



PARENT HANDBOOK

Welcome to **Bell Tower School** .

We, the director, administrators, teachers and staff, would like to take this opportunity to thank you for choosing our Trilingual Preschool.

Bell Tower School is recognized as a quality Trilingual program (English-Mandarin- Spanish) committed to excellence in education. Bell Tower School has well qualified and caring teachers and staff. We also offer important resources for parents with our ongoing workshops and seminars.

We look forward to working with you. We believe strongly that all children should and must have a high quality early childhood education.

PARENTS AND CHILD INTERVIEWS

Prior to enrollment, we will interview the parents to determine the needs of your child and to explain our program. During this process we will evaluate if we are able or not to accommodate you and your child and determine the best way that we can serve your child and your family.

Prospective students will be tested by the director before they can be accepted in the program. This is an assessment test to determine their language ability level and their cognitive skills. This is not in any way an excluding test. This test is only to determine which class is most appropriate for the development of the student.

ADMISSION PROCEDURES

Application Process: Now that you have decided that this is the program for you and your child, you will need to complete the **Enrollment Application**. This form is available from the school office. Registration fee must accompany the application. If there is room in the preferred session, a spot will be held. Acceptance will be based on space availability and your child must meet the following criteria to be enrolled in our preschool:

1. The child must be at least three years old by December 31st to enter the preschool level, four years old to enter the pre-kindergarten level, and five years old to enter Kindergarten. This is only to enter the program. Ages will vary by level (contact the office for more information about this topic) *
2. The child must be totally potty trained by the first day of school.
3. The child must be developmentally ready for each level.

* (Jr. 3 students must be 3 years old by 12/31; Sr. 3 students must turn 3 by 9/1; Preschoolers must be 4 years old by 9/1; Kindergarteners must be 5 by 9/1)



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Programs are filled on a first come, first served basis. After a program fills, applications with registration fees will be placed on a waiting list in case an opening arises. Applications submitted after June 1st will be considered after all previous applications have been processed. Registration fees will not be refunded.

Applications are accepted on a year-round basis. Interested families must complete an application and provide the required documentation (Physical Exam and Immunization Record, Certified Birth Certificate, Medical Insurance documentation.) Assessments shall be performed by a licensed physician or designee, who is also a licensed professional, and the assessment shall not be more than one year old when obtained.

In order for applications to be accepted, all paperwork **MUST** be completed in its entirety and all supporting documentation must be submitted. When all documents have been provided, the application will be reviewed and screened. Parents are strongly encouraged to complete all medical screenings by August 1 or before the child starts class.

Emergency Contact Sheet - This information is needed in case your child becomes ill at school, or if an emergency arises. We ask that you provide **two other names and telephone numbers** besides your own, in case we cannot reach you. **Please contact these people to let them know you have given their names to us. No child will be released if the person's name is not appropriately included on this sheet.** If an emergency arises and another person will pick up your child, we expect a note with your signature explaining the reason, or you can contact us by phone. Proper identification (driver's license or ID) will be required.

Medical Contact Information: The name, address, and telephone number of the child's physician and/or dentist.

Medical Consent Form: This authorizes BTBS to obtain medical help for your child in case of an emergency.






Service Agreement: You will determine with the business office the payment option that best suits your family's needs. (See section on **Fees** for more details.) Your signature on the service agreement signifies your commitment to financial accountability between you and the School.

NOTE: All information and records provided to BTS regarding the students and their families are strictly confidential and will only to be used for the children's benefit.



REGISTRATION REQUIREMENTS

The following items are required for student registration:

-  State Certified Birth Certificate
-  Immunization Record on a State of California Student Health and Medical Assessment Form; Medical Insurance documentation
-  Application Forms and service agreement;
-  Parent Contract
-  Custody Papers (if applicable)

ORIENTATION AND OPENING DAY

The first official activity of each school year at **BTS** is Orientation Night. This event is usually scheduled the night before the first day of classes. All students and their parents or guardians are expected to attend.

On this evening, please plan to visit your child's classroom with him/her between 6:00 and 8:00 p.m. Staff members will be on hand to help you locate your child's classroom and meet the teacher. Refreshments will be provided. This is an excellent time to become acquainted with the **BTS** staff and with the other families at the school.

Students are expected to wear dress uniforms on this special night. Identification tags will be provided to the students. Please make certain that your child wears his/her tag for the first week of school, so we will be able to get your child to his/her proper classroom.

TUITION INFORMATION

Monthly tuition for the School Year 2009 – 2010: \$765 per month. (This includes the Trilingual Educational Program, extended care hours, breakfast, snack and hot lunch.) If you have been benefited of a promotion plan, the promotion fees will be reflected in your service agreement.

Materials Fee: \$500 (preschool and pre Kinder) and 550 (Kindergarteners) – full day - or \$360 - for half day - per year. This must be paid in full at enrollment time. This includes books, audio tapes, workbooks, reading material, notebooks, art supplies, etc. that will be used throughout the year.

Registration Fee: \$95 (not refundable) to be paid with the application.

Application Fee: \$ 165 (not refundable)



Payment Plans: **BTS** offers three tuition plans as a convenience to parents:

- Tuition may be paid yearly – due on August 1st (one yearly payment)
- Tuition may be paid in two equal payments. The first due on August 1st and the second on January 1st.
- Tuition may be paid in eleven installments with 1st and last month's tuition payments (that we call deposit) due August 1st and the balance of the installments due the 1st of each month until May (You rest June) The deposit will be used as June payment if you wish or if you pay June, the deposit will be returned to you at the end of the month.
- Summer classes are included in the twelve (eleven plus one) installments, no extra charges will be added to the year round tuition schedule.

BTS will not send monthly or semi-annual statements. All tuitions are due on the first of the designated month. Please write your child's name on the payment check to insure proper credit. All accounts unpaid by the tenth of the month will be considered delinquent and your account will be charged a **\$35.00 late fee**. Furthermore, if your balance has not been paid by the 30th of each month, your child/children will not be allowed to attend classes, effective on the 1st of the following month, until your account is brought up to date. Nor will report cards and transcripts be issued until the student's account is paid in full. Families with two children enrolled at **BTS** receive a 10% discount on their tuition. Three or more will receive a 15% discount on their tuition. Please, review our After Hours Fees listed on the Fee Schedule. Remember that you will be charged **\$5.00 for every five minutes your child is on campus after 6:00 p.m.** This fee must be paid at the time of pickup. An additional surcharge will be added if the amount is not paid in full.

Questions about student accounts should be addressed to the school's business administrator.

Please note the following:

- 1) **BTS** is a year round program but for technical purposes of our Trilingual Program (English/Mandarin/Spanish) we will call a School Year program the one that starts the first week of September and ends on the last week of June, and Summer Program the one that starts on the first week of July and ends on the last week of August.
- 2) Although the number of school days varies from month to month, tuition payments remain the same since each tuition payment represents a portion of the cost for the entire year and not a separate fee for each month.

Extended day care fee includes three (3) weeks when regular classes are not in session: two (2) weeks for the Winter Break (minus Christmas and New Year Holidays; consult your school calendar for exact dates), and one (1) week for the Spring Break. There is no additional fee for these weeks. Please consult your calendar for those days when the entire school is closed and no extended day care is offered. Recreational and educational activities are planned on those days for the students.



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- 3) Because of the characteristics of our program, refunds for lost classes, vacations, holidays, and summer, winter or spring breaks are NOT allowed.
- 4) Any check returned for insufficient funds will be subject to a handling fee. Your account will be charged a \$35.00 fee for all **returned checks**. In addition, if more than one check must be returned, you will be required to make all future payments with cash, Cashier's Check, or Money Order only. (see fee schedule)

Making Payments: After you have chosen one of the payment options, **it will be your responsibility to make the payments on time**. If you cannot make a payment on time, you must contact the office to make arrangements at least one week before your tuition due date. Please pay by **check made payable to LA Bilingual School, Inc. or Bell Tower School**. Your cancelled check will be your receipt. All parents making any payments by cash will receive a receipt. Either bring your payment to the Center or mail it to
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PLEASE, DO NOT SEND PAYMENTS IN WITH YOUR CHILD!

EDUCATIONAL PROGRAM HOURS

Pre School (Jr. and Sr. 3):	9:00 a.m. to 4:30 p.m.
Pre K (Jr. and Sr. 4):	8:30 a.m. to 4:30 p.m.
Kindergarten	8:00 a.m. to 5:00 p.m.
Extended Care Services:	
Morning:	Pre School 7:00 to 9:00 a.m.
	Pre Kinder 7:00 to 8:30 a.m.
	Kindergarten 7:00 to 8:00 a.m.
Afternoon:	All programs 4:30 to 6:00 p.m.



SCHOOL HOURS

Because of the characteristics of our trilingual program, half day classes are not offered at **BTS**. If you choose to attend half day, the instruction will be only in English and in Spanish and Mandarin in the afternoon. Extracurricular activities such as Computer Lab, Drama, Dance, Science, Music and Movement, Art, and Cooking are offered only in the afternoon. Music is offered also for the half day students.

The extended day program runs from 7:00 am to the start time for the educational program and from 4:30 pm to 6:00 pm on school days. Extended day children may arrive anytime between 7:00 am and the beginning of class time. All extended day children must be called for no later than 6:00 pm. Children who are picked up after 6:00 pm will be charged an After Hours Fee (consult fee schedule). The full day tuition includes: Extended day program (morning and afternoon). Educational program, extracurricular activities, nap time, breakfast, lunch, and snack.

Individual classes such as Piano, Computer, Drama, Chinese, Dance, etc. are offered in the afternoon by request. You must sign a separate agreement for those classes and a release for to allow your child to leave the regular classroom setting to go to the private class. Private classes are also offered after closing school hours and Saturdays.

ARRIVAL AND DEPARTURES: GETTING IN AND OUT

Students must be signed in and out by their parent/guardian every day upon arrival and departure. **IT IS THE LAW!** Sign in and out sheets are located at the front desk in the office or at the door at drop off times in the morning. A charge of \$50 dollars will be charged for every day without the appropriated signature. Remember that only adults are legally responsible to sign in/out their children. Please, do not send older siblings if they are under 18 years old to pick up your child. That will not be allowed. **For safety reasons, children must not be dropped off earlier than 7:00 AM and left outside the gate.** No child is allowed on any play yard without staff supervision.

Children will not be released to persons other than those specifically authorized to pick them up. If your child is to go home with someone other than the regularly authorized person, the school office must be notified in advance (with written notification) by the parent/guardian. Proper photo identification will be required.

It is imperative that children, who are checked out early, as well as all extended day children, be signed out in the office. IT IS THE LAW.

REMEMBER: All these measures are for your CHILD'S PROTECTION.

ARRIVAL AND DEPARTURES PROCEDURES

In order to insure a safe drop-off and pick-up, it is imperative that we follow these procedures:



- Enter the parking area only through the driveway on Main Street.
- Pull your vehicle completely in, being careful that you do not block the entrance/exit while you park in the parking lot.
- Walking your child/children in: when walking in the parking lot please be assured that they **are holding your hand at all times**. No running is allowed in the parking lot is allowed at any time while the parking lot is open for parking purposes.
- Please, do not forget to **sign in** before you leave.
- Remember that children must never be left alone in the car.
- Seat belts and car seats are mandatory. As you leave, please buckle your children in **yourself** to assure this.
- Please **pick-up and drop-off promptly**. This assures a smooth process in our parking lot.
- Exit the parking area only through the driveway on the alley.

Thank you for your cooperation in this matter!

PARKING

Parents who visit school for business or for an extended amount of time are asked to park on the street. Please observe the posted NO PARKING areas. Following these parking regulations is a courtesy to the other parents of our students. Remember that you signed and agreed the Parking Courtesy Rules.

PARENT'S OBSERVATIONS

After the period of adaptation (one or two months, depending on the group of children) parents will be invited to observe the classes. Be patient. We will notify you as soon as the children are ready.

EARTHQUAKE AND DISASTER PLAN PROVISIONS

BTS provides a safe and secure environment for the children. We have made all the provisions necessary for our students in the case of any disaster. Our staff has been trained and has the skills necessary to handle an emergency. Teachers will be in service for the following 72 hours after the contingency to take care of the children.



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On campus we have made provisions for the minimum shelter and food requirements to survive for at least three (3) days in case of an emergency. However, children will appreciate to have “their own” provision of food, clothes, etc.

Please pack a **SMALL ROLLING BACKPACK** that your child can carry with the following supplies:

- A card with emergency names and telephone numbers. Also state anything your child may be allergic to or medications he/she takes daily.
- An out-of-state phone contact that all your family will contact in an emergency.
- One emergency blanket (Mylar solar blankets are the best) * you can order it in the office
- 2 small (6-10 ounces) bottles of water sealed
- 2 packages of food bar (Nutrigrain or your favorite)
- 2 small (6-10 ounces) pull top can of fruit and meat.
- 1 small flashlight with batteries (separate)
- One small stuffed animal
- One long sleeved sweater or sweatshirt
- Change of undergarments and roll of toilet paper
- One pair of long pants (sweatpants are best)
- One heavy duty plastic bag
- A family picture and a note from home telling your child that you will pick him/her up as soon as possible

It is mandatory that all children have a backpack (not a box) that he/she can carry. Please mark your child's backpack with his/her name in large bold print.

All backpacks must be in the classroom no later than the first week of school.

If after the emergency the building is not accessible or safe, provisions have been made to relocate the students to a safe place, if needed. (Addresses for the relocation are 11740 Valley Blvd, El Monte, 91732 or 2925 Cesar Chavez Ave, LA, 90033)



ENRICHMENT CLASSES

BTS offers a program of Individual Enrichment Classes for students which meet at the end of the regular school day.

Enrollment in these classes requires the payment of an additional fee (please see Schedule of Enrichment Classes for fees and rules).

REPORT CARDS AND CONFERENCES

Report cards are distributed four times during the school year. The exact dates are on our annual calendar. The first report cards (in November) are distributed at mandatory parent/teacher conferences. If additional conferences are desired, they may be scheduled directly with the teacher(s) or through the office by calling or sending a note. In addition, teachers may request conferences with parents/guardians if needed. We ask that for the benefit of your child, you honor these requests. The subsequent report card will have to be picked up from the office. You must sign and return the report card. After that, the office will send you a copy for you to keep. At the end of the year original report card will go home after clearance with the administration office. Neither remembers that nor will report cards and transcripts be issued until the student's account is paid in full.

ABSENCES AND SICKNESS

When a student is absent, a telephone call the same day is required before 10:00 am. When a student returns to school after an absence, a note is required for re-admission to the class to be filed in the child's folder. A written release from a child's doctor is required for re-admission after the student has been absent from school with a contagious illness or after 3 days of absence. **Please note: Children who have colds or who are not feeling well must be kept at home. Parents will be called to take home children who become sick at school.**

If Your Child Should Become Sick: We will attempt to contact you and let you know your child is ill. We can then arrange with you the best course of action. If, for some reason, we cannot contact you, we will then contact the people you have listed on the Emergency Contact Sheet. If the situation is an emergency, your child will get the quickest and best medical attention available.

MEDICINE

BTS discourages the dispensing of any medicine at school; however, we realize that there may be special times when it must be done. **No child is allowed to have medicine in the classroom.** Medication will be given out only if the proper form is on file in advance. All medication to be given out must be in its original container. For legal reasons, we cannot vary from this policy. No over the counter medications, if not prescribed by the child physician. If we consider that information is not clear or is not appropriate, for safety reasons **BTS** reserves the right to contact the child's physician, if necessary. **NO EXCEPTIONS.** No medication will



be given to the child without the necessary information in the office. Thanks for your comprehension in this matter.

Remember that prescription medicine can be administered, but must:

1. Be in the original container with the doctor's label attached,
2. Have the dated prescription label, which includes how long to be given,
3. Have a safety closure on the container, and
4. Be accompanied by the special permission form obtained from the school office.

The faculty or staff will assist you in completing the permission form. Please be aware of these requirements when your doctor prescribes a medication for your child so that he can give you what is needed. If you feel your child needs something that does not meet the above requirements, you may come to the Center and administer the medication yourself.

SHOW AND TELL - STAR OF THE WEEK - SHARING TIME

Each teacher has special rules. Please ask your teacher for instructions. Generally, **BTS** discourages children from bringing personal possessions to campus since the school cannot be responsible for these items. Please, then, **do no bring any expensive or irreplaceable items** (e.g., jewelry, electronics, special toys, etc.). **BTS** encourages parents to not bring toys to the school on a daily basis.

OUTDOOR PLAY, FIELDTRIPS AND NAPTIME

Outdoor Play: **BTS** believes outdoor play is an important part of our program. Your child is scheduled to go outside at least twice a day. All of our teachers are well versed on playground safety and an accident procedure is in place in case of emergency. We will contact you if the matter is serious. A copy of the accident report will be sent home reporting the facts of the accident; if it is possible, the same day or the day immediately after the accident signed by the teacher on duty and the principal. You must sign the accident report and sent it back to the school the following day. We will send you a copy of the report the day after for you to keep.

Field Trips: Field trips enhance our program at **BTS**. We will provide you with a description of the trip and a permission slip before the date of the trip. Forms must be signed by the date listed on the form and return to school. Fees for transportation, tickets, etc. will be charged extra for those activities. Sometimes parents will be asked to attend as chaperones.



Please, let us know if you interested in attending those activities. A written permission slip will be sent to you prior to those events. Lead teachers will attend those activities. Provisions will be made if you decide that your child will not participate. A staff member will be assigned to stay on campus with those students that will not attend fieldtrips.

Naps: Naptime is scheduled after your child's lunch time. We will provide nap cots that are sanitized daily. We ask you to buy a **Rolly Polly** from the office that your child requires at naptime. The **Rolly Polly** is easy to carry on and will go home every Friday to be washed and must be in school on Monday morning. Even though rest time is always recommended at this age, if your child does not wish to nap, we have restful activities available at that time to make your child feel confident and supported.

CONFIDENTIALITY

We at **BTS** believe high quality childcare is when a program becomes an extension of the family. Because of this, we believe in confidentiality for all of our families. Personal circumstances, along with children receiving resources, are kept private between all parties. We request that all of our families respect this when they are outside of our program. It is of the utmost importance to us that all families feel respected and valued at **BTS**.

PLEASE LET US KNOW IF THERE IS ANYTHING ELSE THAT WE HAVE TO PROVIDE TO BETTER SERVE YOUR CHILD.

TRANSPORTATION SERVICES

Even though **BTS** does not provide transportation, we are please to inform that a Carpool service is available upon request. Please, contact our office and the secretary will be happy to give you the necessary information.

LOST AND FOUND

Children are not permitted to bring to school items which may be dangerous (such as scissors, marbles, knives, ropes, guns, camp guns, matches, etc), unhealthy (such as gum or candy), or distracting (such as pets or toys). Please sew name labels on **ALL clothing** and have all items such as movies, books, and toys, etc, plainly marked with the child's name. Indelible marking should be used to identify rainwear.

BTS has a Lost and Found area designed where all items found around campus are placed. This should be the first place that parents look for lost items. Since the amount of clothing and other items that end up in the Lost and Found is substantial, several times during the year all unclaimed items are given to a charitable organization in the area. So, if something is lost, please check Lost and Found first. It is a good idea to check it on a regular basis, like once a month.



PARTIES AND INVITATIONS

Most children will make their best and closest friends at school, and these are the children that they will want to invite to their parties. Invitations to these parties, however, may not be distributed at school **if there is not one for the whole class**. This is to avoid embarrassment when one child is favored with an invitation and others are not. Class lists with addresses will be available upon request from the front desk. Telephone numbers or e-mail addresses, however, are not released.

Many children celebrate their birthdays in school, although no attempt is made to celebrate every child's birthday. Please contact your child's teacher if you wish to celebrate a birthday in the classroom. Birthday cakes and any other food may be brought to school to share with the entire class. Parents are urged to contact the classroom teacher to help with these celebrations.

CLASSROOM VISITS

All parents and/or guardians are welcome to visit classrooms at any time during the school day. These visits can last up to 20 minutes at a time. We also welcome visitors during special events and parties. If you wish to visit the school, please come to the front office and request a visit. Parents will be provided with identification tags. This must be worn as long as they are on campus. Advance notice and appointments are not necessary (except on tests days or if you want to visit a classroom that is not your child's). **However, "every parent or authorized representative has the right to enter and inspect the facility without advance notice whenever children are in care" - PUB. 393 - (8/02)**

HOT LUNCH PROGRAM

Students perform best if they are getting the proper nutrition. It is expected that parents will provide their children with a nourishing breakfast before bringing him/her to school if they decided to not have breakfast at school. To help to meet these balanced nutritional needs, **BTS** provides hot lunches Monday through Friday. We are proud to say that our menu was created by a nutritional specialist and that our kitchen service is supervised by a certified Food Handling specialist. A menu for the week is provided and posted in the reception and in each classroom.

Besides lunch, breakfast and afternoon snacks are provided daily. A schedule is available in the office.



BTS will make no provision for special diets except in the case of allergies, and only when a note from the child's doctor is sent to the school. Food items may be restricted, but the menus which are planned ahead, cannot be adjusted to meet individual tastes. Because of the danger involved, please do not send prepared food with your child that requires hot water or refrigeration. The hot lunch program is included in the monthly tuition (there are no extra charges for this service).

DRESS CODE

BTS students must wear a uniform (Information is available in the office).

Why a uniform? Because we at **BTS** believe that uniforms help make the campus safer and more secure. Moreover, during field trips and other school activities, outsiders or non-students are easily recognized.

A uniform help students focus on learning. It sets the tone for a proper work attitude in the classroom, reducing behavior problems and improving performance. An attractive student uniform promotes school spirit, good self-image, and school unity.

There are two types of uniform in our school: the Official (everyday) School Uniform and the Dress Uniform.

The Official School Uniform must be worn every day to school. It is more comfortable for the daily basic activities. The Dress Uniform will be worn on special occasions.

Students are required to wear the Official School Uniform to school every day. (See details in the office) The only exception to this rule are special days such as Halloween, special dress up days, and the once a month free dress day. Prior notice of such days will be given in advance.

The Dress Uniform may be worn at any time, but are **REQUIRED** on Orientation Day, and for Holiday and End of the Year Programs, Kindergarten Graduation Ceremony, Open House and specified field trips, etc. We also have a less formal dress uniform (school T-Shirt and short/skirts) to be use for less formal field trips such as a zoo, or a recreational activity that school plans.

Pre-Elementary students are to bring an extra set of clothing (not necessarily a uniform) should the need for a change of clothing arise. This set of clothing is to remain at the school at all times (The set of clothes provided inside the Earthquake pack cannot be used for this purpose.)

Comfortable shoes are encouraged at all times. Open toed shoes are not allowed for safety reasons.

The policy for enforcing the dress code is as follows:



- 1st violation – The parents will be notified verbally by the teacher
- 2nd violation – The parent will be called to remedy the uniform deficiency
- 3rd violation – The parent will be charged with a new uniform.

Uniforms are available through our business office.

Note: for Orientation Night 2009, students will be asked to wear the Official School Uniform.

HOMEWORK POLICY

BTS believes that homework:

- Must be a regular activity every evening (Kindergarten) or Wednesday night (for preschoolers and pre kindergarten students)
- Is a regular extension of the school program
- Is a responsibility that the pupil undertakes independently
- Is a flexible and individual instructional responsibility of the teachers

BTS believes that the following are reasons for giving homework:

- Homework enables slower pupil additional practice that will allow him/her to continue at the same pace as the rest of the class.
- Homework provides for broadening the horizons or interest of the more able student.
- Memorization and drill, which take too much valuable instructional time in the classroom, can be profitably undertaken at home.
- The proper homework should enable the pupil to develop a degree of self-discipline and self control, and establish effective study habits.
- It can counteract too much dependence on the teacher.

Parents/guardians can help with their child's homework by:

- Providing a suitable place for study – without distractions.
- Giving encouragement and showing interest, but allowing the child to do the work him/herself. Homework covers only material which has been explained and is carefully taught in class. Therefore, the child should be able to work independently.
- Guiding rest, eating, and play habits to allow for suitable homework time.
- Assisting with drill or memorization work when needed.
- Helping other members of the family adjust their activities so that they do not interfere with the homework period.

BTS regulations regarding homework:

- The assignment is due the following day unless otherwise indicated.
- If for any reason the homework is not completed when due, there must be a written note of excuse form the parent/guardian.



- If workbooks are sent home, **only** given assignments are to be completed.
- Children are not permitted to “work ahead” at home.
- In the event of an absence, the parent/guardian may pick up the child’s homework from the school office. Please notify the office between 8:30 and 9:00 am that you will pick up the homework, and then come by the office after 2:30 pm to pick it up.

RECOMMENDATIONS LETTERS

BTS provides one (1) free recommendation letter per child per year. All further recommendations will be assessed a \$5.00 fee and charged to your account.

TERMINATION OF SERVICE - REFUNDS CONDITIONS

BTS may, upon 30 days written notice to the client, evict the client only for one or more of the following reasons:

1. Nonpayment of the rate for basic services within ten days of the due date.
2. Failure of the client to comply with state or local law after receiving written notice of the alleged violation.
3. Failure of the client to comply with general facility policies that is documented in the facility admission agreement, and is for the purpose of making it possible for clients to live together.
4. Inability to meet the client's needs.
5. Change of use of the facility.

NOTE: ANY MODIFICATION OF THESE CONDITIONS OR ANY CHANGES IN THIS MANUAL (INCLUDING BUT NOT LIMITED TO ANY BASIC CHANGE RATE) WILL BE NOTIFIED BY WRITTEN NOTICE TO THE PARENTS (OR REPRESENTATIVES) AT LEAST 30 DAYS IN ADVANCE.

WITHDRAWING FROM THE PROGRAM

BTS believes that every child should be in a program that meets the needs of both the child and the family. If you need to withdraw from the program, please submit in advance one month's notice in writing. **BTS** looks forward to positive interaction with both you and your child. **BTS** may not be the best setting for every child. In case of an emergency situation, **BTS** reserves the right for an immediate dismissal.



DISCIPLINE POLICIES AND PROCEDURES

Our procedures and policies are provided to the children during the first week of school. These policies should be read to the students by the parents. The form provided at the back is signed and returned to the school. It is kept on file for further reference, if necessary.

Discipline for the Pre-School and Kindergarten students is based on the premise that they are still learning social skills and need direction. Any issued that would be considered as serious are discussed with the parents/guardians.

Recognizing the developmental level and needs of young children, it is the policy of the school to use a variety of approaches to the disciplining of our students. The need to discipline students may arise from incidents such as: Immature behaviors (hit, bite, throw toys etc.) or safety issues (running down steps, jumping from play equipment, pushing, etc.)

We utilize two primary methods to help students' correct unacceptable behavior.

Re-direction – Is removing the child from a particular situation by changing his/her immediate environment.

Time-out – Is a brief time-out (never longer than 3-5 minutes) that is always accompanied with the child being encouraged to describe the inappropriate behavior, recognizing alternate means of more positive behaviors and also the recognition of the fact that there are consequences to inappropriate behaviors, i.e. to say one is sorry, because they hurt another child's feelings.

At all times, examples of positive behaviors will be modeled and explained to the children.

Also students are always encouraged to use their words to express their feeling, when there are angry, mad, sad, etc. In this way students learn to manage their feelings and transform them into positive attitudes. From the beginning they are encouraged to negotiate, share, talk, collaborate, cooperate with other children and learn how to deal with their problems in a positive and constructive manner.

Three thumbs up rule: Children are informed of the rules in the classroom the first week of school and reminded every day. As a child misbehaves the teacher will write their name on a paper. Is misbehavior repeats the teacher will add a check next to the name. After the 3rd check the child will be in time-out.

Positive reinforcement: On the other hand outstanding behavior will be praised in different way. The name will be on the board under a happy face, a note will be sent home with the child to recognize his effort, or special reward will be given to the child (at the teacher's discretion)



Treasure chest: Every child will have a special chart where she/he will collect stickers given by teacher, aids or administrators' as consequence of their actions (behavior) or because they accomplished their task given in time and manner, etc. As soon as they collect certain amount of stickers (determined by the teacher) the child will be allowed to go to the Treasure Chest and get a Prize. Please, understand that not all the children will have access to the Treasure Chest the same day, but that they ALL will have the opportunity to get a prize in recognition of their achievements.

Misbehavior patterns are recorded in the child's file to be discussed with the parents. Conferences will be held to discuss these issues and to plan together strategies to handle these patterns for the benefit of the student's development. BTBS is a school but, also a family where teachers and parents will work together for the best interest of the child, the other children, and the whole program.

NO CORPORAL PUNISHMENT OR VIOLATIONS OF PERSONAL RIGHTS ARE ALLOWED AT BTS.

DIVERSITY

At **BTS**, we embrace culture diversity. We believe this is a wonderful area for parental involvement in our program. We have cultural tasting parties where we invite children to bring food from their culture or another culture of their choice. We also welcome music and stories from varied cultures to enhance our program. You will find pictures of children and families all over our school that not only promote the various cultures represented in the student body, but also help our program become an extension of your home. Because of the characteristics of our bilingual program the school honors one or two different countries from Latin-American a month. We also include the African American Heritage Month and the Chinese New Year celebration and other celebration that will honor any other community.

We are not affiliated to any religious part but all religions are welcome and respected at **BTS**, Our students will learn to respect all religions and cults professed by the children's families.

Unfortunately, **BTS** does not have the reasonable accommodations necessary to enroll children with disabilities. Our personnel is not trained or credentialed to work with students with disabilities. We apologize for the inconvenience that this might cause you.

CHILDREN AND PARENTS' RIGHTS

BTS believes and supports the Proclamation of Declaration of the Rights of the Child. We believe that they may have a happy childhood and enjoy for their own good and for the good of society.

In addition, **BTS** is proud to say that our staff complies with the Requirements of the Child Care Center General Licensing, and the Parents' and State Rights to enter the facility. Copies of the Parents' Rights form are available to all parents.



BTS does not allow abuse of any kind (physical or verbal). BTS is a mandatory reporter of any kind of abuse to the Department of Social Services.

We want to notify to all parents that licensing has the right to interview the children or staff, and to inspect and audit child or childcare center records, without prior consent. It is the law. (Regulation 101200.b)

Every child has the right to: (but not limited)

1. Be treated with dignity in his/her relationships with staff and other persons.
2. To be have a safe, healthful and comfortable environment.
3. To be free from corporal or unusual punishment, pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, etc.
4. To be free to attend to religious services.
5. To receive or reject medical care.

PARENTS' RIGHTS

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.

Licensing Office Name: **LOS ANGELES EAST REGIONAL OFFICE**

Licensing Office Address: **1000 Corporate Center Drive, Suite 200B, Monterey Park, CA 91754**

Licensing Office Telephone #: **(323) 981-3350**

7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.



PARENT INVOLVEMENT

Parents can become involved by...

- Sharing insights and information related to their child. This information is always confidential.
- Supporting and encouraging your child during their time at preschool
- Visiting the preschool center to take part in daily activities
- Sharing hobbies, interest and expertise you may have
- Having a brief chat with the teacher when bringing your child to the center
- Reading notice boards and newsletters
- Discussing any problems and worries
- Collecting junk material...we can use just about anything

Volunteer Program

You can be involved in one of the following ways:

1. Share your special knowledge of a skill, hobby or occupation. Children can learn from you. Would you take an hour or two during this school year and share with them?
2. Spend some time with us in the classroom, on projects, on field trips, or working on special activities.
3. If you are unable to work in the classroom setting, volunteers are always needed in the school office for a variety of other opportunities helping the receptionist or teachers.

Room Parents: One of our many volunteer jobs is that of room parents. Mothers or fathers, or sometimes both, may serve as room parent. Room parents assist the teacher, plan parties, and obtain help for various class projects.

Parent Resources; There are books, magazines, videos, articles, and periodicals available for you to borrow from the library. Check with the staff for more details. Because parents do not usually get to see anything but self-directed play in the preschool, we have set up **Parent Visitation Days**. Parents can arrange with the staff to 'sit in' and observe for part of the day.

There are various ways you can **volunteer your time** (ask in the office).

Note: parents that wants to volunteer their time and that will be in close contact with the children must present the proper immunization certificate by a certified doctor. (TB Test) **IT IS THE LAW**



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Donations: Are you updating your computer for a new one but still works? Do you have books, magazines, or toys that your children are not using anymore? Do you have material from your office that is in good use that you want to donate to our classrooms? Do you have a pet or a cage that is looking for a new home? Please contact our office before you through it away! Also remember that teachers are “trash collectors” so ask your teacher what kind of disposable material she will be using during the year so you can help your classroom collecting “teacher’s trash” (a list of material that usually teachers are asking for is available in the office.

Back to School Night: Teacher will be available to inform parents about the wonderful activities they have planned for the students throughout the year. This is a night for the parents, so plan ahead (see date on Calendar at the end of the handbook)

Open House: Come and join us on the most special night of the year. This is a day to share your children’s accomplishments throughout the year! Check the date in our calendar.

Parent/Teacher Conferences: Parents/ teacher conferences will be held twice a year in November and March. Teachers will share all aspects of your child's development, as well as goals he/she has for your child. If a special need arises at anytime other than designated conference times, your child's teacher will call you to arrange a time to meet. The Director will usually be present at this conference.

Newsletters: We are happy to announce that **BTS** has a Newsletter. You will receive it periodically or you can check it at our Internet site www.belltowerschool.com
Our email address is info@belltowerschool.com

PLEASE LET US KNOW IF THERE IS ANYTHING ELSE THAT WE HAVE TO PROVIDE TO BETTER SERVE YOUR CHILD.



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BTS PARENT AGREEMENT ACKNOWLEDGMENT FORM

I have received, have read, and do understand the policies and procedures in the BTS Parent Handbook.

Child's Name

Parent or Legal Guardian Signature

Date

Staff Person (witness)

Date

The contents and the policies and procedures that I have read in this handbook will be valid for the current year in which my child is enrolled.

Please, sign, detach and return on the Orientation Night.



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