

"See what love the Father has given us,
that we should be called children of God."
1 John 3:1



Behnken Child Care Center



St. Paul Lutheran Church and School
3329 Harrison Blvd.
Ogden, Utah 84403
801-392-3512
www.stpaulutah.com

*The Board of Education is responsible for the
establishment and review of all policies.
This elected body reserves the right to change policy without
prior notice.*

Revised January 2009

Handbook of Policies and Information

5. Theft, larceny, breaking and entering, vandalism, or defacing of BCCC property.
6. Insubordination or disrespectful action to a teacher, staff member, adult volunteer, etc.

Other Infractions

The following are less serious conduct rules which require lesser consequences than suspension or possible expulsion. However, continued infractions would indicate a disregard for the *BCCC Policy Handbook* and could result in referral to the Board of Education and/or could result in serious disciplinary action.

1. **Unsafe Behavior:** It is imperative that classes and child care activities always take place in a safe environment. Any action performed by a student that would jeopardize his/her safety or the safety of others would be subject to discipline.
2. **Improper Conduct:** The use of obscenities in language or action would be subject to discipline.

Parental Concerns

When a concern arises, please contact the Director. If, after speaking with the Director, a concern still exists, we would encourage you to take up this issue with the Board of Education.

Financial

St. Paul Lutheran Church and School complies with the Federal Consumer Protection Act. For complete financial information, please refer to the Financial Agreement & Disclosure form. All financial services will be handled through the St. Paul Lutheran Church and School Business Office.



"Jesus called the little children to him and said, ' Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these.'"
(Luke 18:16)



*6:30 a.m. to 6:00 p.m. Monday through Friday
 Closed weekends and designated holidays.*

Welcome!

Mission Statement

Our goal is to provide young children with loving Christian care in a safe, nurturing environment.

Enrollment

The BCCC admits children of any gender, race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded and available.

Registration

The following are required for each child prior to joining our program:

1. Completed registration form.
2. Completed financial forms.
3. Copy of child's shot records.
4. Completed health history/emergency form.
5. Non-refundable registration fee (summer program only)

Health

We have the responsibility to maintain a healthy environment for all children, staff, and families.

Emergency Medical Care

In the event of immediate emergency, 911 will be called followed by parent/guardian notification of child's situation. When notified of a medical need, a parent/guardian is required to come to identified location immediately.



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philosophy, and the objectives of the BCCC. The Board acts as an advisory panel to the Director. The Board will review any exceptional or chronic disciplinary cases. These actions provide a clear means of due process for the student. The parent and the student, if age appropriate, will be involved in the process with the Board of Education. Decisions of the Board of Education shall be conclusive and not subject to appeal.

Discipline

It is important to maintain a safe environment for all the children and staff. Children must obey the rules and instructions of the child care staff. The BCCC reserves the right to require the parent/guardian to remove a child from the center if the child is displaying inappropriate behavior. Time out —removing the child from the situation— is the only form of discipline used in the child care program.

Serious Offenses

The following are expressly forbidden and considered serious offenses for which a student would be suspended immediately, referred to the Board of Education, and subject to expulsion from the BCCC. Under State and Federal Laws some of the more serious offenses must be reported to the civil authorities for further investigation.

1. Use, possession, or distribution of alcohol, or illegal drugs (including tobacco products), or instruments associated with illegal drugs.
2. Fighting, assault, severe menacing/teasing, or any activity or action that threatens or causes actual physical or emotional harm to others.
3. Any threats against, or plans to cause harm or damage to any person, group, school, church or child care property.
4. The carrying or use of dangerous instruments (such as knives, guns, matches, etc.) that could be used as weapons.

returned to parent/guardian at a later time. Children bringing these items to the BCCC may be subject to discipline, especially for repeat offenses.

Property Care

BCCC property is expensive. With care, damage can be kept to a minimum. Students who, through negligence or carelessness, cause damage or loss of property, supplies, equipment, etc., will be assessed a fine. In the case of willful destruction/mutilation of BCCC property, the student and his/her parents/guardians will be required to reimburse the full replacement value, including supplies and labor. The offending students will also be subject to disciplinary actions.

Safety and Security

The BCCC has procedures and policies for the safety of the students and staff. Some examples are fire and earthquake drills, CPR certification for the staff, medication policies, playground/supervision procedures, parking lot guidelines, electronic entry with provided code, and video cameras as installed.

Discipline

Contractual Agreement

Once a student is accepted at the BCCC of St. Paul Lutheran Church, parents/guardians and the student enter a contractual agreement to abide by the policies outlined in this handbook. They also agree to abide by any decisions of the teacher, Director and/or Board of Education regarding discipline of any *BCCC Policy Handbook* violation or any other corrective action deemed appropriate.

Board of Education

The Board of Education will be called when appropriate and when needed. The purpose of the Board of Education is to assure the observance of the *BCCC Policy Handbook*, the

Illness



A child showing signs of illness will be separated from the other children and will be required to be picked up by a parent/guardian immediately. The child may not return to the BCCC until he/she is no longer contagious. There may be times when a doctor's note is necessary before the child may return to care.

The parent/guardian must notify the administration if the child is out with a communicable disease so that proper precautions can be taken for the other children and the return of the child.

Medications Given at the BCCC

Medications must be in the original bottle with the current doctor prescription. A parental permission form **must** be filled out before medication can be given.

General Policies

Age

We care for children from 2 years to 13 years of age. Children must be the appropriate age by September 1 of the current school year.

Reserving Your Child's Schedule/Attendance

Parents/guardians will reserve the days and times in one-hour increments. You will be charged for the times you have reserved regardless of your child's attendance. Time used other than scheduled will be charged in hourly increments. Children who are not in attendance for 20 consecutive business days will be dropped from enrollment and must re-register to use the program.



Phone Numbers

It is *extremely* important that parent/guardian phone numbers be current so that you may be reached in case of an emergency.

Pick up Authorization

Children will be released only to persons designated by the parents on the emergency form. A written note is required to allow anyone not on the emergency form to pick up a child; and ID will be required.

Dress Code

Please take time to review the dress code below which is designed for the children's safety and to reflect our Christian atmosphere.

- Outerwear, such as jackets, snow pants, and snow boots, may not be worn in the classrooms.
- Hats and caps may not be worn inside. (Winter and summer caps may be worn outside.)
- Jewelry and clothing is to be modest and tasteful. Clothing with inappropriate or suggestive words, symbols, or pictures that conflict with Christian beliefs is not allowed.
- Ear piercings — studs only — are acceptable. For safety reasons, children are not allowed to wear dangling earrings.
- Bandanas are not allowed.
- Shoes and sandals should be practical for play. Cowboy boots, flip-flops, and backless shoes are not allowed.

Snacks

Two snacks are provided daily — one in the morning and one in the afternoon. Individual snacks may be brought for children with allergies. Please discuss these needs with the facility director. All classroom treats/snacks provided by families must be store bought (e.g. birthday treats).

Lunch

A catered lunch is available when the day school is in session. Sign up is required. Children may bring a sack lunch each day. Milk is provided. Please do not bring lunch that needs refrigeration, as space is limited in our refrigerator. Microwave ovens are available to warm foods. Any lunches made by the BCCC staff will be charged to your child care account.

Rest Time



Rest/nap time is from 12:40 — 2:40 P.M. each day. **We require that children bring a crib sheet and a blanket.**

Parking Lot

Please drive slowly and only park in designated parking stalls. Never park in front of the school, child care center, or along the playground fence. Once you've parked your vehicle, never leave the engine running or your keys in the car. There is no left turn onto Harrison Boulevard during heavy traffic periods.

Permission Slips

On such occasions as field trips, programs, etc., when students may leave the child care premises, each child is required to have a permission slip **SIGNED** by either a parent or guardian. **NO STUDENT WILL BE ALLOWED TO LEAVE THE BCCC WITHOUT WRITTEN PERMISSION OF THE PARENT OR GUARDIAN.**

Pets

Pets will only be allowed in the BCCC with the permission of the Director due to severe allergies of some of the children.

Playthings/Electronic Devices

Playthings should not be brought to the BCCC. These and other annoying articles (comic books, magazines, gum, makeup, electronic games/devices, etc.) will be confiscated and