMISSION REQUIREMENTS:

Our policy is to admit children of all faiths and national origins. A child must be 3 or 4 years of age by August 31st of the present school year to be eligible for the respective program. It is strongly recommended that children be potty trained.

CLOTHING & POTTY TRAINING:

Comfortable clothing that lends itself to independence is suggested. Secure footwear provides safety in play. It is strongly recommended that children wear sneakers that tie or buckle shoes. Sneakers are essential for our students on their scheduled gym class.

POTTY TRAINING

While we strongly prefer that all students be potty-trained to attend, we also recognize potty accidents occur. Do not be embarrassed by this occurrence. Punishment is never warranted for a toilet accident. Teachers and Miss Christina will assist with accidents (those not in Pull-Ups) and will return the student back to his/her class. The Preschool has a change of clothing for the child if this should occur. Parents/Guardians are asked to wash and return the borrowed clothes immediately. Another option is to keep an extra set of season-appropriate clothing in your child's backpack. (A warm change of clothes for the winter and a cool set for spring.) Please include underclothing, socks, pants/shorts. **Should a child arrive in a Pull-Up and become soiled, a parent will be called to come change the child. We do not have the appropriate means to change a child who is in a Pull-Up or diaper.**

COMMUNICATION:

We want to keep the communication channels open at all times between parents/guardians and teachers. Please feel free to ask questions regarding your child at any time. If you feel there is a problem about anything, let us discuss it. Parent/Guardian participation and sharing of ideas are considered an asset to the program.

To report absences, concerns, or to answer any preschool questions, please call our preschool office, 717-244-1486. Ext. 3. The director will pass on correspondences and questions to the staff. The preschool office is open from 8:45 AM until 3:10 PM every school day; you can stop in or call anytime! All messages left on the answering machine will be addressed in a timely manner. Messages can also be sent via our **Brightwheel App** straight to the director (Admin message) or your child's teacher.

Conferences are held in the early spring (Kindergarten registration time) for children in the four-year old classes. All students will receive evaluations throughout the school year. Conferences for all students can be arranged upon request.

A calendar for each class containing upcoming events, topics, snacks, and important reminders will be posted online monthly. The preschool newsletter can be found at www.gotobethlehem.org under the "Preschool" tab.

Parents will receive communication via the Brightwheel App regarding school closings and delays pertaining to inclement weather, updates on infectious diseases, newsletters, calendars, and other announcements that need to be quickly communicated. (Brightwheel App information will be sent home during Orientation.)

BIRTHDAYS:

Birthdays are special – and we enjoy celebrating them!! Parents/Guardians may bring in a special treat if they wish. Cookies, brownies, doughnuts, and popsicles make great treats. Please note that cupcakes are messy and discouraged as a birthday treat option. In addition, cakes are time consuming to cut and serve, and are also not suggested.

Parents/Guardians are asked to refer to the 'Say No to Nuts' reference when providing birthday treats.

CONTACT INFORMATION:

Staff can be reached throughout the school day by calling our preschool office, (717) 244-1486, ext. 3.

Bethlehem Preschool
109 East Main Street, Dallastown, PA 17313
E-Mail: bum.preschool@gmail.com
Phone: 717-244-1486 Ext, #3

- Mrs. Christina Stauffer, School Administrator
Cell: 610-751-1797 (call or text)
E-Mail: bum.preschool@gmail.com
- Mrs. Karen Lehman, karenlehman@comcast.net
- Mrs. Sharon Krout, thekrouts@comcast.net

If you wish to speak with a BLC Preschool Board Member, please leave a message requesting a return call with the BLC Office at 717-244-1486.

HOURS:

Preschool hours are from 9:00 AM – 11:30 AM (morning classes) and from 12:30 PM–3:00 PM (afternoon classes). Three-day/ four-year old classes meet on Tuesdays, Wednesdays, and Fridays, either in the morning or afternoon. There is also a 4-day four-year old class that meets Tuesdays through Fridays, in the morning. Three-year old classes meet on Tuesdays and Thursdays in the morning or afternoon, as well as a class that meets on Wednesday and Friday mornings.

The church alarm system mandates that children attending morning sessions should arrive promptly between 9:00 AM – 9:15 AM, or between 12:30 PM – 12:45 PM for afternoon sessions. This time is designated for greeting the children and self-directed tabletop activities. If running late, ring buzzer at Door 6. (Green door in alley) Please see the "Security System" section of the Handbook for more. Children should be picked up promptly at 11:30 AM and 3:00 PM. Parents/Guardians form a line outside each classroom for dismissal unless otherwise specified. A late fee of \$10.00 will be charged to your account for habitual tardiness or for unauthorized non-emergency late pick-up after class. 'Habitual tardiness' is defined as a third occurrence of late pick-up.



TUITION AND FEES:

- **Due at Registration:** A registration fee of \$30 AND the final month's tuition for the upcoming school year (May) is due at the time of registration. All registration fees and tuition payments are nonrefundable.
- **Monthly Tuition:** Tuition for September through April can be paid monthly and is due by the 1st of each month. Parents are encouraged to pay ONLINE through the Brightwheel App. Forms of payment include debit card, credit card, and ACH check transfer. This means of payment is the most safe and efficient for our records. Payment by check or cash can also be made. All checks should be made payable to Bethlehem Preschool. Please include your child's name in the memo line of the check. All cash or check tuition payments should be placed in the deposit box marked preschool payments in the classroom hallway and should be clearly labeled.
- **Late Fee:** A late payment of \$10.00 will be added to your account if tuition payment is not received by the 10th of each month. Please notify preschool director if you have concerns about tuition payments.
- **Returned Check Fee:** A fee of \$20.00 will be charged to cover the bank's Non-Sufficient Funds (NSF) fee. In addition, cash only will be accepted for tuition after a NSF check has been received.
- **Activity Fee:** A fee of \$40.00 is due September 10th and must be paid before the first scheduled field trip. This one-time fee is used to defray the cost of vision screening, birthday box gifts, field trips, student newspapers, craft photos etc. Payments can be made on the Brightwheel App or by cash or check (placed in the tuition boxes).

Information about fees can be obtained by contacting the Preschool Treasurer, Cathy Mentzer, at 717-244-1486 ext. 3.

WITHDRAWAL:

A two-week written notice requesting withdrawal from the program is required by the parent/guardian. The Preschool Board has the right to withdraw any child that is disruptive to the program; a one-week notice will be provided.

In the case of withdrawal, the first and last month's tuition, registration fee, and activity fee are not refundable. Tuition for all other months will be refunded or waived, effective as of the date the child is withdrawn from the program.

DISCIPLINE POLICY:

Discipline towards the children will be in a positive, non-punitive manner. Staff members will not use any form of physical punishment (spanking, pinching, arm jerking, etc.). They will not use language toward a child that ridicules or belittles. Your child will be treated with respect in all situations. If a student is having a bad behavior day, and needs to step out of the classroom, the director will aid in calming the student down and will work with the student to finish their work in the preschool office. Our policy is to love them through it. Parents will be notified if additional steps are needed for continued success.

EMERGENCY MANAGEMENT PLAN:

Dear Parents/Guardians,

Since the safety of the children given to our care is always our top priority, we felt it important to share the Bethlehem Preschool Emergency Operations Plan with all our families. This Operations Plan is approved and on file with the Dallastown Emergency Management Agency, which is in cooperation with other regional response teams.

The nature of events that would require evacuation are many and varied. They may be simple, as to require evacuation to a nearby location, to which we could easily walk. A fire in our building is an example. More complex events might require that our students be evacuated further than a block away, or even transported to a location outside of Dallastown. An example of such an event might be an accident with toxic materials which would endanger the whole borough.

We want you to know that we have arranged for these contingencies, with the following evacuation sites:

- ❖ In-Place Sheltering: Incidents in which we are required to take cover inside the building as an appropriate response. We would move the children within the building to a space that is determined to be most safe. An example would be weather or another sudden crisis.

- ❖ Immediate Evacuation (Walking Distance): Students would be evacuated one block to Dallastown Elementary School, S. Charles Street, Dallastown. This would be in the event of fire, storm or other incident that would make our building unsafe.

- ❖ Evacuation (Walking Distance): In the case of an incident that would endanger the block surrounding the church, students would be evacuated to the Dallastown Fire Hall, 50 North School Street, Dallastown.

- ❖ Total Evacuation (Transport): In the case of an incident that would endanger the entire community of Dallastown, students would be transported to the York County School of Technology, 2179 South Queen Street, York.

In the event of an emergency that requires evacuation outside of the Bethlehem Life Church building, parents/guardians are encouraged to listen to WGAL-TV8 for information or consult their website at WGAL.com. If circumstances allow, staff will also communicate updates via the Brightwheel App and on the church website at gotobethlehem.org.

We respectfully request that in the event of an emergency that you do not call our main number. This will allow us to receive important communication from the Emergency Management Agency and other emergency personnel as necessary. Upon assuring the safety of the children, efforts will be made to call the parents/guardians of each child to inform you of protective actions and where you may safely pick up your child.

Your Student Information Form lists the persons who are allowed to pick up your child. Please do not send someone who is not on that list as it will only add confusion to what may be an already stressful situation. To ensure the safety of your children and our staff, we ask for your understanding and cooperation. We pray that no incident will require the responses outlined in this letter, but we know that you will feel better that we have anticipated a process to meet such events.

Thank you,
Preschool Director and the Bethlehem Preschool Board

HEALTH:

Your child's health is of utmost importance to all of us. All children attending Bethlehem Preschool should be free of contagious diseases. Children who have a fever, cough or infection may not be brought to school.

Please keep your child at home if he or she has:

- Begun taking antibiotics in the last 12 hours
- A persistent cough
- Symptoms of a possible communicable disease (such as sniffles, reddened eyes, sore throat, headache, abdominal pain, or fever)
- A rash
- Diarrhea or vomiting during the previous 24-hour period

When a child has been absent due to illness, he/she should not return to school until he/she has been without a fever or symptoms for at least 24 hours. Please refer to the Health Screening card for guidance.

ALLERGIES: A 'Medication Administration Consent' form must be on file with the Preschool. The form is for students with allergies that need medications during school hours in case of an allergic reaction or other health related issues. The form, available upon request from your child's teacher or in the preschool office, requires a physician's signature.

IMMUNIZATIONS AND INFECTIOUS DISEASES:

The Preschool Board is now requiring a signed waiver form be on file for those students who are not immunized due to moral or religious beliefs. Waiver forms are available from your student's teachers or the preschool office. Forms must be turned in at the start of the school year.

In the event of an infectious disease outbreak at the school (i.e. chicken pox, whooping cough) those students who have not been immunized according to Pennsylvania's school immunization requirements will receive a personal phone call. All other students will be notified via e-mail communication or the Brightwheel App.

SAFETY:

Every effort is made to ensure the safety of the children. If an accident occurs at school, the parent/guardian will be contacted immediately. If the parent/guardian cannot be reached, we will contact the emergency contact person on the child's information form.

Your child will always be under close supervision. However, if a child for any reason leaves the supervision of the teachers without their consent, they will not be responsible for anything that may happen to the child during the time of absence.

Children should be escorted by their parent/guardian directly to the classroom / drop off location. If your child is dropped off without supervision and does not go directly to the assigned location, the teacher is not responsible.

Please notify the preschool office, 717-244-1486, ext.3, in advance if someone different is picking up your child. Identification will be requested as proof of identity.

ALLEY SAFETY

The preschool would like to stress the danger of the back alley behind the church due to the heavy car traffic and blind spots. Parents are required to always hold the hands of their children when stepping into the alley while entering and leaving the preschool.

SECURITY SYSTEM:

Bethlehem Life Church takes the security of our Preschool seriously. Our state-of-the-art security system provides a secure and safe environment for our students throughout the school day. Our preschool hallway is locked at all times, as well as each classroom door.

Exterior church doors will be unlocked for entry on school days according to the following schedule.

AM Classes: 8:50 AM to 9:15 AM and 11:20 AM to 11:40 AM

PM Classes: 12:20 PM to 12:45 PM and 2:50 PM to 3:10 PM

We ask all parents/guardians to respect the entry times posted above. Parents/Guardians arriving before or after the stated times will be required to push the call box button at door 6 to gain entry by the church office administrator, Linda Reed, or a preschool office staff member. Whenever possible, it is requested that parents/guardian inform their classroom teacher in advance if they plan to arrive early or late. The safety of our Preschool children is our NUMBER ONE priority!

UNEXPECTED CHURCH ACTIVITIES DURING PRESCHOOL HOURS:

From time-to-time church activities (funerals, special services, luncheons, etc.) may be held during Preschool hours that may cause a disruption to normal Preschool drop off/pick up procedures, or, may greatly limit parking availability. For such events, parent/guardians will be given notice and specific instructions for drop off and pickup via the Brightwheel App or a note will be sent home with students ahead of time if possible.

FRONT PARKING LOT:

Bethlehem Preschool and the Preschool Board have a strict policy regarding the front parking lot. Permission to park in the front lot will be granted as circumstances warrant. Approval is dependent upon the completion of an application and review by the Board. Those granted permission will be issued a parking permit to be displayed on their dashboard.

Requests for a parking permit application can be made to the director. Applications are available throughout the year. Stop into our preschool office or talk to your child's teacher.

PERMISSION SLIP FOR INTERNET POSTING:

Each student is required to have a permission slip on file stating their parent's/guardian's wishes regarding the posting of photos, craft items/schoolwork, and their child's name in the hallway and on the internet. Bethlehem Preschool has a website, Facebook, and Instagram where information and updates on the Preschool program are posted. We will never post your child's name.

The 'Permission to Publish' form should be completed and returned to your child's teacher within the first two weeks of the school year. Parents/Guardians are encouraged to address their questions or concerns regarding the form to their child's classroom teacher or to our Director.

BETHLEHEM PRESCHOOL

2023-2024 HEALTH AND SAFETY PLAN

The Bethlehem Preschool Health and Safety Plan is created to address protocols, including COVID-19, as they apply to our staff and students for the 2023-2024 school year. This is a fluid document, based on local, state & federal guidelines; we will continue to monitor updated CDC / PA state guidelines and communicate necessary changes throughout the year.

STUDENT DROP-OFF AND PICK-UP PROCEDURES

Student Drop-Off and Pick-Up procedures will be reviewed at Student Orientation.

STUDENT DROP OFF:

- Families will use the Alley Entrance, "Door 6" (the Green and Orange Alley door).
- The door will open at 8:50am for our morning classes, and 12:20pm for our afternoon classes. The doors will lock promptly at 9:15am and 12:45pm
 - Miss Sharon's 3-year-old class will proceed up the stairs. Drop off will occur at the classroom door in the preschool hallway.
 - Miss Karen's & Miss Ashley's 4-year-old classes will drop off, to their teachers, in the "Old Fellowship Hall," just inside Door 6. Once the students have arrived the classes will proceed upstairs.

STUDENT PICK UP:

- ALL CLASSES will be picked up from their classroom door in the preschool hallway. Pick-up for our morning classes is 11:30am. Our afternoon classes pick-up at 3:00pm.
- Parents/guardians will again use Door 6 to enter the building and proceed up the stairs to the preschool hallway.
- Door 6 will open at 11:20am and 2:50pm for pick-up, and will lock promptly at 11:45am and 3:15pm. PLEASE do not be late for drop-off/pick-up. If you are running late, use Door 6 and ring the buzzer. You will need to wait for a staff member to unlock the door.

PLEASE be aware of the fast-moving traffic in the alley behind the church. The alley can be very dangerous. Do not block the alley while waiting for the doors to open. While waiting, please keep your children with you.

MONITORING STUDENTS AND STAFF HEALTH

PROCEDURES

- Any student or staff member who exhibits symptoms on the Health Guide, issued by the preschool, will not be permitted in the building and must remain symptom free for 24 hours (without medication) before returning to school.
- Bethlehem Preschool reserves the right to request a doctor's note from any student or staff member to return to the preschool. **A Doctor's note will be required to return to school if a student is positive with COVID-19, **OR** they miss 3 or more school days due to a contagious illness or rash.**
- Students and Staff who exhibit Flu-like or COVID-19 symptoms should seek medical attention and instruction before returning to school.
 - *If your student tests positive (or is presumed positive) with COVID-19, they will not be permitted to return to school until a timeline has been established with the director – who will be contacting the PA Department of Health for the most recent guidance/timelines. They must also remain fever free for 24 hours without fever reducing medication and be 48 hours free of any new symptoms. Tuition would still be due. (see quarantine guidelines on next page)*

• *A student or staff member who is quarantined following a “close contact” with a COVID-19 case may not return to school until a timeline has been established with the director, as outlined above.*

- If the Preschool Staff is concerned about your child’s health at any time during the school day parents/guardians will receive a call.
- The Preschool staff reserves the right to send a child home if the student is exhibiting signs and symptoms of being ill.
- If a student becomes ill at school, he/she will be separated from their classmates. A parent/guardian or emergency contact will be called and the student must be picked up within 30 minutes.

TUITION PAYMENTS

- Tuition payments should be made even if a child is required to remain at home due to illness or COVID exposure.
- With regards to school wide closures due to COVID-19, we will follow the guidelines for school set by the PA Department of Education and/or Dallastown Area School District.
- If school closes temporarily, 50% tuition would be due for the first full month of closure. Educational packets would be provided during that closure.
- If school closes beyond one full month, the Preschool would be closed until the closure is lifted by the PA Department of Education and/or Dallastown Area School District. No tuition payment would be due during this closure.

COVID-19 CONTACT

- Families are asked to notify the preschool in the event of a confirmed COVID-19 case in your home.
- If a family member or caregiver is exhibiting Flu-like symptoms, a pending COVID-19 test, or has a positive COVID-19 test result, the student would be required to complete the appropriate quarantine period, as advised by your medical professional, and communicated to the preschool director.

TRAVEL

- We will monitor all travel recommendations and restrictions throughout the school year and communicate changes if needed.

FACE MASKS/SHIELDS AND SOCIAL DISTANCING

- Student safety is always our goal! In compliance with the Department of Health & Safety masking will **NOT** be required unless necessary as part of Covid protocol (i.e., the last 5 days of a 10-day timeline). We will continue to monitor recommendations & guidelines and make adjustments as needed. Should you select to send your child to school with a mask, we will encourage your child to wear their mask properly.
- While social distancing is not always possible, we do ask that families try to distance themselves during drop off and pick up.
- If your child is exhibiting signs of illness and awaiting pick up, we may ask your child to wear a mask until they are picked up.

PERSONAL BELONGINGS

- Only send items that are necessary for the day. Please do **NOT** bring party invitations or gifts for children to distribute in the classroom. Please distribute these items at drop-off or pick up with a parent.
- Each student should have a bagged change of clothes (seasonally appropriate) in the bottom of their backpack.
- All jackets, extra changes of clothes and backpacks should be labeled with your child’s name.

VISITORS & THERAPISTS

- Therapists will not work with students in the classroom this year. Rather, they will be provided with a quiet space to work with students either in the preschool hallway or in “the parlor” (adjacent to the directors office.)
- Visitors will be permitted, based on schedules and confirmation with the director and classroom teacher.

ADDITIONAL PROCEDURAL CHANGES

The following procedural changes were implemented last year and will be continued throughout the 2023-2024 school year. These procedures will be under constant review and adjustments will be made as necessary.

HYGIENE

- Hand sanitizer will be offered to students as they enter the building to start the school day and will be used throughout the school day.
- Warm soap and water for hand washing will be used throughout the school day. Although our water fountains remain closed, cups will be utilized for students during snack time.
** Please do not send in water bottles from home.**

CLEANING AND SANITIZING ROUTINES

- Preschool classrooms will be well ventilated with fresh air; open windows will be utilized when possible.
- All air conditioner and heater filters will be cleaned regularly.
- Classroom carpets will be deep cleaned throughout the year.
- Preschool staff will clean and disinfect toys and surfaces throughout the day with approved EPA cleaning solutions.
- Our staff will not use these cleaning supplies near the students or their belongings. * Preschool staff will clean bathroom surfaces throughout the day.
- Toys and manipulatives will be sanitized throughout the day and between each use. All high touch areas will be cleaned with increased frequency.

INCLEMENT WEATHER POLICY:

Bethlehem Preschool will follow weather decisions made by Dallastown Area School District (DASD), however we do not always follow it exactly. Parents/Guardians are encouraged to check the WGAL website for announcements of closings due to inclement weather and look for communication sent via the Brightwheel App. Cancellations and delays will also be on the preschool website, www.gotobethlehem.org.

- Full day cancellation: If DASD cancels classes for the entire day due to inclement weather; Bethlehem Preschool classes are also cancelled. Efforts will be made to provide “Virtual School Days” during inclement weather for our students complete with at-home learning activities for continuity of instruction. We may make up snow days, if necessary, during our end of the year celebration week.

- Two-hour delay: If DASD puts into effect a two-hour delay, our schedule that day will be modified as well. With the modified schedule, our morning classes will be held from 11:00 AM – 12:30 PM and the afternoon classes from 1:30 PM – 3:00 PM.

If severe weather conditions arise after school has started, pick-up time will be at the parent’s/guardian’s discretion. Parents/Guardians are asked to keep their class lists available throughout the entire school year.

SEE FOLLOWING PAGE



**BETHLEHEM
PRESCHOOL**

❄️ **INCLEMENT WEATHER POLICY** ❄️

In the case of poor weather conditions, please refer to our procedures below.

Decisions to delay or close school will be made each morning by **7:30 AM**.

The **BRIGHTWHEEL APP** will feature the most up-to-date information. Please sign-up via the link sent to your email or phone number.

Parents/caregivers are encouraged to check WGAL after 8:00 am for announcements regarding closures or delays. Please watch for ***Bethlehem Preschool.***

Our preschool website (gotobethlehem.org) or WGAL.com will also feature the closure or delay information.

For most closures and delays, we will follow the Dallastown Area School District.

- a DASD **closure** will mean a **closure** for preschool
- a DASD **three (3) hour delay** will mean a **closure** for preschool
- a DASD **two (2) hour delay** will mean a **modified schedule**:

AM classes 11:00 am - 12:30 pm

PM classes 1:30 pm - 3:00 pm

Should severe weather conditions arise after school starts, early pick-up is encouraged.

CAUTION: The alley and parking lots become very icy during the winter.

SAY NO TO NUTS':

Due to allergy concerns, we ask that no snack, birthday treats, or lunches be sent that contain peanuts or tree nuts. Children with nut allergies can have very severe allergic reactions, which may require immediate medical attention.

It is very important that ingredients be checked. By law, allergens must be listed in bold print on nutrition labels, very often at the end of the ingredients list. It is also unsafe to send foods to school that have a label that reads, "Manufactured in a facility that processes peanuts or tree nuts."

If you prepare a snack for your child to bring in to school, please cut the ingredients list out from the box and send it in with the snack. If the snack is home-made, please send a list of the ingredients used.

Parents of children with any allergies are encouraged to send snacks for your student throughout the year. Snacks can be stored in your student's classroom.

Please notify the Director if you have any concerns or questions about our policy.

SNACK TIME:

Starting good eating habits early in life is so very important. Snack time, coupled with a learning situation, is an ideal time to begin this journey down the road of nutritious food. With the willing participation of parents/guardians providing these snacks, we will use snack time for the betterment of your child's health. Rather than sugary juices, the children will receive water with their snack. The school will provide cups and napkins. Students are discouraged from carrying extra snacks in their backpacks.

During orientation and in September newsletters, your student's teacher will share with you some additional information regarding snack day assignments. If you choose not to help provide a snack periodically throughout the school year, please let your teacher know.

Parents of children with food allergies are encouraged to send snacks for your student throughout the year. Snacks can be stored in your student's classroom.

Please notify staff if you have any concerns or questions about our policy.

SNACK SUGGESTIONS:

- | | | | |
|--------------------------------------|-------------|-------------------|----------------------|
| ✓ Fruit – cut into pieces | ✓ Cheese | ✓ Muffins | ✓ Breads |
| ✓ Fruit Snacks | ✓ Crackers | ✓ Veggie Sticks | ✓ Nutritious Cookies |
| ✓ Pudding in Cups | ✓ Snack Mix | ✓ Ice Cream | ✓ Cereal Mix |
| ✓ Finger Jell-O | ✓ Popcorn | ✓ Graham Crackers | ✓ Pretzels |
| ✓ MINI Cupcakes only, please! | | | |

LUNCH BUNCH:

Lunch Bunch provides another opportunity for your student to develop independence while having fun at the same time! The program is staffed by the director and/or Preschool parents. All volunteers have clearances. If you would like to help, please let the director know!

Lunch Bunch is held in Old Fellowship Hall on scheduled days from 11:30 AM–12:30 PM at the cost of \$7.00 per student/per session. The student enjoys the first 30 minutes of Lunch Bunch eating lunch followed by 30 minutes of different activities, listening to stories or enjoying free play. Children who are part of an afternoon Preschool class will be escorted to their classroom at the conclusion of Lunch Bunch. Students need to bring a packed (nut-free) lunch that is easy for them to eat. Please be sure to provide a drink for your student. (Please note that there is no microwave or refrigerator available.)

Lunch Bunch is limited to 18 students on a first come/first served basis. Registering for a session can either be done in advance or the day of Lunch Bunch, if space is still available. Parents/Guardians should be aware that a Lunch Bunch session can be cancelled without prior notice if attendance is low, staff sickness, or if the weather is questionable.



BETHLEHEM PRESCHOOL

2023-2024 CALENDAR

Three-Year-Old Classes		Four-Year-Old Classes	
Tuesday – Friday September 5 – 8	Orientation	Tuesday – Wednesday September 5 - 6	Orientation
Tuesday – Friday September 12 – 15	First Days of Class (Shortened Days)	Thursday – Tuesday September 7 – 12	First Days of Class (Shortened Days)

Tuesday	September 19	ALL CLASSES	Regular Class Time begins
Thursday - Friday	October 5 & 6	No School	In Service
Tuesday– Friday	Nov. 21 – Nov. 24	No School	Thanksgiving Break
Thursday – Friday	Dec. 21 – Dec. 29	No School	Christmas Break
Tuesday	January 2	Return to School	New Year
Tuesday	January 16	No School	In-Service
Friday	February 16	No School	President’s Day Weekend
Thursday & Friday	March 28 & 29	No School	In Service
Thursday – Friday	April 11 – April 12	No School	Easter Break
Tuesday – Friday	May 15 – May 17	Graduation Week	Specific dates TBA
Wednesday	May 22	School-wide Picnic	Celebration time!

Calendar subject to change due to weather cancellations/snow makeup days*

ALL PRESCHOOL STUDENTS AND THEIR FAMILIES ARE

INVITED AND WELCOME

AT BETHLEHEM LIFE CHURCH!

SUNDAY WORSHIP AT BETHLEHEM LIFE CHURCH:

9:15 AM Contemporary Service (Bethlehem Church's Contemporary worship Center)

Come as you are, dress is informal, and participate in a joyful hour of music and teaching testimony lead by our Praise Team and Pastor. Childcare available.

10:30 AM Traditional Service (Bethlehem Church Sanctuary)

The style of music led primarily by the Chancel Choir includes the classical to the country and from the country to the spiritual. Dress may be business or casual attire.

Childcare available.

9:15 AM – 10:15 AM Sunday School

Bethlehem Church offers a Sunday School program that introduces children of all ages to God, His Son, His Word, and His Church.

For more information on Worship/Sunday School at Bethlehem Life Church, please visit the church's website at

www.gotobethlehem.org

ALL CHILDREN AND YOUTH ARE WELCOME TO JOIN US!

Bethlehem Church would like to invite you and your family to visit us on Sunday mornings. Our Children and Youth departments offer spiritually enriched classes on Sunday mornings for all children - ages newborn through grade 12.

In addition to Sunday morning classes, Bethlehem also has an active junior high and senior high youth group program.

For more information, please contact:

- Children's Ministry Director, Julie Spyker (jbspyker@hotmail.com)

JUNIOR CHOIR / CHILDREN'S HAND BELL CHOIR AT BETHLEHEM CHURCH:

All preschool (potty-trained) and elementary school-aged children are welcome to be part of the Junior Choir at Bethlehem Church! Practices are held every Sunday morning from September through early June. Children attend the 10:30 AM worship service with their family, and are dismissed to go to choir practice following their special *'Time with the Pastor'*. Practice concludes when the worship service ends, 11:30 AM – 11:40 AM.

This year the children will be performing two musicals, a Christmas musical and spring musical. Bethlehem Church also has a children's hand bell choir that performs a few times each year.

For more information on either the Junior Choir or Children's Hand Bell Choir, please contact Natalie Smith, director, at 717-244-0218. Or email: natalie40@gmail.com

PARENT HANDBOOK

2023-2024

BETHLEHEM PRESCHOOL

109 East Main Street, Dallastown, PA 17313
Phone: 717-244-1486, opt. 3 | Fax: 717-417-2831
bum.preschool@gmail.com | gotobethlehem.org