

BETHANY CHRISTIAN SCHOOL PRESCHOOL

PARENT/STUDENT HANDBOOK
NURSERY TO PK4
2016-2017



"The mission of Bethany Christian School is to educate, equip, and encourage students to reach their God-given potential and impact the world for God's glory through a growing relationship with Jesus Christ."

HEADMASTER'S WELCOME

Mr. Sam Kastensmidt



Dear Bethany families,

Thank you so much for entrusting Bethany with the great privilege of educating your children. Bethany Christian School was established as an outreach ministry of Rio Vista Community Church in 1980. As a Christian school, we offer an excellent academic program coupled with a nurturing environment that will help your child reach his or her greatest potential in every area of development — academically, socially, athletically, and spiritually. This approach begins with the youngest students in our nursery and preschool program and continues all the way through our elementary and middle school classes.

Our theme for the year is “Satisfied in Christ,” and our Bible verse for the year is Psalm 37:4.

"Delight yourself in the Lord, and he will give you the desires of your heart."

Pastor John Piper rightly says: "God is most glorified in us, when we are most satisfied in Him." I love what this statement says about the heart of our God. Like a mom whose heart is overwhelmed with joy when her child seeks to snuggle close beside her, God is never more thrilled with us and exalted by us than when we find our greatest joy and satisfaction in drawing near to Him. I want each student at Bethany to experience the all-satisfying love of God, knowing that He will never leave them nor forsake them. In an ever-changing world, our God (and His love for us) never changes.

For the fifth consecutive year, Bethany is set to begin the coming school year with record enrollment. For the first time in Bethany's history, we will now have two classes in each grade — from K through 4th grade. As Bethany continues to be blessed with growth, we are taking exciting new steps to meet these needs. Bethany offers an impressive range of enrichment opportunities and after school activities. Both preschool and upper school students enjoy a number of specials — including Art, Computer, Library, Music, P.E., and Spanish. After school, our campus is buzzing with a variety of extracurricular activities — including a variety of fine arts and athletic program.

Our faculty and staff are committed to the pursuit of excellence in all things, because we believe that Bethany Christian School ultimately belongs to the Lord.

Blessings,

Sam Kastensmidt
Headmaster
Bethany Christian School

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2016-2017 School Year Theme & Passage

Satisfied in Christ

**“Delight yourself in the Lord and he
will give you the desires of your
heart.” — Psalm 37:4 —**

Bethany Christian School
615 SE 9th Street Fort Lauderdale, FL 33316

www.bcsftl.org

School Office, 954-522-2554

Church Office, 954-522-2518

Admissions Office, 954-522-2554, ext. 211

Finance Office, 954-522-2554, ext. 216

School Fax, 954-522-3406

2015-2016 School Calendar

| | |
|--------------------------------------------------------------------|-------------------------|
| TEACHER INSERVICE | AUGUST 16-19, 22 |
| K-8 MEET YOUR TEACHER (1:00-2:00PM) | AUGUST 22 |
| FIRST DAY OF SCHOOL (Early Dismissal) | AUGUST 23 |
| PRESCHOOL MINI-SESSIONS | AUGUST 23 |
| BACK TO SCHOOL NIGHT (6:30PM) | SEPTEMBER 1 |
| LABOR DAY (No School) | SEPTEMBER 5 |
| PARENT/TEACHER CONFERENCE DAY (No School) | SEPTEMBER 28 |
| END OF 1 ST QUARTER | OCTOBER 13 |
| TEACHER PROFESSIONAL DAY (No School) | OCTOBER 14 |
| VETERANS DAY (No School) | NOVEMBER 11 |
| KINDERGARTEN THANKSGIVING PLAY | NOVEMBER 18 |
| THANKSGIVING BREAK (No School) | NOVEMBER 21-25 |
| END OF 2 ND QUARTER (Early Dismissal) | DECEMBER 16 |
| CHRISTMAS BREAK (No School) | DECEMBER 19 – JANUARY 2 |
| MARTIN LUTHER KING JR., DAY (No School) | JANUARY 16 |
| GRANDPARENTS' DAY | FEBRUARY 16 |
| TEACHER PROFESSIONAL DAY (No School) | FEBRUARY 17 |
| PRESIDENTS' DAY (No School) | FEBRUARY 20 |
| SPRING BREAK (No School) | MARCH 6-10 |
| END OF 3 RD QUARTER (Early Dismissal) | MARCH 17 |
| ITBS TESTING | APRIL 3-7 |
| EASTER BREAK (No School) | APRIL 13-17 |
| TEACHER PROFESSIONAL DAY (No School) | MAY 12 |
| LAST DAY OF SCHOOL / END OF 4 TH QTR. (Early Dismissal) | JUNE 2 |

I. Attendance

Each student's timely arrival at school helps to ensure an uninterrupted flow to classroom instruction and activities. Teachers will be waiting at their classroom doors to greet the students. The school day will begin promptly at 8:10.

The entrance doors will be closed at 8:10. All students arriving after 8:10 must be brought to the preschool reception desk to check in to the school. To ensure the safety of our students, please do not open exterior doors for visitors. The front desk is capable of opening the doors remotely after screening visitors to ensure that they belong at Bethany.

Parents parking and walking to drop-off or pick-up students should never leave young children or valuables unattended in the car. Please make sure cars are in park, the motor is off, and the car doors are locked.

CREATION STATION ARRIVAL AND DISMISSAL

The Creation Station Program is the infant/toddler program of Bethany Christian Preschool. The operating hours for Creation Station are Monday-Friday from 7:30 AM to 5:30 PM. Space is limited, as we strive to keep our ratios at an excellent level for the optimum safety and security of our children. Applicants are accepted at the discretion of Bethany Christian School.

- Creation Station is for children from 6 weeks to 2 years of age with a birthday on or before September 1st.
- Creation Station adheres to the following minimum caregiver/child ratios:
Infants from 12 weeks to 12 months old: One caregiver for every 4 infants
Toddlers from 12 months to 24 months: One caregiver for every 6 toddlers

Parents are encouraged to provide any helpful input they deem necessary to the caregivers, and we appreciate parental feedback to the Childcare Coordinator on a regular basis. Our desire is to partner with our families to make this the best possible environment for the children in our care.

PRESCHOOL ARRIVAL/DISMISSAL

- Please drive slowly at all times in the driveway and parking lot. Drivers are not permitted to use cell phones in the drop-off/pick-up line.
- Students may be dropped off at the double glass doors by the playground. Please follow the driveway loop. Staff members will take children out of cars and into the building. Please drive 5mph while on campus, being especially mindful of children at play.
- Parents may park in the designated parking area (please lock cars and remove valuables) and walk students into the building. Please cross at the cross walk and enter the Worship Center door. Please hold children's hands in the parking lot and driveway areas.
- Daily routine is an important part of providing stability to the preschool student. In keeping with this, parents are encouraged to bring the students to school on time. Please plan to arrive between 7:55 and 8:10 AM.
- For late arrivals, the gate may be closed. It is an electronic gate and will open as the car approaches (whether arriving or leaving) provided the car is pulled up close to it. It will close automatically as the car exits.

Dismissal Schedule is as follows:

12:25 - PK2 (Half Day)
12:35 - PK3 (Half Day)
2:55 - PK2, PK3 & PK4 (Full Day)

Early Dismissal times:

11:10 – PK2
11:20 – PK3
11:30 – PK4

- Dismissal will take place at the double glass doors opposite the playground. Follow the driveway loop in order to join the dismissal line. Please pull forward as far as possible so staff can load multiple cars simultaneously.
- Parents are required to display the school-issued car tag daily in the front window on the dashboard of their vehicles. ***Please add an arrow on the car tag name sign with a BOLD marker pointing to the side of the car where the child's car seat will be found.***
- The car tag identifies the vehicle and indicates parental permission for student pick-up. We will not place a child in another person's vehicle without prior permission. Please arrange this ahead of time by writing a note to the teacher.

- It is critical to the process that the driver **remain in the car**. If a driver wishes to get out of the car, he/she must park in the lot and walk to the pick-up area. Please lock the car and remove valuables.
- When stopping the car for staff members to load or unload the student, please put the car in the **park position**.
- To speak to a teacher, please wait until the end of the pick-up process or schedule a conference. The teachers need to focus on supervising children during pick-up time.
- Please notify the teacher in writing on or before the day a child needs to remain for Aftercare. If a child has not been picked once dismissal is over, he/she will automatically be taken to Aftercare.
- At no time may a car be left driverless in the drop-off/pick-up loop. When picking up from Aftercare, park and walk up to the doors or playground.
- Please communicate this information to anyone who drops off or picks up a child.
- In order to provide a calm atmosphere during arrival/dismissal, please refrain from using loud music during these times. We ask that you refrain from having bumper stickers and signs on your car that would draw attention, embarrass or be otherwise inappropriate for the age of the student body that we serve.
- After 8:10, please go to the preschool reception area to sign in before going to class.

EARLY CARE FOR PRESCHOOL FAMILIES

Supervision is provided in the church building for students arriving between 7:30 and 7:50 AM. There is no charge for this service. All students PK2-Grade 8 arriving early must be escorted into the building and signed in by a parent so the school knows the student is present. Students in grades K-8 will be escorted across the street each morning at 7:55 AM. Preschool students will be taken to their classrooms.

AFTERCARE FOR PRESCHOOL FAMILIES

- Children enrolled in the PK2 full-day class are eligible for Aftercare from 3:15pm-5:30pm. There is no Aftercare available for PK2 half-day classes.
- Children enrolled in the PK3 full-day class are eligible for Aftercare from 3:15pm-5:30pm and must be potty-trained. There is no Aftercare available for the PK3 half-day classes.
- Children enrolled in the PK4 classes are eligible for Aftercare from 3:15pm-5:30pm.
- Please note: A \$1.00 per minute late fee will be charged after 5:30 PM for every student who is not picked up on time.

COMMUNICATION AT DROP-OFF/PICK-UP

While good communication is essential for each child's success, the timing of the communication is also important. Please do not engage a teacher in conversation during the appointed drop-off/pick-up times. Teachers have been instructed to devote their full attention to the safety and efficient arrival/dismissal of the students. For immediate concerns, kindly park and wait until pick-up is over to have these discussions after school. Once pick-up is complete, teachers will be able to schedule a parent/teacher conference. Teachers are not able to talk during or after arrival time since classes will begin promptly at 8:10.

EARLY PICK-UP

Occasionally it is necessary for a student to be released prior to the regular dismissal time. Early pick-up for preschool students will be handled at the preschool reception area *with prior notification to the teacher*. Please submit requests to the office and the student will be escorted to the office for pick-up. Students may not be released to parents from the classroom. If the student is returning to school following the early pick-up, please report to the preschool reception area before the student returns to class.

BICYCLES

Students may ride their bicycle or skateboard to school. A bike rack, located at the elementary building, is provided for student use. The school cannot ensure the security of the bicycle. If a student elects to ride his/her bike to school, it must be secured to the bike rack with a sturdy locking device. Students are not allowed to ride the bike on school property, including the parking lot. Students who ride bicycles are not permitted to return to the school property after they are dismissed. Please keep bicycles on the sidewalk when leaving at dismissal time. Bethany is not responsible for loss or damages to bicycles. Skateboards are not to be taken to the classroom but need to be stored in the designated area.

ELECTRONIC GATE

Parents seeking to pick up or drop-off their students outside the normal arrival and dismissal times may find that the electronic gate south of the church building is closed. This gate will open as a car approaches and closes again automatically.

ATTENDANCE RECORDS

Bethany Christian Preschool is required to take attendance and to keep accurate attendance records. Attendance is taken promptly each day by the classroom teacher.

TARDINESS

Please bring students to school on time. When a student arrives late to class, it disrupts the flow and momentum in the classroom, distracting the other students and requiring the teacher to restate instructions.

ABSENCES

If a student is absent due to illness, parents should notify the school by 8:30 AM with a reason for the absence. To reach the school, call the school office at 954-522-2554 or email the teacher or the preschool receptionist.

If a family is anticipating an upcoming series of absences (e.g. a family trip), please notify the teacher or the preschool receptionist as soon as possible — preferably at least one week in advance.

II. Communication

Our school website (www.bcsftl.org) is a great information source for parents and students. Parents are encouraged to sign-up for the school-wide email database via our website. Updates of important news, the school calendar, and information including emergency school closings and openings are available through the website. This database is solely for school use and is not shared with others. Visit our website often as information is regularly updated.

A school calendar of events is issued at the beginning of the school year. Classroom newsletters are posted each Friday. *The Bethany Connection* comes out from the school office and highlights upcoming events and other newsworthy items. Comments and suggestions are always welcome.

CREATION STATION COMMUNICATION WITH PARENTS

Communication between home and school is vital to insure a positive experience for your child. Discussions or directions regarding your child's belongings, food, habits, needs, etc. should be addressed personally or in writing to your child's caregiver.

Your child will go home with a daily report regarding the details of their day. Included on this form are your child's eating, sleeping, and diapering schedule, along with comments regarding their interactions with peers.

If you wish to contact your child's caregiver during school hours, you may contact Bethany Christian School at 954-522-2554 Ext 121.

CONFERENCES

Parent/teacher communication is strongly encouraged at Bethany Christian School. Conference days are scheduled during the fall. To ensure that instructional time is used to the benefit of all students, please do not seek to meet with a teacher during school hours, including drop off and pick up times. To make an appointment to meet with a teacher before or after school hours, email the teacher directly or call the school office at 954-522-2554 to leave a voicemail message. The school office is open from 7:45 AM- 3:30 PM. The BCS administrative staff is also ready and willing to serve. To make an appointment to meet with an administrator, please call the school office for assistance.

FLYERS AND NOTES

All notes or communications distributed to students or parents must be approved by the school office prior to going home. This will help limit inappropriate or incorrect information and better coordinate school events.

EMERGENCY CLOSINGS

On rare occasions the school may need to close for an emergency. In the event of a severe storm or a community emergency in the area, Bethany will follow the early dismissal or closing schedule of the Broward County Public Schools. Our emergency contact system will be used to provide pertinent information for closing and reopening times and dates. Check our website (www.bcsftl.org), or local media outlets.

1. Sign up for the school-wide database and ensure that contact information on file is accurate.
2. We will post updates regarding necessary school closures or emergencies as soon as possible.
3. To hear the school's latest automated update regarding school closures and re-openings, call the school's main office at 954-522-2554. During power outages, this service may be temporarily interrupted.
4. For important announcements (e.g. lockdowns or school closures), parents will be notified through an automated messaging system. This system is not located in South Florida, so it will not be impacted by a local storm. Correct contact information is mandatory for this system to work effectively. If there are any address or phone number changes, please inform the school office as soon as possible.

III. Academics

CURRICULUM

Bethany Preschool offers a child-centered and developmentally appropriate program for two through five year old children. Curriculum areas include social development, physical development, language arts, math readiness, science, art, social studies and spiritual development. The students' daily schedule includes a balance of active and quiet activities, times for snack and lunch, outdoor play, centers, circle times, table activities and specials classes. Our curriculum also offers children many opportunities for positive interactions with other children and adults. We treat each child with respect and love and as a unique individual created by God.

BIBLE TRANSLATION

Bethany Christian School desires to create in each student a love for the Holy Scriptures and a desire to read the Scriptures daily for guidance. The New International Version (NIV) of the Bible is used at school because of its sound translation and its readability for students.

REPORT CARDS & PROGRESS REPORTS

Preschool students will receive a mid-year progress report and a formal report at the end of the school year.

LIBRARY RESOURCES

Library books for PK4 students circulate on a two-week loan. Books should be returned on or before the due date. The library may charge a fine for books that are overdue. Students with overdue books may not be permitted to check out additional books until the overdue book is returned or a replacement fee is paid if it is lost.

STUDENT SERVICES

Bethany Christian School assesses student performance and development using a variety of resources — including the Gesell Test of Developmental Observation, the Ages & Stages Questionnaire for Social and Emotional Development, and other teacher-devised instruments. Bethany can also refer parents to outside resources which are able to provide diagnostic and instructional assistance to children facing educational challenges in the traditional learning environment. In order to best serve the needs of our students, we may require parents to provide their student's physicians/therapists with an exchange of information release form allowing the physicians to share developmental information and recommendations with school administrators and faculty.

Classroom accommodations for students with special needs may be considered if requested by a parent. In order to provide modifications in the curriculum for a student, the school administration will require an assessment from a licensed therapist. To help Bethany adequately meet the needs of our students, we will consider input from all concerned school personnel.

IV. Code of Conduct

DISCIPLINE PROCEDURES & POLICIES

A very important part of the preschool experience is helping children learn how to get along in the world, enjoy being with other children, and follow the direction of an adult other than their parent. A caring and positive approach will be taken regarding behavior management and discipline. The teachers will focus on the positive behaviors of the children and reinforce those behaviors as often as possible. Our goal is to help the children develop self-control and responsibility for their actions.

Our discipline procedures will consist of the following strategies:

1. Encouraging children to use their words when having a disagreement with another child. Facilitating children in their attempts to settle their own disputes.
2. Redirecting behavior when this seems potentially effective.
3. Separating a child from the group – one minute away for each year of age.
4. Counseling children individually about their behaviors.
5. Making parents aware of disciplinary concerns.

Disruptive behavior distracts from the full benefit of the preschool program and will result in consequences. The following behaviors are considered disruptive:

- Requires constant attention from the staff
- Inflicts physical or emotional harm on other children, adults, or self
- Disrespects people and materials provided in the program
- Consistently disobeys the rules of the classroom
- Verbally threatens other students and/or staff
- Uses verbal or physical activity that diverts attention away from the group of children.

Discipline procedures for disruptive behavior:

- Disruptive behavior will be documented by the teacher. This documentation will include any inappropriate behaviors that directly impact other children, staff members, or the group as a whole. This documentation will be shared with the parent in either a phone conference or in a face-to-face conference and will explain the behavior and how the behavior has affected others. It will also explain how the situation was resolved.
- If a child has difficulty managing his/her behavior on a recurring basis, parents will be asked to meet with the teacher and the preschool director.
- If the child's behavior continues to be inappropriate, consistently disruptive, and/or dangerous, it may be necessary for the child to be sent home for a time to be determined, or removed from the preschool program altogether.

We are committed to teaching our students that God disciplines those He loves and that discipline is training that yields a harvest of righteousness (Hebrews 12:6, 11). The greatest reward for righteous behavior lies in the student's knowledge and understanding that he/she is becoming more conformed to the image of Jesus Christ. Loving obedience develops godly character. Bethany Christian School expects students to conduct themselves in a manner that is honoring to God and BCS — both in school and out of school.

CONFLICT RESOLUTION

As a Christian school, we sincerely desire to work with all parents and students in a positive and constructive manner. Occasionally misunderstandings or differences of opinion arise. When such issues arise, we wish to resolve the issue in a manner that protects the reputation of the school and those involved. The school's policy is to follow the teachings found in Matthew 18:15-20. An outline on conflict resolution provided by Dr. Paul Kienel, President of American Christian Schools International, has these four suggestions: **(1)** Keep the matter confidential; **(2)** keep the circle of involved parties small; **(3)** be straightforward and honest; and **(4)** be eager to forgive.

1. Any questions or concerns are to be brought directly and privately to the person involved before involving other parties. A parent with concerns about classroom related issues should always discuss the matter with the child's teacher before making it an administrative matter.

2. The situation is usually resolved after direct communication with the individual. If, however, the problem is not resolved, an appointment should be scheduled to speak with a member of the administration.

ANTI-BULLYING POLICY

Bethany Christian School will not tolerate bullying in any of its forms. The State of Florida defines bullying as “systematically and chronically inflicting physical hurt or psychological distress on one or more students.” An act of

bullying includes any electronic, written, verbal, or physical act that intends to bring the following result:

1. A student feels reasonably threatened due to the persistent cruelty of another student.
2. An unyielding harassment that has the effect of substantially interfering with another student’s education.
3. A student’s persistent cruelty toward another threatens the stability of the educational environment.
4. Substantially disrupting the orderly operation of the school.

Any student who is made to feel threatened or harassed should immediately inform his or her teacher, a staff member, or a school administrator. After investigating the matter, if it is determined that a student has been engaged in “bullying,” the school will impose immediate disciplinary actions and require a parental conference to address the problem. If the behavior is deemed extreme, the student may be suspended for a period of time or expelled from Bethany. The course of action will be based solely on the discretion of the school administration.

Please note: Many younger students have not developed the interpersonal skills necessary to adequately express their immediate needs and feelings. This immaturity may cause some students to act or respond in a mean-spirited manner — lashing out verbally or even physically. The teachers and administrators will attempt to work with these students to help them learn to express themselves with words and good choices. While such actions are unacceptable and will be subject to discipline, isolated incidences will not be classified as “bullying.” As defined by the State of Florida, bullying must be “systematically and chronically” inflicted upon another student. In contrast, a student may bully another student by “systematically and chronically” inflicting minor abuses on another student.

SEXUAL HARASSMENT POLICY

Sexual harassment of students by other students or by employees of Bethany Christian School is unlawful and contrary to our religious beliefs and the commitment of this school to provide a stable learning and working environment. School authorities will not tolerate any sexual harassment of students. It is the policy of this school that all contact between students, teachers, and other adult employees be kept with respect for the individual students, be of a nature which does not make a student feel uncomfortable, and be conducive to creating a stable environment.

Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile or offensive educational learning environment. All students and all school employees are expected to conduct themselves with respect for the dignity of others.

If a student, parent or employee has concerns about the nature of another person’s conduct or physical contact by an adult employed by this school, by a fellow student, or by a member of the public, the student/employee should immediately report this concern to a school administrator and/or to a parent or guardian. Students are encouraged to report any conduct or contact that makes them feel uncomfortable, is bothersome, or is contrary to a stable learning environment.

All such reports will be investigated by school authorities. Criminal charges will be handled by civil authorities. Anyone found to be in violation of this policy will be subject to disciplinary action, including the expulsion of a student or the termination of an employee. All such reports will be handled with discretion and confidentiality to avoid further embarrassment and to protect the victim and the person making the report. It should be understood, however, that this school is legally obligated to report child abuse to the appropriate social agency. If a person’s allegations present a child as the victim of abuse, neglect or exploitation, the school is legally obligated to report the incident to the abuse hotline at 1-800-96-ABUSE. This may result in an official investigation by law enforcement

officials and/or criminal charges. Those who report reasonable suspicions of child abuse are legally protected from prosecution and lawsuits and will not suffer adverse consequences or retaliation.

EMPLOYEE AND STUDENT DIGNITY

Conduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments or actions because of race, national origin, age, sex, physical characteristics or disability, robs the person of dignity and is not permitted. Bethany Christian School does not condone harassment of employees, administration, students, or others on our campus. Any person who believes he or she has been subjected to harassment should report it immediately to the school administration for immediate investigation.

V. Dress Code

PRESCHOOL

- All preschool students wear uniforms to school as described below.
- Preschool students should be certain to wear socks and sneakers or traditional shoes each day. Crocs, sandals, jellies, heels, flip-flops, etc. are not permitted as they are unsafe for active play on the playground.

ALL STUDENTS

- All shorts, pants, skirts, and skorts are to be khaki or navy blue uniform wear (not denim, capri or cargo style), and no shorter than 4 inches above the knee.
- All shirts must have the school logo and be ordered through Debbie's Uniforms.
 - Polo shirts are red, white, navy blue, or red/blue striped with a school logo ordered through Debbie's Uniforms.
 - Oxford button down shirts are to be white or light blue with a school logo ordered through Debbie's Uniforms.
- Female students may wear skorts or skirts that are khaki or navy blue and no shorter than four inches above the knee. They may also wear navy jumpers with a school logo from Debbie's Uniforms with a blouse or a polo. Preschool through 1st grade girls may wear the solid color drop waist knit dress with a logo from Debbie's Uniforms.
- No form fitting shirts, sagging or fraying pants/shorts/skorts and no oversized clothing may be worn. Shirts must be tucked in at all times. For middle school students, pants/shorts/skorts with belt loops need to be belted with a blue, brown or khaki belt.
- Athletic shoes are suggested, but shoes must have enclosed toes and heels. **Crocs, sandals, jellies, heels, and flip-flops are not permitted.**
- Socks may not be distracting and are not to be knee length. It is suggested that they be solid red, white or blue.
- No excessive or distracting jewelry, make-up, or hair color. No face-painting, stickers or temporary tattoos on the face except on days when the school has school-sponsored events.
- Hats, scarves, sweatbands and sunglasses are not to be worn during the school day.
- Leggings, tights or yoga pants are not appropriate to wear as pants.
- Boy's hair must be worn above the eyebrows and cut above the shirt collar.
- No facial piercings or visible tattoos on students. No earrings may be worn by boys.

COLD WEATHER WEAR

- Sweaters and Sweatshirts: Apart from sweatshirts with a BCS logo, students may only wear solid red, white, gray or navy blue sweaters and sweatshirts without any logos are allowed during school. Hoods/headwear is not to be worn indoors during the school day.
- Coats and Jackets: Any color may be worn to school but may not be worn indoors during the school day.
- Unless otherwise instructed, denim is not to be worn as every day wear during cold weather.
- Undershirts may be worn under the school shirt but must be tucked into the pants. They need to be red, white or blue with no markings or logos.

CASUAL & SPIRIT-THEMED DAYS

Occasionally there are special, thematic dress days. Participation is encouraged, but optional. When a student does not wish to participate, he/she is to wear the school uniform. Clothing must be modest and appropriate, as deemed appropriate by the administrator (No spaghetti straps, midriffs, tank-tops, shorts shorter than 4" above the knee, etc.).

UNIFORM RECYCLING

A used uniform bank is available at our school store. The school accepts donations of used uniforms for sale to others at a nominal fee. The uniform bank is open during school office hours from 7:30 AM to 3:30 PM.

DRESS CODE INFRACTIONS

Elementary students who are found to be violating the dress code will be issued a warning and parents will be notified. If there is a persistent problem staying within the dress code (more than 2 warnings issued), the student will be referred to the Administration for possible disciplinary action. Middle school teachers and students will follow the Middle School Classroom Discipline Plan pertaining to rule infractions. All major dress code violations will be referred to Administration immediately.

VI. Health & Safety

The school complies with all health requirements by the Broward County Health Department regarding immunizations and communicable diseases.

- Students are to be kept home for the following symptoms: Rashes, colored runny noses, discharge from eyes, persistent coughs, upset stomachs, nausea, vomiting, diarrhea, or fever.
- **Students must be without symptoms or fever-reducing medicine for 24 hours before returning to school.**
- Students with head lice cannot return to school until they have been treated and are nit-free. Upon returning to school, the student must come to the main office for a head check before going to the classroom.

Bethany Christian School recognizes the importance of providing and maintaining a school environment which minimizes the risk of transmission of communicable diseases. Communicable diseases include (but are not limited to) the following, which have been declared by Broward County Public Health to be contagious, infectious, communicable, and dangerous to the public:

- Class 1: Measles, meningitis, meningococemia, chicken pox, lice, etc.
- Class 2: HIV infection, encephalitis, viral hepatitis, salmonellosis, shigellosis, tuberculosis, scabies, etc.

Bethany Christian School will work cooperatively with local, county, and state agencies as appropriate to enforce and adhere to health codes for prevention, control, and containment of communicable diseases in school. The administration may exclude students or personnel from school who are suspected of having a communicable disease, pending the completion of an appropriate medical evaluation. In most cases, return to school will be dependent on the written recommendation from the physician.

****Please notify the main school office at 954-522-2554 if your child is diagnosed with any of these illnesses.**

STATE OF FLORIDA MEDICAL ENTRANCE REQUIREMENTS

Florida Statue 232.032 states that students enrolling in a Florida school must present tangible documentation that immunization and health requirements have been met. Documentation includes HRS FORM 3040 and HRS FORM 680. These forms must be provided and completed by a Florida physician within 12 months prior to entry date. They are transferable in Florida counties and include:

- HRS FORM 3040 - Health Examination and Tuberculin Skin Test (including date and result)
- HRS FORM 680 - Certificate of Immunization (Part A, B, or C)

State of Florida regulations mandate that students entering Kindergarten and 7th Grade meet additional immunization requirements and submit HRS documentation to the school showing compliance with these requirements. **No student will be allowed in school without up-to-date documentation.**

MEDICATIONS

In compliance with accreditation standards and the State of Florida, Bethany Christian School does **NOT** dispense medications to students except for prescriptions brought to the school under the following conditions:

1. The Student Medication Card is completed.
2. Parent or Guardian has transported the medication.
3. Prescribing practitioner has reviewed the request in writing each school year, with any changes in prescription, or with the renewal of the prescription, whichever is more frequent.
4. Pertinent school personnel will be notified by the parent/guardian of any changes in the child's condition or changes in the schedule of medication (with written proof from the doctor).
5. The medication is to be brought to school in a container appropriately labeled by the pharmacy and stating: Name of Student, Medication, Dose, Pharmacy, Date of Prescription, and Name of Prescribing Physician.

Over-the counter medications such as (but not limited to) Tylenol, cough medicines, etc., may NOT be administered by school personnel. Parental permission or notes requesting BCS staff to administer such items cannot be accepted. If a child is ill, the BCS staff will provide a place of rest, and the school administration will contact the student's parent. Parents are permitted to come and administer a medication if they desire. However, students are not permitted to possess or self-administer any medication, including cough drops.

INJURIES AND ACCIDENTS

In the event your child suffers an injury, we will provide you with a written accident report and attempt to contact you immediately when appropriate. Please ensure that the office has your most current contact information on file.

CREATION STATION POTTY TRAINING

The Creation Station staff will work in cooperation with parents who are beginning to toilet-train their child.

- During this training time, we ask that parents provide one or two **extra sets of bottoms** in addition to the full set of extra clothing requested of all students.
- In the event that a child is not ready for toilet training, pull-ups will be required until they are ready to begin the process again.

PRESCHOOL POTTY TRAINING

- All students must be **completely** potty-trained before entering the PK3 or PK4 programs. Therefore, we are unable to permit diapers or Pull-Ups in the classroom setting. Students must be in regular underclothing before the start of school.
- Full day students or students staying for extended care must be able to stay dry while napping, as well.
- While occasional accidents are understandable, if a child shows a pattern of bathroom related accidents, it may become necessary to remove the child from school for a period of time.

CREATION STATION NAPTIME

Infants and toddlers will need only a blanket. Crib sheets will be provided for cribs. Your child's sleep items will be sent home weekly for laundering.

PRESCHOOL REST TIME

All preschool students have a rest time after lunch. The amount of time spent resting depends upon the age of the child. A nap mat will be purchased for the child with school supply money provided by the parent at the beginning of the year. These nap mats will go home at the end of the year. If a child does not nap, he/she can lie quietly on the mat or look at books provided by the school. Quiet music is usually played at rest time.

BITING

While biting is never acceptable, it is within the range of normal behavior in children 12-36 months of age. Biting may occasionally occur in the nursery and preschool setting. If a child shows a pattern of biting, it may become necessary to remove the child from school for a period of time.

ANIMALS/PETS

For the safety and well-being of all, please do not bring pets to the school. This includes inside and outside the building at pick-up and drop-off. Students are welcome to bring in pictures of pets to share during Show and Tell. Animals are not permitted inside the school facilities unless they are an on-duty working dog. There are occasional special school events when the children are allowed to interact with animals.

EMERGENCY DRILLS

Monthly fire drills, quarterly lockdown drills, and biannual tornado drills are conducted at Bethany Christian School so as to have all staff and children prepared for an emergency situation while in our care.

SCHOOL LOCKDOWNS

In the event of a school lockdown, students will be secured in their classrooms with doors locked, and they will remain in the classrooms until the lockdown is lifted. Please do not call the school office. The phone lines are left open for communication with law enforcement. Lockdowns are rare and may be required as a precautionary measure.

VISITORS

In general, BCS is a closed campus during the school day. During school hours, friends and relatives of the students are not permitted to come to school to visit the classrooms unless authorized. At various times throughout the year, prospective students and families may be touring and visiting. Volunteers will also be on campus.

All visitors to the preschool should sign in and obtain a visitor's badge at the preschool reception area. Upon leaving, visitors should sign out and return the badges. If an unauthorized individual is observed on the school premises, employees will escort the person to the preschool reception area.

All visitors to grade K-8 must register with the campus front office during the school day. Please report to the 8th Street entrance to sign in. The campus receptionist will provide directions to the appropriate location and a visitor's badge. Visitors must return the visitor's badge to the office and sign out at the end of the visit.

NO SOLICITATION

The distribution of commercial literature or distribution for sale of merchandise on school campuses is prohibited. Solicitation by students, parents, staff or others for charity is prohibited. Any fundraisers designed to assist charitable organizations must be approved by the administration before being allowed at school.

PRIVATE PROPERTY

Bethany Christian School is not responsible for damage or loss of private property brought to school by students or adults. Securing private property is the sole responsibility of the owner.

VII. Technology on Campus

The computer system, including all programs, networks, files and email are school property. Students should not assume that messages and communications are private. The school reserves the right to track network use and to review and/or to access student files and emails without student knowledge or consent. Other computer files may also be examined if in question by faculty or administration. Vandalism or theft of hardware or software or an attempt at hacking into unauthorized files on the Bethany network will result in severe disciplinary action or expulsion and criminal action if applicable.

The computer system is to be used for school-related purposes only. Students may not use electronic devices for personal interest, to access social media websites, to send or receive text messages, or to place or receive phone calls during the school day. Under no circumstances may students use technological devices to insult, disrupt, offend or harm anyone, or to lower school morale. Examples of prohibited uses of technology include:

1. The conveying of insensitive, improper, derogatory, insulting, threatening, or harassing language or remarks, sexually-explicit messages, cartoons, jokes, or other potentially offensive material;
2. The sending of propositions, love letters, or any other messages that could be construed as harassing, or disparaging to others;

3. The writing of personal letters or documents unrelated to school work;
4. The unauthorized running of computer games or personal software, or the copying of such software;
5. Gossiping or personal communication.

The Internet is only to be accessed with the permission of the classroom teacher or computer teacher. When using information obtained online for projects and reports, be sure to cite the source. Students are not to access personal email accounts, chat rooms, game sites, or any website that has material offensive to Biblical standards. Bethany Christian School attempts, in good faith, to block access to all improper Internet sites with the use of a filtering system. However, no filtering system is perfect. If a student is able to access an inappropriate site, the student must leave the site immediately and report the site to the supervising teacher so that the school can block it. If there is any doubt about the site, the student must request the supervising teacher to review the site, or he/she can leave the site immediately.

VI. School Activities

CHAPEL

A regular part of the student's life at Bethany is the weekly Chapel service involving speakers, music, videos, and special student presentations. Chapels develop Christian growth and provide the opportunity to praise God with teachers and fellow students. Parents are always invited to attend Chapel at 8:50 AM on Wednesdays. During the first chapel of every month, we will announce and honor the winners of our monthly Character Trait Awards.

FIELD TRIPS

There are curriculum related special activities that are provided for each age group during the year.

LUNCH PROGRAM

Students have the option of purchasing lunch, bringing a lunch from home, or a combination of the two, but all students must plan for a lunch. Food for purchase must be ordered in advance from the authorized outside vendor. Menus are available on a monthly basis and parents can preorder their selections online. A pizza day, which serves as a school fundraiser, is available once a week and must be ordered in advance through the same authorized vendor.

PRESCHOOL FOODS FOR SNACK, LUNCH AND PARTIES

- Food items are to be nutritious, not "junk food". Parent drop-off or vendor deliveries of 'fast food' are not permitted.
- We strongly request that food items containing artificial dyes, flavors, and preservatives be avoided, along with items with high sugar content.
- For class parties, food with nuts and other common allergens should be avoided.

PRESCHOOL DAILY SNACK AND LUNCH PROCEDURES

- Please pack 2 small drinks (approx. 8 oz.): one for snack and another for lunch.
- Put snack and lunch in separate bags or containers and label them so we know which is which and whose they are.
- Include napkins and any eating utensils for the child's need.
- Not all classrooms have microwaves. If the child's classroom has one, please keep in mind that only a brief heating time is possible. (No frozen meals, please.)
- Please do not send items which spill easily such as drinkable yogurt, yogurt sticks, pudding sticks, large/ tall drinking containers, or bottles with caps that come off completely.
- Containers that have a small opening for a straw, or sip-type containers are best.
- Cups or containers which can be reused should be labeled with the child's name.

PARTY POLICY

Bounce houses, water slides or rented equipment are not permitted for use on school property. Student activities involving these items are not covered under our school insurance policy. For questions regarding our insurance requirements, contact the Business Office at 954-522-2554, Ext. 212.

BIRTHDAY PARTIES

Students will be recognized on their birthday, however, birthday parties will not be held at school. No personal party invitations are to be distributed unless every student in the class receives one. Parents may bring a light snack of cupcakes or cookies to be served at lunch or recess. Teachers should be notified in advance of any treats to be shared with the class. Flower arrangements, balloons, treat bags, birthday paraphernalia and lunch for the entire class are to be reserved for birthday celebrations at home.

GUM/CANDY

Gum chewing is not allowed at BCS in any part of the school or church facilities. Teachers will not permit gum chewing as a privilege or reward. Students should not bring gum or other candy to school. For safety reasons, candy donated to the class as a special treat should not be hard candy or candy on a stick.

TOYS, ELECTRONIC DEVICES, AND CELL PHONES

Students may not bring electronic games, iPads, tablets, laser-pointers, etc., to school without the written consent of a teacher for a specific academic reason. Any electronic equipment that is brought to school without permission or any cell phone not stored properly will be collected and held in the office until a parent picks it up. BCS is not responsible for the loss or damage of any object or device brought to school. Using electronic devices during Early Care or Aftercare is prohibited.

Games, toys and other items are not to be brought from home. The only exception is with reference to announced "Show and Tell" days for students in preschool through first grade.

LOST AND FOUND

Lost items will be disposed of each nine week period. Parents and students are encouraged to claim the lost items immediately. All items brought to school should be labeled with the student's name so that they can be returned to the rightful owner.

FACILITIES USE

Please secure an event form from the school office to request the use of the school/church facilities for a school function. All requests require approval.

X. Business & Finance

TUITION CONTRACT

All families enrolling students at Bethany Christian School are required to sign a tuition contract each year. This contract is a legally binding agreement between BCS and the family. Student enrollment is not complete until the tuition contract is signed and the deposit is paid.

TUITION DEPOSIT

A non-refundable tuition deposit is required to secure a class space for every student entering Bethany Christian School. This deposit will be equal to two months' tuition payments and will be applied to the last two months' charges for the school year (i.e., April and May).

TUITION PAYMENTS & DELINQUENT ACCOUNTS

Bethany Christian School offers two options for tuition payments:

1. Tuition may be paid-in-full prior to June 1st — payable by cash or check.
2. Monthly payments (June-March) are due through the FACTS Tuition Management Program.

Every effort will be made by the school to keep the cost of activities and materials as low as possible while providing a quality program. Parents are responsible for all fees, tuition, and student expenses incurred. Tuition payments and fees are subject to a \$30.00 returned check charge. If tuition payments are delinquent by more than 60 days, parents may be asked to withdraw their student from Bethany until all accounts are brought up to date. Participation in extracurricular activities is contingent upon prompt payment of bills and fees. Report cards, diplomas, and transcripts will not be released until all debts are satisfied. Please call our Business Manager to discuss a payment plan for any financial setbacks. In hardship situations, arrangements may be made prior to delinquency penalization. Forthrightness and open communication are helpful and appreciated.

FACTS TUITION MANAGEMENT PROGRAM

All families wishing to pay in monthly installments must register with FACTS. There is a set-up fee of \$41 per family. Several payment options are available. FACTS fliers are available at the front office and a FACTS link is located on the home page of the BCS website.

RE-ENROLLMENT PERIOD

Information regarding the admission to and re-enrollment at Bethany Christian School is available in the Admissions Office located on the ground floor of the school building near the 8th Street entrance.

EARLY ENROLLMENT TUITION DISCOUNT

Bethany Christian School offers an early enrollment discount. The deadline for the early enrollment discount will be announced via publications, calendars, and email communications. In order to register early and qualify for the early enrollment discounted tuition rate, business accounts must be current and up-to-date.

LATE ENROLLMENT

If a student applies for admission after June 1st and before the first day of the school year, all missed payments must be paid before the student is considered officially enrolled. For those students applying for admission after the school year has begun and during the first semester of the school year, the full published tuition rate will be charged. For students applying for admission during the second semester, a prorated tuition will be assessed.

WITHDRAWAL OF A STUDENT

Permanent withdrawal must be conducted through the Admissions and Business Offices. To withdraw a student from Bethany Christian School, the following steps must be taken:

1. Schedule an exit interview with the school Admissions Director to sign a formal withdrawal.
2. Meet with the Business Manager to ensure that all outstanding tuition, fees, and charges are paid in full.
3. All property and textbooks must be returned or the replacement costs must be paid.

Student records and transcripts will be sent to the next school upon request. Student records are the property of Bethany Christian School. Records and transcripts will be held until financial obligations are met.

The administration of Bethany Christian School extends teacher contracts and purchases supplies based upon the reliability of our enrollment contracts. If a student withdraws from Bethany for any reason, tuition is due and payable through the end of that semester. A semester constitutes the first two quarters or last two quarters of the school year. Please refer to the school calendar for semester dates.

ADDRESS CHANGES/PHONE/CUSTODY

Accurate, up-to-date records are essential for the normal processing of school business. Please keep the school informed of any changes in address, phone numbers, place of employment, emergency contact information and custody by notifying our Admission Office so that our database will remain accurate.

COLLECTION OF CASH

All money sent to the school for special activities, pictures, etc., must be sealed in an envelope with the student's name, homeroom teacher, amount and activity noted on the front. Parents are encouraged to pay these types of fees by check or money order. Checks are made to "Bethany Christian School" unless a different payee is specified. Please double-check all payments to ensure that the correct information and amount is enclosed.

XI. Parental Support

Parental cooperation and support of our discipline procedures is essential for students to accept, process, and learn from the event and grow in maturity. The school strives to work with parents as partners, not as adversaries. If, however, a situation cannot be resolved amicably, and the parents are unwilling to support the disciplinary actions of the school, the school reserves the right to require the withdrawal of the student from the school.

PARENT INVOLVEMENT

Bethany Christian School appreciates the support and involvement of our parents. The difference between good and great schools is often determined by the extent to which parents are involved. We want to give our parents the opportunity to participate at school related activities.

Our Parent Teacher Fellowship (PTF) actively supports the school through many different functions and fundraisers. All parents of Bethany students are considered to be members of the PTF and are encouraged to attend meetings. Scheduled PTF meetings will be announced and posted on the school calendar.

RESPECTING TEACHER PRIVACY

If a teacher needs to be contacted regarding a school-related activity or assignment after school hours, please limit the time of the phone calls and/or text messages to between 8:00 AM and 8:00 PM. Unless a personal invitation has been extended, please do not contact Bethany's teachers or staff members unless questions pertain to school-related matters.

GIFTS FOR TEACHERS

Bethany Christian School is extremely grateful for the generosity of parents toward our teachers and staff members. However, in order to prevent any conflict of interest, the value of gifts from individual parents to teachers must be kept at a value of \$50 or less. If a classroom's parents choose to present the teacher with a "group gift", these donations are not to be considered mandatory to all parents. In addition, the collection of funds and the amount of individual donations must be kept strictly confidential.

NON-CUSTODIAL PARENTS

The following guidelines have been adopted to assist in situations where a non-custodial parent wishes to become involved in the school activities.

1. Unless the school is presented with a court order, the school will not interfere with a non-custodial parent's involvement in school related activities. The school is not "choosing sides."
2. A non-custodial parent may not take custody of a child or remove the child from school premises, unless the parent presents either a written court order or a written authorization signed by the custodial parent permitting such custody.
3. If the actions of parents, custodial or non-custodial, become disruptive to the operations of the school, the school has the right to restrict access to the parent and take other reasonable and necessary actions.
4. For student activities requiring parental consent, the school will accept consent only from the custodial parent, unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.

PARENTAL CODE OF ETHICS

The following code of ethics was adopted by Bethany Christian School and requires parents:

1. To support the school and its philosophy, objectives, teachings, and discipline, to conduct themselves in a manner which does not interfere with the school's educational mission or harm its reputation and good name, and otherwise to adhere at all times to customary standards of Christian conduct;
2. To support and act with deference and respect with regard to: the school, its teachers, assistants, staff members, students, and other parents; and to encourage their children to do likewise;
3. To refrain from engaging in dissemination of rumors, gossip, and innuendo with respect to the school, its teachers and staff, students, and other school parents;
4. To support, and to refrain from interfering with, the performance of duties of any teacher or staff member;
5. To refrain from interfering or encouraging interference with any school classes, activities or functions.

In the event that the school administration concludes that there has been a willful, serious, and/or harmful violation of the Parental Code of Ethics by a parent, the school reserves the right to take any of the following actions: (A) Issue a verbal or written reprimand; (B) Allow the parent's student(s) to continue being enrolled on a probationary basis; (C) Request that an offending parent withdraw the parent's enrolled student(s); or (D) Suspend or expel an offending parent's enrolled student(s).

ADMINISTRATIVE PREROGATIVE

This handbook provides general guidelines for students and parents. These are guidelines only. The handbook is not designed to restrict administrators from doing their job, and thus, the administration reserves the right to exercise its administrative prerogative in responding to situations or circumstances that may occur within the course of the school year.

**Thank you for following our guidelines and for choosing
Bethany Christian Preschool.**

Federal law prohibits discrimination in admission practices because of race, color, religion, sex, national origin or handicap.
Bethany Christian School is classified as a religious corporation and, therefore, may discriminate because of religion.

****** Please remove, sign, and return this form to the office by
Thursday, September 1, 2016. One form per family is sufficient.***

**I have read this 2016-2017 Parent/Student Handbook and agree to the terms,
policies, and information contained within.**

Student's Name (please print)

Grade

Teacher

Student's Name (please print)

Grade

Teacher

Student's Name (please print)

Grade

Teacher

Parent/Guardian's Signature

Date