



Bethel
Highlands
Preschool

Parent Handbook

2023-2024



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About Bethel Highlands Preschool

Mission

Bethel Highlands Preschool, a ministry of Bethel Lutheran Church, is an instrument of God's grace, love, and compassion that serves and supports families of the greater community. We provide a safe and loving environment with an excellent educational program that nurtures the spiritual, physical, social, emotional, and cognitive development of the unique, God-given gifts of each child.

Program Philosophy

Relationships are at the core of a quality early childhood setting and serve as the foundation of trust needed for a lifetime of growth – relationship with God, others, and self are considered and developed. We provide an environment that facilitate learning through play and exploration using quality, varied materials. We provide a community where children are understood, respected, observed, and loved; teachers are supported through quality training, mutual encouragement, and above-average pay; where parents are involved and equipped to grow in ability and confidence. Multiple learning styles and gifts are considered with the knowledge that children, parents, staff, and administration are open to learning new concepts and skills for continuous improvement. Teaching will be tailored to best meet the needs of the individual child, within the group setting, within the scope of the teacher's training.

Non-Discrimination Policy

Bethel Highlands Preschool (here-to-fore referred to as BHP) honors and celebrates the vast culture of our community. No child or family will be discriminated against based on race, religion, sex, creed, national origin, or financial status.

Staff Ratios

BHP will meet the recommended staff ratios indicated in the Department of Human Services Group Child Care Rule Book (DCF 251). The ratios recommended for preschool children are 1:10 for classrooms with children ages 3-4, and a ratio of 1:13 for classrooms with children ages 4-5. BHP is licensed to serve 110 children at any one time.

Licensing and Accreditation

Our school is state-licensed and regularly inspected to ensure everything meets or exceeds standards, including child-to-teacher ratios and safe facilities. BHP is subject to inspection by state and local health, fire, licensing, and building agencies. Regulations and inspections pertain to staff qualifications, the facility and playground, nutrition, health and safety matters, record-keeping, and child-to-staff ratios. If you have any questions



regarding licensing or regulations, please speak with the Director. Additionally, BHP is accredited by the National Association for the Education of Young Children (NAEYC).

NAEYC Accreditation

BHP is a nationally accredited program through the National Association for the Education of Young Children (NAEYC). Accreditation means that BHP met NAEYC's ten standards for high-quality early childhood education, has voluntarily undergone a comprehensive internal self-study, invited external professional review to verify compliance, and been found to comply with the Criteria. BHP follows the NAEYC Code of Ethical Conduct; please go to www.naeyc.org. Copies of the Code of Ethical Conduct are also available in the main office, and all staff receive a copy. For more information about NAEYC, you can go to NAEYC for Families.

Educational Programming

Curriculum


Bethel Highlands Preschool offers a social and play-based learning experience designed specifically for children ages 3 through 5 years. Activities and expectations are planned with the children's spiritual, physical, emotional, social, and cognitive growth in mind. Children will be involved in activities including arts and crafts, music, reading, story-telling, science, math, motor development and more! We have selected curriculum that works to achieve the Wisconsin Model Early Learning Standards, and our teachers have been trained specifically in those standards.

Prior to each class unit, a calendar is sent home. Please post the calendar so that it is visible for your child and take time to look at the upcoming week's events.

Social Skills: Each month we will focus on a different social skill, such as making eye contact, starting conversations, joining an activity, etc. We utilize story books and tools to encourage the growth of social skills throughout the year and focus on needs that may arise specific to each classroom.

Themes: Each week activities, games, crafts, and snacks are planned to complement the theme. If you have items at home or a special interest in any of the given themes, please let us know. We would love for you to share your gifts with the children. Throughout the thematic units, important skills are being taught such as alphabet recognition, shapes, patterns, number recognition, and counting (developmental skills). Cognitive and social development is always taken into consideration when planning these lessons.





Stations: Different stations are created that are related to the theme of the day/week. There are a variety of stations that are planned daily, including a book station, manipulatives (fine motor) station, dramatic play station, art station, sensory table station, science station, blocks station, etc.

Mental Wellness and Character Values: Each month, we will incorporate character education into our curriculum with an affirmation. Children will be praised in the classroom for displaying the value, and the value will be highlighted during Chapel times.

Faith Education

BHP recognizes God as Father, Son, and Spirit, through age-suited activities, songs, stories, and projects. All classes (except for 4K Half-Day classes) will participate in Chapel time. This 15-minute time includes: lighting a candle, sharing a Bible story, and singing songs. The religious component within each classroom will consist mainly of recognizing God as creator, giving thanks for all good gifts, and conversational responses to questions. Bibles are available in all classrooms.

During the 2.75 hours of Hudson 4K, there will be no religious education. Families enrolled in 4KAM and 4KPM will have the option of participating in Lunch Bunch at an additional cost that includes Chapel time and stories/songs that are religious in nature. 4K students may have the option of participating in religious education or programs during 4K time with signed permission in accordance with HSD Policy #322. Children enrolled in the full day 4K+ program will be included in religious education for the 4.5 hours that are not considered HSD4K.

Programs

There will be two programs that the children will be participating in, one taking place around Christmas and the other in the Spring. These are special events for the children. They love to share their gifts with all extended family members. We hope you'll make it a point to attend these special events and support your child's accomplishments.

Pets at the Site

Classrooms may include a pet in their curriculum, to increase the children's responsibilities in caring for others and the learning opportunities that animals present. If a classroom does include a pet, parents will be notified. Permission is included on the Family and Student Information form.



Communication

Criteria for Successful Participation at BHP

A child must be able to function in a designated group without the threat of harm to themselves, other children, or the staff in the program. Parents shall communicate concerns, diagnosed delays or disorders, or medical conditions to the BHP director prior to enrollment.

- **Communication**
Parents are expected to communicate regularly on changes in a child's life that may affect behavior so that we can understand how to best support the child (examples include: divorce, move, death of pet or loved one, parent traveling often, etc.).
 - Brightwheel App
 - Failure to communicate may result in the termination of enrollment.
- **Meet & Greet Night**
All parents are encouraged to attend the open house and orientation prior to the start of the school year.
- **Parent / Teacher Conferences**
BHP offers Parent/Teacher Conferences two times per school year. Attendance at one Parent/Teacher Conferences is required.

School-Wide Communication

Weekly emails will be sent from the director regarding school-wide activities. Weekly calendars are posted on the bulletin boards right inside the classrooms. Our annual calendar is posted on our website. It is the responsibility of the parents to observe deadlines and read pertinent information regarding the program. Each classroom will also have a daily schedule posted on the classroom bulletin board.

Parent/Teacher Conferences

Two conferences will be held during the school year, one in the fall, the other in spring. School may or may not be in session on these conference days. Parents are required to attend at least one of the conferences. One 15 minute conference per child will be scheduled. It is the responsibility of both parents to find a time that works for them, if none of the times offered are agreeable, parents should speak with the teacher to arrange another date/time. One conference per child will be offered.

A written assessment of your child's intellectual, physical, social, and emotional development will be given to the parents at the time of the conferences. Parents are



encouraged to talk to the teacher by phone or by appointment if they feel a problem exists at other times during the year.

Absences

When a child is ill, parents/guardians must message the teacher and/or administration through the Brightwheel App. You can also email the teacher and our Business Operations Manager, Allie Sulflow as soon as possible to notify us of the absence. If the absence is due to a communicable disease, please indicate that in your message. If a child will not be attending the program because of a scheduled appointment, vacation, or other planned absence, parents should notify the classroom staff in advance.

Schedule, Calendar, and Security

Hours of Operation

BHP Office Hours are 8am-4pm during the school year.

Class times are:

1/2 Day Classes	Full-Day Classes	Before Care*	After Care*
9am-11:45am	8:30am-3:30pm	7am-8:30am	3:30pm-5pm
12:45am-3:30pm			

* Before Care and After Care is offered to children in the full-day classes. Children in 1/2 Day AM classes may enroll in Before Care. Children in 1/2 Day PM classes may enroll in After Care.


School Year Calendar

BHP will follow the calendar of the Hudson School District. The ONLY classes that will follow the district scheduled early-release or late-start days will be the 4K AM and 4K PM classes that are fully-state funded. All partial-private (4K Full Day) and private classes (3 and 4 Year Old) will not follow the district scheduled early-release and late-start days. An annual calendar is available on our website. Any updates or changes to our annual calendar will be emailed and posted on our website and/or Facebook page.

School Closings

BHP will follow the Hudson School District school closings or delays due to inclement weather. This communication is done through the Brightwheel App, email, BHP website and Facebook page.





If the Hudson School District is closed, we will also be closed. If the Hudson School District calls a late start or early release, we will do so also. Parents are responsible for acquiring this information and will not be called by the preschool.

In the event the Hudson School District closes due to other circumstances or situations specific to the public education system, BHP will consider and determine if it impacts our students and families and communicate whether BHP will also close.

Meet & Greet Open House

Shortly before the start of school year, parents and children are invited to come see the classrooms and meet the teachers. This time is designed to help decrease any anxiety that the children may be feeling about starting preschool, as well as giving teachers an opportunity to connect with parents and families. The staff will be available to answer any questions parents or children may have regarding the school year.

Arrival

Parents are asked to respect the start and end times of classes. Children must be always with an adult in the building. Children are not permitted to run in the halls, shout, or play in the gym before and after class time, as there are other classes taking place during the day.


Parents/guardians are required to keep their children within sight and sound when arriving and departing BHP. We strongly recommend that adults hold children's hands while walking through the parking lot. If you are going to be away from your place of work for the day, please be sure to leave a phone number where you can be reached. Drop-off and pick up will take place at the classroom doors, to allow teachers to connect with families daily.

The preschool doors will be locked during the school day, and parents can access the building by ringing the doorbell, which includes a video monitor for confirming the visitor. Security cameras are in use in the facility.

Departure

When picking up a child, parents should be sure that staff is aware that a child is leaving. If unable to pick up a child, it is the parent's responsibility to make the appropriate arrangements and to notify the BHP staff through a written note or email. Staff members are instructed to ask for picture identification and reference the emergency cards for individuals they do not know. If someone else is picking up your child who is not listed on the emergency contact form, we ask that you supply a written note or an email listing that person's name and phone number. Please let the designated pick-up person know that we will ask for identification. If we do not have written permission, we will attempt to





contact the parents by phone to approve the pick-up. If we are unable to reach the parents, and have no written permission, the child will NOT be released.

Late Pick-up and Fee

Parents are expected to pick up their child on time. The late pick up fee charged is \$10 per minute beyond the 5:00pm closing time. If parents are consistently late, a meeting will be held with the parents, teachers, and the director to determine a plan of action. If there is an emergency, accommodations will be made. Please be courteous and observe this rule, as each of our teachers has their own families and schedules. If a child remains at BHP more than one hour after close, and we are unable to reach any of the emergency contacts, the local Police will be contacted, and the child will be placed in protective custody until the parents can be reached.

Safety and Health Information

Health and Safety Policy

In fairness to your child and others, if any signs of illness are noted, your child should not attend preschool. If school personnel feel the child's health is such that he/she should not be in school, he/she will not be admitted. If your child has vomited during the night or in the morning, please keep him/her home during that day. You should keep a child home the first day of a cold, if he/she has an upset stomach, diarrhea, undiagnosed rash, neck swelling, extreme tiredness, discharge from eyes or ears or profuse nasal discharge (if it is green). Always keep your child home if a fever is present (100 degrees orally), or if participation in regular daily activities would be difficult. A child must be symptom/fever/vomit free for 24 hours before returning to school. Please notify the school if your child will be absent. See below for medication administration.

Medical Examination

Children entering the program will need a complete physical or current health statement signed by the doctor, in addition to other paperwork. For parents who are unsure where to receive medical care, or unable to afford medical care, local referrals for services can be provided. If parents object to immunizations, they must have a signed waiver on file, and attend school at their own risk. Children who are returning to the program will need to update information every school year.





Illness at School

Parents will be notified if their child becomes ill while at BHP, requesting immediate pick-up. Until you arrive, your child will be removed from the group, settled on a cot and in the care of an adult.

Medication Administration

BHP will not administer medication to those children enrolled in the half-day programs, unless it is emergency-related such as epi-pens, insulin, or inhalers. We will only administer medication to children in the full-day program who have a completed medication form, and whose medications are in the original container. Any medications that are non-prescription must be accompanied by a doctor's signature specifying dosage amounts and times. Medications will be kept in a locked box in the office, or in a locked box in the refrigerator. Administration of medication will be logged in the office med log book.

Communicable and Infectious Diseases

Instances of communicable, infectious diseases (including Covid-19) in the classroom will result in a notification emailed to families. Parents are required to contact the teacher in the event their child develops a communicable or infectious disease and staff will contact the Department of Health in cases that require us to do so.

A comprehensive list of communicable or infectious diseases is posted at BHP for parent review. Most common diseases include: Group A Strep, Scarlet Fever, Varicella (chicken pox), Meningitis, Measles, Hepatitis, Influenza, Intestine Parasites, and Pneumonia.

First Aid and Accidents

Staff are trained in First-Aid and CPR techniques. In case of non-life threatening emergencies requiring the attention of a physician, parents will be notified and be responsible for taking their child to a physician. Accident reports are filed by the staff and logged for all accidents. An approved first-aid kit will be available at the school for treating minor emergencies. Students and staff practice emergency drills monthly.

Syrup of Ipecac Policy

If your child ingests a poisonous/harmful liquid at BHP, we will call the Poison Control Center and proceed with their directions. Parents will be called immediately once treatment/procedure is begun. We do not keep syrup of ipecac on site.

Child Abuse or Neglect

The State of Wisconsin has, by law, mandated that all professionals who are engaged in the practice of child care and education, who have knowledge of, or reasonable cause to believe a child is being neglected or physically or sexually abused shall immediately



report such information to appropriate authorities. It is the policy of this school to implement this law. If there are questions or concerns regarding issues related to child abuse or neglect, the phone number for Child Protective Services is (715) 246-8285.

Registration

Registration for classes can be found at bethelhighlandspreschool.org. There is a \$150 non-refundable registration fee due at that time. Students registering for the 4K AM or 4K PM classes do not need to submit any fees. If you prefer to register in person, you may do so at Bethel Highlands Preschool, 504 Frontage Rd, Hudson, WI 54016.

Classes are filled on a first come-first served basis. Registration is a tiered system: 1. Currently enrolled BHP families, 2. Previously enrolled families, 3. Bethel members, 4. General public. Registration typically begins in February for the following school year. The board regularly reviews registration procedures.

Enrollment Paperwork

Upon registration, an electronic enrollment packet will be emailed to families with all the required paperwork (paper copies provided upon request). Prior to the first day of attendance, BHP must have completed paperwork on file. Required in each student's file: Enrollment Form, Health History Form, Child Health Report, Immunization Report, Emergency Cards, Family and Student Information Form, Medication Administration (for children requiring medication on-site), and any additional information that might pertain to special circumstances (such as custodial arrangements or allergy info).

Tours

If parents are interested in having a tour of the preschool, a scheduled appointment can be made with the director of the preschool. Please call the office to schedule a tour.

Tuition and Payment Schedule

Tuition is due monthly through our Brightwheel billing app. Brightwheel will allow you to choose auto-withdrawal or manual payments. Payments can be accepted in the form of personal checks. Cash is not accepted unless special arrangements have been made. Monthly tuition rates are not modified due vacation days, illness, or holidays.



- Monthly tuition payments are due on the 5th of each month.
- Alternative payment schedules can be requested and discussed with BHP Director prior to the start of the school year.
- Late fees:
 - \$15 if not paid by the 15th of the month.
 - If tuition is not received by the 30th of the month, the student will not be permitted to attend preschool until all fees are paid to date.
 - \$35 NSF fee.
- Tax documents and tuition summaries are available on the Brightwheel app.

BHP does not offer a sliding scale for tuition but do participate in Wisconsin Shares, childcare assistance. To qualify for Wisconsin Shares, you must contact St. Croix County and be approved. Pending approval with the county, the social services worker will contact BHP directly to arrange payments. BHP has a fund for temporary financial hardship for families in need and who apply for assistance (distribution is dependent on fund balance). This hardship fund is the result of donations. We welcome any donations to the hardship fund, and such donations are tax deductible.

An early payoff discount is offered to families based on the following (contact Director for amount due with discounts):

- 5% discount for payment in full for the entire school year if paid by September 30.
- 3% discount for two tuition payments – September 30 and January 30.

2023-2024 Tuition Rates

3 Year Old Classes		4 Year Old Classes	
Class	Monthly Tuition	Class	Monthly Tuition
1/2 Day M/W/F	\$352	1/2 Day M-Th	\$342
1/2 Day T/Th	\$302	Full-Day M/W/F	\$553
Full-Day M-F	\$924	1/2 Day M-F (4K)	Free*
Full-Day T/Th	\$444	Full-Day M-F (4K)	\$643*

* Hudson residents or open enrolled students residing in Wisconsin. Out-of-State Monthly Tuition: ½ Day - \$430, Full-Day - \$998





Enrollment

Age Eligibility

All children ages three through six may participate in the program.

- **3 Year Old Classes:** Children must be 3 by 9/1/2023 for enrollment. If 3 by 12/1/2023, child can be placed on waiting list until April 1 at which time a spot can be reserved. Tuition will be paid beginning 9/1/23).
- **4 Year Old Classes:** Must be 4 by 9/1/2023 for enrollment.

To receive the best learning experience, it is strongly recommended children enroll in only ONE class at a time.

Toilet Training

Children must be fully potty-trained and independent in the bathroom. Diapers and Pull-Ups are not allowed at BHP (per our state license) and indicate that a child may need to wait for enrollment until potty-training is complete. Teachers will not assist children in wiping after toileting. Teachers will be available to verbally coach or assist with buttons, belts, and overalls. In cases where a medical note explains the developmental need for diapers, a parent must be readily available within 10 minutes for changes.

Program Notes

Transportation

Parents/guardians provide transportation to and from BHP, we do not participate in the busing through the Hudson district for 4K students. Students utilizing neighborhood carpools must complete the Alternative Arrival form #DCF-F-CFS0104-E.

Please park your car in a parking space, turn off your ignition, and lock your car for safety while dropping off or picking up your child. Parking along side of the sidewalks or dropping children off at the door is not permitted; many designated parking spots are provided and marked. Never leave children unattended in a vehicle. Realize that there are always children present in the vicinity of the parking lot and playground. Do not leave your purse or valuables locked in your car, as preschools and daycares are targets for car thefts.





Clothing

It is recommended that children wear clothing that is comfortable and easy to play in. Tennis shoes are recommended for safety. We have found that children wearing flip flops, clogs without a back strap, and slippery-bottomed shoes have a better chance of getting injured or hurt while playing outside or in the theater. Every child must have at least one change of seasonally appropriate clothing, in case of accident. You should provide a change of clothing in a gallon plastic baggie labeled with the child's name, to be kept in the classroom during the school year.

We paint, use sensory materials, play outside, etc. There are times that paint does get on clothing. Weather permitting; children will go outside to play every day. Parents shall send appropriate clothing for the weather. All loose clothing items such as hats, boots, mittens, snow pants, coats, etc., should be labeled with the child's full name. Many times, children in the same class have similar items that can get mixed up. If your child wears boots into the building, please bring a pair of tennis shoes to put on in the classroom.

Rest Times

Children who are enrolled in the full-day programs will have a rest period each day. BHP will provide cots for the children, and families will supply blankets and/or pillows (small enough to fit into the provided "rest bag"). Children are expected to lie quietly for 30 minutes (as our license requires under DCF 251) and then will be allowed to participate in quiet activities until all children are awake. Children who fall asleep will be gently awakened after 90 minutes.

Allergies


Staff should be advised of any allergies or special dietary restrictions of the child. If your child has allergies, we ask that you provide a doctor's note listing the severity of the allergies, and recommended protocol. Staff will post food-related information in the snack preparation area.

Parents may be asked to supply appropriate snacks for children with dietary restrictions. BHP makes every effort to be a NUT-free zone. Several students have life-threatening allergies to nut products. For the safety of these children, please do not bring any items to school that contain nuts or nut products. Epi-pens and other medications must have accompanied paperwork and be stored appropriately.

Snacks and Lunches

Students enrolled in the full day programs will eat lunch in the classrooms. Lunches are to be supplied by the student, 1% milk will be provided by BHP as an option for families. Resources for healthy lunch ideas are provided on our Pinterest page. On the parent bulletin board, you will find the USDA's recommendation for children's dietary





requirements, and we encourage you to include these items in lunches for the children attending the full-day programs. Snacks will be provided by the school. A variety of healthy items such as fruit, cheese, crackers, and vegetables will be served to the children for snacks. Food preparation and sanitation will comply with the Department of Health policies. Both staff and children will wash hands before and after food service. Staff members are trained annually in sanitary procedures. We serve some unique snacks that may be unfamiliar to children (such as hummus, snap peas, kiwi, prunes, etc.). We encourage children to look at it, touch it, smell it, then taste it. It can take several exposures to a food before a child enjoys it. We will not require children to eat something they do not like but may not always have an alternative. We ask that parents support our efforts in exposing children to healthy foods by speaking positively about our snacks.

Birthdays

Children will be honored on their birthday and each classroom has a unique way of celebrating – such as a special chair, special role, bringing in show and tell, etc. Teachers will let you know their expectations. Non-food items (such as pencils, stickers) are encouraged to bring to share as a birthday treat. If you choose to bring food, it must be a peanut-free, store-bought treat.

Field Trips

BHP 4 & 5 year-olds may be going on field trips periodically throughout the year. We will inform you in a timely manner the destination, date, and purpose of the field trip. If chaperoning the event, we ask that parents please do not bring younger siblings along for reasons of safety and adequate supervision of preschool children. We must have a signed permission slip from the parent/guardian before the event for the child to attend. There may or may not be an additional charge for field trips. Attendance will be taken when leaving the school, after everyone is on the bus, and upon arrival at the destination. At the conclusion of the trip, attendance will be taken prior to leaving the site, after everyone is seated on the bus, and again upon return to the school. For field trips off-site a bus will be rented that meets the requirements of DCF 251.

Permission to Take Pictures and/or Videotape

Periodically throughout the school year, we like to take pictures and/or video record special activities that are taking place. If we want to publicly post the pictures at school, on our website or Facebook page, or use the photos for advertisement, we need your permission (see Parent Acknowledgement form). We will never include a child's name with a photograph.



Parent Involvement/Visitation

Parent input and suggestions are always welcomed and encouraged. Questions and concerns should be discussed with the teacher before or after class, or via email when a teacher's attention need not be focused on the students.

We strongly encourage parents to volunteer at BHP. Children feel good when their parents are involved at school, and it sends the message that school is important to you too. Please see your child's teacher or the director if you are interested in volunteering. There are multiple ways to get involved, including office help, cutting projects from home, or kitchen prep.

Parents may visit our site any time; we do ask however that you give the teacher advance notice as to when you are planning to come. We also suggest that if your child is struggling with separation, that you wait until your child is settled in and comfortable with the new environment. Please do not bring siblings when visiting, at any time, as this often causes disruption in the classroom.

When sharing information regarding your child to the teacher, know that it is held in confidence. Your child's unique needs/gifts will not be communicated to other parents or children unless requested by the parent/guardian.

Appointments can also be made to meet with the director at any time to discuss concerns or suggestions.

Aggressive, threatening, or inappropriate behavior by parents will not be tolerated and may result in discharge of the family.

Discharge and Termination


BHP reserves the right to discharge a child for violations of the preschool policy, written or unwritten. For the complete preschool policy, parents can request a copy from your child's teacher or the director at any time. BHP reserves the right to add/change policy regarding discharge at any time without notice.

In the case of parent-initiated discharge, BHP must receive a two-week written notice. Families who are disenrolling a child for reasons other than a move or medical necessity will NOT be reimbursed any pre-paid tuition. Families who are disenrolling a child due to a family move, or medical necessity will be reimbursed any pre-paid tuition after the two-week notice period.

Behavior Policy (full details found in the full policy manual)

Consequences will always be immediate and appropriate to behavior. Early in the school year teachers will make expectations and consequences clear and teach expectations





repeatedly throughout the year. BHP staff will work cooperatively with parents: in listening to behavior concerns, determining triggers, and developing appropriate responses; as well as providing guidance for parenting approaches that are consistent in addressing BHP's standards of behaviors or developmental needs at home.

Behaviors that endanger the safety and health of any children in our care will not be tolerated. This includes behaviors that are aggressive and physical; behaviors that require significant teacher attention putting the supervision of other children at risk; or verbal threats of violence toward students or teachers. See Discharge Policy for more information on steps taken for behavior.

Teachers will deal with these issues in a positive framework, but, if necessary, the following behavior management procedures will be implemented:

- All children will be coached on self-calming techniques or positive social solutions.
- A child engaging in negative or dangerous behaviors will be removed from the group or activity. Child will be redirected to an alternative activity.
- Teachers will utilize positive reinforcement/praise of positive behaviors with the goal of increasing the frequency of positive behaviors and decreasing negative behaviors.
- Teachers will actively observe children with challenging behavior. They will identify the events, activities, interactions, and other contextual factors that predict challenging behavior and may contribute to the child's use of challenging behavior.
- When negative behaviors are repeatedly requiring teacher intervention, director will conduct a minimum of 3 classroom observations to determine effectiveness of teaching practices.
- Reasonable accommodations will be made to encourage the successful participation of all students in the group setting.
- A meeting will be set up with the Student Success Team, and a behavior plan will be designed and implemented. At the time of the SST meeting, the involvement of outside agencies (therapists, early childhood special education, etc.) will be determined.
- Parents shall agree to follow recommendations to pursue support service, if deemed necessary for successful participation in the typical BHP classroom.
- If the behavior does not improve in the time outlined in the student behavior plan, the child will be suspended for duration of time deemed appropriate for the individual situation. Tuition will not be due for the time of suspension.
- See Policies for discharge policy.





Insurance Coverage

BHP carries comprehensive general liability coverage as required by the State of Wisconsin.

Review of the Program Policies

The Bethel Highlands Program Policies are available to be reviewed upon request at any time by the parents or legal guardians of the child. The BHP Policies are available in their entirety at the Parent Resource Center beneath the bulletin board. The Parent Handbook serves as a summary of the most applicable policies.

Contacts

- **Missy Austreng, Program Director/Administrator**
missya@bethelhighlandspreschool.org, 715-381-8254, ext. 401 (office)
- **Allie Sulflow, Business Operations Director**
allies@bethelhighlandspreschool.org
- **Before and After School Care**
715-381-8254, extension 403
- **Division of Human Services, Licensing**
(715) 836-2185
- Teacher emails, and classroom-specific details will be made available to you as the start of the school year approaches.

