



## ***Parent Student Handbook Addendum for Families with Preschoolers***

Welcome!

Thank you for choosing Bridgeway Christian Academy for your child's education. This addendum has been prepared to outline a few policies and procedures specific to our Preschool program. Please read the BCA Parent Student handbook, along with this addendum, thoroughly. Doing so can help you make the most of your child's school experience.

We encourage you to be a part of your child's education through volunteer work in the classroom and other school activities. We strongly promote communication between parents and teachers through newsletters, progress reports, conferences, and PTF (Parent Teacher Fellowship) meetings.

We look forward to working with you and your child during the school year.

Blessings,

BCA Preschool Teachers

## The BCA Preschool Program

### **Pre-3**

The Pre-3 program at BCA is a half-day class that meets three times a week (Tuesday – Thursday). It is structured for the child who has reached their 3rd birthday by September 1st and is fully potty trained. The Pre-3 program provides children the opportunity to develop social skills and independence. Because young children learn best through active exploration, learning centers make up the biggest portion of our daily schedule. The centers allow children to play, talk, move around, and engage in meaningful activities. Centers include Phonics, math manipulatives, dramatic play, discovery, library, block/building, and arts and crafts. Our Bible curriculum provides age-appropriate learning through the use of units and activities. Opportunities for Music, P.E., Chapel, Media Center, Spanish and Art are a regular part of the Pre-3 experience.

### **Pre-4**

The Pre-4 program is a half-day class for children who have reached their 4th birthday by September 1st. We offer a four day option (Monday – Thursday) as well as a five day option (Monday – Friday). Using a variety of curriculum, various themes are explored through centers such as construction, math, and dramatic play. Phonological awareness (songs, poems, rhymes, letter recognition, etc.) helps to lay the groundwork for developing strong readers. The Bible curriculum uses stories, scripture memorization and songs to support our Christ-centered program. The children enjoy a variety of enrichment classes including weekly Chapel, PE, Art, Spanish, Media Center and Music as well as other special programs.

*Parents of preschoolers are required to notify the school of any changes in information on the child's identification records and to keep emergency contact information current.*

## Preschool Policies and Procedures

### **LATE PICKUP**

Parents are expected to be prompt in bringing and picking up their children. Classes end at 12:00 pm. If you are running late, please call and let the front desk know.

### **DRESS CODE**

#### **Boys:**

Tops - Solid red, navy, or white polo shirts or t-shirts; BCA spirit wear shirt

Bottoms - Athletic style short or pant in navy, black or grey; jeans (short or long), khaki or navy short or long pant

#### **Girls:**

Tops - Solid red, navy, or white polo shirts or t-shirts; BCA spirit wear shirt

Bottoms - Athletic style short or pant in navy, black or grey; jeans (short or long); khaki or navy short, long pant or skirt. Girls must wear bloomers, shorts or leggings underneath skirts.

Dresses - Girls may wear polo style dresses in navy or red and they must wear bloomers, shorts or leggings underneath.

Leggings/Tights – May be worn under dresses/skirts but need to be in one of the following colors: navy, white, gray, red

**Shoes:**

Closed-toe shoes with socks/tights (white, navy, black or grey)

**Shoe Don'ts**

- No high top athletic shoes
- No wheels, no lights, no glitter or sequins, no characters
- No TOMs in any color
- No UGGS
- No boots
- No clogs
- No sandals/backless shoes

Please place a complete set of labeled clothes (including underwear and socks) in a zip lock bag to be kept at school. Outerwear must be labeled with the child's name for identification. Children will go outside if the weather permits, so please dress them appropriately.

**DISCIPLINE/BEHAVIOR MANAGEMENT**

Our goal is to develop self-respect, respect for others, self-discipline, cooperation and good behavior. All children are disciplined using a positive, constructive, Christian approach. Bridgeway Christian Academy reserves the right to dismiss any student for reasons of non-cooperation or inability of the child or parent to adjust to the school program.

**Biting** - If a child bites another child or teacher, the following guidelines apply:

- **First offense** –Parent is immediately notified to pick up child. Parents are asked to keep child at home for one additional day before returning child to school.
- **Second offense** –Parent is immediately notified to pick up child. Parents are asked to keep child at home for one week before returning child to school.
- **Third offense** –Parent is immediately notified to pick up child. Child may be dismissed from the program.

**Toilet Training** - Children **must** be able to use the toilet independently and take care of their personal hygiene.

**Accidents at School** - If a child wets or soils themselves, the following guidelines apply:

- **First time** – Teachers talk to parents about BCA's policy.
- **Second time** –Parent is called to pick up child.
- **Third time** –Parent is called to pick up child. Parent must work with child at home until toilet training is mastered.