



PARENT HANDBOOK

This hand book will serve as a guide for you while your child is enrolled in our preschool. Please keep it in a convenient place so that it may be referred to when needed.

The Beehive Preschool 520 S 150th St, Burien, WA 98148

Phone: (206) 241-0915 Email: preschool@burienfm.org

Director / Teacher

Rita Miller

206-241-0915

Class Times: 9 – 12 a.m

Choice 1: Monday, Tuesday, Wednesday, Thursday, Friday

Cost: Tuition \$250.00 per month

Class Times - Choice 2: Choose 4 Days for your child to attend

Cost: Tuition \$200.00 per month

Class Times - Choice 3: Choose 3 Days for your child to attend

Cost: Tuition \$150.00 per month

Class Times - Choice 4: Choose 2 Days for your child to attend

Cost: Tuition \$100.00 per month

Registration Fee: \$65.00 per family

For families registering more than one child, the second child's tuition will be discounted by \$25.00 per month.

When paying in full up front for the year a 10% discount will be given.

Class Schedule

(Although our schedule may change as needed, here is a sample for you.)

8:50 Arrival Activities

9:00 Bible Time

9:20 Social Studies / Science / Language Arts

10:00 Snack

10:15 Recess / Play Break

10:30 Phonics / Memory Verse

10:45 Music / Physical Education / Health and Safety

11:00 Quiet Time

11:10 Math

11:40 Arts and Crafts / Outdoor Activity

12:00 Dismissal

Arrival and Departures

Please make note of your child's start time and get to school on time! Please stay with your child until the teacher opens the door. Do not leave your child unattended. Children also need to be picked up promptly at the end of class time. Students will be dismissed from inside

the building to their rides. There will be no drop off or pick up from the parking lot. Please escort your child inside. Teachers must be notified ahead of time about carpools, or if a new person will be picking up your child. Please call to notify us that someone who has not been previously designated is coming to pick up your child that same day.

Please note that we do not make up snow days. We will follow the Highline School District for inclement weather.

Parking Safety

These are important notices about our parking lot.

- Please use the preschool (middle) entrance in the back of the building for entering the building. This entrance will be marked with a sign.
- Please drive slowly and carefully, children are present.
- If someone is transporting your child, please encourage them to read this booklet.
- Never leave your children unattended in your vehicle at any time. Ask a friend for help.

Tuition

Registration Fee and first month's tuition is due at time of registration. Envelopes will be sent home at the end of each month. Please put your cash or check (payable to Burien Free Methodist Church) inside your envelope and send it back to school by the 5th of the month. Please add \$5.00 if you pay after the 5th (unless you have notified the director that your payment will be late). It is a yearly tuition divided into 9 even monthly payments. No deductions should be made for illnesses or holidays. Questions regarding tuition should be made to the director.

School Bag or Backpack

Children will need a school bag or backpack to bring home their work from preschool. Your child's name should be clearly printed on the

front. Please check your child's bag every day for school information, notes, and their work.

Show and Tell

Show and tell is on Mondays.

Snacks

Your children should bring a snack to preschool every day. We encourage small healthy snacks.

Clothing

Please send a change of clothes for your student to be kept on hand for emergencies.

Please dress your child in comfortable play clothes that can be easily laundered. Please label jackets, hats, mittens, etc. to avoid mix up.

Illness

Children with symptoms of communicable illness should be kept at home. A child with a runny nose or a disruptive cough should not come to school. If your child is ill for a day, call us if you wish to let us know. Definitely call if they are absent more than one day. Please leave a message on the answering machine.

Academic Instruction

We will use a curriculum that is biblically based and consistently teaches academic subjects, such as reading, writing, phonics, math, health, social skills and science. We will include physical education. All subjects will be taught through a variety of engaging activities, songs and stories, to meet the needs of all students.

Staff

Our staff will include a certificated teacher, Rita Miller. We will also have certificated substitutes in the case of teacher absence, Debbie Frank and Sally Gillard. The teacher will be supported by volunteers. Additional support will be provided by Community Based Services, a program that coordinates job training for students with disabilities. The students are ages 18-21 and will come with a job coach until they are able to manage assisting in the class on their own. They will help with set-up of snacks, Arts and Crafts, modeling for our students and assisting with reading, writing and other academics. This will provide job training for the CBS students and more individualized attention for our students.

Safety Drills

We practice fire safety and earthquake drills at preschool during the year. Please let us know if your child has undue concern about this. Also, you must keep your emergency information updated at all times.

Emergency Preparedness Plan

In case of earthquake, or any major disaster, The Bee Hive preschool would like you to review some of the important items below.

1. In the event of a major earthquake, all students will be kept at school until they can be released to their parents or a designated emergency contact person. It is very important to keep your emergency information form up to date.
2. During the time of crisis, staff members will remain at school and be responsible for the following: Providing First Aid, evaluating building safety, and comforting children.
3. If an earthquake should occur, please do not call the school. The telephone lines, if working, will need to be kept open for communication with emergency services.

4. If you do come to school after a disaster occurs to pick up children, please do not block roadways with your car. Use the regular drop off point. Remember to maintain calm and positive attitudes in the presence of the children.

Each classroom has been provided with disaster preparedness supplies. This includes First Aid items, a supply of water, and a “comfort kit” for each child on the premises. Each comfort kit contains: juice, granola bar, fruit snacks, lifesavers, gum. Kleenex, paper and pencil and other items as we see additional need.

We update our emergency supplies every year. We appreciate it if you would like to donate to help cover this year’s cost. You may download and donate through the PushPay app, Burien Free Methodist Church, choose the preschool option. Thanks You!

If your child requires special medication at school, this medication will be kept in the same first Aid container at all times so that it is readily available in case of disaster.

You can always feel free to contact us if you have any questions.

If you would like us to have a “comfort letter” to keep and read to your child at this time, you may send that to school at any time during the first few weeks of school. Some people like to put a note on the back of a family picture! See the following for a sample “comfort letter”.

Dear _____

We love you very much and want you to know that this is a time to be brave and helpful, and do whatever your teachers ask you to do. We know that you will be safe at school. Please don't worry about your family “we will pick you up as soon as possible. While you are waiting for us, just stay calm and happy.

Love,

and Dad

Special Days

Here is a sample of special days we may have at preschool.

First Day of School

The first day of school will be September 6, 2017.

Christmas Program:

Students will perform for the Christmas Eve service. Families are invited to attend our Candlelight Service. December _____ at _____.

Valentine's Day

Your child should bring valentines for everyone in class (with your child's name signed on them) for our party on February _____.

Parent Teacher Conferences

Parent teacher conferences will be arranged as needed. Please feel free to call to arrange a conference. This will be a time for parents to come together and ask questions about preschool.

Easter Service

Students will perform for the Easter service. Families are invited to attend our Easter service, April _____ at _____.

Last Day of School

The last day of school will be on June _____. The last day of school will be a celebration and family picnic. This will include a celebration of students moving into Kindergarten.

Birthdays

You may send a treat for your child's birthday if you want.

***Dates will be assigned to these activities and notice will be sent home in a timely manner. I look forward to a fun and active year with you and your children.