

Bethany Bridges Club Policy Handbook **2020-2021**

Welcome to Bethany Bridges Club Extended Care Program, an independent not-for-profit organization working closely with and following the philosophy of Bethany Community School to educate the whole child in a developmentally appropriate environment, while offering and celebrating the unique opportunity of a mixed-age classroom.

The following policy statement is designed to further acquaint you with our program and to answer some of the questions you may have during the school year. Please keep it handy for reference as needed. Subject to change.

OWNER/DIRECTOR Hannah Pelliccio (918) 346-4092
Office phone hours 7:30am – 7pm Monday-Friday. Messages left after 7pm will be answered the next business day.

AGES: 12 months (by September 1 of current school year), to Pre-Kindergarten. In the summer we offer care up to 8 years old.

HOURS/DAYS: We offer Before Care from 8:00am - 9:00am and After Care from 2:30pm - 5:30pm, Monday thru Friday to the families enrolled in Bethany Community School. We also offer a Summer School program in June.

ENROLLMENT: Scheduled Care - Parents pick 2 – 5 days a week, your chosen days are guaranteed. Parents **will be charged** based on the set schedule even if the child is not in attendance due to illness including COVID-19, vacation, scheduling, emergency closings, and weather-related closings etc. Your weekly payment holds your space in our program. We require 2 weeks' notice for changes to schedule.

Drop-in care is subject to space and may not always be available. Drop in prices are different from Scheduled Care prices. If you reserve a space for Drop in, you will be charged unless you give us 24 hours' notice that you no longer need care.

NONDISCRIMINATION POLICY: Bethany Bridges Club admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national and ethnic origin in administration of its educational policies, admission policies and other school administered programs.

FINANCIAL INFORMATION

Enrollment Fee and Supplies

The enrollment fee is \$30.00 for one child or \$50 for the same immediate family when you enroll them at the same time. The enrollment fee is **non-refundable.** Please either bring the items on the **supply list** or a **\$30 supply fee** will be charged to your account.

Summer Enrollment Fee

This fee is \$20 for one child and \$30 for a family. No supply Fee.

Tuition

Payments are due on your first day of attendance each week. Payments are late Friday at noon and a \$5 per day late fee will be charged until payment is made. No credits will be applied if a day is missed due to illness including COVID=19 or vacation, scheduling, advanced absence notice, emergency or weather-related closing.

Late Pick Up

Pickup time from Bethany Bridges Club is no later than 5:35 p.m. unless prior arrangements have been made. If you are late picking up your child, you will be charged a late pick-up fee of \$1.00 each minute past 5:35pm. Your account will be charged, and payment will be due no later than Friday at noon.

Late Payment

Payment for the week is late Friday at noon. The late fee of \$5/day will be charged until payment is made (including weekend). We have payment options available on our website bethanybridgesclub.com. You will not be able to attend after 10 days no payment. It is always best to communicate financial needs with us.

Returned checks will be assessed fees payable in cash or money order for:

1. The full amount of the check, and
2. A \$25.00 service fee the bank charges Bridges, and
3. Any additional fees incurred as a result of your check not clearing. If two checks are returned, you must pay in cash thereafter.

Discounts

BCS Staff receive a 25% discount of total tuition price when space allows.

Enrollment Fees, Late and Bank fees are not discounted.

Payments are due on the first day of attendance each week. Parents have the option to pay monthly if they wish. They may be made by check, cash or credit card via Square (Visa/MasterCard) with processing fees passed on to patrons.

COMMUNICATION

It is important to us that we be able to communicate to you and you to us. It is helpful for the teachers to know if your family is in the midst of a stressful situation (death, divorce, serious illness, birth of a sibling, unemployment, a parent away for an extended period of time, etc.) If we are aware of the situation, we will attempt to give the special support and continuity needed during difficult times. Bethany Bridges Club and Bethany Community School leadership shares information to ensure a positive experience for children enrolled in both programs.

Bethany Bridges Club follows the same procedure as Bethany Community School, relaying the resources you provide when your child is enrolled there. BCS requires a birth certificate must be on file at the time of enrollment. In reference to changing home situations, families occasionally have situations which require more than the usual attention as far as paperwork on file and who may pick up and who may not pick up. A restraining order or primary physical custody papers must be on file to keep a birth parent from picking up their child.

This is in accordance with state and federal laws. Bethany Bridges Club will identify anyone who attempts to pick up a child. If no legal papers are on file and it is determined, they are the birth parent we cannot stop them from taking the child. We would make every attempt to contact the other parent if this were to occur. Please help us to maintain current information and stay apprised of any details which will keep your child safe and all of us informed.

We use bulletin boards inside and outside the classroom to share information, sign up to provide snacks etc. Please pay close attention to these as your drop-off and pick-up your child. We also use our Facebook Page and website to keep you updated. If at any time you encounter a problem or have a question, please speak with Hannah or a member of teaching staff immediately. **Communication is the first step in making a situation right.**

DISCIPLINE

If the need for discipline arises, it shall be constructive and educational in nature and appropriate to the child's age and circumstances. Redirection, conflict resolution, and prior intervention will be used. At no time will physical punishment be used.

At Bethany Bridges Club, like Bethany Community School we have no guns, war toys, or toys of destruction. We prefer that the children not bring lunch pails with these themes. Power is important to young children and they need to find ways to express aggression. We channel children's aggression in an acceptable manner, as well as, continually working on conflict resolution skills.

TERMINATION OF CARE

Bethany Bridges Club reserves the right to terminate care at any time for any sufficient reason, including but not limited to late payment, misbehavior or unruliness of child. Parents may withdraw child from our program for any reason, however we do require a two-week notice, Payment will be required until end of notice period.

WHAT TO BRING

Upon arrival: Make sure your child is ready for the day!!!

- 1) Breakfast (cereal) is provided for those children who come to before care up until 8.30am. If your child needs breakfast please arrive before 8.30am.
- 2) Child is fully dressed in appropriate shoes and clothes because we cannot play in the sand with flip flops on, nor can we run in rubber boots.
- 3) That a jacket and change of clothes are packed and toys go back to the car to keep them safe until after school, so nothing gets broken, lost or sprouts legs and walks off. This does not mean items used at nap time during school.

Lunch and Drink: Lunch boxes should be clearly labeled with child's name on the outside, beneath the handle, in LARGE PERMANENT letters; returnable items (Tupperware, spoons, etc. should be labeled also. In an effort to promote

independence, please make sure your child can open his/her lunch box. Always cut those foods such as grapes and wieners that are choking hazards.

Snacks: During after care, a snack is provided at approximately 3:15 pm. Sometimes we have a special snack sign up; it will be posted outside the classroom. If your child is having a Birthday you are welcome to bring a special snack for the class, please no nuts. **Parents with children that have food allergies will need to supply all food/snacks for extended care.**

Clothing: A change of clothes (including underwear and socks) that you know will fit your child and will be seasonally appropriate is recommended for most classes. Please label all items you send. Accidents occur and although we have some clothing to use in a pinch, most children prefer their own clothes.

Please consider your child's comfort, and dress him/her in simple, easy to manage play clothes. Many of our activities are messy, and accidents do happen. Belts are difficult for young children to manage without assistance. Sturdy shoes with socks are best.

Personal Belongings: Please make sure that any clothing, blankets, lovies etc. are clearly labelled. We cannot be responsible for items that are not, and it is best that toys are left in the car to prevent them from breaking or getting misplaced.

Potty Training/Potty Trained: When we have 2 classrooms, Bridges One is for Tod 1 and 2, Primary and Junior 1. Bridges 2 is for Junior 2 and PreK with all children being potty trained. Let us define a potty-trained child:

A potty-trained child is a child who can do the following:

- 1) Be able to TELL the adult they have to go potty BEFORE they have to go. They must be able to say the words "I have to go potty" BEFORE they have to go.
- 2) Be able to pull down their underwear and pants and get them back up without assistance.
- 3) Be able to wipe themselves after using the toilet.
- 4) Be able to get off the potty by themselves.
- 5) Be able to wash and dry hands.
- 6) Be able to go directly back to the room without directions.
- 7) Be able to postpone going if they must wait for someone who is in the bathroom or if we are outside and away from the house

Diapers: If your child uses diapers you pack at least 2(two) diapers each day just for Bridges. Please label diaper for easy recognition. If you use a diaper bag please be sure you have taken out all medications (except diaper cream) and other items you have had packed in the bag over the weekend such as sun screen, food and the like.

Pull-Ups: If you child is using pull ups please send the style with the **Velcro sides only**. Please also ensure your child is able to pull up and down the clothing they are wearing.

Bridges Two classroom placement is for potty trained children only due to the that classroom not having diaper changing facilities. If your child is Potty Training, they will be placed in Bridges One until they meet the criteria for Potty Trained.

Some things we do to get kids ready to train:

We start reading potty books and talking about going potty during changing.

We have them sit on the potty during natural transition times (before and after meals, before and after naps, and diaper changes)

We practice with them getting their pants up and down on their own and hand washing.

We keep close communication with the parents about any indicators suggesting the child is ready.

Some things we do not do:

We do not put kids on a potty schedule where they go every half hour or hour. It is very time consuming with little to no benefit. From experience we have seen this cause many problems with the day pretty much centered around the potty which just is not realistic in this setting.

We do not limit food or drinks to only be given at certain times. We maintain the same food and snack schedule during training.

We do not clean out poopy underwear. We do not do laundry of any soaked or soaked or soiled clothes. They are bagged, put outside, and returned to the parents at the end of the day.

BASIC HEALTH (see illness policy)

Please keep your child home if he/she.....

- Has a fever 100 or has had one during the previous 24 hours OR
Has a fever 99 and over with other symptoms e.g. lethargy, runny nose, cough, able to communicate, do not feel well.
- Has vomited in the last 24 hours (for whatever reason).

- Has had diarrhea in the last 24 hours (even if the diarrhea is from foods, medications, or teething). Teachers cannot spend the amount of time required to completely change and deal with the situation properly.
- Has a thick, heavy, greenish-brown nasal discharge.
- Has a constant cough or wheezing.
- Has a cold that is less than four days old.
- Has any type of rash of unknown origin?
- Is fussy, cranky and generally not him/herself.
- Have symptoms of a possible communicable disease.

Please notify the school at once if your child has a communicable disease so that we may notify the parents of the other children in the class.

Please note if your child is at school and any of the above-mentioned symptoms are present you will be contacted to come and pick up your child within 30 minutes. Your child will be removed from class and after 30 minutes we will charge \$1/minute late fee. Please keep four updated contact numbers on file.

In the case of a contagious illness or disease diagnosis, other children's parents or guardians will be made aware. Please share diagnosis as soon as they are made.

Because of safety factors protecting the children, prescription medications will not be administered to children at school without a lengthy permission form being filled out and original instruction and medication packaging from the doctor and pharmacy. **We discourage sending any medications to school. We do not have a licensed nurse on staff for this purpose. We do not give OTC medication. PLEASE DO NOT send medication, vitamins, etc., in the child's lunch box or diaper bag.**

In case of accidental injury, we will make an immediate attempt to contact a parent. If we cannot reach you, or one of the persons listed for us to contact, we will call an ambulance or 911. Until the arrival of a parent, physician or EMT the Administrator will be in charge and make all decisions about the care of the child and will remain with the child or name the person to remain with the child. You will be expected to assume responsibility for any resultant expense. We will not transport any children to the hospital in a personal vehicle. All staff are First Aid and CPR certified.

PLEASE KEEP THE SCHOOL UP TO DATE ON ALL CONTACT INFORMATION.

Head Lice Policy: Students diagnosed with live head lice will need to go home at the end of the Bethany (9-2.30) day to prevent spreading to multiple classes based on our mixed age groups, children may return after appropriate treatment has begun. Head lice can be a nuisance, but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.

EPI Pen and Benadryl: If your child has allergies that require an Epi Pen and Benadryl for the allergic reaction, please provide these items to both the BCS classroom and the Bridges classroom and they will stay with the child at all times. We require 2 Epi Pens.

*****If an EPI pen is administered for any reason, 911 will be called. If one is stored for a food allergy a Food Allergy Action Plan form will be kept on file which you MUST fill out.**

*****If a child has been known to have seizures a Seizure Plan of Action Form MUST be on file in the office. Any medication must have all Doctor Instructions with the medication in original packaging.**

*****All Bethany Bridges Club Staff members have been trained in Pediatric First Aid and CPR breathing. St Francis Hospital is the closest to Bethany Bridges Club and would be the destination given to 911 in case of an emergency.**

Sunscreen: Staff are not allowed to apply sunscreen to children. Do not pack it in your child's bag. If you want your child to have sunscreen on, please apply it before they arrive.

Insect Repellent: Staff are not allowed to apply insect repellent to their students. You may apply repellent before your child arrives. In seasons when insects are especially bad Bethany Bridges Club will be proactive and make sure there is no water left standing on the playground.

OUTDOOR PLAY

We go outdoors nearly every day "weather permitting". The term "weather permitting" means unless there is a weather advisory or public announcement related to extreme cold or heat that may cause health problems, we will go outside. Here are our guidelines for outside play.

When temperatures are at or below 32° F, including wind chill factor, outdoor time will be limited to no longer than 15-minute intervals. Children should be dressed appropriately so that they are comfortable when outside. Hats and mittens are necessary for all children when it is cold (permanently marked with a name on each item) even warm, windy days may require hats and jackets. When temperatures are between 95-100° F, outdoor time will be limited to 15-minute intervals. We will take precautions to make sure that all children drink plenty of water. We are lucky to have many trees which provide an abundance of shade but on sunny days we encourage you to apply sun block to your child prior to coming to school. You know best what your child's skin will tolerate, and they do go out first thing in the morning. This makes for the most effective prevention.

Children may not stay indoors when the rest of the class goes out. This is regardless of whether they have allergies, are just returning after just being sick or whatever the case may be. We do not have adequate staff to watch the children outdoors and indoors too. If you would like to arrange to come up and be with your child indoors while the class is outside, that would be perfectly agreeable. Please make these arrangements with the teacher and administrator.

EMERGENCY AND WEATHER-RELATED CLOSINGS

In the event of inclement weather our policy is to close school when Tulsa Public Schools closes. If hazardous driving conditions occur while children are at school, we encourage you to pick up your children as conditions warrant. If a **tornado warning** is being sounded please do not risk coming to pick up your child. This would endanger you. If you are in the parking lot please hurry inside and come into the kitchen, church workroom or library area. These have all been deemed "safe places." We have planned to house the children in the safest way possible during these conditions. After the danger has passed please feel free to come and pick up your child. In case of any other emergency please know that we will be here keeping your child as safe as possible until you arrive.

In the event of an emergency, **loss of power, gas leak or water etc.**, we will call parents to come pick up their child(ren). In any other emergency, we will follow Health Department guidelines in response. **Covid related illness will be reported to the Tulsa Health Department and we will follow their guidelines in response.**

SAFETY

The building doors are usually kept locked except for the main arrival and departure times so that we may monitor those who enter the building. If you would like to visit during this time, please just ring the doorbell that is just to the right of the glass doors. Someone will let you in as quickly as possible.

The pupil information form has a special section for names of persons authorized to pick up your child from school. **PLEASE KEEP THIS INFORMATION CURRENT** and abide by it. Always advise the school when someone on your authorization list will be picking your child up. No child will be released to an unauthorized person. In the event arrangements change regarding the pick-up of your child, we ask you to advise us by phone. We will ask that person for a picture I.D. Please inform them, so they will not be uncomfortable when asked. This is all for the safety of our children.

The handicapped parking spaces are reserved for those with physical handicaps and authorized tags to park in those spaces. Please be considerate. Also, please leave the lined area in front of the steps and sidewalks clear of parked cars in order that parents and children may move safely to and from the parking lot into the building. Children and adults alike will be walking through the parking lot as you drive through so please drive cautiously.

CHILD ABUSE

Every person, private citizen or professional, who has reason to believe that a child has been abused, is mandated by law to promptly report suspected abuse. Failure to do so is a misdemeanor. A person making a report in good faith is immune from civil or criminal liability. The name of the reporter is kept confidential.