

Berean Christian

Preschool Parent Handbook 2010-2011



"Train up a child in the way he should go:
and when he is old, he will not depart from it."

Proverbs 22:6

Dear Parents,

Thank you for choosing Berean Christian Preschool for the care and education of your child. This handbook outlines our policies and procedures. We ask that you read it carefully and retain it for future reference. It is also available on RenWeb. If you have any questions on any of the information presented here, please do not hesitate to address your question to the Preschool Director.

Berean Christian Preschool is a ministry of Grace Fellowship. We view our role as a joint undertaking between home and school and consider it an honor that you have entrusted your child to us. We encourage you to be actively involved in your child's education this year and in the years to come.

Thank you again for choosing Berean Christian Preschool.

In His Service,

Berean Christian Preschool Teachers and Staff

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History

Berean Christian School was founded by Berean Baptist Church in 1964. Located at that time on Australian Avenue, the school was named Lakeview Christian School. Beginning as a preschool, grades were added each year, and the first high school class graduated in 1976. In 1986, the church and school were relocated to a new and larger campus at 8350 Okeechobee Boulevard. In August of 2004, Berean Baptist Church changed its name to Grace Fellowship—A Church For All Nations. Although the church name changed, the mission of the church and the gospel it proclaims remains the same.

With students served from two-year-olds through the twelfth grade, Berean Christian School has a long-standing reputation for excellence in our community. A large percentage of our students go on to pursue university degrees, and many are in full-time service for the Lord. As Psalm 92:5 says, “O Lord, how great are Thy works!”

Statement of Faith

We believe that the Bible, in its original documents, is the inspired, infallible, authoritative Word of God; the written record of His supernatural revelation of Himself to man.

There is one God manifest in three persons: Father, Son and Holy Spirit.

Jesus Christ is fully God Who took on flesh, was sinless and gave Himself as a substitutionary payment for our sins (past, present and future) by shedding His blood and dying on the cross. His body arose from the dead three days later, ascended to the right hand of the Father and will return in glory and power.

Each member of the human race is fallen, sinful, and lost and Man is saved by God's undeserved mercy, not by works. God would have all men to be saved, but man can willfully reject God's gift.

The moment a person receives Christ as his Savior, the Holy Spirit indwells him, and he is sealed until the day of redemption.

God ordained the church of this age, the body of believers, for the perpetuation of His truth and work.

Water baptism is not necessary for salvation but is a testimony to the world that one has believed that Jesus is his Savior and Lord.

Once a person is saved, he cannot lose his salvation. However, through sin a Christian can lose his fellowship and incur the Father's chastisement. By confessing ones sin and asking The Father for forgiveness, fellowship can be restored.

Admissions

➤ *Non-discriminatory Policy*

Berean Christian Preschool is committed to admitting and welcoming students of any race, color, national, and ethnic origin. No employee or student shall undertake, participate in or support any action, verbal or otherwise, which is intended to harm, injure, harass or insult any other student on the grounds of sex, race, color, national or ethnic origin.

➤ *Enrollment Procedure*

Each February we begin enrollment for the next school year. The following items are necessary for enrollment in the preschool:

1. An application form completely filled out, signed and dated by both parents.
2. Payment of the registration fee.
3. Physical and immunization records.
4. A copy of the birth certificate.
5. Approval by the Preschool Director.

➤ *Class room assignment*

➤ *Re-enrollment*

Re-enrollment takes place during the month of January each year and is a two step process.

1. Fill out the information on RenWeb.
2. Submit the registration fee to the business office.

If both steps are not completed, then your child is not re-enrolled. It is imperative that these 2 steps be followed

NOTE: In order to re-enroll, a student's account must be current.

➤ *Student Accident Insurance*

All children enrolled in Berean Christian Schools are required to maintain primary health insurance. If you do not have primary medical coverage, you must purchase accident insurance coverage that is provided by the school. Every child is covered by a school-time insurance plan that is not a primary policy. If a student is injured, the claim should be made with the parent's insurance company first. The school-time insurance may then pick up additional expenses specifically covered by the school-time insurance policy that were not covered by the parent's policy. Inquiries regarding coverage and claim filing should be directed to the Business Office.

➤ *Withdrawal*

Withdrawals from the Preschool must be made through the Preschool Director. Students attending any day of the month will owe the full month's tuition. There is an early withdrawal fee of \$200. A written notice stating the date of and reason for withdrawal must be signed by the parent. If a child is going to be absent for an extended period of time, the Preschool Director must be notified and the bill must be kept current or that child may lose his position in the class. A student may be automatically withdrawn if their bill becomes 30 days past due.

Financial Information

➤ *Payments*

Payments must be made in the Business Office. Do not give tuition payments to teachers or send in your child's lunch box.

➤ *Registration Fee*

The non-refundable registration fee must be paid and an application completed before a place can be reserved in a class.

➤ *Tuition*

Preschool tuition is to be paid on a monthly basis. Parents with multiple children enrolled in the Preschool and/or the School will be eligible for a multiple child discount. If payment for the entire year is received by July 1st, you will be eligible for percentage discount. Any questions regarding your account should be directed to the business office.

For students re-enrolled in the BCS Kindergarten, August tuition will be due by July 1st.

➤ *K4 VPK*

For children enrolled in K4 VPK, it is the parents responsibility to secure the VPK voucher from Family Central and bring it to the BCS Preschool Office. Family Central is located at 3111 S. Dixie Hwy., West Palm Beach, FL 33405. Any delay in this matter may cause your credit from the state to be adjusted.

➤ *Withdrawal Fee*

If a child is withdrawn for any reason, the parent will be responsible to pay a \$200.00 withdrawal processing fee. Notification of withdrawal must be made to the Business Office in writing no later than July 1st prior to the start of school. Otherwise parent/guardian will be responsible for the 1st month's tuition.

➤ *K4 Graduation Fee*

A K-4 graduation fee will be billed during the month of March for students enrolled in the BCS K4 program. This fee is used to help defray the costs associated with the graduation program and reception that is presented at the end of the year.

➤ *Late Fee*

A \$25.00 late fee will be applied if tuition is not paid by the 10th of the month. A returned check fee will be billed to the account for any returned checks.

➤ *Late Pick-up Fee*

The Preschool closes at 6:00 p.m. A late pick-up fee of \$3.00 per minute will be applied if a child is not picked up by 6:00 p.m. The amount of the fee will be determined by the clock in the classroom where the child is picked up.

Disciplinary Procedures

Below is our protocol for discipline at Berean Christian Preschool:

- ◆ No spanking or any kind of corporal punishment is allowed.
- ◆ Rewards for good behavior are encouraged.
- ◆ When discipline is needed, the child may be separated from the group for a short period of time. This could be a “time-out” chair or just a place in the room where the child can be supervised while taking a few minutes to reflect on the fact that his actions did not represent good decision making. The period of time a child is in “time-out” depends upon the child’s age. 2 year olds will serve a time-out no longer than 2 minutes, 3 year olds no longer than 3 minutes and 4 year olds no longer than 4 minutes.
- ◆ The teacher uses loving, moderate tones of voice and refrains from yelling or demanding ways. A quiet, but firm, manner proves to be more effective and helps the child feel more secure. The child needs to understand that the teacher is in charge in the classroom and not the child.
- ◆ If a teacher feels that she cannot control a situation, she is to seek help from the office. At times it has proven helpful to have another authority figure counsel with the child. This procedure is to be used only when the methods mentioned above do not work.
- ◆ A child’s behavior may warrant calling a parent / guardian during the day to speak with their child over the phone. On rare occasions, a parent may be called to come to the school to speak with their child. At times this has proven to correct the undesired behavior.
- ◆ Should these efforts fail to produce the desired behavior in the child, parents will be called to meet with the preschool director and the child’s teacher to develop a suitable strategy for correcting the child’s inappropriate behavior.

If you have any questions or concerns about any of the above procedures, please see the Preschool Director..

Health and Immunization Requirements

Florida law requires that we must have the original, up-to-date Health and Immunization records on file, signed by a Florida physician, showing current information for each child registered. Your physician should have a supply of the Palm Beach County medical forms.

Physical (Health) Examinations:

Each child must have on file a written health examination on form DH Form 3040. The general health examination certificate shall be completed by a person given authority by Florida Statutes to perform health examinations. The examination shall have been performed within six (6) months prior to enrollment, (unless the child has transferred from another child care, preschool, or family care facility).

The certificate shall attest that the child is in good health or that any known medical condition or health problem is under treatment.

The certificate is valid for two (2) years from the date the physical was performed.

Immunizations:

Upon admission, each child must have on file, DH Form 680, with the following Immunizations listed by date.

- 4 DTP (Diphtheria, Tetanus, Pertussis,)
- 3 OPV (Oral Polio)
- 4 HIB
- 2 MMR (Measles, Mumps, Rubella)
- 3 Hepatitis B
- 1 Varicella (chicken pox) vaccine.
- 4 PneumoConju (Pneumonia)

**The above listed immunizations,
physical examination form and a
copy of the birth certificate are required
to be on file in the Preschool office
BEFORE a student may begin school.**

Illness & Medication

In case of illness, you will be notified to pick up your child within an hour of when you were first notified. If you are called to pick up, your child will not be admitted to school the next day and must be out until all symptoms subside. Please understand that this is for the health of the children. No child will be admitted to school under the following conditions:

- * A child with a fever of 100 or above. He/she must be without a fever for 24 hours before returning to school. Please do not administer a fever reducer in the morning before dropping your child off. When the medication wears off your child's fever will spike again and we will have to call you to pick up. Also, the other children and teachers will have been exposed to whatever your child has.
- * A child with diarrhea or vomiting may not come to school.
- * A child will not be allowed in class with a green or yellow runny nose. If the runny nose is due to allergies, we must have a doctor's note before the child will be allowed to return to class.
- * A child with excessive coughing.
- * A child with any infectious disease will not be allowed in school. (Conjunctivitis, measles, chicken pox, etc.).
- * A child with a sore throat needs to be seen by the doctor to rule out strep throat or any other contagious disease.
- * A child with an unexplained skin rash.

We reserve the right to ask for a doctor's note before accepting a child back to class.

Please remember: An ill child must be out of school for at least 24 hours and until all symptoms subside.

Only prescription medication in its original container may be given to children.

Parents must fill out the Medication Permission form. The form must include a begin, end date, and the exact time and dosage to give the medication. Medication will not be administered on an as needed basis. Please help us out by administering the medication to your child in the morning and evening if only two doses are required per day. The Florida Health Department does not allow us to administer non-prescription medications to children.

Nebulizer Treatment

BCS has professionally trained personnel to administer nebulizer treatments until 12:00pm each day. The first treatment should be administered at home by the parent. Only one treatment during the school day will be administered by BCS personnel according to a doctor's script, which must state the exact time and dosage of treatment. No treatment will be given by BCS personnel on an "as needed" basis. Any treatment needed after 12:00pm must be administered by the parent.

General Information

➤ *Chapel*

K3 & K4 attend chapel each Tuesday. During chapel, children hear a Bible story and sing songs. One child from each class will be recognized as "Student of the Week". Birthdays for the week will also be recognized.

➤ *Conferences*

Parent-teacher conferences are encouraged throughout the school year. Your child's teacher is available each day from 1:00pm-2:00pm. To schedule a conference, email your child's teacher as to what day you want to meet and she will confirm the meeting. Please refrain from discussions with the teacher during the school day when she is conducting class. If you need to call during the day, nap time is the best time to reach your child's teacher without disrupting her class. Please address any classroom concerns you may have with the classroom teacher first. If you still have concerns, please address them to the Preschool Director.

➤ *Curriculum*

Our Preschool offers a structured learning program in a warm and secure environment. Each day starts with pledges to the American flag, Christian flag and Bible. Children hear a Bible story, participate in music, and memorizes Bible verses. K2 uses the High Reach Learning Curriculum. K3 and K4 uses the A-Beka Book Curriculum. Colors, shapes, letters and numbers are taught through a variety of teaching methods. We also incorporate language development, science, community helpers, arts and crafts, manners, safety and nutrition into our busy days.

➤ *Dress Code*

* *K-2 and K-3*

Students should be dressed in appropriate play clothes. Each child should bring an extra set of clothing in a plastic Ziploc bag for emergency use. Please remember to label this clothing with your child's name. For safety reasons, cowboy boots, sandals, and open-toed shoes are not allowed to be worn to school. Sneakers are the shoes of preference, and children must wear socks at all times. Clothing with inappropriate slogans or advertising will not be allowed. Please dress students warmly during cold weather for outside play.

* *K-4*

Uniforms are required for K-4. Uniforms must be purchased from the Sunshine School Uniform store. For safety reasons, cowboy boots, sandals, and open-toed shoes are not allowed to be worn to school. Sneakers are the shoes of preference, and children must wear socks at all times. Please send an extra change of clothes in a Ziploc bag labeled with your child's name. The extra set of clothes do not have to be a uniform. During cold weather students may wear blue, green, white or black turtlenecks under their uniform. You may also purchase BCS outerwear at The Sunshine School Uniform store.

➤ *Potty Training*

Our two year old program offers potty training as one of its components. The teacher will work with the parent to ensure a smooth transition for their two year old. All children enrolled in the three and four year old programs are expected to be potty trained.

➤ ***Drop-off and Pick-up***

Children may be dropped off any time after 7:00 a.m. and must be picked up no later than 6:00 p.m. Parents must park in a designated parking space when dropping off and picking up. **Please DO NOT** park along the curb. Children are not allowed to walk to the classroom unattended.

Children must be signed in and out each day noting the time of drop off/pick up. **Only individuals listed on your RenWeb emergency contact screen will be allowed to remove your child from the Preschool.** Photo identification will be required at pick-up. You may add or delete someone from your child's pick up list through RenWeb or written notice signed and dated by the parent or guardian and turned into the Preschool office.

If a child is picked up after 6:00pm, a late pick up fee of \$3.00/minute will be added to monthly tuition statement.

➤ ***Emergency Closings***

Our reaction to a natural disaster will be governed by the instructions given on the radio and television by authorities. Any additional information may be obtained by listening to the following stations: WPTV (Channel 5), WPEC (Channel 12), WPBT (Channel 25), WJNO (AM 1230) and WRMB (FM 89.3).

➤ ***Emergency Drills***

The Preschool participates in the following school-wide emergency drills: fire, tornado, and lock down. These drills prepare children for what to do in case of a true emergency.

Emergency Information

Parents must provide Emergency Contact Information on RenWeb. It is the parents' responsibility to update that information any time it changes (home or work phone numbers, new address, email address, etc.). It is crucial that this information remain current so that we are able to contact you in the event an emergency.

➤ ***Evaluations***

Children are formally evaluated in December and May. You will receive an email notification when the information is available for you to view on RenWeb. The evaluation is a tool we use to measure a child's skills in the following areas: personal, social, cognitive, and small & large muscle. Parents are encouraged to set up a conference with their child's teacher to go over the evaluation. The conference may be conducted over the phone or in person, although, a face to face meeting is preferred. Teachers are available for conferences from 1:00pm-2:00pm, Monday through Friday. Please call your child's teacher to arrange a conference.

➤ ***Fund Raising***

The Preschool participates in the school-wide fundraisers that take place during the year. We encourage parents to actively participate in these fundraisers in order to help the school raise money for needed upgrades in facilities and technology.

➤ ***Hours of Operation***

The Preschool is open from 7:00am to 6:00pm, Monday through Friday. However, children are not required to be present the whole time. So that children may receive the full benefit of our program: 2 year-olds should be to school by 8:30am; 3 & 4 year-olds should be to school by 8:00am. The morning curriculum will usually be completed by 12:30pm.

➤ ***Jungle Bus***

Each week the bus comes to the Preschool and participating children are introduced to many different gymnastic activities throughout the year (bars, beam, vault, tumbling, etc.). There is a fee involved and parents must complete the registration form on RenWeb.

➤ ***Kindermusik***

Kindermusik is a professional curriculum involving movement, singing, matching pitch, rhythm instruments, listening skills, speech sounds, socialization, early childhood concepts, creativeness, imagination, and fun. There is a fee involved and parents must complete the registration form on RenWeb.

➤ ***Lunch Program & Snacks***

- * The school cafeteria caters hot lunch to the Preschool daily. Monthly menus will be published on RenWeb each month.
- * Hot lunches are priced at \$3.50 per meal which includes an entree, side, dessert, and a choice of milk or juice. Lunch tickets may be purchased in books of five for \$17.50 and may be used any day during the school year. Lunch ticket books may be purchased in the Preschool lobby. Please make checks payable to SLA Management.
- * If you forget your child's lunch, he/she will receive a hot lunch for \$3.50. The fee should be paid upon pick-up that same day.

If you do not choose to use the hot lunch program provided by the school, you will need to pack your child's lunch. Please include an ice pack in the lunchbox. Microwaves are available in each room for warming food. Please **DO NOT** send in items that require more than 45 seconds to heat.

Whether you choose to pack a lunch or purchase one through our hot lunch program, you will need to pack a healthy morning and afternoon snack along with drinks. Examples of healthy snacks are fruit (fresh/dried), yogurt, cheese, crackers, low sugar cereal, etc. Do not send sweets in the lunchbox. Remember to include an ice pack to keep items cool.

➤ ***Naptime***

All children are provided with a mat and required to lie down during nap time. Children must bring a flat (not fitted), twin sheet for nap time. This sheet should be taken home on Fridays to be laundered and returned on Monday. Blankets, pillows and stuffed animals are not allowed.

➤ ***Parental Involvement***

Parents are encouraged to be active participants in their child's education. Each class is in need of Room Parents who are willing to help the teacher in various areas. Parents are encouraged to attend holiday parties and our weekly chapels. We offer Parent Lunch day once a month where parents can come and eat lunch with their child. We also have a parent organization called PAWS (Parents Always Willing to Serve) which is a group of parent volunteers who help with special school projects such as fundraisers, Teacher Appreciation Week, etc.

➤ ***Parties***

* *Birthdays:*

Parents are welcome to bring in a special treat for their child on his/her birthday. Please contact your child's teacher at least 2 weeks in advance to make the arrangements. We do not allow clowns, magicians, etc. Party invitations will not be distributed at school unless there is one for every child in the class.

* *Holidays:*

Parents will be advised of holiday parties ahead of time. Parents are always welcome and encouraged to enjoy the parties with their child.

➤ ***Pictures***

Individual school pictures will be scheduled during the fall and/or spring. Parents will be made aware of the picture dates ahead of time and will be able to purchase the pictures when they are returned for preview.

➤ ***Summer Camp***

We offer a fun filled summer camp for K2 & K3 children. Preschool summer camp is offered to current students or students who are enrolled in Preschool for the following school year. To accommodate family summer vacations, tuition may be paid by the week.

➤ ***School Holidays/Closings***

The preschool will be closed the following days for the 2010-2011 school year:

September 6, 2010—Labor Day

November 22—November 26, 2010 Thanksgiving Break

December 20, 2010 through January 3, 2011—Christmas Break

January 3, 2011—Teacher Work Day

January 17, 2011—Martin Luther King, Jr. Day

February 4, 2011—Staff Development Day

February 21, 2011—President's Day

April 15, 2011—School Holiday

April 22, 2011—Good Friday

K-4 ONLY—May 19, 2011—Graduation Day (*subject to change*)

May 26, 2011—Last Day of School

