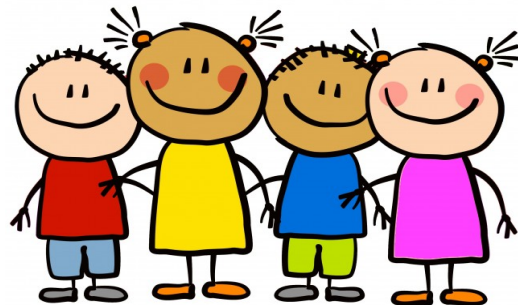




PARENTS' HANDBOOK



**Located in the
OWENS FAMILY EARLY LEARNING CENTER**

**3333 Bernard Street
Bakersfield, CA 93306
661.546.4464**

WELCOME



to

Bakersfield Adventist Academy Preschool

3333 Bernard Street

Bakersfield, CA 93306

Office: 661.871.1591 ext. 207 Direct Line: 661.546-4464

Welcome to this special place we prayerfully provide for the enhancement of your child's growth. It is our desire to provide a happy, nurturing, Christian atmosphere that will allow your child's unlimited opportunities for positive learning, growth and social interaction.

We extend our friendship to you and hope you will feel free to participate in the preschool activities at any time. The door is always open and your input is appreciated.

Our preschool is owned by Bakersfield Adventist Academy and is routinely inspected and licensed by the State of California.

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Section 1: The Program

Philosophy

An Early Childhood Education Center has its foundation in the biblical imperative for purposeful training of the young child. As Christian educators, we are admonished to teach the words of the Bible "diligently unto the children", (Deut. 6:7) and to "train up a child in the way he should go."(Prov. 22:6)

The Pacific Union Conference recognizes that the early education and care of young children is the beginning of a continual growth process. "Too much importance cannot be placed upon the early training of children. The lessons learned; the habits formed, during the years of infancy and childhood, have more to do with the formation of the character and the direction of the life than have all the instruction and training of after years." (Ministry of Healing, p. 380)

Adventist ECEC programs seek to nurture the minds of young children, strengthening their ability to be thinkers rather than mere reflectors of the thoughts of others (Education, p. 17), to provide loving service rather than seeking selfish ambition, to maximize the development of their potential, and to appreciate all that is beautiful, true, and good.

In partnership with the home and church, it is essential that a balanced ECEC program be established to meet the needs of a child's spiritual, physical, intellectual, social, and emotional development. This focus has the full intention of affirming the value of each child and family, bringing them closer to Christ (NAD Working Policy FED 05 10).

Goals

Bakersfield Adventist Academy Preschool (herein after referred to as BAAP) promotes an environment that focuses on the development of the whole child by:

1. Creating an awareness of and love for God and a respect for creation.
2. Creating an awareness of individuality and personal self-identity, and encouraging positive self-esteem.
3. Encouraging an enthusiasm for exploration, learning, and creativity.
4. Encouraging self-control and self-discipline.
5. Providing freedom of choice and decision-making within reasonable limits, and encouraging problem solving.
6. Providing developmentally-appropriate activities that will introduce children to language, literacy, math, science, large and small motor skills, and to the culture and community in the world in which they live both locally and globally.
7. Encouraging good health habits and manners.

Purpose/Mission

The mission of BAAP is to prepare the young for future education and for eternity.

Sponsoring Organization

The BAAP is a California state-licensed facility providing a morning preschool program and afternoon day care. This is a non-profit corporation in the State of California whose support comes from the tuition and fees collected. BAAP is owned and operated by the Central California Conference of Seventh-day Adventists.

Curriculum

We provide a Bible-based curriculum through CREATIONkids, Gracelink, and an academic and developmental approach to learning. Teachers plan and intentionally introduce important skills through developmentally appropriate activities.

Staff Qualifications

All BAAP teachers meet or exceed the California Department of Education ECEC requirements. All lead teachers hold a four-year degree in early childhood education, or a related field along with the required early childhood education courses. The director(s), teacher(s), and assistant teacher(s) are required to complete professional growth activities each year. All staff are committed Christians and have experience working with children in a supervised program.

Center Accreditation Status (ECEC PM #5605)

BAAP is licensed by the California's Community Care Licensing Division and approved by the Central California Conference of Seventh-day Adventists.

Section 2: Program Activities

Circle Time

Morning Welcome/Worship Circle

The morning circle begins at 8:30, and is an introduction to the day's activities, calendar, and weather, with a worship that includes a Bible story, music, and memory verse. Please plan to arrive early enough that your child can participate. The full daily schedule is on page 7.

Mid-morning Circle Time

The mid-morning circle focuses on activities and stories that correlate with the theme of that week/month. The full daily schedule is on page 7.

Indoor Activities

Indoor activities are designed to encourage spiritual, emotional, physical, social, and intellectual growth. These include music, art, dramatic play, centers, free choice, themes, circle activities, and stories.

Outdoor Activities

Outdoor activities are designed to promote health through physical/motor development. Students will use their bodies in a variety of active ways participating in fine and large motor activities. Playground equipment reflects the developmental needs of young children.

Snacks

Mid-morning and mid-afternoon snacks may consist of natural, healthful, seasonal foods. Each snack will consist of food from two different food groups. Parents may sign up to assist with snacks.

Lunch

Lunch is at 11:30 a.m., and is provided by the school. BAAP promotes good eating habits by serving nutritious vegetarian items for lunch.

Rest Time

All children are required to participate in rest time from 1:30 p.m. to 3:00 p.m. A child who does not sleep for the entire rest period will be given a quiet activity to do at an appropriate time. Children will be provided with a mat and a sheet. Parents are responsible for providing a blanket and a comfort item if it is needed. These will be sent home weekly for laundering.

**Bakersfield Adventist Academy Preschool
Daily Schedule**

Monday –Thursday

7:00 – 8:00 a.m.	Good Morning/Welcome/Settle In
8:00 – 9:00 a.m.	Outdoor Play/Art/Outdoor games
9:00 – 10:00 a.m.	Worship/Circle Time/Story/Music & Movement
10:00 – 10:30 a.m.	Snack
10:30 – 11:15 a.m.	Leaning Experience
11:15 – 11:30 a.m.	Prepare for Lunch
11:30 a.m. – 12:30 p.m.	Lunch/Story
12:30 – 3:00 p.m.	Rest/Silent Reading
3:00 – 3:30 p.m.	Snack
3:30 – 4:30 p.m.	Outdoor Play
4:30 – 5:00 p.m.	Second Circle Time
5:00 – 6:00 p.m.	Free Play/Wrap-Up Dismissal

Friday

7:00 – 8:00 a.m.	Good Morning/Welcome/Settle In
8:00 – 9:00 a.m.	Outdoor Play/Art/Outdoor games
9:00 – 10:00 a.m.	Worship/Circle Time/Story/Music & Movement
10:00 – 10:30 a.m.	Snacks
10:30 – 11:15 a.m.	Subject of the Day/Table Activity
11:15 – 11:30 a.m.	Prepare for Lunch
11:30 a.m. – 12:30 p.m.	Lunch/Story
12:30 – 3:00 p.m.	Rest/Silent Reading
3:30 – 4:00 p.m.	Outdoor Play
4:00 – 4:30 p.m.	Circle Time/Wrap-Up/Dismissal

Section 3: Parents' Responsibility ~

Necessary supplies and labeled clothing

1. Children should be dressed in clothing that will allow them to be active and to participate in all activities.
2. Children should wear sturdy shoes that allow them to run, jump, climb, and ride bikes with ease.
3. Children should be dressed appropriately for the weather with warm jackets, mittens, hats, and rain boots as needed. In the summer, children can bring a swim suit, water shoes, and a beach towel for water play.
4. Children should have a complete set of extra clothes stored in their personal cubbies.

Please remember to label each item that your child brings to school (backpack, coat, sweater, hat, mittens, boots, etc.).

Dirty Clothing

Dirty clothing will be placed in a plastic bag and should be taken home at the end of the day. If your child has dirtied all of his or her own spare clothes, we will provide clothes. If your child comes home in borrowed clothes, please launder and return these items as soon as possible.

Cubbies

Each child at BAAP is assigned a space in the classroom for his/her jacket, extra clothes, and materials which are being sent home. Each child's space is identified by his/her name and photo. Please check for materials that need to go home on a daily basis so the cubby does not get too full.

Parent Grievances

A parent who has a grievance with BAAP or with a specific staff member should arrange for a meeting with the director to help find a solution. If a solution is not found, a representative of the BAAP board or the ECEC liaison for the Central California Conference may be contacted. Contact information will be given to the parents by the director after there has been an attempt to work out a solution. Parents are always welcome to contact Community Care Licensing Division at 1310 E. Shaw Avenue, Fresno, California 93710, (559) 243-4588 for complaints regarding licensing regulations.

Parent Visits

Parents are welcome, and are encouraged to visit the classroom. However, if this causes an upset to your child's day, a phone check-up might be preferable. Parents and prospective students are encouraged to visit the classroom prior to the child's first day so they can become familiar with the surroundings and the teacher. This may help to alleviate any anxiety which the child may have.

Special Needs/Exceptional Students Policy (ECEC PM #5615)

Seventh-day Adventist ECEC programs usually do not have the equipment or staff for special education and may not be able to accept children who have exceptional mental, physical, or social needs which would require the ECEC program to provide special staff or equipment.

It is the responsibility of the parent of a special needs student to make known these needs to the director. If BAAP is equipped to manage these needs, the methods to be used must be discussed and agreed upon before the child attends. Special dietary and allergy arrangements must be made in writing, and if very restrictive dietary adjustments must be followed, it may be necessary for alternate snacks and food to be sent from home.

Toys from home

A soft nap-time toy or comforting item will be allowed for use during rest time. Please do not send other toys from home as they are easily misplaced or broken.

Section 4: Enrollment

Admission Policy

In an effort to create the best fit for your child and family, BAAP reserves the right to place children in classes by age and developmental level where their needs can best be met by the program. BAAP reserves the right to refuse admission on the basis of age, available space, or inability to provide adequately for the needs of the child.

Before starting in the program:

A child must be fully immunized. Proof of immunizations is required by California Law and the Kern County Health Department. A child without vaccinations may be admitted provided a signed statement of exemption from a physician for the child is presented to BAAP and is on file in the BAAP office.

All registration materials must be completed and on file. The registration fee and beginning tuition must be paid in full.

Non-Discrimination Policy (ECEC PM #5625)

BAAP admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at BAAP. BAAP does not discriminate on the basis of race, color, ethnic background, country of origin, or gender.

Required Forms for Enrollment

A parent or guardian must complete the required forms that will be provided as part of the registration packet before the student may be admitted to BAAP. The necessary forms are as follows:

1. Preschool Admission Agreement
2. Financial Policies Agreement
3. Identification/Emergency Information
4. Preadmission Questionnaire
5. Physician's Report/Immunization History
6. Health History-Parent's Report
7. Consent for Emergency Medical Treatment
8. Health and Emergency Information
9. Notification of Parents' Rights
10. Personal Rights
11. Receipt of Child Abuse Prevention Pamphlet
12. Image Release Form
13. Acknowledgment of Receipt of Handbook
14. Release of Information for School Directory
15. Volunteer Form

Section 5: Financial Policies

Advanced Payment

All fees must be paid in full before a student will be able to begin attendance.

Enrollment/Entrance Fee

The first month's tuition plus an entrance fee of \$200 is due at registration.

Tuition Payments

Monthly tuition of \$550 is billed on the 15th of each month, and is due by the 1st of the following month.

Types of Payment Accepted

Cash, checks, and all major credit cards are accepted for tuition payments and donations. Automatic monthly payments may be set up through credit accounts. Payments may be made electronically through the school's accounting service, mailed to 3333 Bernard Street, Bakersfield, CA 93306, or made in person at the BAAP office.

Late Tuition Payment

Accounts are due on the 1st of each month, late by the 15th and if not received by the 30th, the student will remain out of BAAP until the account is brought within financial policy. If the account is more than 60 days overdue, the student will be asked to withdraw from BAAP unless satisfactory financial arrangements are made with the business office.

Past due Accounts

Collection/ attorney fees accrued to collect past-due payments will be charged to the child's account.

Returned Check Fee

A fee of \$25 will be charged for a check that is returned for any reason. Checks returned for insufficient funds will be resubmitted without notifying the drawer. After three returned checks, payment must be made in cash, cashier's check, or money order.

Tuition Discounts

The following discounts apply for families with more than one child enrolled in BAAP:

1. Second child-- 5%
2. Third child-- 10%
3. Any additional child-15%

Late Pick-up Fee

A fee will be charged to the family's account when a child is picked up after the scheduled time of attendance. For the first 15 minutes the fee is \$10, and increases by \$10.00 for each additional 15 minutes, or portion thereof.

Inclement Weather and Early Closures

School closing and delays are made to assure the safety of our children. No tuition credit is available in these circumstances.

Vacation and Illness

Tuition is due as long as your child is enrolled in BAAP.

Legal Holidays, Teacher In-Service

No tuition credit is available for school closure due to legal holidays, teacher in-service, or work days.

Student Accident Insurance

Student accident insurance is provided for students at BAAP. Medical expenses for accidents occurring during the hours and days when school is in session, and while the student is attending school sponsored and school-supervised activities, are covered in accordance with the policy provided. The student accident policy information is available at registration and by contacting the director at any time during the school year.

When an accident occurs for which there are medical expenses, the director will complete the school's part of the Accident Claim Form and provide contact information informing parents of deadlines for submitting the claim. All accidents must be reported within 90 days of the accident.

Accidents and emergencies should be reported immediately to the nearest staff member.

Tax ID Number

The Federal tax ID number is 95-2545140.

Section 6: Attendance

Hours and Days of Operation

- 8:30 - 1 :00 Instructional Day
- 7:00- 6:00 (M-Th) Early/Late Day
- 7:00 - 4:30 (Friday) Early/Late Day

Daily Arrival and Pick-up

Plan for your child to arrive no later than 8:30 so he/she is able to participate in the activities the teachers have planned for the day. A student who arrives late has missed an important learning experience. Also, tardy drop-offs are more difficult than on-time arrivals.

Sign In and Out

Your child must be signed in upon arrival, and signed out by someone on the Authorized Pick-up List when leaving. (See Section 8, Daily Arrival and Pick-up Authorization.)

Late Arrivals

If circumstances force a late arrival for drop-off or pick-up, please inform the teacher.

Absences

Please notify BAAP in the event that your child will be absent for a day or longer.

Attendance Plans

A full time student is enrolled six or more hours a day, but may be enrolled for fewer than five days a week, based on the following fee schedule. Part time students may be enrolled for less than six hours a day, usually just for the morning schedule.

Hours	Monthly	Weekly	Daily	Hourly
Full time	\$550	\$140	\$28	NA
Part time	\$400	\$100	\$20	\$3.75

Drop-in

Drop-in is based on space availability, and is only available for children who are already enrolled. Drop-in may not be scheduled during lunch or nap time because of the disruption involved. Please call ahead to make arrangements.

Vacation Notice

Please complete a vacation notice for your child and turn it into the office.

Withdrawal Policy

A child may be asked to withdraw from the program because of the following conditions:

- A. The child has a consistent problem of aggressive or disruptive behavior that continues after the following:
 1. Parent conference
 2. Time for improvement
 3. Re-evaluation
 4. Parent meeting to discuss options if behavior has not improved.

5. Suspension
- B. The child has special needs which the school is unable to meet.
- C. The child's parents fail to meet their financial responsibility.

Section 7: Child Health

Health Requirements for Admission

A current physical examination report, signed by the child's medical practitioner, must be submitted at the time of enrollment. This must include current immunizations, health care summary, and name and address of the doctor. Updated immunization reports must be submitted annually.

For immunization exemption, a signed statement by a physician must be presented and on filed in school office. See Section 4, Admission Requirements.)

Illness Exclusion Policy

- A. Germs spread quickly in a preschool environment. All children and staff stay healthier when sick persons stay at home. Common sense must prevail in the case of colds, which can range from a mild case of sniffles to a full-blown sinus infection or deep cough.
- B. The EMERGENCY FORM will be used to contact a parent or other designated adult if a child develops symptoms of illness while in class. The child will be isolated in a comfortable, supervised place until he/she can be picked up.
- C. One or more of the following symptoms will be considered cause for a child to be sent home:
 1. **Fever**—axillary (armpit) temperature of 100 degrees or greater at school or within the last 24 hours. The temperature must be normal for 24 hours before returning to school.
 2. **Eye infection** (conjunctivitis or "pink eye")—may return 24 hours after treatment. Viral cases require a doctor's note for return.
 3. **Diarrhea**—after two very liquid stools. May return after 48 hours of no diarrhea.
 4. **Strep Throat** or other Streptococcal Infection—may return 24 hours after initial antibiotic treatment and normal temperature.
 5. **Impetigo**—may return 24 hours after initial treatment.
 6. **Vomiting** more than once in previous 24 hours--may return after 24 hours of no vomiting.
 7. **Rash with Fever and Behavior Change**—may return after 24 hours of *normal* temperature if a health care provider determines that the symptoms do not indicate a communicable disease.
 8. **Scabies, Head Lice**—may return 24 hours after treatment has been initiated if no nits appear in hair when inspected.
 9. **Chicken Pox**—may return 6 days after onset of rash if all sores have dried and crusted.
 10. **Pertussis**—return is permitted after 5 days of appropriate antibiotic treatment.
 11. **Mumps**—may return 9 days after the onset of parotid gland swelling.
 12. **Measles or Rubella**—may return 6 days after onset of the rash.
 13. **Other signs or symptoms** of possibly severe illness (e.g. persistent crying, extreme irritability, uncontrolled coughing, difficulty breathing, wheezing, lethargy, green or yellow mucous draining from the child's nose for more than one day).

A child who is not well enough to participate in all aspects of the daily schedule should be kept home.

Physician Note

A written statement from a physician stating that the child may return to school must be provided if a child is absent for three days or more due to illness.

Illness Posting

An illness posting will be placed on the parent board in the classroom and the entry as soon as BAAP is notified that a child in the program has a contagious illness.

Outdoor Play after Illness

Every child is expected to participate in outdoor play unless BAAP receives a doctor's note requesting that the child stay indoors.

Food Policy

Lunches sent from home because of allergies, etc., should be prepared with fruits, vegetables, and healthful whole-grain foods. Chips, candy, cookies, and sugary drinks are not recommended for young children. The following guidelines may assist you in preparing a child-friendly lunch:

1. No hard candy or gum should be sent.
2. Please send fruits and vegetables that are peeled and cut into bite-sized portions.
3. Creativity and variety in taste and texture may coax a child to eat more.
4. Please do not send food to be microwaved. This causes a supervision problem for the staff.

Allergies

It is important to inform the director and teacher of any food allergy or special diet needs. A notice will be posted to ensure that your child receives the appropriate food.

Potty Training

All children must be potty-trained before enrolling in the program.

Section 8: Child Safety**Pesticide Use Policy (ECEC PM #5530)**

Parents will be given a written schedule of expected pesticide use.

Medication Distribution and Documentation (ECEC PM #5525)

A parent must sign and date a medication form before medication as prescribed by a physician may be administered by a staff member to any child. Such medication must be delivered to the school in the original container bearing the pharmacy label. This label is to contain the name and place of business of the seller, the serial number and the date of such prescription, the name of the person for whom such a drug is prescribed, the name of the medical professional who prescribed the drug, and directions for use.

All medication will be stored safely and securely. A strict system of logging administered medications will be maintained. When no longer needed by the child, all medications will be returned to the child's parent or properly disposed of otherwise.

BAAP personnel shall not disclose any information regarding a child's medication without the signed release of the parent. BAAP reserves the right to grant or refuse special medication administration requests.

Accidents and Injuries (ECEC PM #5805)

BAAP is operated in a manner which minimizes accidents and injuries to children and staff. Should an accident or injury occur, staff will act immediately to administer emergency procedures:

A. Ouch Report

If an injury is superficial, or an accident appears to be minor in nature and damage, the supervising staff will fill out an "ouch report" for the parent's information.

B. Unusual Incident

If an injury appears to be more serious, the child will need to be examined by a medical professional. In such a situation the following procedures will be followed:

- A trained staff member will administer immediate first aid/CPR as needed.
- 9-1-1 will be called before calling the parent in an emergency situation.
- If a parent or alternate emergency contact cannot be reached, the director or head teacher will have the authority to take whatever measures seem reasonably necessary for the child's care. This may include transporting the child to a hospital or other appropriate care provider.
- A staff member will accompany the injured child, and remain with the child until the parent or designated emergency contact arrives.

Emergency Disaster Plan

In the event of an emergency, all staff and students will remain on campus. Parents will be contacted by the staff to provide assurance and pick-up information.

Mandated Reporting (ECEC PM #5620)

BAAP personnel are mandated reporters, and are required by law to report any instance of suspected child abuse to the proper authorities.

Field Trip Policy (ECEC PM #5650)

A signed, dated permission slip allowing the child to attend the field trip is required before a child can participate. Transportation is normally by private vehicle, and all drivers must meet state and program requirements, including necessary levels of insurance, background clearance, and age. Parents will need to provide necessary child restraint equipment. All transportation arrangements will be made by BAAP, and must be followed by participating drivers.

Child's Rights and Needs (ECEC PM #5810) BAAP recognizes the following rights of children:

Children have the right to be safe from physical and emotional injury by other children.

Children have the right to be free from corporal or unusual punishment, isolation, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including, but not limited to: interference with the daily living functions (e.g. eating, sleeping, or toileting), or withholding of shelter, care, clothing, medication, or aids to physical functioning.

Photo Release (ECEC PM #5645)

Photos of students will not be printed or used in any form without a signed photo release from the parent.

Court Orders (ECEC PM #5505.B)

Official court orders restricting individuals from having contact with a specific child(ren) will be honored, and a copy of the court order will be kept in the child(ren)'s permanent file.

Daily Arrival and Pick-up Authorization (ECEC PM #5505.A)

The enrolling parent or guardian must provide specific names and contact information for each authorized adult who may pick up the child. As this list will be kept in each child's permanent file, one must be completed for each child who is enrolled in BAAP. The individual removing the child from BAAP must be prepared to show photo identification to the staff, and properly sign out the

child. This includes use of a legible signature. Anyone picking up a child must be at least 18 years of age, and may not be a program employee. A BAAP employee cannot arrange for the transportation of any client's child(ren) to or from BAAP.

Section 9: Discipline

Discipline Policy- Behavior Management Plan/Consequences for Misbehavior

Discipline in the classroom is a procedure to teach children appropriate behavior and to maintain safety. Each child will be treated with dignity and respect. Children may be given a "time-out" or "time-away" in the designated place in the classroom order to calm down and think about the situation. This can be in a more controlled environment (such as the office) if needed. The maximum time allowed for "time out" or "time away" is one minute per year of the child's age. Corporal punishment is not used. Parents will support actions and suggestions by the school resulting from student behavior and are expected to support school policies and rules. The student may be considered for removal if parents are unwilling to comply with the school's policies.

Biting Information and Policy

Biting can happen in a preschool situation, especially with young children who do not have the verbal skills to express their feelings. Children's feelings can be related to many environmental factors, as well as internal emotions such as frustration, tiredness, over-stimulation, attention-seeking, and so forth. Teachers try to create a positive, peaceful, and nurturing environment that encourages children to maintain self-control. If a child continues to bite after the teacher has talked with the parents to find a solution, the steps listed in the withdrawal policy will be followed.

Aggressive Behavior (See Withdrawal Policy, p. 11)

Section 10: Parent Communication

Confidentiality

Confidentiality plays a vital role in promoting respect for every individual and fostering a strong community. BAAP takes confidentiality very seriously and makes every effort to protect each family's privacy. Communications among staff and parents about children should be kept confidential at all times. BAAP recommends that conversations about a child, behavior, or incident should be conducted in private, away from the child and other members of the BAAP community. Discussions in a non-private area should be kept to a minimum. If a parent has a question or concern, we suggest that the parent first contact the teacher via e-mail, phone, or in person to arrange a time to discuss.

School Wide Communication (Non-Emergency)

The BAAP office communicates with parents in a number of ways, including:

E-mail

Telephone

BAAP website

Parent orientation

Back-to-School Night

Notices sent home in children's backpacks

Monthly Newsletter

Lesson plans posted in each classroom

Parent Bulletin Board

Yearly Calendar

Child Specific Information

Some examples are:

- OUCH reports

- Incident reports

- Assessments

- Any communication with the parent(s) that needs to be in the child's records

Developmental Progress Reports

A developmental progress report will be available at the bi-annual Parent/Teacher Conferences.

Parent/Teacher Conferences

BAAP will schedule two conferences a year, one in November and one in April. Other conferences may be scheduled either by BAAP staff or by parents to address such issues as may arise.

Section 11: General Information

Regulatory Agencies

California State Department of Education routinely inspects BAAP. Community Care Licensing is the licensing authority for BAAP.

Board of Directors

The BAAP Board of Directors is responsible for determining BAAP mission and vision, approving the annual budget, fund-raising, hiring and evaluating the BAAP director, recruiting and orienting new board members, setting major policy, and other responsibilities required for the smooth operation of the school. Between 5-7 members, as outlined in the BAAP Bylaws, comprise the BAAP volunteer board. Meetings are held regularly. Parents, teachers, staff, and interested community members are welcome to attend and observe to learn more about BAAP. Copies of the bylaws and monthly minutes are available for review upon request, as well as job descriptions for the board positions of president, vice president, treasurer, and secretary. Agendas for upcoming meetings are posted at the school and emailed to parents and staff.

Volunteer Opportunities

BAAP encourages parents to volunteer in their child's classroom and in other areas of the program. Some ideas for volunteering could be: read to your child's class, plan a project to do with the children, help organize a field trip, help organize a fund-raiser, help with art projects, and help supervise activities and outdoor play.

Qualifications for volunteers include cleared background check, proof of required immunizations including flu vaccine, proof of clear T.B. test or clear chest X-Ray, ability to assist with activities as assigned by the director.

Birthday Celebrations, Treats, and Holiday Celebrations

Birthday and holiday celebrations will occur in the afternoon after lunch or during afternoon snack. We ask that healthful treats be provided for the children.

Parent Programs

Parents are encouraged to attend any parent program sponsored by Bakersfield Adventist Academy.

Transitions to the Next Class

Transitioning to the next class or age group happens at the beginning of each calendar school year. The first criteria for placement is the child's birth date. Classes are divided by "peer group", which means that age and birth date are the first determining factors. The classes are composed of children within 6 to 9 months of age. This is designed to create an environment of equal social/emotional development and similar skill base. For students who have been enrolled, the child's teacher is consulted as to the individual development and maturity.

Handbook Acceptance

Please read and sign below to indicate your receipt and acknowledgment of the Parents' Handbook.

I have received a written copy of the Handbook.

I acknowledge that it is my responsibility to read, understand, and comply with Bakersfield Adventist Academy Preschool's policies and procedures.

I further acknowledge that Bakersfield Adventist Academy Preschool's policies and procedures, including, but not limited to, those set out in the printed version of the Handbook, are subject to change, modification, and amendment by the Bakersfield Adventist Academy Preschool board.

Name of Parent or Legal Guardian (print)

Signature of Parent or Legal Guardian

Date