BANNOCKBURN
Kids Weekday

2026 - 2027
DRIPPING SPRINGS PARENT HANDBOOK

"...we will tell the next generation the praiseworthy deeds of the LORD, His power and the wonders He has done."
Psalm 78:4

BannockburnChurch.com/BKW

Head of BKW
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Welcome to Bannockburn Kids Weekday!

Bannockburn Kids Weekday (aka BKW) has been a part of the Bannockburn Church and the Southwest Austin community for over 30 years and in Dripping Springs for 10 years!

In the early days, we were simply the *Mother's Day Out* program [or *MDO*], *KKW*, and now *BKW*. We have had the privilege of connecting with families and caring for their preschoolers for many years under these names. Please know that regardless of the name or initials you see, this is still the same ministry that God has built and works in every year!

So looking forward to another great year as we teach about Jesus and how He is Trustworthy and True.

Sonya Stevenson
Head of BKW
Dripping Springs Bannockburn Kids Weekday

Bannockburn Church Mission:
Bannockburn Church exists to glorify God, fulfilling His Great Commission by living out His Great Commandment.

Bannockburn Kids Weekday (BKW) Goals

To provide:

- A program that is an extension of Bannockburn's mission and ministries to families.
- A nurturing, developmentally appropriate environment that allows each child to grow and develop as God intended- mentally, physically, spiritually, socially and emotionally.
- A variety of Bible-centered activities and opportunities for young children to learn biblical truths. Build their first impressions of Who God is, how special His word and world are, and how much He loves each one of us.
- A witness of Christ and His church to all children and families.

BKW Curriculum

The curriculum and lesson plans are Bible-based.

- offers children choices in learning activities
- provides hands-on learning experiences
- provides opportunities for children to think and solve problems
- provides foundational faith steps, as well as foundational steps toward a love and eagerness for learning
- gives children opportunity to grow, develop, and enjoy success

- Supplemental Curriculum:
  Gospel Light by David C Cook
  Growing with God by Gospel Light (chapel)
  Kinder Bridge - Handwriting without Tears

Bannockburn Kids Weekday Bridge Class

The “Kindergarten Bridge” program is designed for children who will be going to kindergarten for the 27-28 school year, it is a steppingstone transitional class for 4/5/6-year old’s. The program has been developed to address the need to engage children who may need a bit more time before entering a rigorous learning environment.Students learn within a play based, engaging and nurturing environment. Our goal is to help prepare each child to become a confident, kindergarten-ready student as he/she grows and develops socially, emotionally, cognitively, and spiritually in the way God made him/her to be. Our bridge kids are introduced to discovering the world God has created and delighting in wonder while doing so. Our teachers’ nurture a safe, joyous learning environment where students are exposed to math, science, language, art, and music. This will allow children to become more confident as they move to the next level of academic achievement. The curriculum we are using will be Wee learn while implementing Handwriting without Tears. This program will encourage children to find answers through exploration, experimentation and conversation allowing for growth, confidence, and social maturity. The goal is to prepare the whole child for a lifelong love of learning as these early learning experiences are the building blocks of the future academic success. Social emotional growth will be targeted including self-regulation, cooperation, communication, and reasonable decisions.

What we will be incorporated in our daily activities:

- Chapel Time - children learn stories from the Bible.
- Phonics and reading - along with being read to, the children learn and review the alphabet. Then they progress to learning sounds, blends, and conclude with the child reading words all by him/herself.
- Handwriting - practiced throughout the day in all activities. We will be using Handwriting Without Tears.

Schedule:
Monday & Wednesday
School at Home (teacher will provide activities)

Tuesday & Thursday
Students attend class in person at Bannockburn.

Cost: Registration Fee - $175 (non-refundable due at time of registration)
Supply Fee - $150, Kinder Bridge $225 (non-refundable due July 1st)
Tuition - $315, Kinder Bridge $375 (August - April)

PROGRAM INFORMATION

STAFF
Our BKW program is blessed with a caring, loving, and experienced staff, who are God's provision to this ministry. Each staff member has completed a criminal background check, is trained in CPR/First Aid, and completes an Abuse Awareness Training.

HOURS OF OPERATION
The Dripping Springs campus of BKW meets on Tuesdays and Thursdays from 9:00am until 2:00pm. Children must register for two days per week; one day enrollment is not available. Children must be 6 months old by September 1 to enroll.

AGE RATIOS
The chart shows the teacher: child ratio in each age group per classroom. There are always TWO teachers per classroom.

Babies - 2:8
Toddlers - 2:10
Twos - 2:12
Threes - 2:14
Fours - 2:14
Fives - 2:16
Bridge: Going to Kinder 26-27

CLASSROOM ROSTERS
Every effort is made to place your child in the classroom which is best for him/her developmentally. Birth dates are the main criteria for classroom placement; however, it is not the ONLY criteria. Because enrollment changes year after year, the classes will most likely change from year to year. Therefore, if your child is with a certain child or a group of children one year, they may not be with that child or group of children the following year. Adjustments cannot be guaranteed for families.

PROGRAM FEES
All fees are based on budget requirements and are non-refundable.

REGISTRATION FEE
- One-time fee (non-refundable) due at registration.
- Current rate: $175.00 per child

SUPPLY FEE
- One-time fee (non-refundable) due in July.
- Current rate: $150 per child
- Bridge: $225

TUITION FEES
- Current rate: $315.00 for 1st child enrolled, $375 for Kinder Bridge
- There is a $10 discount for each sibling enrolled after the first child.
- There are 9 tuition payments due on the 1st of each month (August – April)
- The monthly tuition rate is calculated using a daily rate and the total number of calendared school days, then split evenly over the 9 payments due.
- Late fee of $25 if paid after 5th of the month (post-marked)

MAKING PAYMENTS
- BKW accepts checks and cash for payment in person or via mail. Please make checks payable to BKW with your child's name and 'BKW' in the memo line. The returned check fee is $25.00. Checks can be mailed to: Attn: Nicole Cantu, 7100 Brodie Lane, Austin, TX 78745.
- BKW families may also authorize BKW to auto draft the 9 tuition payments from a bank account. This can be set up when completing the registration form or by contacting the Head of BKW any time after that.

SUPPLY DONATIONS
Each family is asked to donate a few supply items (per child) at the beginning of the year to help keep tuition low. Please choose three of the following items: refill of diaper wipes, wax paper, Kleenex, hand sanitizer, disinfectant wipes. This may also be asked for in December. Your donations are greatly appreciated.

CALENDARS
BKW is a school-year program running September through May. The Weekday program uses many local school district calendars to set the calendar, so holidays vary from year-to-year. Please see the BKW Parent Calendar for holidays and other important dates.
bannockburnchurch.com/bkw

CLASSROOM CALENDAR
In addition to the BKW Parent Calendar your child's teacher will send home a monthly calendar and make note of anything that has changed. Any special event, guest, celebration, etc. will be listed on the monthly calendar provided by your teacher.

DAILY SCHEDULE
The day's schedule includes a balance of vigorous and quiet play, indoor and outdoor activities and small- group and individual experiences. Teachers are flexible and sensitive to the children's ages and needs in planning activities.

Your child's day **may** look something like this:

9:00	Arrival
9:00 - 10:00	Learning center activities
10:00 - 10:30	Snack
10:30 - 11:00	Outside or indoor play (bad weather days)
11:00 - 11:15	Group time
11:15 - 12:00	Art/Skills
12:00 - 12:30	Lunch
12:30 - 12:45	Free time/Book time
12:45 - 1:45	Rest/Nap
1:45 -2:00	Departure

ARRIVAL TIME

- It is important to arrive on time. Drop off begins at 8:55am. It benefits the children to be here at the start of the day, so they don't miss scheduled activities. This also allows for less disruption of the children already busy in the classroom.
- The BKW staff meets each morning for devotional prayer time. The teachers also need time to prepare the rooms and gather their teaching materials. Doors may remain closed until teachers are ready to accept children into the classroom. Staff children may already be present in the classroom.

PICK UP TIME

It is important to arrive on time for pick up. The pick-up time is from 1:45pm - 2:00pm. Please call the Head of BKW (phone number listed on cover of this handbook) if a child will be picked up late.

LATE PICK-UP

The BKW day ends at 2:00pm. If you are running late, please call the appropriate number on the cover of the handbook to give notification. Please keep in mind that the BKW teachers typically leave campus by 2:10 when their workday ends. If you are late, your child may be with another staff member and not in the classroom. Please notify the office staff at number on cover of Handbook if someone not on your child's pick-up list will be picking up your child.

LATE PICK-UP FEE: $50 after 2:05 PM, $5 per minute after 2:10 PM.

Detailed below are the current, general policies for BKW. There are times when a situation occurs and a change in policy needs to be addressed or a new policy needs to be established. You will always be notified by the Head of BKW of any policy change or new policy that occurs during the school year.

GENERAL POLICIES

ENROLLMENT

- BKW Fall enrollment begins every February for the next school year. Families currently attending BKW have priority to enroll first. Siblings who had not attended the program also have priority to enroll as space allows. Enrollment then opens for church members. Lastly, Open Enrollment, occurs in March and is on a first-come, first-served basis.
- There is a non-refundable registration fee due for each child at time of registration via the registration form or check. Payment of this fee secures a spot for the child.

WAITING LIST

- If the program fills up and registration closes, you have the option to join the waiting list. There is no cost or obligation. Classes are filled by contacting families in the order that they are on the waiting list, but there are times when the Head of BKW must make placement decisions based on the needs of the program and not necessarily by the order of the waiting list. Please note that the waiting list is purged every year and a new list is started each spring for the upcoming school year. Your understanding in this particular matter is appreciated.

PAYMENTS

- Tuition is to be paid monthly on or near the 1st of each month (August – April).
- Payments using check or cash should be in a labeled and sealed envelope and handed to Sonya. The returned check fee is $25.00. Please make checks payable to BKW with your child's name and 'BKW' in the memo line.
- Mail checks or money orders to: *Attn: Nicole Cantu*
  7100 Brodie Lane
  Austin, TX 78745
- You may also authorize BKW to auto draft tuition payments from a personal bank account. Auto drafts will be made on or just after the 1st of each month from August to April (9 payments).
- THERE ARE NO REFUNDS DUE TO ABSENCES, CANCELLATIONS OR BAD WEATHER..

GENERAL POLICIES *(continued)...*

WITHDRAWAL

- **A 30-day written notification of early withdrawal is required.** You can submit the drop form at bannockburnchurch.com/bkw. This allows time to contact families from the waiting list and replace your child in the classroom. Please contact the BKW office to get the early withdrawal balance based on the number of days your child was enrolled. *For example: If the last day is Dec 15, the 30-day notice must be on or near November 15.*
- If your child's last day will be after March 31 (notice received by March 1), you will not receive a refund of any prepaid tuition.
- If you need to withdraw 1) after the enrollment process for the next year has begun and 2) your child is enrolled for the next year - you will need to pay full tuition payments for the remainder of the current year in order to guarantee your spot in the fall. (i.e., You decide in March to withdraw beginning April 1, but still want the spot you have enrolled for the fall, you will need to pay the remaining tuition fees.)

BAD WEATHER DAYS

Local school district (DSISD) closings and late starts due to bad weather or other emergencies are followed by BKW. Please listen to local news and radio stations for school district cancellation status. As a general rule, BKW will close if the school district is delayed or cancelled. We will contact you by the primary email on file. *Delayed start decided by the Head of BKW.*

SECURITY/EMERGENCY POLICIES

- Each campus has a security and emergency plan in place and a posted evacuation route in each classroom.
- **Security stickers obtained at drop-off must be given to teachers before children enter the classroom and must be presented to teachers to retrieve children at the end of the day.**

ACCIDENT REPORTS

We use an accident report that is completed by the teacher if there was any medical care done in the classroom. The parent and the Head of BKW sign off on all accident reports.

INCIDENT REPORTS

We use an incident report that is completed by the teacher if there are any incidents reported on the BKW campus. The parent, teacher, and the Head of BKW sign off on all incident reports.

General Policies *(continued...)*

SECURITY DROP OFF/PICK UP

- BKW Dripping Springs uses a secure check-in system. Use the last four digits of your primary phone number or mother's cell phone to check in your child(ren). When you check in, two stickers per child will be printed out with information about your child.
- One sticker is to be given to the teacher before the child enters the classroom and the Guardian pick up sticker presented to teachers at pick up.
- A reliable person must drop off and pick up your child. The person who brings the child must stay until the sticker has been received by the teacher.
- Your child will be sent home only with persons listed on the registration form authorized to pick up the child. The Guardian pick-up sticker (printed at check-in) is required to retrieve your child. If someone who does not have the pick-up sticker is picking-up your child, this person must present photo identification and be verified to have permission to pick-up before your child is released to them.
- If a parent misplaces the pick-up sticker, please find the Head of BKW to sign your child out of the classroom. Teachers may not sign a child out. Thank you in advance for your patience and your understanding as we work together in creating a safe plan for your child.

MEDICAL POLICIES

IMMUNIZATION RECORDS

Please provide BKW with a current copy of your child's immunization records. If your child is on a delayed schedule or is not receiving immunizations, please provide an up-to-date state affidavit stating so. If immunization records are updated during the school year, please provide updated copy to Weekday office staff. We must also have on file for each child all Medical and Allergy Information. **No child will be accepted into the program without a completely up-to-date immunization record/affidavit on file.**

EMERGENCY MEDICAL CARE

- All children who participate in the BKW program are required to have up to date Medical and Allergy Information. This information is provided on the registration form. If any changes occur, please update the teachers and BKW Head of BKW in writing.
- If your child has severe sensitivities or allergies with an epi-pen, please communicate acceptable snacks on the registration form and follow-up with the office staff so there is a clear understanding of the allergy. Your child will not be allowed to come to school until this information is submitted.
- If your child has an epi-pen, please fill out "The Emergency Care Plan Form" or fill out at open house.

CHILD HEALTH

BKW only accepts well children. The BKW staff depends on parents to help maintain this policy. Should a child have any illness diagnosed by the doctor as a contagious disease, please notify the BKW office so that notification can be sent to families. **Some** common contagious childhood diseases and readmission guidelines are below.

DISEASE	READMISSION
Chicken Pox	after 7 days and all blisters dry and healed
Chicken Pox (after vaccination)	note from physician
Covid-19	Can return to school after being fever free without the aid of medication for 24 hours with no new symptoms
Fifth Disease	24 hrs fever free without the aid of medication
Head Lice	after proper treatment
Impetigo	24 hours after antibiotic treatment has begun
Measles	4 to 7 days from rash outbreak
Mumps	5 to 9 days after symptoms began
Pertussis (whooping cough)	after 5 days on antibiotics
Strep	24 hours after antibiotic treatment has begun. Notify office
Hand, Foot, and Mouth	after fever free and blisters have dried
Flu	24 hours fever free without the aid of medication. Notify office
RSV	fever free for 24 hours without aid of medication and symptoms are improved. Notify office.
Pinworms	(at least) 24 hours after treatment begins
Ringworm	(at least) 24 hours after treatment begins

Please notify the BKW office of any of the following so that other families in the classroom may be alerted:

- Gastroenteritis (stomach virus) - Please keep children home until symptoms subside and 24 hrs. fever free with no medication.
- Thrush
- Fifth Disease - Please keep child home until fever free for 24hrs with no medication
- Conjunctivitis (aka pink eye) - Please keep child home until fever free for 24hrs with no medication
- Other childhood illness that your doctor recommends we know about

Parents are asked to keep their child home when the child:

- Gives evidence of a fresh cold or sinus infection
- Has sore or discharging eyes
- Has an unexplained rash
- Has had vomiting, diarrhea, or sore throat within the last 24 hours
- Has or has had fever within the last 24 hours
- Has any skin infection

ILLNESS AT SCHOOL

- If a child vomits or has two diarrhea incidents during the course of the day, you may be asked to pick up your child early. Instances will be evaluated on a case-by-case basis. Please communicate with your teacher if there is a reason why your child may be experiencing diarrhea. Children must be free **(without the aid of medication)** of symptoms for 24 hours before returning to school.
- If a child has a temperature of 100F or higher, a parent will be asked to pick up the child.
- A parent will also be asked to come and get a child should any symptoms of illness occur during the day. It is the discretion of the office staff to request a child be picked-up. A sick child will be isolated from the other children until the parent arrives.
- BKW staff will inform you if your child has been exposed to a contagious disease in the classroom.
- **Medication may not be administered by BKW staff (including inhalers). If your child needs to take medication anytime during the program hours, you are welcome to come and administer it yourself.**
- Keep in mind that some essential oils are common allergens for children. Especially for children with asthma or easily irritated respiratory systems, oils and other strong scents can be dangerous. We reserve the right to create an oil free space if necessary.

CHILD PROTECTION

- Each BKW staff member is trained in CPR/First Aid and Abuse Awareness training.
- By law, staff is required to call the child abuse hotline if abuse or neglect of any child is suspected.
- If anyone comes to pick up a child and seems under the influence of a controlled substance or in an altered state, cab fare will be offered. If the person insists on taking the child, 9-1-1 will be called to report the situation. The child will be retained, and the Emergency Contact listed on your child's registration form will be contacted and asked to pick up your child until further information is received from the local authorities.

CLASSROOM POLICIES

THINGS TO BRING DAILY

Below is a list of items your child(ren) must bring each day to BKW.

Babies– each item labeled with child's first and last name

- Diaper bag or backpack
- Snack
- Lunch of finger foods (or baby food)
- A bottle or sippy cup for water
- Minimum 2 bottles of milk or formula if not eating solid food (please provide cooler with ice pack for milk)
- Diapers (3+) and wipes
- A complete change of clothes (including socks) in a zip bag
- Lovie

Toddlers/Twos - each item labeled with child's first and last name

- Backpack or school bag
- Snack
- Healthy, balanced lunch
- A sippy cup / bottle for water
- Diapers (3+) or training pants that detach on side
- A complete change of clothes (including socks) in a zip bag
- A rest mat, blanket, lovie

Threes & Fours - each item labeled with child's first and last name

- Backpack or school bag (full size backpack)
- Snack
- A healthy, balanced lunch
- A water cup/bottle with lid
- Training pants that detach on side if needed
- A complete change of clothes (including socks) in a zip bag
- A rest mat and, if desired, a blanket

Kinder-Bridge - each item labeled with child's first and last name

- Backpack or school bag (full size backpack)
- Snack
- A healthy, balanced lunch
- A water cup/bottle with lid
- A complete change of clothes (including socks) in a zip bag
- Daily take home folder (plastic with pockets)

CLASSROOM POLICIES *(continued)...*

CLOTHING

- Children should be dressed comfortably in clothing and shoes that are appropriate for vigorous and sometimes messy activities which will occur indoors and outdoors. Although it is not intended for any child's clothing to become the art project for the day, it certainly could happen!
- Parents should send a complete change of clothing and socks in a Ziplock bag. **Label all clothing items, diapers, hats, lunch items, blankets, lovies, etc. with your child's first and last name**.
- Please provide a minimum of 3 diapers or pull ups (detach on side, no 360 diapers) daily.
- Please make sure your child's shoes fit correctly. Ill-fitting shoes may inhibit your child's physical development. Sneakers are best for climbing and playing. Please do not allow your child to wear dangly jewelry, as this may be a safety and choking hazard.

LUNCH/SNACKS

- Please bring a healthy snack in a separate container labeled with your child's name.
- Your child should bring a nutritious lunch in a lunchbox or lunch sack. Refrigerator space is not available to store lunches or bottles. If you pack items that need to stay cool, please use cool packs. Please focus on a healthy lunch for your child, and remember that the children are busy at school, so pack an adequate amount of food to be able to sustain your child. A simple dessert is acceptable (i.e., Jell-O, pudding, vanilla wafers). **Label lunch box, cup, and other containers with the child's name.** Parents of infants are asked to bring at least two bottles labeled with the child's name.
- If there is a child with a NUT ALLERGY in your child's classroom, you will be asked not to send items made with peanuts or tree nuts in your child's lunch. **Such items will not be served.** Every precaution is taken to keep each child safe in the classroom.

LUNCH/SNACKS (continued)...

To ensure the safety of our students and staff, please do not send your child to school with **glass containers** for food, beverages, or supplies. Glass containers pose a significant safety risk. To prevent accidents, we ask that you **only use** plastic or metal containers for all school purposes. Please note that staff will not remove glass containers from student backpacks due to the potential hazard. We appreciate your cooperation in helping us maintain a safe environment. If you have any questions, please feel free to contact your BKW Director.

POTTY TRAINING POLICY

Toilet Learning

Toilet learning is the ongoing process of learning about bodily waste (we make pee and poop) where waste goes (diapers & toilets), and how to manage toileting procedures (incorporating language development, body awareness, managing clothing, managing the toilet, toilet paper, and handwashing, etc.) Toilet learning includes both the **process** (diapering through practicing toileting skills) and the **outcome** (sitting on the toilet to pee and poop independently).

Toilet Policies

This process in a time-intensive project that parents take on at home where the child is most comfortable and will receive the most one-on-one support. A child is ready to wear underwear at school when they have peed and pooped consistently on the toilet at home for at least 3 consecutive days. The staff will celebrate with your child when they are successful, but we will not give out rewards for toileting at school. Parents can get feedback from teachers and have a reward system at home if they choose.

POTTY TRAINING POLICY CONTINUED

Even after success at home, your child may not be “school ready” - we will use the time at the beginning of underwear wearing at school to help us determine this. Accidents happen at school; this is normal, and the staff will help children clean up and move on with their day; however, back-to-back accidents may indicate that your child is not ready for underwear at school. After two accidents, we will put your child in a diaper/pull-up.

Our goal is for your child to have a positive experience while also being respectful of our teachers and other students. We see ourselves as partners in potty training, and we require that before you start the process of potty training, you have a conversation with your child’s teachers, so everyone is on the same page and set up for success.

Our preschool teachers are responsible for engaging with many children, and if a teacher is spending an excessive amount of time with potty training your child, then those teachers will be unable to work with all the students on daily activities and opportunities. This is not fair to your child or to the other children in the class.

Your child is likely school ready for potty training in the following circumstances:

- Your child can clearly communicate their need to use the restroom. “I need to potty.”
- Do not send your child to school in underwear if they are not comfortable sitting on the toilet **at school** (i.e., there are many children who feel comfortable going to the bathroom at home but are not ready to go at school; these children must wear a diaper or Pull-Up at school).
- After two accidents in underwear, your child will be put in a Pull-Up or diaper.
- Your child must be aware of the need to use the toilet without reminders from teachers. (Note: Teachers do remind all children in classes where the majority of students are potty trained about using the potty regularly, such as before going outside to the playground.)
- Please keep in mind that the high activity level here at BKW may distract your child from responding to the urge to use the potty more so than at home.
- Staff will never put a child on the potty unless the child is willing.
- Staff cannot wash out soiled clothing per regulations set by the Center for Disease Control. They are required to put soiled clothing in a plastic bag for you to take home and wash.

CLASSROOM POLICIES *(continued)...*

BIRTHDAYS AND SPECIAL PARTIES

- Yes! Birthdays can be recognized and celebrated at BKW! A special birthday snack may be provided to be shared during your child's snack time or as dessert after lunch. **Please make arrangements with his/her teacher prior to the special day and note any sensitivities and allergies.**
- NO GIFTS PLEASE. This is not intended to be a birthday party for your child. Unless requested by the teacher, refrain from sending BALLOONS, PARTY HATS, DECORATIONS, ETC. If you bring invitations for birthday parties to be passed out through your child's class, please make sure that there is one for every child in your child's classroom.
- Parents may also be asked to provide special treats or paper products to celebrate Thanksgiving, Christmas, Valentine's Day, and Easter. Again, please make these arrangements with the classroom teacher and make note of any sensitivities and allergies.

REST TIME

- Rest time is a scheduled activity in most classrooms. Usually rest time is at the end of the day. Your child should have a rest mat and a small blanket to use during rest time. Please label both with your child's name. The rest mat and blanket will be sent home every Thursday to be cleaned. <u>If you do not want your child to participate in rest time, let your child's teacher know that you will pick up your child before rest time in the classroom begins. **This could be as early as 11:30am. If you do not come before the class is scheduled to rest, then your child will be required to rest with the other children. Staff may not keep sleepy children awake.</u>

TOYS

BKW provides a variety of toys for all children. It is best for children to leave personal toys at home unless they are needed for security or during rest time. Occasionally, your child's teachers may allow your child to bring certain items for show and tell, nature activities, or special days. Please label your child's toy. *We accept good condition clean toy donations.*

SPECIAL EVENTS

From time to time the children may participate in special events such a visit from a community helper or a professional. Special days such as Rodeo, Olympics, and Water Day are also scheduled each school year.

COMMUNICATION AND CONFERENCES (by appointment)

- Please share your joys and your concerns regarding your child and this ministry. If you need a conference with the Head of BKW or a teacher, a time can be happily arranged.
- You may need to give the teacher a brief message at times, but please do not engage her in lengthy conversation during arrival and departure times when her duty is to ensure the safety and care of the children.
- Please feel free to call the Head of BKW. The phone line is equipped with voice mail, so if necessary, you may leave a message. You may also email the Head of BKW through the church website: **bannockburnchurch.com/bkw**.

DISCIPLINE

- For the welfare of each child, as well as for the class, discipline must be maintained. BKW uses a positive approach to discipline by helping to direct children towards appropriate behavior. Teachers help the children to develop self-discipline and inner control over their actions by setting limits, redirecting the child when necessary, using patience, love and understanding and by talking about acceptable ways of handling situations when they arise.
- Teachers will ask what you do at home, so we are consistent in our setting. Should a child be extremely upset, he/she may spend a little time in the Head of BKW's office, away from the other children. It is the desire of the staff to help the child and not allow any child to cause harm to themselves or to others. Spanking does not occur at Bannockburn Kids Weekday. A child is never left alone, and at no time will a child be humiliated.

DEALING WITH BITING

If a child receives a bite, the area is washed with soap and water, a topical antibiotic is applied if necessary, and a cold compress is applied to the area that was bitten. **An accident report will be written up by the teacher and signed by the Head of BKW and the parent**.

The child that was bitten will receive additional attention to help him feel secure.
The child who did the biting is told that biting hurts his friends and that it is not permitted at school. Scolding or humiliation does not occur. Parents of all the children involved will be notified. The name of the child who did the biting is kept confidential. Biting is handled case by case.

PLEASE NO SOLICITATIONS!
THESE POLICIES WILL BE STRICTLY ENFORCED.

BKW DS
SCHOOL CALENDAR 2026- 2027

JULY

SU	M	TU	W	TH	F	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1 Supply Fee Due
16 Juice Box Social
9am-11am

AUGUST

SU	M	TU	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1 Payment #1
20 Juice Box Social
9am-11am
27 Open House
6pm-7pm

SEPTEMBER

SU	M	TU	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

1 Payment #2
1 First Day of School
10 Sensory Walk

OCTOBER

SU	M	TU	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11		13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1 Payment #3
8 Big Wheel
Roundup
29 Costume Parade

NOVEMBER

SU	M	TU	W	TH	F	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

1 Payment #4
12 Fire Truck
23-27 Thanksgiving Break

DECEMBER

SU	M	TU	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1 Payment #5
15 Christmas Program
1:15pm-2pm
17 Christmas Party
18- 6Christmas Break

JANUARY

SU	M	TU	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 Payment #6
7 Begin 2nd Semester
7 Pj Day

FEBRUARY

SU	M	TU	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

1 Payment #7
11 Valentines Parties
18 Tooth Fairy

MARCH

SU	M	TU	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1 Payment #8
11 Rodeo Day
15-19 Spring Break
25 Easter Celebration

APRIL

SU	M	TU	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1 Payment #9
8 Olympic Day
22 Teddy Bear Picnic

MAY

SU	M	TU	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1 Last Payment for any no prepays
6 Water Day
11 End of year program 1-2
11 Last Day of Classes