



Beverly
CHRISTIAN SCHOOL

Preschool Parent Policy Handbook 2011-2012



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

Proverbs 22:6

Table of Contents

Introduction	1
History	2
Statement of Faith	2
Preschool Educational Goals	3
Curriculum	
Evaluations	
Preschool Discipline Policy	3-4
Admissions	4-5
Non-discrimination Policy	
Enrollment Procedures	
Re-Enrollment Procedures	
K4 VPK	
Student Accident Insurance	
Withdrawal	
Financial Information	6
Tuition Payments	
K4 Graduation Fee	
Late Tuition Fee	
Late Pick-up Fee	
Withdrawal Fee	
Communication through Email & RenWeb	6-7
Health & Immunization Requirements	7-8
Physical (Health) Form	
Immunization Form	
Illness & Medication	8-9
Nebulizer Treatment	

General Information

Chapel.....	9
Parent-Teacher Conferences.....	9
Dress Code.....	9-10
Drop Off/Pick Up.....	10
Emergency Closing.....	10
Emergency Drills.....	10
Emergency Information.....	10
Fund Raising.....	11
Hours of Operation.....	11
Jungle Bus.....	11
Kindermusik.....	11
Lunch—Parent or School Provided.....	11-12
Naptime.....	12
Parental Involvement.....	12
Parties—Birthday, Holiday.....	12
Pictures.....	12
Potty Training.....	12
Snacks.....	13
Summer Camp.....	13
School Closings.....	13

Dear Parents,

Thank you for choosing Berean Christian Preschool for the care and education of your child. Berean Christian School 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.

This handbook outlines our policies and procedures. However, like any handbook, it is unable to cover all of the questions that may arise from time to time. Please feel free to contact me with any questions you may have.

Thank you again for choosing Berean Christian Preschool.

In His Service,
Mrs. Vicki Ingram
Preschool Director

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 pre-school, 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.

Preschool Educational Goals

At Berean Christian Preschool, our goal is to create a Christ-centered atmosphere of love, respect, trust and safety where children will strive to achieve their maximum potential under God. We endeavor to minister to the “total” child. This instruction encompasses the spiritual, mental, intellectual, physical, social, and emotional areas of child development. These areas are inseparable; therefore, the truth of God’s word will be incorporated throughout the entire curriculum.

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 memorize Bible verses. K2 uses the High Reach Learning Curriculum. K3 and K4 use the A-Beka Book Curriculum. Colors, shapes, letters, numbers, and phonics 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.

Evaluations

Children are formally evaluated in December and May. You will receive an email notification when the evaluation 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 skills. 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.

Preschool Discipline Policy

Discipline is a vital component to the learning process of a child. Gentle discipline is neither permissive nor punitive, rather a means of teaching, guiding, and training. When boundaries and expectations are clearly defined, children feel secure. By setting rules and clearly communicating expectations, misbehaviors can be avoided and children can develop self-discipline and self-control. At Berean Christian Preschool, children will receive gentle, loving, and Biblically modeled discipline. After clearly communicating expectations, the following steps will be followed:

- ◆ To encourage good behavior, teachers provide praises as they “catch” children making the right choice.
- ◆ A situation may be remedied by simply redirecting the child.
- ◆ If redirection does not cause the desired change in behavior, the child may be separated from the group for a short period of time. This may be is a “time-out” chair or a place in the room where the child is supervised while taking a few minutes to reflect on the fact that his/her actions did not represent good decision making.

After a brief interval, the teacher discusses the incident and appropriate behavior with the child. When the child returns to the group, the incident is over. 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.

- ◆ If a child is aggressive toward another (pushing, shoving, hitting, spitting, biting), the aggressor will be immediately removed from the group and placed in “time out”.
- ◆ A behavior may warrant calling a parent 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.
- ◆ 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 the above steps do not produce the desired behavior, the child will be withdrawn from school.
- ◆ No spanking or any kind of corporal punishment is allowed.

NOTE: If a child bites another, the aggressor and victim’s parent will be called to advise them of the incident. The aggressor will receive a bite report and the victim will receive an incident report. These reports are to be signed and dated by the parent/guardian. The white and pink copies are retained by the school and the parent receives the yellow copy.

A child who bites a 3rd time will be withdrawn from the Preschool.

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

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 enrollment begins for the following school year. The following items are necessary for enrollment in the preschool:

1. Complete the on-line application.

2. Submit the application by paying the non-refundable \$25.00 new student application fee.
3. Submit the non-refundable registration fee to the business office.
4. Physical and immunization records submitted to the preschool office.
5. A copy of the child's birth certificate submitted to the preschool office.
6. Approval by the Preschool Director.

Re-enrollment

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

1. Fill out the re-enrollment application in RenWeb.
2. Submit the non-refundable 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 are followed

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

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. The Voucher must be submitted to the Preschool office before the child's first day of class. Note: For the Voucher to be valid, a parent signature must be in box 25 of the form.

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 through 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 in writing (signed by the parent/guardian) and submitted to the Preschool Director. The written notice should include the date of and reason for withdrawal. Students attending any day of the month will owe the full month's tuition. If a child will be absent for an extended period of time, the Preschool Director must be notified and the tuition bill must be kept current. A student may be automatically withdrawn if their bill becomes 30 days past due.

NOTE: A \$200.00 withdrawal fee will be applied to the account, regardless of the reason for withdrawal.

Financial Information

Tuition Payments

Payments may be made through the BCS website or dropped off in the business office. Do not give tuition payments to teachers or send it in your child's lunch box. Preschool tuition is billed on a monthly basis and due by the first of each month. 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, the annual tuition will be discounted. Any questions regarding your account should be directed to the business office. You may also visit bcsbulldogs.org for more financial information.

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

K-4 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.

Withdrawal Fee

Students withdrawn during the school will be assessed a \$200.00 withdrawal fee, regardless of the reason for withdrawal.

Communication through Email & RenWeb

Berean Christian School is a "paperless" school, meaning that we make every effort to eliminate paper by communicating with parents through email and RenWeb (parent web site).

Parents are encouraged to sign onto RenWeb at least once a week to view your financial statement, child's formal evaluation, the school calendar, resource documents, and web forms which include permission slips for special preschool activities and functions. Also, each teacher maintains a class RenWeb page which consists of: the class Weekly Wonder (news letter highlighting the weekly activities in the classroom), recent class pictures, and special activities specific to the class such as birthday and holiday parties.

To create a RenWeb account, please follow these instructions:

- 1) Go to www.bcsbulldogs.org
- 2) Click on the RenWeb link for your child's school (lower right side)
- 3) Click on “Create New ParentsWeb Account” (next to the login button)
- 4) Enter your email address carefully (case sensitive) and click on the *Create Account* button.
- 5) The system will email you instructions and a link to follow. ***This email is valid for 15 minutes.***
- 6) Click on the link and create a username and password. It must be a unique username and the username and password are case sensitive.
- 7) Repeat steps 1 and 2 and login to RenWeb.

Health and Immunization Requirements

Florida law requires the Preschool to maintain on file the original, up-to-date Health and Immunization records, signed by a Florida physician. 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 and the child is eligible to attend class. The certificate is valid for two (2) years from the date the physical was performed.

Parent/guardian shall completely fill out and sign page 1 of this form (the doctor fills out page 2).

Immunizations:

Upon admission, each child must have on file in the Preschool, 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 child's birth certificate are required to be on file in the Preschool office *BEFORE* a student may begin school.

If a child's Immunizations or Physical form is not current, the child may not attend class until the form up to date. The Preschool will send you an advance reminder when your child's form is approaching its expiration date. However, it is the parent/guardian's responsibility to obtain these records in a timely manner to ensure that there are no interruptions in your child's school year.

Illness & Medication

Illness:

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 (without a fever reducer) before returning to school. Please do not administer a fever reducer 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.

Medication:

Only prescription medication in its original prescription container will be administered to children. The prescription label must contain: the doctor's name, child's name, and medication directions for administration.

Parents must fill out the Medication Permission form including a beginning date, ending date, and the exact time and dosage to be given. Medication will not be administered on an as needed basis. The Florida Health Department does not allow the preschool staff to administer non-prescription medications to children.

NOTE: Berean Christian Preschool will not administer medication which requires one or two doses for the day. The parent shall administer said medication before coming to school and/or after pick up.

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 may be administered by BCS personnel according to a doctor's script, which must indicate a beginning date, an ending date, and state the exact time and dosage of treatment. Nebulizer treatments will not 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 are lead in prayer, praise and worship songs and a Bible story. One child from each class will be recognized as "Student of the Week". Birthday's for the week will also be recognized.

Conferences—Parent/Teacher

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.

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 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

Official BCS approved 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.

Drop-off

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 or in the designated auction winner parking space. Children are not allowed to walk to the classroom unattended. Children must be signed in and out (all signatures must be legible) each day noting the times of drop off/pick up.

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. RenWeb will be checked to verify individuals who have parental approval to pick up. **It is vital that you keep your child's pick up list current on RenWeb.**

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

Emergency Closings

Regarding a natural disaster, we will be governed by authorities broadcast on radio and television. 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 emergency information (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 of an emergency.

Fund Raising

The Preschool participates in the school-wide fundraisers which take place during the year. We encourage parents to actively participate in these fundraisers to help raise funds to upgrade the facilities.

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 your child may receive the full benefit of our program: 2 year-olds should be in class by 8:30am; 3 & 4 year-olds should be in class by 8:00am. The morning curriculum will usually be completed by 12:00pm. for 2's and 3's and by 1:00 for 4's.

Jungle Bus

Each week 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 sign a permission form (located on RenWeb) prior to their child's participation.

Jungle Bus payments must be given to the front desk personnel or placed in the mail slot of the Preschool Director's door. Payment is due the first day of every month. Please DO NOT send payments in your child's lunch box or folder. Checks should be made payable to Berean Christian School.

If your child's Jungle Bus Payment is not up to date or received by the proper date, they will not be allowed attend Jungle bus.

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 a signed registration form is required prior to a child's participation.

Kindermusik payments must be given to the front desk personnel or placed in the mail slot in the Preschool Director's door. Payment is due the first day of every month. Please DO NOT send payments in your child's lunch box or folder. Checks should be made payable to: Mrs. Charity Jackson. Late payments will not be accepted.

Lunch—Parent Provided

Children should come to school with a packed healthy 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.

Each child is encouraged to have an SLA Management account established. Even if you plan to pack your child's lunch each day, there may be one day you'll need the convenience of ordering a lunch. Having an SLA account established in advance will ensure your child receives a catered lunch.

Lunch—School Provided – the monthly menu will be posted on the school web site as well as RenWeb.

For children who have a lunch account established through SLA Management, parents may arrange for a cafeteria catered lunch. Lunches are priced at \$3.50 per meal and include: entrée, side, dessert, and a choice of milk or juice. There is a place on the sign in/out sheet for parents to note a cafeteria lunch order.

Lunch payments may be made on-line through SLA Management or in the form of a check made payable to SLA Management.

Naptime

Naptime is an opportunity for children to rest and be ready for the afternoon's activities. Each child is provided with a mat and required to lie down during nap time. Parents provide their child with a flat (not fitted) twin sheet for nap time. This sheet should be taken home on Friday for laundry 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. In K4 we offer Parent Lunch Day once a month where parents may come to eat lunch with their K4 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

Birthday:

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.

Holiday:

Parents will receive advance notification of holiday parties ahead of time and are welcome 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.

Potty Training

Our two year old program offers potty training as one of its components. The teacher will work with the parent/guardian 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.

Snacks

Whether you choose to pack a lunch or purchase one through SLA, 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. Please do not send sweets in the lunchbox. Remember to include an ice pack to keep items cool.

Summer Camp

BCS Preschool offers 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.

School Closings

The school will be closed the following days for the 2011-2012 school year:

September 5, 2011—Labor Day

October 3 – 7, 2011 – Fall Break – Extended care offered

November 21 – November 25, 2011—Thanksgiving Break

December 19, 2011 – December 30, 2011—Christmas Break

January 2, 2012—Teacher Work Day

January 16, 2012—Martin Luther King, Jr. Day

February 3, 2012—Staff Development Day

February 20, 2012—President's Day

March 12— 16, 2012– Spring Break – Extended care offered

April 6, 2012—Good Friday

April 13, 2012—School Holiday

K-4 ONLY—May 17, 2012—Graduation Day

May 24, 2012—Last Day of School