



# **BrightStar Christian Academy Preschool**

## **PARENT HANDBOOK 2016-2017**

**1513 Kooser Road  
San Jose, CA 95118**

**[www.BrightStarChristianAcademy.org](http://www.BrightStarChristianAcademy.org)**

**Federal Tax ID 77-0324445  
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# WELCOME

We are thrilled that you and your family are a part of BrightStar Christian Academy (BCA) Preschool. The faculty and staff at BCA consider it a privilege and joy to serve you and your families during these early stages of your child's life. Children are a gift from the Lord, and we are happy to have the opportunity to come alongside parents and to enrich each child's life through socialization, circle time, open learning centers and play. It is an added blessing to instill God's Truth, as spoken in the Bible, in the hearts of these children and to present Jesus as their Savior and friend.

At BCA Preschool, we strive to give you and your family the best care and service. Thank you for entrusting us with your child; be assured that you are leaving your child in a safe and loving environment, where he/she is prayed for daily, and that their best interest is always kept in mind.

We look forward to sharing the experience in seeing your children grow spiritually, physically, socially, cognitively, and emotionally this year!

Blessings,

Jacqueline Alkhaseh  
Director

*“Train up a child in the way he should go;  
even when he is old he will not depart from it.”*

*Proverbs 22:6*

## **Our Affiliation**

BrightStar Christian Academy (BCA) is a ministry of the Assyrian Evangelical Church of San Jose and Bay Area (AECSJ). You may request a copy of AEscJ statement of faith from our office or online at [www.AECSJ.com](http://www.AECSJ.com). As a service to families, we offer a Preschool and Afterschool program. Under the guidance of the BCA School Board, the preschool leadership team oversees the staff and the operation of the preschool, ensuring excellence in every area of our program.

## **Our Vision**

BrightStar Christian Academy shall be a place that will know, grow, show and share God's love for all, preserving the experience of childhood, planting the seeds of faith.

## **Our Preschool Mission**

- **Introduce God’s plan and the love of Jesus for the children, encouraging His values and character into their lives.** *“A new command I give you: Love one another. As I have loved you, so you must love one another. John 13:34*
- **Recognize formative years of children as an important window of opportunity to teach and equip them for life.** *“Train a child in the way he should go, and when he is old he will not turn from it.” Proverbs 22:6*
- **Provide developmentally appropriate curriculum and emergent activities that encompass the spiritual, social, emotional, cognitive, and creative domains, engaging the whole child in learning.** *“And Jesus increased in wisdom and in stature, and in favor with God and man.” Luke 2:52*
- **Provide a balanced combination of child –directed and teacher-directed experiences, recognizing that young children learn fundamentally different than older children, and that play constitutes a deeper form of learning.** *“When I was a child, I spoke like a child; I thought like a child, I reasoned like a child. When I became a man, I gave up childish ways.” 1Cor. 13:11*
- **Provide learning experiences for children to develop confidence and self-esteem as they learn of God’s unique gifting and plan for their life.** *“For I know the plans I have for you, declares the Lord, plans for welfare and not for evil, to give you a future and a hope.” Jeremiah 29:11*

## **Educational Philosophy**

Recognizing that children’s formative years are an important window of opportunity to teach and equip children for life, we provide developmentally appropriate curriculum and emergent activities which encompass the spiritual, social, emotional, cognitive, and creative domains, engaging the whole child in learning.

We provide a balanced combination of child-directed learning and teacher-directed academic experiences, recognizing that young children learn fundamentally differently than older children, and that *play* constitutes a deeper form of learning.

We offer a stimulating and loving Christian atmosphere with indoor and outdoor classrooms designed to meet research-based components found in ECERS’R, together providing the most effective learning environment for children.

## **BCA Preschool Staff**

All BCA administrators, teachers, caregivers and staff are selected to serve as nurturing Christian role models and are considered as our “living curriculum”. We employ qualified professionals trained as early childhood educators committed to the development of each child. Our teachers are required to keep their credentials current and encouraged to seek ongoing professional development toward obtaining higher certifications in the ECE field. Our staff are CPR and First Aid certified.

### **Admission Policy**

BCA Preschool operates on a non-discriminatory basis with regard to students, offering equal treatment and access of service to children and families without regard to race, color, national origin, or ancestry.

BCA Preschool reserves the right to refuse admission to students for any reason solely at the discretion of the school.

### **Programs Offered and Rates:**

Refer to Program and Tuition Schedule available at the school office.

### **Napping and Rest Period**

As per CCLD licensing requirements, children are to be provided rest time at the center. Nap/Rest times are provided every day in the Part Day and Full Day program. All children will be encouraged to rest quietly with music or stories in the background. For children who do not fall sleep after a period of rest, individual quiet activities may be provided (BCA may be providing a non-napping option to these students at an additional charge.)

Each child will need a sleep set designed to fit onto school cots (inquire for more details). Napping items are to be taken home at the end of each week, laundered and returned at the beginning of each week.

### **Christian Education and Chapel**

Our curriculum is based on a biblical worldview and will reflect God's love for all. Our Bible time will include short children's bible stories, music and prayer for the child's requests and for one another.

On Fridays, the children participate in chapel. We make it age appropriate and very child friendly. The children will have a time of worship, singing songs that typically involve hand motions or movements. Worship is followed by a short story reinforcing biblical concepts and character development. Children are encouraged to bring an offering to be collected and used for the benefit of other children's ministries and missions.

### **Social Studies and Treasures from our World**

Social Studies curriculum (August - December) will revolve around the children's knowledge of self, family, community, and their culture. God's love for all individuals and nations will be presented to children in this multi-cultural aspect of the curriculum.

BCA's Treasures from Our World social studies curriculum (January – May), is a part of our multi-cultural curriculum introducing children to the riches found in world regions represented in our student body and their contribution to mankind and to all cultures.

### **Enrollment and Registration**

Our preschool program is licensed to serve children ages 2 to entering First Grade. All children, including those presently enrolled must re-enroll each school year. Our

program will be offered year-round with an academic program running August to May, and a separate Summer Enrichment Program for June and July.

Enrollment is on a first-come first served basis. Priority shall be given to returning families and siblings of current students.

There is \$200.00 non-refundable annual registration fee for each child.

### **License and Certifications**

BrightStar Christian Academy is established as a 501c3 non-profit religious organization, number 77-0324445.

We are licensed by the state of California, Department of Social Services Facility number 434413153.

BrightStar Christian Academy is a Green certified campus through the Green Conservatory Agency of Santa Clara County.

### **Transportation**

BCA does not provide any transportation services for its preschool program.

### **Tuition**

Tuition is due at the end of each prior month, no later than by the 3rd of each calendar month. Payments not received by the third of each month will be charged a late fee of \$20.00 per day. Students may not attend if their tuition is more than 4 days delinquent. Childcare may be discontinued to all delinquent accounts.

Parents must note that tuition is due on time regardless of holiday or closure. There is no reimbursement of tuition for illness, absence, vacation or extended trips. Tuition is not pro-rated for school holidays or in-service days.

Annual tuition (payment in full for 10 months) may be paid in advance and will receive a 5% deduction.

Sibling discount of 10% is offered on the tuition of the older child.

All rates are subject to change following a 30-day written notice.

### **Returned Checks**

A \$35.00 service charge will be assessed for returned checks.

### **Change of Status**

If a change in attendance or schedule for the child is necessary, a "Change of Status Request Form" must be picked up and returned to the office for approval. A month one advance notice is required; For example: If a change in schedule must take place during the month of May, you must fill out and submit a "Change of Status Request Form" no later than April. Although, in most circumstances, change of status/schedule is approved, it is not always guaranteed upon request. We must consider factors of availability,

waiting list, ratio, etc. You will be notified within 48 hours whether that change is approved or not.

Temporary Withdrawals are available for summer months of June-July, form must be completed at least one month in advance.

### **Withdrawal**

If a child must be withdrawn from school, a “Last Month’s Notice” must be filled out and returned to the office one calendar month prior. The last month’s tuition is due with the “Last Month’s Notice”. (For example; the notice and FEBRUARY tuition is given in JANUARY stating that FEBRUARY will be the last month of attendance)

No refund for withdrawal, vacation or illness will be given.

BCA reserves the right to cancel enrollment of any child for any reason at the discretion of the school. Any unused tuition will be refunded if BCA requests that a child be withdrawn.

### **Absences and Vacations**

We try to provide the highest quality program on an annual budget figured at the lowest possible monthly rate. The Admissions & Financial Agreement is signed by the parents/guardian to guarantee a place in the Center for his/her child and is the basis for the Center’s contracts with the staff. In order to do this, no credit will be given for absences and vacations.

All illness absences 10 days or more will receive 50% reduction for that month’s tuition. A stamped physician’s note must be turned in to the BCA office for the tuition reduction to take effect.

### **Admission Forms**

We require an appointment to be set with the Director to complete the application process and to discuss the specific needs of your child. All admission forms and required documents must be completed and up to date in the child’s file BEFORE the start date. Parents/guardians are responsible for keeping the office administration informed of any changes to their child’s records (including Emergency Contacts, Pick-Up Authorization List, medical information, etc). Identification with regard to students on the basis of race, color, sex, religion, nationality or ethnicity is required to be kept on file by the State of California.

### **Hours of Operation**

BrightStar Christian Academy Preschool is licensed to be open from 6:30 am to 6:00 pm Monday-Friday. Parents will be notified in advance if there are any changes to the school’s hours of operation.

A late fee of \$2 per every minute will be charged for pick up after 6:01 p.m., and \$3 per minute after 6:15 p.m. Habitual tardiness may be cause for dismissal.



## **Holidays and School Closure days** (refer to annual school calendar)

Labor Day	Memorial Day
Thanksgiving	Independence Day
Christmas / New Year (one week)	Easter Break (one week)
MLK Day	Summer Break (one week)
President's Day	Staff Development Days

### **Green Campus**

*“God blessed Adam and Eve and said to them, “Be fruitful and increase in number; fill the earth and subdue it. Rule over the fish in the sea and the birds in the sky and over every living creature that moves on the ground.” Genesis 1:28*

As good stewards of our God given precious resources, at BCA we will incorporate the following healthy living practices daily:

- Snacks served daily will include fruits, vegetables and drink milk twice a day. We purchase organic whenever possible.
- We compost all green kitchen scraps and use it in our yard.
- We will grow our own fruits and vegetables year round.
- We utilize discarded fruit tree clippings to grow our own fruit orchard.
- We keep our campus toxic-pesticide free.
- We reduce, reuse and recycle.
- We use SNAP (Safe Natural for Animals and People) cleaning supplies.
- We encourage all lunches to be “Green”. Parents provide a daily healthy lunch in **100% reusable** containers and include a cloth napkin/washcloth, reusable utensils, and thermoses filled with water.

## **DROP OFF/PICK UP POLICY**

### **Sign In/Out**

It is against the law not to sign in/out the enrolled child of BCA. There is a \$75 fine per occurrences to be levied by Community Care Licensing of CA. This fee will be passed on to the parent/guardian for every missed sign in/out occurrence. Make sure the child is signed in/out by our procedures.

### **1. KINDERLIME “DIGITAL SIGN IN/SIGN OUT” on iPOD**

BrightStar Christian Academy uses a new log in/out software called “Kinderlime” that has been customized for our use in the aid of efficiency and accountability in record keeping. Every person on an enrolled child’s pick-up authorization list will be given a unique code number that will be used to sign in/out the child. (Please refer to Kinderlime FAQ’s [www.kinderlime.com](http://www.kinderlime.com) for additional information on sign in/sign out)

#### **Instruction to sign in/out the child using Kinderlime:**

1. Enter your PIN # and press “Drop Off Child”/”Pick Up Child”
2. Wait for the application to register that you have dropped off/picked up the child.
3. Press “log out” on the upper left hand corner when you are finished.

### **2. PAPER SIGN IN/SIGN OUT**

If the device malfunctions, we have physical sign in/out sheets for that day in a binder in your child’s building. Look up your child’s name on the list and sign in/out with a pen. We will then transfer that information to the system.

### **Pick-Up Authorization**

Only the authorized individuals whose names and information has been added to the “Pick-Up Authorization List” in the child’s file will be able to pick up the child. NO EXCEPTIONS are made. A teacher in charge of the child during the time of pick-up must recognize the authorized individual that is picking up the child. You will be asked to show an approved photo ID (i.e. driver’s license, passport, etc.) to identify yourself if the teacher does not recognize the individual. Please consider and be prepared for this safety procedure if you know you are sending someone to pick up the child for the first time or if it is not the regular individual picking up. (Minimum age of pick-up person is 14 years old)

### **A.M. / P.M. Inspection**

A daily inspection of each child’s health will be take place before they proceed into the classroom. This procedure is to be done in accordance with the Title 22 CA State regulation. Please allow an extra two to ten minutes for this process.

### **Drop-Off Inspection May Include:**

- Taking the child’s temperature with a digital thermometer by a teacher
- Asking the child and/or parent/guardian of the child’s well-being  
If the morning greeting merits a further check the following may take place:
- Observing the child’s eyes for dilation, redness, swelling, discharge, etc.

- Checking for any cuts or scrapes
- Making note of possible signs of neglect or abuse
- Checking the child’s scalp for head lice
- Checking for appropriate clothing
- Parents are to notify the teacher and to enter onto the “Parent’s Binder” should there be any unusual occurrences to be noted for their child

**Early Pick-Up**

If the child must be picked up early for medical appointments or any other personal reasons, the parent/guardian must notify the office and the child’s Lead Teacher ahead of time. You may also choose to leave a message for the Teacher in the “Parent Binder” located in the child’s classroom.

Regular sign out procedures must be followed during early pick-up. Late pick and drop off are not discouraged during naptime (12:30 p.m. to 2:45 p.m.). Please pick-up before or after naptime.

To preserve the integrity of the program and the child’s needs it is important to be on time. Parents/guardians are asked to refrain from being late.

**Late Pick-Up Charges**

Late pick-up after Half-day program will begin at 12:05 and 3:05 pm for Part-time program. A full hour care is charged at \$15.00 an hour thereafter.

Families that pick up their child at 12:00 pm or at 3:00 pm are asked to leave the campus within 15 minutes at the end of their dismissal in consideration of the on-going program.

Late pick-up after 6:01 p.m. will be charged \$2.00 per minute/per child and \$3.00 per minute after 6:15 p.m.

After 6:01 pm, parents/guardians may pick up and sign out their child at the office, and signing the “Late Pick-Up Book.” Late fees will be calculated and posted on your monthly tuition invoice to be paid with the following month’s tuition. Nonpayment may result in removing your child from the program.

# SAFETY POLICY

## **Visitors and Volunteers**

All visitors must check-in at the office to sign in the Visitor's Log and are not permitted to enter the classrooms without authorization. Signed-in visitors must wear a 'Visitor Badge' and will be accompanied by a BCA Staff Member (unless they have an enrolled BCA student). Parent Volunteers for special class/school events must also check-in at the office, sign into the Visitor's Log and must wear a badge.

## **Reporting Suspected Child Abuse**

The Department of Social Services, Community Care Licensing, mandates that an employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonable suspects has been the victim of child abuse to a child protective agency immediately by telephone or to send a written report thereof within 36 hours of receiving the conformation concerning the incident.

## **Gates**

Our facility is secured by using locked external gates. Only authorized Adult Parents/Guardians stated in the child's file are given the gate code. Any authorized individual who does not pick up the child on a regular basis should not be given the gate code. They can ring the bell at the office door and at that time they will need to show a photo ID (i.e., driver's license, passport, etc.) that matches the child's file.

## **Photo/Video Sharing**

BCA posts children's pictures on our website as well as publication materials. **Parents acknowledge that they are informed and are granting permission to BrightStar Christian Academy for publication of their child's picture.**

Our log in/out software, "Kinderlime," is extending the capabilities of its application so that BCA Staff can take pictures of your children and share them with you through email. It is our desire to connect families and to use the "Kinderlime" Application to improve our communication.

# EMERGENCY PROCEDURES

## Emergency and Disaster Preparedness

BrightStar Christian Academy has taken the following steps to prepare our students and staff for the eventuality of an emergency or disaster:

- Our Teachers are First Aid and CPR Certified and Health and Safety Trained
- We have scheduled fire and earthquake drills
- Lockdown Drills are scheduled twice a year
- Each building is equipped with a 'CODE RED' backpack that is supplied with emergency supplies
- We have a prepared disaster shed which holds water, food for each student and staff member for 3 days
- Detailed "Evacuation Plan Routes" are clearly posted in every classroom building near the parent bulletin, staff room and the office

## Emergency Hospital

The closest hospital to our center that we will use in any case of emergency will be Good Samaritan Hospital on 2425 Samaritan Drive San Jose, CA 95124 (408) 559-2011.

## Evacuation Notifications and Procedures

Kinderlime enables emergency notification (e.g., during black outs and power outage) to be immediately sent to you through text and email. (See Kinderlime FAQ's for additional information on emergency notifications)

In any case of major earthquake or other disaster, students may have to be evacuated from their classroom. In case of such evacuation BCA staff and children will be directed to **Lietz Elementary School** on 5300 Carter Ave. San Jose, CA 95118 (408) 264-8314 OR **Dartmouth Middle School** on 5575 Dartmouth Drive , San Jose, CA (408) 264-1122.

Depending on the magnitude of the incident, the school may be closed until further notice and will be in constant communication with all parents/guardians of the situation.

Students will NOT be released to any individual not listed on the "Emergency Contact Form" that is stated in the child's file. They must show a photo ID (driver's license, passport, etc.) to identify themselves if they are not familiar with the staff. BrightStar Staff will always be the very last to leave the site in any state of emergency or disaster until each child is released.

## Dealing With A Sick Child

It is the parents/guardians responsibility to check the child's well-being before bringing them to school. Refer to the list of common symptoms of illness as a guide.

You may not bring your child to school if:

- Your child has a fever with a temperature of 100+orally or 100 on the forehead
- If your child has been vomiting or has had diarrhea in the last 24 hours
- If your child has discolored mucus (with an exception of a physician's note)
- If your child is listless or showing signs of illness (coughing, sneezing, etc.)
- If your child is having a difficult time comprehending their surroundings
- If your child has an ear infection
- If your child has meningitis or any forms of it
- If your child has a sore throat

Children who begin to show any signs of illness (contagious or not) while under BCA care, will be taken out of the classroom to rest in the office. Parents will be notified immediately by phone of their child's health. Depending on the severity of the illness, you will be asked to pick your child up and bring them home to rest.

### **Contagious Diseases**

The state requires a physician's certification of good health prior to acceptance. Health regulations require that you notify BCA immediately of any contagious diseases or serious illness in the family.

DO NOT bring your child to school if they have the following contagious diseases:

- H1N1 (Influenza, also commonly known as the flu)
- Dysentery (Severe Diarrhea)
- Hand, Foot and Mouth Disease
- Pink Eye (mucus discharge from the eye)
- Fifth's Disease
- Chicken Pox
- Measles
- Mumps
- Head lice/nits (condition)

### **Exposure Notices**

Parents/Guardians are required to notify BCA Preschool office immediately if their child is diagnosed with a contagious illness or disease (as above). All parents will be notified through email with an "Exposure Notice" if a child may have been exposed to a contagious disease and a notice will also be posted in each of the buildings. Children exhibiting symptoms of having had the illness may be sent home and may not return without a physician's note stating they are not contagious.

### **Returning To School**

Children CANNOT return to school after a contagious or serious illness without a physician's written permission stating they are no longer contagious. Children with chronic sinus infections must be sent to school with a box of tissues for the day and a note from their physician must be kept on file stating the chronic illness. When your child

returns to class, inform your teachers of their illness they are recovering from so they may closely monitor their behaviors.

### **Medication**

Medication will not be dispensed at the Center without a prescription written by a physician or authorized instructions from the child's parents/guardians. If your child must have their medication during school hours, fill out a "Medication Authorization Form". Children with severe allergies requiring Epi-Pens, must be provided with an (non-expired) Epi-Pen. All medications and Epi-pens must have a prescription label clearly stating the child's name and must be stored in the office "Medication Lock Box". You must indicate special instructions to an Office Administrator to help us effectively administer the medication.

### **Required Immunizations**

Up to date immunizations are required as per State requirements. All students must have taken a TB test within 1 year of enrollment or have their pediatrician complete the TB Risk Assessment form. Proof is required prior to attendance including a stamp of authenticity from the doctor's office.

### **Head Lice Policy**

Head lice are a common exposure in human beings since recorded time. After a parent/guardian or BCA staff notifies the office of a child's exposure to head lice, the following procedures will take place:

#### **Day One**

- The child exposed to head lice and/or nits is sent home (along with information papers regarding head lice treatment)
- An immediate general head lice check of all BCA Staff and students is performed
- All helmets, carpets, stuffed toys, bedding, pillow cases are disinfected
- Day Two
  - A follow-up head lice check of the exposed child before permitting into the Center
  - We have a no nit policy. All nits (eggs) have to be removed before returning to school
  - Second general head lice check of all BCA Staff and students after 24 hours
- 10 Days Later
  - A general head lice check of all BCA Staff and Students

## **DRESS CODE POLICY**

**\*\* Please label all your children's personal belongings\*\***

### **CHILDREN'S DRESS CODE**

- Modest and moderately loose fitting clothing, safe for playing without restrictions
- Appropriate positive messages and logos on shirts
- Gang-related clothing is not allowed
- No caps/hats are allowed to be worn indoors (including the office and chapel)
- The bill of baseball cap must be worn properly (not backwards)
- During spring and summer seasons, hat use is encouraged outside
- All shoes must have fastening straps
- Shoes must be worn outdoors, unless approved by the staff
- No flip-flops or slippers without backing/straps are allowed
- No crocks may be worn to BCA (They are not safe for running)
- Shoulder straps must be 2 inches or wider
- No midriff showing
- Shorts must be no shorter than 2 inches above the knee
- Pants should not be sagging and worn below the hips
- Shirts must cover the abdomen. Tight fitting shirts are not allowed (including short shirts that show the stomach or back when arms are raised)
- Belts are to be held by pant belt loops
- Skirts and dresses must be no shorter than 2 inches above the knee and/or 8 inches from floor to hem when kneeling
- Narrow straps, back-less and halter tops are not allowed
- Make-up is not acceptable
- No two-piece or bikini swimwear is allowed (one-piece suits are allowed)
- Accessories such as necklaces, bracelets, dangling earrings are discouraged to be worn for children's safety and to avoid being lost or damaged

### **Chewing Gum**

Students may not chew gum anywhere at school at any time.

### **Lost and Found**

Please label all your child's belongings. Lost items will be placed in Lost and found bucket where parents can claim them. Unclaimed items will be donated to charitable organization every other month.



## **PARENT/TEACHER CONFERENCES**

Formal parent/teacher conferences are scheduled twice each year; one during the period between October- November and once in January-February to discuss the child's development and progress based on assessments made by the teacher.

## **EXPECTATIONS FOR CLASSROOM BEHAVIOR**

(See Addendum : BCA Behavior Management Policy pg 22)

Our policy is to make our rules few and simple so that every child can understand them, and then to lovingly guide them. Through a method of positively guiding children, BrightStar Christian Academy teaches and implements the "5R's" inside and outside the classroom. The "5R's", shown on five fingers of the hand, are Respect for God, Respect for Adults, Respect for Others, Respect for Property, Respect for Oneself.

### **Rules of Discipline**

The school is an extension of the home and we are here to support you as you train and build up character in your child. You are the first and primary teacher. As an extension of your home, we will provide opportunities for your child to practice obedience and a good attitude toward school environment.

Ephesians 6:1-3 "*Children obey your parents in the Lord.....*"

Our policy on discipline is to use praise, positive statements about our children rather than negative statements. We choose redirection as preferred choice of discipline. The child is redirected toward a more acceptable mode of behavior. In the event of any problem, our staff cannot handle or repetitive discipline issue, the school will call the parents to come and get the child. In any case, the school will not tolerate bad language, fighting or any other abusive behavior. This may be grounds for immediate withdrawal from the program. We feel the school and family need to work as a team to help all the children gain control of their behavior. Please let the school know of any problems your child may have had in the past or is currently having.

It is very important a child's social development is nurtured through predictability, prevention, redirection, love, consistency and firmness. Also, it is "typical" and developmentally appropriate for children to throw tantrums, struggle to communicate their emotions, get into disagreements with their peers and at times act out with aggression. However, while caring for children, some "typical" misbehavior may escalate into more escalated aggressive behavior: biting, hitting, kicking, spitting, hostile verbal behavior, non-compliance and other behaviors which will hurt another child that cannot be permitted.

If a child's behavior is excessively disruptive or harmful to themselves, their peers or staff, the child's parents will be notified and the child may be picked up and offered to return the following day. In this situation an individualized behavior plan may be

developed with the collaboration of the parents, Lead Teacher and Director. Should these measures not resolve the behavior issue, parents may be asked to make other child care arrangements.

Under no circumstances, corporal punishment will be used as a form of discipline at Bright Star Academy.

**State Licensing Agency's Rights** (outline in ADSS Manual CCL-86-95 section 101195 (b) &(c) The department has the authority to interview children, or staff; and audit child or facility records without prior consent. The licensee shall make provisions for private interviews with any child/ren, or staff members and for the examination of all records relating to the operation of the facility. The Department of the Licensing Agency shall have the authority to observe the physical condition of the child/ren, including conditions which indicate abuse, neglect, or inappropriate placement and to have a licensed medical professional physically examine the child/ren." The state also mandates that we report suspicion of child abuse to the proper authorities.

## **ACCIDENT AND INCIDENT REPORTS**

***Accident and Incident Reports:*** All accidents are reported daily and the parent of the child will receive a thorough written report. First-aid is administered to the child if needed. Any incident which results in an injury and/or chronic disciplinary problem will be recorded as an incident report. For any type of incident involving the child's head, even if minor, parents will be called immediately.

## **CLASSROOM POLICIES**

### **Potty Training**

Each child must provide their own supply of "Pull-Ups" (Training Pants) and baby wipes, which will be stored in the classroom. Children in the potty training process, should wear clothing that can be easily removed, such as elastic bands. Avoid belts, "Onesies," etc.

All children are given the opportunity to go to the bathroom every 40 minutes or as needed and are changed every hour. Teachers keep records on the "Potty Chart" and will inform the parent/guardian of the progress of their child's success.

### **Extra Clothing**

Two sets of clothes must always be kept in a plastic bag in the child's backpack. For the hesitant learner/non-potty trained children, please bring three sets of change of clothes. Please include tops (shirts/blouses), bottoms (shorts/pants), underwear, socks, etc.

### **Labeling and Lost & Found**

All students' possessions, including jackets, hats, bags, etc., MUST be labeled with their name. Many times, children have identical articles of clothing, so this will help distinguish what belongs to whom. All unidentified clothing/belongings may be retrieved

from the Lost & Found located in the office. Any items not retrieved within one month will be donated to a local non-profit organization.

### **Sunscreen**

All parents/guardians are responsible to make sure your child is prepared for outdoor play, especially in hot weather conditions. Apply sunscreen to your child prior to their scheduled drop off time. All children must have their own sunblock lotion, with their name clearly labeled on it, which will be left in the classroom. Parents acknowledge that staff may apply the sunscreen they have provided on their child as needed. We recommend that all children bring a cap or hat to protect them from the sun.

### **Toys**

We provide a wide variety of play toys at our center, which makes it unnecessary for children to bring toys from home. Toys from home are not allowed as they may be easily lost and/or damaged. Exceptions are made on specific calendar days that may be relevant to the day's activities. In those cases, clearly label your child's name on each item. Other exceptions may be a small stuffed toy for nap-time or a 'comfort blanket', both of which must be kept in their cubby until nap-time.

### **All About Me: Wonderful Person**

*"I praise you Lord because I am fearfully and wonderfully made....." Psalm 139:14*

BrightStar Christian Academy sees children as special and unique and there is no one else in the world like them. Each week, one child is in the spotlight, this turn usually falls on or close to their birthday month. (Please check the monthly calendar for your child's turn.)

When it is your child's week in the spotlight:

On Monday, they need to bring a home-made creative poster that tells about your child. This poster may include pictures of family and friends, favorite places, hobbies, activities, cartoon character, food, etc. It can be anything your child feels they want to share with their friends. They will talk about their poster during the opening session/circle time.

- They may bring a favorite snack to share with the class (special fruit and/or a healthy treat)
- They will be the line-leader
- They will lead the class during prayer
- They will also hold their classroom's offering bucket and pray at chapel on Friday
- They may bring a favorite book, song or toy (Please make sure all items are labeled and will be kept in their cubby until it is time to share with the class).

Being in the spotlight is a great way to overcome shyness and build self-esteem. Sharing during opening sessions is a great way to develop language and communication skills.

Children love sharing and learning about their friends and they look forward to their week of showing their unique and wonderful being

### **Birthdays**

BrightStar Christian Academy desires to instill habits of good stewardship of our bodies including teaching healthy eating. Every month, each class will hold one birthday celebration for all the birthdays of that month. Those celebrating their birthday that month will all be honored by the class and everyone will be served the special snack provided by the parents. This will be held every last Friday of the month during chapel or snack time.

On the child's actual birthday (or the school day closest to the day), parents may bring a special treat for the class. To support our efforts, we ask that healthy treats are brought for the birthday celebrations. In addition, we ask parents to donate a special book to the class on their child's birthday which will be shared and enjoyed by everyone. Please put a picture of your child and a written dedication inside the book.

If you are inviting any class members to your child's outside birthday party, we ask that you would not pass out the invitations in the class in order to avoid causing hurt feelings.

### **Meals**

Meals for the children are not provided at BrightStar Christian Academy. Breakfast should be eaten at home or if the child is dropped off before 8:30 a.m., they may bring their breakfast and eat at school.

All children enrolled after 12:00 p.m. must bring their own well-balanced lunch to school and will eat during a scheduled 30-45 minute lunch time with the class. Parents are required to prepare and provide a well-balanced lunch (including a main entrée, fruit/vegetables, protein, whole-grain, nuts, etc.). When preparing your child's lunch, consider the portion size and avoid choking hazards (cut food into bite size). Microwaves are available in each classroom to warm up lunches.

To support our good stewardship and green campus and efforts, all meals are to be brought in 100% reusable containers. We ask that you DO NOT bring pre-packaged food in your child's lunch (such as Lunchables, snacks with wrappers, juice boxes, etc.). All meals should be in lunch containers (Tupperware, Gladware, etc.) and must include a cloth napkin/washcloth, reusable utensils.

Every child must bring their own reusable water bottle or container (filled at home) that is clearly labeled with the child's name, and be filled at home every morning.

### **Snacks**

We provide two snacks (AM and PM) every day for full time students. We provide fruits and vegetables and 2% milk for their daily snack (see monthly calendar posted in classrooms for detail).

### **Children with Allergies**

If your child cannot drink whole milk for medical or personal reasons, you can bring an alternative product that contains calcium like soy, rice or almond milk. It will be stored in our refrigerator, labeled with your child's name. Teachers will inform you if your supply is low or if the product has reached the expiration date.

Parents acknowledge that their child's name will be placed on List of Children with Allergies along with specific emergency steps to be taken, to be posted in the classroom for easy reference of all staff.

### **Parent Visits**

Parents are welcome to visit our school at any time. If a parent's visit is found to be disruptive to a child's adjustment to the preschool setting, they will be asked to leave shortly after drop-off. If you'd like a conference with any of our staff members please call to arrange a time. Drop-in visits to your child's classroom are always welcomed, however, we ask it not happen during structured time including nap time. Please sign-in at the office to receive a visitor's nametag. For any visits to your child's classroom anticipated to be longer than 5-10 minutes, be sure to sign in to our Visitor's Log in the office.

### **Parent Helpers and Events**

Although BCA does not have mandatory service hours for parents, we encourage our families to consider the Center as an extension of the home where parents and teachers work together for the benefit of the children. We appreciate that you would share of your time and talent with the school. If you have special skills, trade or talent that you would like to share with our friends at school, please let us know.

Throughout the school year, BCA offers a variety of special events and celebrations that you and your family are invited to attend.

Parents are always welcome in the classroom as helpers (be sure to sign in to our Visitor's Log). We have many areas where you may serve if you desire. Licensing requirements do not allow siblings to be present in classrooms during school hours.

**Addendum to BCA Behavior Management Policy:**  
**At BrightStar Christian Academy we create a Christ-Like environment by**  
**committing that all staff and children adhere to The 5 R's**

- Respect for God
  - Respect for Elders
  - Respect for Others
  - Respect for Yourself
  - Respect for All Property
- 

It is very important a child's social development is nurtured through predictability, prevention, redirection, love, consistency and firmness. Also, it is "typical" and developmentally appropriate for children to throw tantrums, struggle to communicate their emotions, get into disagreements with their peers and at times act out with aggression. However, while caring for children, some "typical" misbehavior may escalate into more escalated aggressive behavior: biting, hitting, kicking, spitting, hostile verbal behavior, non-compliance and other behaviors which will hurt another child that cannot be permitted.

**In response to these behaviors the staff will NOT:**

- Apply physical punishment (even if requested by the parent)
- Deprive a child of food or other basic needs
- Use fear to manage behavior
- Use humiliation or isolation in response to misbehavior
- Utilize threats or bribes
- Physically restrain a child

**In response to these behaviors the staff WILL:**

- Comply with California law and Title 22 Licensing standards
- Respect every child
- Establish clear limits
- Be consistent in enforcing predictable behavioral expectations
- Use developmentally appropriate language to explain desired behavior
- Always communicate with children at their level
- Give clear and appropriate options
- Redirect children to an alternative positive activity, when available
- Provide the child the option to "take space" in a quiet supervised area

If a child's behavior is excessively disruptive or harmful to themselves, their peers or staff, the child's parents will be notified and the child may be picked up and offered to return the following day. In this situation an individualized behavior plan may be developed with the collaboration of the parents, Lead Teacher and Director. Should these measures not resolve the behavior issue, parents may be asked to make other child care arrangements.

# GRIEVANCE POLICY

*(PARENT/GUARDIAN COPY- Please keep for your records)*

## **PARENT GRIEVANCE PROCEDURE AND AGREEMENT**

These procedures are with regard to this financial agreement or with staff or center administration. Direct, face-to-face resolution is the scriptural means of resolving differences:

1. Should there be a question about or disagreement with school policy / procedures, we will in no case complain to any parent but register concerns with teachers, the Director, or the AECSJ School Board, following the appropriate chain of command.
2. To insure the resolution of possible disputes of a non-criminal nature, in the spirit of Christian Love, it is agreed that such disputes will be settled in conformity with the Biblical injunctions of Matthew 5:22, 18:15-20, and 1 Corinthians 6:1-8.
3. IF the matter is not resolved after private meetings with the individuals involved, the Director and the Board of Directors, either party may submit the matter to the Bay Area Christian Conciliation Service for mediation, and if necessary, binding arbitration. It is further agreed that a secular court will settle no dispute.

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Signature of Parent/Guardian

Date Signed

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Signature of Staff/Witness

Date Signed

## **ACKNOWLEDGEMENT of RECEIPT OF BCA PARENT HANDBOOK**

I have reviewed 2016-2017 BCA Parent Handbook Book. Please sign your initials stating you have read each section of the BCA Policies and Procedures.

- \_\_\_\_\_ Vision/Mission/Philosophy Statements
- \_\_\_\_\_ Admissions Policy
- \_\_\_\_\_ Drop Off/Pick Up Policy
- \_\_\_\_\_ Safety Policy
- \_\_\_\_\_ Emergency Policy
- \_\_\_\_\_ What to Do When Your Child is Sick
- \_\_\_\_\_ Dress Code Policy
- \_\_\_\_\_ Disciplinary Procedures
- \_\_\_\_\_ Healthy Meal and “no trash” Policy
- \_\_\_\_\_ Classroom Procedures and Policies
- \_\_\_\_\_ Legal Policy and Agreements

Child's Name: \_\_\_\_\_  Male  Female

Parent/Guardians Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_