

# PARENT HANDBOOK

## 2025-2026



A Ministry of  
Calvary Bible Fellowship Church

Preschool located at the Fairmount Building  
604 W. Fairmount Street  
Coopersburg, PA 18036

Preschool Phone: 610-214-2690

Church Office: 610-282-3161

FAX: 610-282-9546

[thepreschool@CalvaryBFC.org](mailto:thepreschool@CalvaryBFC.org)

[www.CalvaryBFC.org](http://www.CalvaryBFC.org)

## **Statement of Faith**

We believe the Bible – the infallible, inerrant, authoritative Word of God.

We believe in one God, eternally existent in three persons; Father, Son, and Holy Spirit.

We believe in the deity of Jesus Christ, His virgin birth, sinless life, atoning death, bodily resurrection, ascension, and His return in glory and power.

We believe all mankind are sinners in need of regeneration by the Holy Spirit which enables the Christian to live a godly life and perform good works.

We believe in the resurrection of both the saved and the lost: They that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.

We believe in the spiritual unity of believers in our Lord Jesus Christ.

## **General Information**

### **Our Goal**

The Preschool at Calvary is a church ministry with the sole purpose to nurture and minister to each child with love, just as God so graciously loved us. We take our directive from the Word of God where we are told to assist parents in “Training up a child in the way he should go” (Proverbs 22:6). The main goals of the Preschool at Calvary are to encourage each child to grow spiritually, socially, emotionally, cognitively, and physically at his/her individual pace. The children will do so through education in a Christ centered environment, social interaction, and concrete learning experiences.

### **School Hours**

3 year old class – Wed. and Fri. at 9:15 AM – 11:45 PM

Pre K class – Mon., Tues., and Thurs. at 9:15 AM – 11:45 PM

### **Arrival/Dismissal**

Please enter the Fairmount building through the main entrance. The teachers take time to uphold the children and preschool day in prayer and they request that you wait quietly in the foyer until they are ready to greet you.

For safety purposes, all doors will be locked while class is in session. To enter while class is in session, use the chime at the door and a teacher will buzz you in.

Dismissal will take place from the classroom. Please wait in the foyer or outside until the teacher dismisses the class. Your child will not be released to anyone except a parent or someone listed on your agreement form. If it is necessary for someone else to pick up your child please inform the teacher in writing. For safety purposes, we reserve the right to ask for identification such as a driver’s license.

We encourage parents to be prompt. Late pickup may result in a charge.

## **Admission Policy**

1. We seek to serve our church, our Christian community, and our neighborhood, and we offer the program to all children, regardless of race, creed, or color.
2. All families must fill out an Application for Admission and submit it with a \$75 non-refundable registration fee.
3. All registrations are accepted on a first-come, first-served basis. If enrollment is full, a waitlist will be generated.
4. All children must have up to date health and immunization records before program admission.
5. All children must be 3 before September 1<sup>st</sup> and fully toilet trained to enter the 3-year-old program.
6. All children must be 4 before September 1<sup>st</sup> and fully toilet trained to enter the Pre-K (4 and 5-year-old) program.
7. Placement of children with September birthdays will be at the discretion of the preschool staff.
8. **We will enforce that all children be toilet trained and able to care for their own personal toileting hygiene.** We understand that accidents do occur, however, for health and safety issues, a parent or guardian will be called in to assist if a child heavily soils themselves.
9. Once we have received your child's registration and non-refundable fee, and if enrollment is not full, a welcome confirmation will be sent. We will confirm your child's enrollment and include directions in creating a parent account and your child's profile through brightwheel in preparation for the upcoming school year. All others will be informed of our waiting list.
10. We accept registrations during the school year if a child is at the appropriate age (3 by Sept. 1<sup>st</sup> and 4 by Sept. 1<sup>st</sup>), fully toilet trained, and there is a spot available in the appropriate classroom.

## **Tuition**

- 3-year-old (2 day program) - \$160.00 a month for 10 monthly installments or a payment of \$1,600.00 for the school year. Yearly payment or first installment due August 1st.
- 4 and 5 year old (3 day program) - \$200.00 a month for 10 monthly installments or a payment of \$2,000.00 for the school year. Yearly payment or first installment due August 1st.
- There will be savings of 50% for BFC pastors with preschool children.
- There will be a tuition discount of 10% for families that have more than one child enrolled. The discount will be applied to the tuition of the youngest child.
- All tuition payments are due the first business day of each month starting from August to May. There will be a fee of \$10.00 assessed for any late payments.
- Please make checks payable to: *Preschool at Calvary*

*Tuition:* Convenient online tuition payments may be made through brightwheel after proper account set-up. Check payments may be mailed directly to the preschool or placed in the locked tuition box in the foyer at the preschool. Because tuition is an annual fee, no refunds are given for illness, vacation, or snow days. Any account delinquent by 60 days will result in termination of your child's enrollment. Please inform the Director if any financial hardships arise. We consider ourselves a ministry and desire to help in any way possible.

*Withdrawal:* If you should need to withdraw your child from the program during the school year, please give a 2 week notice to the Director. In case of immediate withdrawal, the current monthly installment will be due.

*Returned checks:* There will be a charge for all checks returned. An invoice will be sent to you regarding the additional charge.

## **Registration**

Registration opens in January for the coming fall enrollment. Families of currently enrolled students, Calvary BFC preschoolers, and siblings of alumni will be served first. A registration fee of \$75 per year (non-refundable) is required with each Application for Admission. Registrations for NEW students are accepted during a scheduled Open House/Registration night and thereafter.

## **School Closings**

We will follow the guidelines of the Southern Lehigh School District for any school closings or delays due to inclement weather. If Southern Lehigh is closed, the preschool will be closed. If the school district has a 2-hour delay, the preschool will have a modified schedule. All Southern Lehigh closings or delays will be announced on the WFMZ Storm Center App. We also communicate preschool closings and delays through email and brightwheel message.

## **Communication**

Each month a calendar will be sent home to notify parents of all our activities and events. It will include our Biblical learning, associated themes, birthdays, holiday schedule, and any special announcements or reminders. Please check the preschool bulletin board outside the classroom for special information.

## **Snacks**

The preschool will provide nutritious snacks. Occasionally we may ask parents to participate in providing snacks for special activities such as star of the week or holiday occasions.

## **Birthday Celebrations**

Birthdays may be celebrated in class with a special treat. Please let us know a few days before your child's birthday if you are planning to bring in a treat. Children with summertime dates will have a special day chosen by the teachers, to celebrate it during the school year.

## **Special Activities and Events**

We incorporate many opportunities within the classroom and community to learn by doing and experiencing the world around us. Our curriculum is enriched with field trips, celebrations, and family gatherings. Some examples are:

- *Praise Days*: Praise days may be scheduled during the school year. This activity is a time that welcomes family and friends to hear our classes sing, dance, and communicate what we learn in preschool. We also gather for a special time of fellowship after the program. These times are usually scheduled in the morning hours and possibly one in the evening. Details will be given in October in preparation for Praise Days.
- *Lunch Bunch*: A time when our preschoolers have an extended morning with their friends and partake in a packed lunch together.
- *Field Trips*: To reinforce themes of our program, we utilize opportunities within our community to broaden hands-on learning experiences and fun. Details and permission slips will be given for these activities and events.
- *Pre-K Extended Day opportunity*: We offer an Extended Day program opportunity for children in the Pre-K class for an additional fee. Extended days are a time where the children will STAY CURIOUS with us through STEAM activities. It will be scheduled every Thursday on a month-by-month basis, starting in October. More details regarding this opportunity will be given at the start of school.

## **Health and Safety**

The safety of our children and staff are of utmost importance; therefore, safety protocols will be developed and implemented within our program. Important safety recommendations and procedures from the PA Department of Health, Academy of Pediatrics, and Center for Disease Control are given to learning centers caring for children.

To protect the health of your child and others, it is expected that your child should be without fever, vomiting, or diarrhea for 24 hours before returning to school. Should a child become ill during the day, the parent will be notified immediately. If your child has any wounds, we ask that they remain covered until they are completely healed. If a wound is draining and does not remain covered, your child will be asked to stay at home until it has healed.

All preschool staff have received Federal and State background checks and child abuse clearances. Parents or guardians interested in volunteering in the classroom or during special events will be required to obtain the necessary clearances in order to participate.

A teacher certified in Pediatric First Aid and CPR will always be on the premises. We are required by law to report any suspected signs of child abuse.

## **Brightwheel**

Brightwheel is an all-in-one app that is used at the Preschool at Calvary to stay connected to your child's learning experiences. What you can expect as a parent using brightwheel is greater visibility into your child's class with photos, videos, and activity updates. Efficient easy communication with your child's teacher, and convenient online tuition payments are also offered through brightwheel.

## **Clothing**

Clothing should be comfortable and casual. Due to hands-on learning experiences, sneakers and play clothes are suggested. Please send an extra change of clothing in a large Ziploc bag marked with your child's name to be kept at school for the entire year. This will be used in case there is an accident. The clothing will be very helpful on the first day of school. Please label all outer clothing, such as coats and hats. Encourage your child to learn to dress themselves to go outside and to remove and hang up outer clothing when coming inside.

## **Special Items**

We ask that you leave your child's toys at home to avoid disruption in the classroom. For the first week, comfort items may be brought with your child to help with the transition from home to school. We will communicate with you about your child's progress. Children like to be self-sufficient so backpacks may be used for important papers and projects done in preschool. We may provide a two handled cloth tote bag to hold their artwork and important papers, if needed.

## **Discipline**

Redirection and communication of appropriate choices will be helpful tools used in the correction of inappropriate behavior. We will always remember that these little ones are works in progress and will certainly help them during these potentially unsettling times with our love and support.

From time to time, situations arise where positive reinforcement, redirection, and frequent communication between the child's parents and teacher do not have the desired effect in modifying the child's behavior. If a child is unable to gain self control and/or requires more individual attention than can be given within child-to-staff ratios, a parent conference will be scheduled. Repeated uncontrollable behavior or if a child requires direct one-to-one attention beyond our capabilities, the child may need to exit the program.

The Preschool at Calvary is a non-profit ministry of the Calvary Bible Fellowship Church and is governed by a Preschool Board responsible to the Church. All parents and friends of the Preschool are welcome to join with us in any of our worship services.

Sunday Worship Service:	10:10 AM
Calvary Kids:	10:10 AM
Family Night Ministries:	Wednesday 6:15 PM

Pastor Peter Bogert, Lead Pastor  
Jacob Dearmon, Associate Pastor

By the discretion of the Preschool Board, we reserve the right to make any changes in the policy herein.

December 28, 2024