



Little Bits of Heaven Preschool

www.littlebitsofheaven.com

Parent Handbook

8/31/20

Statement of Faith - What We Believe

1. We believe that God exists in three Persons in eternal relationship: Father, Son, and Holy Spirit. These three persons are one God having precisely the same nature, attributes and perfections. (Gen 1:1; Matt 28:19; John 10:30; Heb 9:14)
2. We believe the Scriptures to be divinely inspired in their entirety, and that both the Old and New Testaments are inerrant in the original writings and are the supreme and final authority for faith and life. (2 Tim 3:15-17)
3. Regarding Jesus Christ, we believe, His eternal existence as God the Son; His incarnation and virgin birth; His death on the cross as the substitutionary atonement for sin; His literal, bodily resurrection from the dead; His present ministry of intercession in heaven; and His personal future return to earth. (John 17:5; John 1:4; 1Tim 3:16; Matt 1:18-25; 1Cor 15:34; Heb 4:14-15; Acts 1:11; Matt 24:27-31)
4. We believe that the Holy Spirit convicts men of sin, is the agent of new birth and regeneration, baptizes us into one body, indwells, seals and sets apart believers unto a holy life; that He keeps and empowers believers day by day; that He is the Teacher of the Word of God and the Guide for daily living. (John 16:8-11; 3:3-8; Titus 3:5; 1Cor 12:13; John 14:16-17; Rom 8:11; Eph 1:13-14; 1Pet 1:2; Gal 5:22-23; 1John 2:27; John 16:13)
5. We believe that man was created innocent and pure, and that Adam fell through the sin of disobedience. Therefore all men are in bondage to sin and in need of redemption. (Gen 3; Rom 5:12; Gal 3:13; Eph 1:7)
7. We believe that the redeemed are immediately placed by the Holy Spirit into the Body of Christ the Church of the living God, whose Head is Christ; that every believer is responsible to fellowship with a community of believers including regular church attendance and exercise of one's spiritual gifts. (1Cor 12:13; 1Tim 3:15; Eph 4:15; Heb 10:25; 1Pet 4:10)
8. We believe the imminent rapture of the church; the personal, visible, bodily return of Jesus Christ to earth; the bodily resurrection of the just to the eternal abode in the glory of God's presence, and the resurrection of the unjust to judgment of everlasting punishment in the lake of fire. (1Thess 4:13-18; Acts 1:1; Dan 12:2; John 5:28, 29; 1Cor 15:51-53; Rev 20:4-6; Rev 20:12-15)
9. We believe that in six literal days God made all things out of nothing by the power of His Word, and that He preserves all His creatures and their actions. (Gen 1, 2; Heb 1:1-3; Acts 17:28)
10. We believe that there should be unity in the essential doctrines of faith and charity in the nonessentials. Therefore, this school shall defer to the individual fellowships in those nonessential areas not specifically expounded upon in the referenced Statement of Faith. In such areas we shall not propagate one's own particular belief, but shall encourage the student to seek help from his or her local fellowship of believers.

Mission and Purpose

Our mission is to provide children a wholesome and comprehensive preschool education from a Christian worldview in a home-based environment that's safe, loving and family-centered.

General Information

Location: 309 West A Street, Brawley CA 92227
760-550-3366 (Maribel) or 760-550-0014 (Antonio - General Info)

Hours of Operation: Monday - Friday (Excluding holidays; See school calendar)

Teaching Hours: 8:30 AM - 3:00 PM

Open Hours: 7:00 AM - 4:00 PM

License Number: 136610252

School Rates & Contract Information

School Rates vary depending on the year to year needs of operation. Please refer to the school-year contract for exact rates.

The "days per week" for tuition rate plans does not necessarily represent the actual number of school days available in one week. The actual school days per week are displayed on the school year calendar. Parents may reserve any combination of school days (Monday-Friday) but once a contract has been signed any change to the Tuition Rate Plan will require a new contract (pending approval).

"1+ Days" is a special plan that allows parents to reserve 1 day a week for preschool. In the event that there is an absence, we will invite your child to attend school at that time for no additional cost. This may only happen once a week for a maximum of 2 days of school in one week.

Payments

In the contract, parents must select to pay tuition on the 5th or 20th of the month (or pay in full). Payment days which fall on the weekend must be paid on the nearest school day. Invoices for additional fees will be sent home in the student binder on the same, or the following day, they are charged. Read page 4 to see a list of other possible fees (including late payment fees).

Please make all checks payable to "Tony Flores" or "Maribel Flores".

Defining Tuition

Tuition is the total contract charge for one year/term of preschool. The exact days and times of operation are declared on the school year calendar. Parents may opt to pay the entire school year upfront, or pay it in monthly installments by selecting a Tuition Rate Plan. Tuition Rate plan payment periods begin in September and end in June (10 months total).

Since the payment rate is defined and reserved by contract and not by a 'usage rate', the monthly tuition charges will never increase or decrease. Therefore, student attendance or the available school days in a month are unrelated to the direct cost of tuition per month.

Refunds

Full refunds are given if a child has not attended preschool (tuition and books and materials). Pro-rated refunds will be given for tuition if withdrawing mid-month. Books and Materials are not refunded after 5 days of attendance.

Additional Fees

After Hour Charges

All children will be cared for until their parents or an authorized person come and pick them up. Children picked up past their contracted times will incur a \$15 fee for every 15 minute interval left with us past 4:00pm.

Lunches

Children without a lunch will be provided with a full meal for \$3.00. Snacks are free.

Other Expenses

Other expenses that we may incur for items we are not required to provide will be invoiced at the end of the month. Please read page 7 for the supply list required by all parents (depending on the age of your child).

Property Damage

Accidents happen, we all know this. However, in the event that a child intentionally or accidentally damages property beyond what's normally considered minor or common, we ask that parents agree to reimburse the price value of the item(s) damaged. Little Bits of Heaven will determine whether an item needs to be reimbursed or not.

Late Payments

A late fee of \$10 per day will be charged for past due tuition. If tuition is due on a weekend, please submit your payment on the nearest school day.

School Calendar, Half Days & Emergencies

School Calendar

The school calendar shows which days have been scheduled for school, the holidays, the half days (or minimum days), and special days. We will inform parents of any changes made to the calendar via special bulletin, website and/or through social media. Calendars may be download and printed out via the website.

Emergencies

In the event the school is unable to operate due to an emergency, parents will be notified as early as possible so that alternative care arrangements may be made.

In the event of an emergency during school time, parents will be notified immediately of the situation. The preschool evacuation area is the front yard which is parallel to "A" street.

Half Days (Minimum Days)

Minimum Days are school days when students are dismissed between the hours of 12:00 - 12:30 PM. Contracted extended care is not performed during minimum days. Please make arrangements accordingly. The School Calendar shows all minimum days for the school year.

Provisional Services

Personal Storage

Every child will be given their own storage area for any miscellaneous items such as: school equipment, hygiene items, medical items, lunch utensils, toys and any other general belongings that you'd want safely tucked away. This area is located in the storage closet in the living room. Once enrolled, we will mark the shelf and designate it for your child.

Two Healthy Snacks

We provide 2 healthy snacks per day. The first snack will be given at about 9:00 AM and the second one at about 2:00 PM.

Healthy snacks may consist of various kinds of fruits (grapes, apples, watermelon, bananas, mangos, etc.) and vegetables (carrots, celery, cucumber sticks, etc.). Other examples may include yogurts, slices of cheese, kettle corn popcorn or low-buttered popcorn, trail mix, mini-cut sandwiches, crackers with strawberry or peanut butter, bagel bites and many other delicious and healthy snacks. Juice (100% juice) will be given to kids for morning snacks, and/or water for the afternoon snacks.

Purified Drinking Water

All drinking water given to children is filtered using a reverse osmosis water purification system. The system has been tested and certified by NSF International.

Privacy and Safety

Privacy and safety are very important to us. Your child will not only be well supervised, but he/she will receive these things in the comfort and privacy of a Christian home. No person, other than those people designated by you and those authorized by Little Bits of Heaven will be permitted to be on the property at any time. Visitation from any non-enrolled family member must be appointed 2 days in advance and will be posted on the event board.

Personal Student Binder

All preschoolers are provided with a binder that's used to send completed work home and which contains transparent holders which display the weekly memory verse and instructional information for parents. We also attach a laminated copy of the school year calendar.

Preschool Experience

Curriculum

Our school program is structured using the curriculum "Horizon's Preschool" which is published by Alpha Omega Publications. This comprehensive curriculum covers mathematics, science, social science, writing, phonics, Bible and so much more! You may read more about this curriculum at aophomeschooling.com. Samples are also available for review upon request.

In addition to all the great educational opportunities, we also will help kids understand the importance of family, good behavior, building relationships, developing patience, and most importantly, introduce them to the saving knowledge of the gospel of Jesus Christ.

Rewards & Incentives

Blessing Chart - The Blessing Chart visually displays the general level of a student's behavior and effort for that day. It's measured in 5 stages: (Highest) Blessing!, Good Job, Start, Warning, Time-Out. At the beginning of the day all students begin on 'Start', and at the end of the day parent's are told where they finished. A child that finishes on 'Blessing' receives 1 star on their *Star Chart*.

Star Chart - The Star Chart visually records the amount of 'Blessings!' a student has received. Once a student receives 10 stars, they get to pick a prize from the *Treasure Box*.

Treasure Box - The treasure box is a gift-based incentive that rewards children who have demonstrated good behavior, effort and friendliness throughout the day. Students may pick a treasure once they earn 10 stars on their *Star Chart*.

Report Cards

Report cards are evaluations intended to summarize areas of student growth and development. Areas evaluated include academic, behavioral, social, spiritual, physical development, interpersonal development and other areas. Reports are sent home 4 times a year at 9 week intervals. See the school calendar for exact dates.

Field Trips

A field trip is an event where preschool will be conducted in a different location. All field trips are organized in advance and require parents to consent to the criteria of the trip by signing a permission slip. Field trips are not mandatory; however, the preschool is not liable to provide alternative care in the event a student is unable or unwilling to attend.

Parent Responsibilities

Lunches

We ask that parents provide a lunch for their child. We provide the refrigeration, heating and reasonable preparation of lunches if/when needed. In the event that you forget (or cannot) provide a lunch for your child, we will one for a low \$3.00 fee. A receipt will be given to you stating that lunch was provided when you pick up your child.

Supplies

Each family is required to provide the following supplies for their child (some may be daily):

- 1 Backpack
- 1 Extra set of clothing (top, bottom, and underwear)
- 1 sleeping mat **OR** sleeping bag
- 1 pillow for sleeping (optional)
- Hygiene items (toothbrush, toothpaste, and optional sun block lotion)
- 1 Sippy cup (if age appropriate)
- Diapers or pull-ups (if needed or accident prone)

Special Needs Request

If your child requires special needs please let us know during the application process. Although we are limited in what we can provide, we'll be glad to discuss all options that will help us better serve your child.

Preschool Expectations

Promoting and encouraging good behavior is important for a child's safety, their development and, as a whole, attributes to a positive atmosphere for all children attending Little Bits of Heaven. We help each child learn to develop socially acceptable and appropriate behavior with themselves and with others.

Behavior Expectations

We have 5 expectations for all children at Little Bits of Heaven:

- 1) Listen
- 2) Try your best
- 3) Raise your hand
- 4) Be kind
- 5) Share

Guidance and Intervention

Although we use various methods to help promote positive behavior, it's important that there be parental follow-up regarding disciplinary reports received from school. Working together to reinforce and reward good behavior and disapprove wrong behavior works best because it's consistent and affirms fairness.

Health and Illness Policy

By law, we cannot care for children who are ill. Parents must keep their child at home or seek alternate care arrangements if your child shows/reports any of the following symptoms:

- Pain (any complaints of unexplained or undiagnosed pain)
- Coughing that's severe, lingers, and/or is combined with mucus or causes a child to lose their breath
- Fever (100F or higher)
- Sore throat or trouble swallowing
- Headache or stiff neck
- Unexplained diarrhea or loose stool combined with nausea, vomiting or abdominal cramps
- Nausea or vomiting
- Severe itching of body, scalp, or an undiagnosed skin rash or discolorization
- Known or suspected communicable illnesses (pink eye, chicken pox, etc)

If a child develops any of the above conditions during school time parents will be contacted immediately to be taken home. Sick children will rest on the couch (away from others) until someone comes for them.

Preventative Health measures relating to Coronavirus

Due to our small classroom and play environment, it is impractical to require children to practice social distancing or wear masks. We therefore are dependent upon preventative methods before, during and after teaching hours.

On a daily basis, it's required that all children receive what's called a 'health and welfare' inspection. Basically, this means as providers, we observe children for any illnesses, signs of hunger, emotional condition, and other things that may show there's a need for special attention. If we discover any special conditions, we will immediately contact parents and inquire further. This also will be a way to discover if a child is exhibiting any symptoms of illness.

Next, during the school day, all children will continuously wash their hands and learn good hygiene practices. Students wash their hands once they arrive, prior to outside play, after outside play, prior to lunch, after lunch, after they awake from nap and other times we deem necessary.

Finally, after school is over, the entire facility is vacuumed, surfaces are cleaned with safe hospital-grade disinfectant, bathrooms are sanitized, and play area is wiped clean. All drinking cups are washed, and all re-usable equipment such as brushes, pencils, markers, etc., is disinfected.

In spite of all of our preventative measures parents need to know that students may still get ill. Fortunately, there have been zero cases of death for children between the ages of 0-17 in California and have therefore proven to be an extremely resilient age group against Covid-19. Nevertheless, we will do our best to ensure that the environment at school is as safe as possible.

Daily Schedule

7:00 - 8:30 AM	Early Bird Time	(Indoor play, listen to music, social time)
8:30 AM	School time begins	
8:30 - 8:45 AM	Prayer / Pledges	(The weekly bible verse will be said together.)
8:45 - 9:30 AM	Outside Play	(In poor weather conditions we will have indoor play)
9:30 - 9:45 AM	Snack & Indoor Play	
9:45 - 10:00 AM	Bible Story & Music	(Activities may vary)
10:00 - 10:15 AM	Language & Phonics	
10:15 - 10:30 AM	Math / Art / Fine Motor Activities	
10:30 - 10:45 AM	Exercise Play & Games	(Gross motor, coordination exercises; indoor/outdoor)
10:45 - 11:00 AM	Lunch Prep / Educational Show	
11:00 - 11:30 AM	Lunch	
11:30 - 12:00 AM	Nap preparations	(All children use restroom, brush teeth, wash hands, etc.)
12:00 - 2:00 PM	Nap time	
2:00 - 2:15 PM	Wake up and snack time	
2:15 - 2:45 PM	Mon, Wed: Science Tue, Thu, Fri: Social Science	
2:45 - 3:00 PM	Teacher's discretion	(Usually used for individual lessons and review)
3:00 PM	School time over	
3:00 - 4:00 PM	Teachers discretion.	(Free play, prizes, other activities)

*This schedule may change as needed.
Notice of any changes in the schedule will be posted on the event board.*

About Us

Little Bits of Heaven is owned and operated by Mrs. Maribel Flores and her husband Mr. Antonio Flores. Maribel and Antonio have been married since 2004 and have 2 children: Anabel and Abigail Flores.

Maribel Flores was born in Brawley, California but was raised in El Centro, California. Maribel graduated from El Centro Union High School and took several courses at Imperial Valley College focusing on higher level mathematics. In 2002 Maribel received Christ as her personal Lord and Savior and began serving Him by volunteering at several ministries such as Birth Choice, soup kitchens at Christ Community Church, youth ministry for various churches and others. In 2003, at a soup kitchen, Maribel met Antonio who was working as a volunteer ministering to the needy and homeless. Unable to resist each other they instantly fell in love. In November of 2004, Maribel and Antonio got married at Grace and Truth Fellowship in Brawley where they still fellowship today.

Both Maribel and Antonio worked at Brawley Christian Academy beginning in 2003 and have continued there until recently. Maribel worked as a 3rd grade teacher and Antonio worked as a 7th grade teacher. In May 2010, Maribel and Antonio had their first child (Anabel Flores) and were blessed with their second child (Abigail Flores) again in May 2011. Being moved in her heart to be home and provide for her children, Maribel decided (with the full support of her husband) to retire from teaching at Brawley Christian Academy.

Knowing that a second source of income was necessary to make ends meet, the Lord guided and made the provision that Maribel would be able to care for her children and continue to work for Him by using the gifts of teaching that He had blessed her with. After much preparation and saving, Little Bits of Heaven Preschool was started.

Maribel's excellent reputation and esteem with families throughout the Imperial Valley have accredited her with being a loving dear sister in Christ with a heart for children.

Maribel's message:

"Teaching children and being a witness for them is such a blessing that God has given me. As a Christian mom I know the kind of education and care that I would want for my own children, and I plan on giving that attention and education to all the children that come to Little Bits of Heaven."