

Day Care &  
Pre-Kindergarten  
Handbook

# Upper Bucks Christian School

## “Education for Eternity”

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“Train up a child in the way he should go”

Proverbs 22:6

“We have served families at Upper Bucks Christian School Day Care and Pre-kindergarten for over twenty-five years. When both parents must work, one of their chief concerns is providing for their children’s well-being while they are away. Our ministry is to provide and maintain a warm and loving atmosphere so that children may feel at home with us.

“We understand that children need more than just their physical needs met. They also need moral and spiritual training to enable them to be cooperative members of our society. To do this and more, every effort is made to assist parents in the growth of their child with child care and classes designed to meet the specific needs of every age level. We are honored to work together with you for the benefit of your children.”

## Administration of Upper Bucks Christian School

The Day Care and Pre-kindergarten operate under, and are part of , the ministry of Bethel Baptist Church, a non-profit organization. All biblical and religious instruction will be according to the beliefs and doctrine of Bethel Baptist Church.

Dear Parents,

Welcome to Upper Bucks Christian School Day Care! We count it a honor to assist you in caring for your child. You will find that our staff is well-trained, loving and eagerly willing to help you in any way. I trust that you and your child will enjoy the learning process, not only in their day care years, but on through their elementary and secondary years here at Upper Bucks Christian School.

Sincerely,

Miss Laura Horrocks  
UBCS Day Care Director

### **HOURS**

We are open Monday through Friday from 6:30 a.m. to 5:30 p.m. When dropping your child off please turn off your car. Also call before 9:00a.m. if arriving late and would like a lunch prepared for your child.

### **HEALTH CARE POLICY & GUIDELINES**

We are deeply concerned for the health and safety of our students. We use the following guidelines to ensure the best possible care for each child. Please do not bring a sick child to the Day care or Pre-kindergarten where he/she can infect others. Some signs of illness are:

Unusual fatigue or irritability	vomiting or diarrhea
Coughing, sneezing, runny nose and eyes	inflamed mouth or throat
Fever of 100 degrees or higher	

The following chart shows the most common childhood diseases, the incubation period (the amount of time when the child is exposed to the disease and when he/she shows definite signs of being infected) and the contagious period (the time during which the child is capable of spreading the disease to others):

DISEASES	INCUBATION PERIOD	CONTAGIOUS PERIOD
Chicken Pox	10-21 days	Until crusts have fallen off and scars have healed
German Measles disappearance	12-21 days	Until three days after of rash
Impetigo	Antibiotic required	Until sores are completely scabbed over or gone
Measles	7-14 days	Until five days after development of rash
Mumps	12-26 days	Until swelling has completely disappeared
DISEASES	INCUBATION PERIOD	CONTAGIOUS PERIOD
Pink eye	Antibiotic required	Medication from the doctor for at least 24 hours and until there is no redness or oozing of the eye
Thrush	Antibiotic required	Until sores and irritation completely disappear
Fever	Must be fever less for 24 hours before returning	

Children will not be given medication unless the parents provide it along with clearly written instructions for its use. We will notify parents (keep work or cell numbers updated) if and when the child becomes ill or is injured while on our campus.

We reserve the right to refuse admission of any child who, in our estimation, may possibly spread a disease or illness to the other children. Please do not bring a child to the Day care or Pre-kindergarten if any of the above conditions exist.

Please call to let us know if your child will not be attending for the day. Also, updates on immunizations need to be given to the office.

### **MEDICAL EMERGENCIES, ACCIDENT REPORTING & MEDICAL TREATMENT**

We make every effort to provide a safe environment for all students. On occasion, however, accidents occur or children become ill. One teacher in each department is certified in first aid, CPR, & infant CPR. In case of minor injury or common ailment, treatment will be administered in accordance with parental wishes previously expressed on the application sheet. If you need to update please contact the office.

In the event of a serious injury or illness, every effort will be made to contact the parents. School personnel will make arrangements to have a seriously injured or sick child transported to the nearest appropriate medical facility.

An Accident Report Form will be filled out when a child is substantially injured. A form is kept in your child's file.

On occasion, the need arises for a parent to obtain medical treatment for a student after the Day care closes as a result of an accident which happened during the day. In such case, the parent should call the Day care office with an update as soon as possible.

It is required that each family submit annually a completed Parent-School Agreement Responsibility Form asking for insurance information, allergies and emergency contacts. Payment for medical services for sick or injured students is the responsibility of their parents.

If a child is injured while in a school activity, it is the parents' duty to file a claim with their own insurance company or otherwise pay for services rendered. Bill should not be sent to the Day care. Parents may contact the Church Administrator's office for more information.

## **DISCIPLINE & CONDUCT**

Christian conduct is the goal of all UBCS students. An orderly and disciplined environment with the opportunity for self-development is fundamental to learning and enables the student to be happy and content. Teachers will seek to deal with students in a Christ-like manner. While discipline is basically positive training in the right direction (Proverbs 22:6), there is the need for adherence to rules and correction. Corrective measures will be taken as each need warrants, according to the child's age and ability to understand. If these measures do not result in changes of behavior, the parents will be notified to deal with the student.

## **LOST & FOUND**

Articles that are lost or left on the campus property are given to the appropriate teacher in order to locate the owner as soon as possible. That is why it is very important for each article to be labeled. Any unclaimed items are given to a

charitable organization.

### **BILLING & PAYMENT PROCEDURES**

1. All bills are available for pick-up each Monday afternoon. The bills are located in the basket by the Day care director's office.
2. Make checks payable to UBCS Day care.
3. Payment can be placed back in the billing envelope, not sealed and put in the slot under the Day care director's window.
4. After two weeks of no payment, services will be terminated unless arrangements have been made with director.
5. Five dollar late fee will be charged to your bill when you exceed 5:30 p.m.
6. Any questions with billing please call 215-536-9200 ext. 149

### **SCHEDULED DAYS**

1. You must keep to the days that you requested on your application.
2. If you need to change days, please contact the director or secretary. We will try hard to accommodate any changes you request. It helps if you can inform us a few days in advance.
3. Please keep us informed of any days when your child won't be attending.

### **DRESS CODE**

- Closed toed shoes are to be worn at all times(1 year old - Pre-kindergarten).
- We suggest that sandals & backless shoes not be worn.
- We strongly discourage short shorts, spaghetti straps, and open backed shirts. This leaves a lot of exposed skin to the sun.
- Please label all outer clothing, especially the winter clothes (sweatshirt, hat, gloves, scarf and boots).

“We are so pleased that you have chosen the Upper Bucks Christian School Day Care and Pre-Kindergarten program. It will be such a joy to work with your precious children. Upper Bucks Christian School exists to serve God and people and to train Christian leadership in all fields of endeavor. It is thrilling to see that imperative mission continuing to be fulfilled each year as we see more and more children enter into our program. To think that parents entrust us with their most priceless possessions is awesome indeed.”

Pastor Russ Baun  
UBCS Administrator

## **SCHOOL CLOSING POLICY**

Radio, TV and internet (local weather sites) are the official sources for notifying students and parents that schools are closed or delayed because of inclement weather. When Upper Bucks Christian School is listed as being CLOSED, the Day care and Pre-Kindergarten are also CLOSED. In the event that Upper Bucks Christian School has a two hour delay the Day care will also be delayed (two hour delay-Daycare will open at 9:00 a.m.). Announcements of school cancellations are usually given to the radio stations by 5:30 a.m. In rare times the call is after 5:30 a.m. So, never assume, check more than once. Parents are responsible with keeping inform by one of the stations listed below:

Allentown	WFMZ	69TV
Boyertown	WBYN	107.5 FM
Lansdale	WNPV	1440 AM
Philadelphia	KYW	1060 AM (Code #748)
	WCAU	10TV

- These have proven to be extremely efficient and reliable.

The Administration of UBCS recognizes that many of you are not able to miss work and have no one else to care for your child on such days. Several Day care workers have been willing to be of service to you. Please feel free to contact the Day care director for the names and numbers of those who are willing to provide alternative child care on inclement weather days. Payment should be made directly to them for this care.

### **CLASS EXPECTATIONS AND PROCEDURES:**

#### **Infants (6 WEEKS– 9 MONTHS)**

Infants need constant love and attention in order to feel secure. We do not just

watch infants. We hold them, play with them, talk to them and encourage them to reach their next step in development. In a cheery atmosphere which is often accompanied by music, these little ones are treated to a loving and secure environment while their parents must be away. Every day has a singing time and a time for reading books. At this age children are also encouraged to recognize, so others, to sit while eating, to use utensils to eat and to eat table food. A pamphlet will be given to each new parent.

### **NECESSARY FOR THEIR DAY:**

1. A diaper bag with the following items: one large pack of diapers to keep in the room, wipes are brought in once a month, ready made bottles and a change of clothes. Please label each item in the bag with the baby's full name. When any other item is brought from home, it must be marked. Every attempt will be made to return all items at the end of the day.
2. An extra set of clothes in case your child's clothes become soiled.

### **DAILY SCHEDULE:**

6:30-8:00	Arrival Time/Bottle Time if needed
8:00-9:00	Nap
9:00-9:30	Diaper Check
9:30-10:30	Song Time/Play Time
10:30-11:30	Lunch
11:30-12:00	Diaper Check
12:00-2:30	Nap
2:30-3:00	Wake/Diaper Check
3:00-3:30	Snack Time
3:30-4:00	Bottles and Drinks
4:00-5:30	Departure

### **ONE-YEAR-OLDS (12-24 months)**

Toddlers are energetic and ready to explore life. Our Day care workers plan children's days from morning until evening with their energetic needs, both physically and spiritually, in mind. We read Bible stories and teach songs. Children are introduced to colors and shapes, are taught to name body parts (eyes, ears, noses, etc.) and helped to develop muscles through play activities.

They begin to learn to obey authority, to get along with other children and to share and be kind while working in group activities. Children learn to listen for their name and to come when they are called.

**NECESSARY FOR THEIR DAY:**

1. The diaper bag should have the following items: disposable diapers, wipes are brought in once a month, and at least 2 sippy cups (filled). Please label each item in the bag with the child's full name.
2. Each day the child needs to bring an extra set of clothes in case his clothes become soiled.

**DAILY SCHEDULE:**

6:30-8:15	Arrival Time/Play Time
8:15-8:30	Opening
8:30-9:00	Diaper Check
9:00-9:15	Snack
9:15-10:50	Teaching Time
10:50-11:30	Lunch
11:30-12:00	Diaper Check
12:00-2:30	Nap
2:30-3:15	Wake/Diaper Check/Snack
3:15-4:15	Walk/Outside Play
4:15-5:30	Departure

**INFANTS (9 months-12months)**

As with the younger infants, a loving and secure environment is essential for this age group. We want our children to have a happy day while the parents are away. We encourage them to walk and to share their toys. We work with parents to help these little ones give up their bottle and start to drink from a sippy cup. We also help them to give up the pacifier and help them to feed themselves.

Every day has a reading time where the children are encouraged to sit and look at a book. We also start to expose them to color recognition.

**NECESSARY FOR THEIR DAY:**

1. The diaper bag should have the following items: disposable diapers( enough for the day and don't forget the accidents), wipes are brought in once a month, bottles and a change of clothes. Please label each item in the bag with the baby's full name. When any other item is brought from home, it must be marked. Every attempt will be made to return all items at the end of the day.

2. Each day the child needs to bring an extra set of clothes in case his/her clothes become soiled.

#### DAILY SCHEDULE:

6:30-8:00	Arrival Time
8:00-8:30	Diaper Check
8:30-9:00	Story Time/Playtime
9:00-9:45	Songs/Books/Snack
9:45-10:00	Play Time / Diaper Check
10:00-10:45	Word Association
10:45-11:30	Lunch
11:30-12:00	Diaper Check
12:00-2:30	Nap
2:30-3:00	Wake/Diaper Check
3:00-4:00	Bottles and Drinks
4:00-5:30	Departure

#### **TWO-YEAR-OLDS**

Two-year-olds are developing academically, socially and spiritually. They can learn colors, shapes, body parts, animal names, sounds, and concepts of large, small, first, last, different, alike, and about orderliness. They learn to speak clearly, sit still during teaching time, walk in a line, color and glue. Children also learn eye-hand coordination, to follow directions, to use a cup, to feed themselves and to obey immediately.

When a child has successfully gone “potty” at home, we work with the parents to complete potty training. The child must be fully potty trained before they can advance to the next class.

A number of teaching booklets are completed during the year. These include: Sign Language, Bible Heroes of both the Old and New Testament, Nursery Rhymes, Thankfulness and Numbers. A child’s awareness of God is developed through these booklets and through learning songs and games.

#### **NECESSARY FOR THEIR DAY:**

1. Please bring in at least 2 sippy cups until the class starts using regular cups and a blanket if their staying for nap.
2. Each day the child needs to bring an extra set of clothes in case his clothes become soiled.
3. Not necessary, but sometimes it is special for your child to bring in a treat from home for their snack (please label and place on teacher’s desk in the morning).

#### DAILY SCHEDULE:

Greet Children	Check diapers, potty/Play groups
9:00 a.m.	Opening, Bible
9:20 a.m.	Snack / Drink
9:30 a.m.	2 Switching groups
	Learning games on board or table games/Puzzles
9:45 a.m.	Outside or playgroups/Building sets
10:15 a.m.	2 Switching groups/Color / craft/Building sets
10:30	Play groups or outside/Potty-diaper
11:00 a.m.	Lunch
12:00	Nap-After Nap-Potty / Diaper change
2:30 p.m.	Story time/Games
2:30-5:30	Play Time/Departure

Outside play -weather permitting

### **THREE-YEAR-OLDS**

By the time children are three years old, they are learning at a fast rate. We introduce the alphabet and numbers, and teach about the seasons and the calendar. They also develop literature appreciation (love of books). They review shapes, colors and are encouraged to follow directions. All children are taught with games and worksheets.

They learn to love, obey and respect authority, to be independent and responsible, to get along with peers, to develop manners, and to begin friendships.

As we teach them their own first and last names, we also teach them an awareness of God and the Bible and how God loves them as individuals.

Children at this level must be completely toilet trained to be in this department.

### **NICE TO HAVE FOR THEIR DAY:**

1. A blanket if their staying for nap
2. Not necessary, but sometimes it is special for your child to bring in a treat from home for their snack (please label and place on teacher's desk in the morning).
3. Extra change of clothes.

### **SCHEDULE:**

6:30- 8:00	Arrival Time/Play Time
8:30- 9:00	Action Songs
8:40- 8:50	Openings
8:50- 9:15	Bible Songs/Lessons

9:15- 9:25	Snack
9:25- 9:40	Play Time
9:40-10:45	Learning Time
10:45-11:00	Play Time
11:00-11:15	Lunch
11:15-12:00	Play Time/Restroom
12:00- 2:00	Nap
2:00-2:30	Restroom/Snack
3:00-5:30	Play Time/Departure

**PRE-KINDERGARTEN (Four and Five-Year-Olds)**

The purpose of our Pre-kindergarten program is to assist parents in preparing their children to enter kindergarten. We teach them in an atmosphere which upholds faith in God, love and respect for family, love of their country, and respect for authority; we instill in them a love for learning. Our Pre-kindergarten students then start their educational experience with confidence in themselves and with the knowledge that school is fun.

Because we teach line upon line and precept upon precept, children learn on a daily basis: upper and lower case letters, numbers 1-100, colors and shapes, months and seasons. The children also learn community awareness through several field trips to specific locations.

They are taught that God created all things, and He loves and cares for each of us. They grow in the knowledge of biblical truths through Bible stories and memorization of Bible verses.

**NICE TO HAVE FOR THEIR DAY:**

1. A blanket if their staying for nap
2. Not necessary, but sometimes it is special for your child to bring in a treat from home for their snack (please label and place on teacher’s desk in the morning).
3. Extra change of clothes.

**SCHEDULE:**

6:30- 8:00	Arrival Time/Play Time
8:00– 8:15	Organized Play
8:15- 8:20	Openings
8:20– 8:40	Music/Science/Poetry/History/Cooking
8:40- 9:00	Story Time
9:00- 9:10	Restroom
9:10-9:30	Bible Time
9:30-10:00	Snack /Pint-Size PE
10:00-11:00	Alphabet/Numbers/ Art Projects/Learning Games
11:00-11:30	Lunch
11:30– 12:00	Play Time
12:10-12:30	Prepare for Nap

2:00-2:30

Restroom/Snack

2:30-5:30

Play Time/Departure

**NOTES**

We are looking forward to the many blessings we will have in caring for your child!

Thank You

UBCS Day Care Staff