



PARENT HANDBOOK 2009-2010

Mission Statement



BEN DAVIS CHRISTIAN CHURCH
**GOD'S TREASURES
PRESCHOOL**

God's Treasures Preschool seeks to provide a time of teaching while sharing God's love in a safe, caring environment so that children will grow academically and developmentally as well as spiritually by meeting their emotional and physical needs.

We Believe

...that young children develop physically, socially, emotionally, intellectually and spiritually.

...that God has created each child as a special individual and no child should be excluded because of sex, race, creed, physical ability, or religious preference.

...that a Bible-based teaching program is part of the developmental process.



...that children learn best with an age appropriate, developmental program.

...that God is the author of our faith and ultimate guide for all we do.

*For where your treasure is,
there your heart will be also.*
Matthew 6:21

God's Treasures Preschool is a ministry of
Ben Davis Christian Church
701 S. High School Road
Indianapolis, IN 46241
317-241-3944
Preschool Ph. 317-246-4048
Email: gtpreschool@bdcc.org
Visit us online at www.bdcc.org

Registration & Fees

Pre-K

**3 days a week—
Tuesday-Wednesday-Thursday**

Registration Fees

Must be paid in full to reserve a spot.

Registration fee is non-refundable.

Early Bird Registration: \$105

After April 1, 2009: \$140

Tuition Fees

3 days \$155 per month per child

15% discount for additional child(ren)

3 Year Old

**3 days a week—
Tuesday-Wednesday-Thursday**

Registration Fees

Must be paid in full to reserve a spot.

Registration fee is non-refundable.

Early Bird Registration: \$105

After April 1, 2009: \$140

Tuition Fees

\$155 per month per child for three days/week

15% discount for additional child(ren)

2 Year Old

**2 days a week—
Tuesday & Thursday**

Registration Fees

Must be paid in full to reserve a spot.

Registration fee is non-refundable.

2 days \$80.00 per child

Tuition Fees—

2 days \$105 per month per child

15% discount for additional child(ren)

What to bring

On the first day: 1 box of Kleenex, 4 glue sticks, 2 boxes of 16 count crayons, backpack with a complete change of clothes including underwear and socks (to be kept at school). Please replace soiled items the next class session. Please label all items with your child's name. They will be returned at the end of the school year if not used.

Please keep clothes season appropriate.

For every class session: Lunch and drink (no red drinks please). Refrigeration is not available. Please be sure your child's name is on their lunch box or bag.

Please do not send toys. They could become lost or damaged.

Age level cut-off for class admission

For placement in the appropriate level your child's birthday **MUST** be as follows: (no exceptions)

2 year old class—2 years old by August 1st (doesn't need to be potty trained, but working on)

3 year old class—3 years old by August 1st (Must be potty trained)

4—Pre-K class—4 years old by August 1st



School Closings and Holidays

We will follow the local community school's calendar for the holidays and "bad weather" closings. Please watch your television or listen to local radio for these announcements, listing will show God's Treasures Preschool. Please do not call the church office, call GTP at 246-4048. If most of the schools in our surrounding area are closed, then we are closed, too. If Wayne Township has a two hour delay, then preschool is **cancelled**. If classes are cancelled for any other reason, your child's teacher will contact you.

Illness

Please keep your child at home if he/she has the following one or more symptoms within the last 24 hours: fever, cough, sore throat, vomiting, diarrhea, red eyes (Pink Eye), nasal discharge (green or yellow), skin eruption (i.e. Chicken pox, etc.) and been without the aide of Tylenol, Motrin or like medication. Please call 246-4048 to report illness.

Arrival & Dismissal

Please bring your child to the classroom promptly at 9:00 a.m. We will end our daily sessions promptly at 1:00 p.m. Our teachers use the time before 9:00 a.m. and after 1:00 p.m. for daily preparation.

NO CHILD will be released to anyone not pre-authorized by a parent or guardian.

Dress

We will be painting, coloring, gluing and doing other things that can be messy, so dress your child accordingly everyday. We will go outside when weather permits.

Withdrawal

If you find it necessary to withdraw your child from the preschool, we require a minimum of two weeks notice to be given to the director. *Please remember there are no refunds on Registration Fees.*

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll

2009-2010 Calendar

September 8, 2009

October 20-22, 2009

November 25-26, 2009

Dec. 22, 2009 – Jan 4, 2010

January 5, 2010

March 30-April 1, 2010

April 6, 2010

May 20, 2010

First day of Preschool

Fall Recess, No Preschool

Happy Thanksgiving, No Preschool

Christmas Break—Merry Christmas!

Return from Christmas Break

Spring Break—No Preschool

Return from Spring Break

Last day of preschool and Pre-K Graduation

Dates for field trips, special visitors, Christmas program, class parties, Thanksgiving Feast and Mother's Day celebration will be announced.



WHAT DO WE DO IN PRESCHOOL?

Circle Time is a group gathering during which we share our ideas, plans, and observations. Circle activities are designed to stimulate youngsters' thinking, enrich their social skills, and expand their attention spans.

Gross-motor activities give children the opportunity to use their muscles – as well as their imaginations – as they engage in fun, healthy exercises such as running, jumping, and climbing.

Fine-motor activities help improve small-muscle development and eye-hand coordination. Some common items found in the fine-motor/manipulative area include puzzles, beads and laces, pegboards, crayons, and scissors.

Art activities help youngsters creatively express their thoughts and feelings. They help reinforce fine-motor skills and concept development in areas such as colors, shapes, and size relationships.

Dramatic-play activities help children express themselves, practice life skills, improve social skills, increase self-esteem, build vocabulary, and solve problems. And, well, dramatic play is just plain fun!

Music activities promote youngsters' listening skills, creative expression, and social skills. In music, children can explore sound, volume, tempo, and rhythm.

Science activities offer children many hands-on opportunities for observation, exploration, investigation, making predictions, and experimentation.

Sand and water activities allow youngsters to experiment with textures and the properties of different substances. These activities also promote the development of other skills, such as math, science, and language.

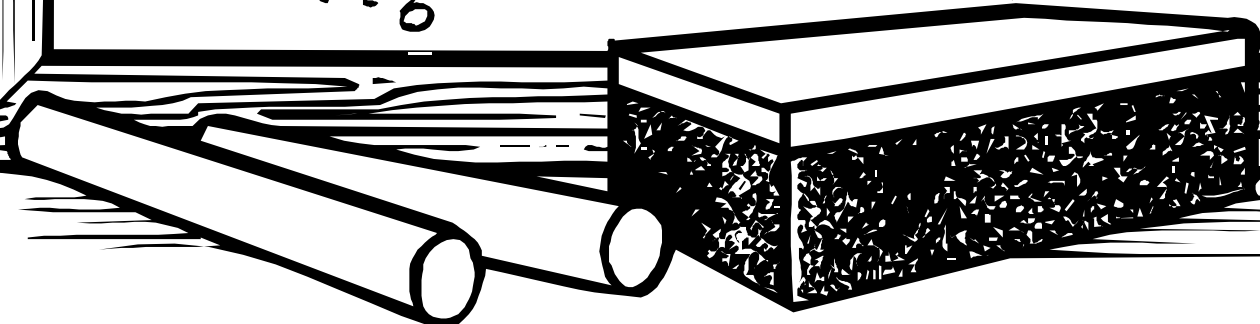
Block play gives children experience with many different concepts, such as shape and size discrimination, spatial relationships, number skills, balance, organization, cause and effect, and classification. Cooperative play skills, problem solving, and creativity are also promoted in block play.

Storytime is designed to help youngsters develop an appreciation and enjoyment of literature. Reading activities enhance children's vocabulary and comprehension skills, and also expand their knowledge base.

$$4 + 2 = 6$$

$$5 - 3 = 2$$

$$\begin{array}{r} 7 \\ \times 2 \\ \hline 14 \end{array}$$



ENROLLMENT APPLICATION

Date _____

God's Treasures Preschool

Ben Davis Christian Church
701 South High School Road
Indianapolis, IN 46241
Preschool Ph. (317) 246-4048
Church Ph: (317) 241-3944

Class to Enter: <i>please circle</i>	
Pre K	3 day
3 Year Old	3 day
2 Year Old	2 day

STUDENT INFORMATION:

Child's Full Name _____ **Nickname** _____
Last First Middle

Address _____ City _____ State _____ Zip Code _____

Home Phone _____ Social Security # _____

Date of Birth _____ **Age as of August 1, 2009** _____

Sex _____ **Height** _____ **Weight** _____

Has the child ever attended God's Treasures Preschool? _____ Yes _____ No

If yes, what year: _____

How did you hear about us? ___ friend ___ newspaper ___ drive-by ___ flyers _____ other

Please tell us a little about your child....

Child's likes, dislikes, and fears _____

Any factors in the child's life? (living situation, medical condition, learning disability, physical handicap, etc.)

Attends church: _____ Yes _____ No **Name of Church:** _____

Would you be willing to help during special events? _____

LIST ALL ALLERGIES: (Include food, medication, insect)

Immunization current? _____ Yes _____ No Preferred Hospital: _____

FAMILY INFORMATION:

Father's Name _____ **Mother's Name** _____

Address _____ Address _____

City/State/Zip _____ City/State/Zip _____

Home Phone _____ Home Phone _____

Occupation _____ Occupation _____

Employer _____ Employer _____

Work Phone _____ Ext. _____ Work Phone _____ Ext. _____

Pager _____ Cell _____ Pager _____ Cell _____

E-mail address _____ E-mail address _____

Who is the child presently living with? _____

Names and ages of siblings: _____

Who is responsible for the child's tuition? _____

EMERGENCY INFORMATION:

If your child should need emergency medical care, we should contact:

Doctor's Name _____ Phone _____

Other than your home or work, whom should we contact in case of emergency?

Name _____ Relationship _____

Phone _____ Work _____ Cell/Pager _____

Name _____ Relationship _____

Phone _____ Work _____ Cell/Pager _____

People Authorized to pick up your child: Security Code Word _____

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

Dated: _____ Signature of Parent/Guardian _____



God's Treasures Preschool

Field Trip Permission Slip

Child's Full Name _____

Address _____

City _____ Zip _____

Mother's Name _____

Day Phone _____ Cell Phone _____

Pager _____

Father's Name _____

Day Phone _____ Cell Phone _____

Pager _____

Class: _____ Teacher's Name _____

**I give permission for my child, _____
to participate in all field trips sponsored by God's Treasure Preschool during
the 2009-2010 school year.**

Parent Signature

Date

I hereby release and agree to indemnify and hold harmless from any lawsuit or claim for injury, regardless of cause, God's Treasures Preschool, its teachers and staff, and Ben Davis Christian Church, and its ministers, staff, elders and members, from any and all responsibility and liability for any injury or illness that my child may sustain while attending God's Treasures Preschool, or while attending any function sponsored by God's Treasures Preschool.

Parent Signature

Date

God's Treasures Preschool—PARENT AGREEMENT—2009-2010

Student's
Name _____

PLEASE READ CAREFULLY & INITIAL EACH STATEMENT BEFORE SIGNING

I/we, _____ and _____, for and in consideration of my/our child, _____, being admitted as a student at God's Treasures Preschool, do hereby accept such admission and the duties and responsibilities entailed therein and agree to be bound by the terms of this Agreement:

We understand that Biblical doctrinal beliefs held by Ben Davis Christian Church and God's Treasures Preschool will be exercised in planning activities and handling of the children. _____

We have read the discipline policy in the handbook. We understand the staff will follow these procedures and we agree with this form of discipline. _____

We give permission for our child to take part in all school activities and school sponsored trips away from the school premises, and absolve the school from liability to us or our child because of any injury to our child at school or during any school activity. (ie. field trips) _____

We recognize that for our child to make good progress in his work it is essential that we have confidence in his teacher and school. We will do all in our power to see that our child respects and obeys the preschool staff and rules. _____

We agree to pay the tuition payment on the first class meeting of the month. We understand that the other monthly payments are due on or before the first class meeting of each subsequent month. We understand that a \$10.00 late fee will be assessed; and any child whose account is fourteen (14) days overdue will be subject to dismissal from the school. _____

We have read the Student Handbook and the Financial Information Sheet given to us and agree to abide by the policies set forth therein. _____

We understand and agree that attending God's Treasures Preschool is a privilege and the school reserves the right to remove our child from the school for just cause, as determined by the school. Notwithstanding anything to the contrary contained herein, this Agreement does not bind either party to any specific period of enrollment. _____

We realize that we as parents must maintain a proper attitude toward the preschool, its staff, and its policies. Though at times we may "agree to disagree" over some issue, we will not criticize the preschool, its staff, or its policies in front of our children or to other adults. _____

We would never make demands, threaten to sue, or actually litigate any matter whatsoever relating to or resulting from this Agreement. _____

We agree if a student is withdrawn from school, we shall give the school two (2) weeks written notice and shall forfeit any remaining balance of tuition. _____

The parties agree that there are no other agreements or understandings between them relating to the subject matter of this Agreement. This Agreement supersedes all prior agreements, oral or written, between the parties and is intended as a complete and exclusive statement of the agreement of the parties. Neither this Agreement nor its execution have been induced by any reliance, representations, stipulations, warranties, agreements, or understandings of any kind other than those expressed herein. Any provision of this shall remain bound by all other provisions. _____

IN WITNESS WHEREOF, the parties have executed this Agreement on the _____ day of _____, _____.

PERMISSION TO ADMINISTER MEDICATION TO CHILD

This form is good for one school year and must be renewed yearly.

2009-2010 School Year

Name _____ **Phone** _____ **Age** _____
Last First Middle

I am the parent/guardian of a child named _____, whose date of birth is _____, and I am acting on my own behalf and on behalf of this minor child. We hereby authorize and agree to hold Ben Davis Christian Church, God's Treasures Preschool, and employees harmless for the administration of:

Ben Davis Christian Church and God's Treasures Preschool staff may provide first aid. Such first aid may include the local application of such medicines as Bacitracin or Benzocaine.

I understand that an employee or staff member administering medication in accord with the permission statement and Ben Davis Christian Church and God's Treasures Preschool shall be immune from all liability for acts arising out of the administration of medication in accord with the terms of this document, except in the case of gross negligence or willful and wanton misconduct.

In addition to the immunity described above, in exchange for Ben Davis Christian Church and God's Treasures Preschool agreement to assume responsibility for the administration of medication as described in this permission statement, we hereby release any and all claims that we may lawfully release at this time for acts or omission arising out of the administration in accord with this grant of permission.

Parent/Guardian Signature

Date

Printed Name

Daytime Phone

Parent/Guardian Signature

Date

Printed Name

Daytime Phone

Name of medication & strength _____

Dosage (amount) _____ Time to be given at school _____

Reason or health problem _____

Medication to be given from _____ to _____
(Date) (Date)

How it is taken _____
(Example: by mouth, by inhaler, with food or after meals)

When was the first dose of this medication given? _____

Relevant side effects to be observed, if any _____

If there are side effects, plan for management _____

Financial Agreement—2009-2010 School Year

Please refer to page 2 of the handbook for your child's appropriate class and fees.

Tuition is due the first class meeting of each month. Please make your check payable to "Ben Davis Christian Church" with a notation "God's Treasures Preschool" in the memo line.

Tuition payments are considered late after the fifteenth of each month. A late fee of ten dollars (\$10.00) will be added to your account for each late payment.

A twenty dollar (\$20.00) fee will be charged for any returned checks. Only cash, money order, or certified check will be accepted if more than two (2) checks are returned during the year.

If the tuition account becomes fourteen (14) days in arrears, parents may be asked to withdraw their child until payment is made.

Our teachers salaries are dependent upon the receipt of all fees paid in a timely fashion each week. If you are having trouble making your payment at the due date, please let the director know of your situation and she will be happy to work with you. No refunds will be given for any reason.

We have read the above and understand the conditions and agree to abide by them:

Parent or Guardian

Date

2009-2010 Model Release Information

As a parent/guardian of _____ (child's name), I give my permission for Ben Davis Christian Church to use any and all photos or video tape containing my child for print and/or in a slide/video presentation or promotional purposes.

Parent/Guardian Signature:

Date: _____

Telephone Number: _____

DISCIPLINARY POLICY STATEMENT 2009-2010

The discipline policy of the school is intended to establish a classroom environment toward learning. Discipline is training that develops self-control and character, as well as the attitude of submission to authority.

The school's discipline policies include instruction, correction, punishment and reward. All of these elements are Biblical principles and a balance between punishment and reward is essential.

Teachers shall use and follow the disciplinary policy of the school.

Conduct for spiritual life will not be regulated by a list of do's and don'ts, but by the principles of Scripture which exhort us to abstain from every appearance of evil and to do everything heartily as unto the Lord.

DISCIPLINARY MEASURES

Misconduct will be handled by the individual teachers within the framework of these disciplinary means according to the seriousness or persistence of the offense.

It is apparent that many things which occur during the day require the teacher's appraisal of the situation. It will always be true that everyone will not evaluate everything the same way. It is our belief, however, that a good understanding of the foregoing framework will result in a more disciplined school and in a more unified approach to discipline. The policy may be summarized as follows:

1. Teacher counsels with student.
2. Teacher discusses need with parent.
3. Teacher and Director counsel the student and his parents.

EXPLANATION OF CONSEQUENCES FOR MISCONDUCT

Discipline in the Christian school must be Bible-based, of redemptive value and for the spiritual and emotional well-being of the student.

Loss of Play Time – Time spent sitting quietly.

Loss of Privileges – Not able to serve as line leader, door holder, or teacher's helper.

WHAT THE BIBLE TEACHES US ABOUT DISCIPLINE

So whether you eat or drink or whatever you do, do it all for the glory of God. (I Corinthians 10:31)

There is a close relationship between discipline in a school and the quality of education offered by that school. If the students are undisciplined, their education suffers. The Christian home and school must work and pray together in the development of disciplined children and teenagers. Students who do not obey those in authority have trouble learning to obey God, who is Spirit.

THE WORD IS OUR BASIS FOR REQUIRING OBEDIENCE

Requiring obedience is based upon the Bible, God says that children should obey their parents and others in places of authority. The following texts emphasizes this:

Children obey your parents in the Lord, for this pleases the Lord. (Colossians 3:20)

Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. (Romans 13:1a)

Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. (Hebrews 13:17a).

Students should see us as adults living under the authority that God has placed over us. Obedience to authority is not for children only, but parents are to train their children to obey. (More is caught than taught!) Obedient children are a required qualification for those in authority (I Timothy 3:4,5).

The Word and most schools of psychology do not agree on many points of teaching discipline. The following texts help us to see what is God's thinking on discipline.

For these commands are a lamp, this teaching is a light, and the corrections of discipline are the way to life, . . . (Proverbs 6:23)

He who heeds discipline shows the way to life, but whoever ignores correction leads others astray. (Proverbs 10:17)

He who spares the rod hates his son, but he who loves him is careful to discipline him. Proverbs 13:24)

Discipline your son, for in that there is hope; do not be a willing party to his death. (Proverbs 19:18).

Folly is bound up in the heart of a child, but the rod of discipline will drive it far from him. (Proverbs 22:15)

Do not withhold discipline from a child; if you punish him with the rod, he will not die. (Proverbs 23:13)

The rod of correction imparts wisdom, but a child left to himself disgraces his mother. Discipline your son, and he will give you peace; he will bring delight to your soul. (Proverbs 29:15, 17)

These are for the home as well as for the school. We fail God in the school if we don't discipline our students. We also fail God if we discipline them in a way that provokes them to wrath or discourages them (Colossians 3:21).