



Parent Policy Handbook 2018-2019

**“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

History	1
Vision and Mission Statement	1
Statement of Faith	1-2
The Ministry of Teaching	2-3
Preschool Educational Goals	4-5
Curriculum	
Assessments	
Scheduled Conferences	
Preschool Discipline Policy	5
Admissions	6-7
Non-discrimination Policy	
K2 and K3	
K4 – VPK and ECD	
Withdrawal	8
Financial Information	8
Registration Fee	8
Communication through RenWeb	8
Dress Code	9
K2 and K3	
K4	
Jewelry	
Health & Immunization Requirements	9-10
Physical (Health) Form	
Immunization Form	
Illness & Medication	10-11
Nebulizer Treatment	
General Information	
Chapel	11
Drop Off/Pick Up.....	11
Emergency Closing.....	11
Emergency Drills.....	11
Emergency Information.....	12
Fund Raising.....	12
Music Kids.....	12
Lunch and snacks.....	12
Naptime.....	12
Parental Involvement.....	13
Parties—Birthday, Holiday.....	13
Pictures.....	13
Potty Training.....	13
Summer Camp.....	13
School Closings.....	13

History

Berean Christian School (BCS) 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. Now composed of a preschool, elementary school, an intermediate school, a junior high, and a high school, Berean Christian School, a ministry of Grace Fellowship, is blessed with a multicultural community of students, faculty, and staff members.

With students served from two year olds through the twelfth grade, Berean Christian School has a long-standing reputation for excellence in our community. BCS is fully accredited by the Association of Christian Schools International (ACSI) and the Southern Association of Colleges and Schools (SACS). The vast majority of our graduates go on to pursue university degrees, and many are in full-time service for the Lord.

Vision and Mission Statements

The vision and mission statements of the School are as follows:

Vision Statement - Berean Christian School is dedicated to a high quality Christian education, rooted in a personal relationship with Christ, which will promote the development of each student's giftedness and encourage transition to a productive life in Christ.

Mission Statement - Berean Christian School exists in partnership with parents and the local church to empower students to walk as Jesus walked, enrich students with academics enveloped in a Biblically-based Christian world view, and help students experience their God-given and unique giftedness for success in the future. As the single largest ministry of Grace Fellowship Church, the School also exists to exalt the Lord, encourage believers, and to share in the responsibility to evangelize the world.

Statement of Faith

The God-Head (Trinity) - There is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (Deut. 6:4)

The Father - The first person of the Godhead orders and directs all things according to His own purpose and pleasure. He authored, created, and sustains all things in the universe without any means other than His own pure power. By His grace, He involves Himself in the affairs of men, hears and answers prayer, and saves from sin and death all that come to Him through Jesus Christ. (Matt. 6:9, Eph. 1:3, John 5:19)

The Lord, Jesus Christ - He existed eternally as the second person of the Godhead. By His virgin birth He came to earth as fully God and fully man, living a sinless life. His death on the cross made atonement for man's sin, evidenced by His bodily resurrection from the dead. He physically ascended to the right hand of God the Father, and He will return in power and glory. (John 1:14, Col. 2:9, Acts 2:32)

The Holy Spirit - The third person of the Godhead convicts men of sin, regenerates, baptizes, indwells, instructs, and sets apart believers unto a holy life. We encourage all believers to seek a life of obedience to the leadership of the Holy Spirit. We believe this step is essential for empowering believers for victorious living and ministry through the gifts given by the Holy Spirit. (Titus 3:5, Acts 1:8, I Cor. 3:16)

The Bible - The Scriptures of the Old and New Testaments are the complete, divinely inspired, infallible Word of God. The Bible is the supreme authority and guide for our Christian faith and living. (II Peter 1:20, Hebrews 4:12)

The Nature of Mankind - Mankind was directly created in God's image, voluntarily fell into sin by personal disobedience to the will of God; consequently, all people are spiritually dead apart from Jesus Christ. The fall of humanity was a once-for-all historical fact. Its effect spread to all men, each of whom is born with a sinful nature and is in need of salvation. (Eph. 2:1, Rom. 3:10, Rom. 3:23-24)

The Necessity of Salvation - Salvation is by grace, a gift of God apart from works. Salvation requires repentance, a turning from one's own way to God's way. All who receive Jesus Christ are born-again, regenerated by the Holy Spirit, and become the children of God. Our relationship with Christ is secured not by our actions but by the sustaining power and love of God. We will manifest true salvation by a changed life. (Titus 2:11, I John 1:9, I Peter 2:2)

The Church - The church is the body of believers consisting of all born-again persons without respect to race, culture, or background. Directed by Jesus Christ and empowered by the Holy Spirit, the church is taking the good news of salvation to the whole world. Our fellowship is inclusive rather than exclusive and stresses love for God and one another, the unity of all believers, and obedience to the Holy Spirit. (Eph. 2:19-21, Eph. 3:10)

About Eternity - People were created to exist forever. We will either exist eternally separated from God by sin, or eternally with God through forgiveness and salvation. To be eternally separated from God is Hell. To be eternally in union with Him is eternal life. Heaven and Hell are real places of eternal existence. (John 3:16; John 14:17; Romans 6:23; Romans 8:17-18; Revelation 20:15; 1 Cor. 2:7-9)

About Marriage - We believe that God has established marriage as an exclusive relationship between one man and one woman and that all intimate sexual activity outside the marriage relationship, whether heterosexual, homosexual, or otherwise, is immoral and therefore sin. (Gen. 2:24-25; Ex. 20:14, 17, 22:19; Lev. 18:22-23, 20:13, 15-16; Matt. 19:4-6, 9; Rom. 1:18-31; I Cor. 6:9-10, 15-20; I Tim. 1:8-11; Jude 7)

About Gender - We believe that God created the human race male and female and that all conduct with the intent to adopt a gender other than one's birth gender is immoral and therefore sin. (Gen. 1:27; Deut. 22:5)

The Ministry of Teaching

Teachers and administrators (the "Staff") at Berean Christian School are called by God to help raise up the young in the ways of faith. Jesus, the Savior, was also a teacher. He gathered his disciples and others around him and taught with such conviction and truth that the "many who heard him were astonished, saying, "Where did this man get all this? What is the wisdom given to him? What mighty works are wrought by his hand?" (Mark 6:2). His apostles, likewise, were teachers and gave witness "with great power," through their words and their deeds, and "gave their testimony to the resurrection of the Lord Jesus, and great grace was upon them all" (Acts 4:33).

The ministry of teaching obligates Staff at Berean Christian School to assist the students in understanding not only mathematics or physics, but how the order and discipline of mathematics or physics reveals the mind of God. It obligates one not only to instruct in geography and history, but to inculcate the faith by helping the students know that God created the mountains, the sea, the rivers, the deserts, the forests, the plains, and all the creatures that inhabit them, and to learn that human discoveries, empires, conflicts, and social movements are measured by the divinely ordained order. The ministry of teaching requires one not only to help students acquire skill in spelling, reading, grammar, and writing, but to understand that human language is a primary means by

which students might explore the wonders of poetry and narrative and sacred Scripture itself—all of which indirectly or directly disclose salvation history. Regardless of the subject, true teachers and administrators at Berean Christian School minister to the students by helping them follow Paul’s admonition:

Finally, brethren, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is gracious, if there is any excellence, if there is anything worthy of praise, think about these things. What you have learned and received and heard and seen in me, do; and the God of peace will be with you. (Phil. 4:8–9).

The Staff at Berean Christian School must be ever mindful that they instruct not only through rational explanation of formal subject material but even more powerfully through word, deed, example, and shared experience. Simply put, they teach the faith by modeling the faith and by modeling faithfulness. This is why all Staff, even before their first meeting with students, must subscribe to the school’s Statement of Faith. This is why Staff are required to give a godly example, both at school and away from school. Staff must teach truth and avoid falsehood. “Therefore, putting away falsehood, let everyone speak the truth with his neighbor, for we are members one of another. . . . Let no evil talk come out of your mouths, but only such as is good for edifying, as fits the occasion, that it may impart grace to those who hear” (Ephesians 4: 25, 29).

Staff at Berean Christian School minister to their students by providing them with faith experiences. They lead the youth in prayer, praise, and mercy. Paul urged Christians to “Let all bitterness and wrath and anger and clamor and slander to be put away from you, with all malice, and be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you” (Ephesians 4:31–32). Staff also model the Christian life by being active in their own church community and by serving as an intermediary assisting their students in becoming active in their respective church communities so that those students might be further nurtured in faith with their friends and family around them.

This handbook represents Berean Christian School’s policies and procedures. Therefore, the contents of this handbook can be amended by the administration or the school board as they deem necessary. Even though they are not published in this document, amended policies and procedures can and will be enforced by the school. Amendments will be announced to parents/guardians and posted to the school’s website as soon as possible.

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.

We believe that children learn best by being engaged in the learning process through developmentally appropriate practices. This is accomplished by providing children with inviting, stimulating classrooms and a comprehensive curriculum that addresses the spiritual, cognitive, physical, social and emotional needs and development of each child. Each age group has its own skill set.

The teaching staff views their relationship with the children to be one of facilitator and teacher. As facilitator, by observing children as they explore and discover, providing assistance as needed. As teacher, by directly teaching curriculum components at a pace that is appropriate for each age group. It is imperative that teachers model Christ-like attitudes and actions. As a faith based preschool, owned and operated by Grace Fellowship Church, the child's spiritual development is a very integral component of our program.

Curriculum

Children experience an explosion of development during the first three years of their life. Over the past three decades, research in early childhood development indicates that at birth the human brain already has most of the neurons it will ever have, it doubles in size in the first year, and by age three it has reached 80 percent of its adult volume! Your child's earliest experiences affect brain development and lay the foundation for future success. The most important of these experiences are provided by your parenting and the nurturing home environment you create. Other kinds of experiences, such as child care, can also influence a child's development. Many studies have shown that providing an enriched physical and social environment enhances learning, memory and encourages exploration of God's creations. Berean Christian Preschool integrates Bible truth across the curriculum. Curriculum is used in concert with the Florida Standards in order to provide an environment that will foster your child's development in the following areas:

Cognitive and General Knowledge
Social and Emotional Development
Language, Communication, and Emergent Literacy
Physical Development
Spiritual Development

Child Assessments

Assessments are tools used to measure a child's personal, social, cognitive, as well as small and large muscle skills. After each assessment period, the teacher will schedule a conference with the parent/guardian to go over their child's assessment.

K2 and K3 children are formally assessed in December and May. Parent/guardian will receive an email notification when the assessment is available to view on RenWeb.

K4 children are assessed in December and May using a BCS created assessment. They are also assessed in September, January, and May using a Department of Education created VPK assessment. After each assessment, parent/guardian will receive a letter detailing the results of the assessment.

Scheduled Conferences

To schedule a conference, email your child's teacher to arrange a mutually convenient date. 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. 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.

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 in 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. The teacher will speak with the child to help him/her understand why they have been removed from the group. The goal is assist the child in discovering a better way to handle the situation.
- ◆ 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 Preschool.
- ◆ 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 yellow copies are retained by the school and the parent receives the pink copy.

A child who bites a 3rd time may 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 all races, colors, 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.

K2 and K3

To initiate the enrollment process, the following 4 steps must be completed:

1. Submit the on-line application located at www.bcsbulldogs.org.
2. Print, initial, fill in, and sign the Financial Contract.
3. Submit the appropriate non-refundable, non-transferable, registration fee by the due dates indicated on the Tuition and Fees Schedule.
4. The Financial Contract and the registration fee must be hand delivered, by a financially responsible party, to Mrs. Mickie Lewis in the Business Office for a very brief Meeting.

K4 – Voluntary Pre-Kindergarten (VPK) and K4 Extended Child Development Program

Children who are 4 years old by September 1, 2018, are eligible to enroll in Voluntary Pre-Kindergarten (VPK). Children enrolled in VPK are eligible for a state credit which will pay for 540 instructional hours for the year. To take advantage of this opportunity, the parent/guardian will need to secure a VPK Certificate of Eligibility through the Early Learning Coalition of Palm Beach County. This may be done by going to www.elcpalmbeach.org. The Early Learning Coalition provides kiosks in their lobby to accommodate parents who do not otherwise have access to a computer. They are located at 3111 S. Dixie Hwy., Suite 142, and their phone number is 561-514-3000. Please visit Early Learning Coalition's website for information regarding ways to secure the Certificate.

Securing the VPK Certificate of Eligibility from Early Learning Coalition requires the following:

1. Child's original birth certificate.
2. Proof of the parent/guardian's Florida residency (driver's license, utility bill, etc.)

The VPK Certificate of Eligibility from Early Learning Coalition does not secure enrollment into Berean Christian Preschool. To initiate your child's enrollment into Berean Christian Preschool, please see the information below.

Berean operates VPK which is considered "free" to the parent who submits the Child Eligibility and Enrollment Certificate. We also offer an Extended Child Development program which operates from 7:00am – 6:00pm, excluding the VPK only hours.

NOTE: Berean's VPK attendance policy states that children must attend at least 80% of the VPK instructional hours to maintain their enrollment. Children are expected to attend VPK hours through the last VPK day. For the 2018-2019 school year, the last day of VPK will be May 21, 2019. It is imperative that VPK children attend school through May 21st. Families should plan vacations during Fall Break, Thanksgiving Break, Christmas Break, and Spring Break.

There are two options for children to enroll into Berean's K4 program:

VPK ONLY

The VPK ONLY class operates from 8:00am – 11:19. To initiate your child's enrollment in one of the VPK only programs, please follow these two steps:

- 1) Complete the VPK Only paper application. Also, the Child Eligibility and Enrollment Certificate from Family Central should be submitted as quickly as possible.
- 2) The above forms should be hand delivered to Mrs. Mickie Lewis in the Business Office for a very brief meeting. To schedule an appointment to meet with Mrs. Lewis, please email her at Mickie_lewis@bereanwpb.org.

NOTE: Completing these 2 steps will initiate the enrollment process into one of the VPK only programs. You will receive a confirmation email of enrollment once your child's enrollment is complete.

OR

VPK and Extended Child Development

To initiate your child's enrollment in the VPK and Extended Child Development program, follow the 4 steps below:

- 1) Complete the VPK and Extended Child Development paper application. Also, the Child Eligibility and Enrollment Certificate from Family Central should be submitted as quickly as possible.
- 2) Complete the Statement of Cooperation which is attached to the application.
- 3) Submit the appropriate registration fee to the Business Office by the following deadlines:
- 4) The above must be hand delivered (by a financially responsible party) to Mrs. Mickie Lewis in the Business Office for a very brief meeting. To schedule an appointment with Mrs. Lewis at Mickie_lewis@bereanwpb.org.
- 5)

NOTE: Completing all 4 steps will initiate the enrollment process into the VPK and Extended Child Development program. You will receive a confirmation email of enrollment once your child's enrollment is complete.

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. A \$50.00 withdrawal fee will apply, regardless of the reason for withdrawal. Students attending any day of the month will owe the full month's tuition (excluding VPK hours).

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.

SPECIAL NOTE: It is always difficult when parents have legal issues concerning divorce and custody. The teachers and staff of the school should not be expected to take sides. If deemed appropriate by the administration, a child may be dismissed or asked to withdraw if circumstances warrant such an action. Schools cannot deny parental contact unless proper legal paperwork is on file with administration. Students must reside with parent(s) or legal guardians while attending Berean Christian School. Any exceptions to this policy must have administrative approval.

Financial Information

For questions regarding finances or account status, contact the Business Office.

Tuition is due the first day of each month from August through May. A \$25.00 per student late fee will apply for payments received after the first day of the month. At the point an account becomes 10 days in arrears, the student cannot attend class. If the account becomes 30 days in arrears, the multi-child discount (including pastoral) will be revoked for that month and RenWeb access will be denied. The account must be paid in full for the student to return to class and reinstate the discounts for the following month. If a check is returned to BCS for any reason, it will need to be replaced with cash, a cashier's check, or a money order within five days of notification.

Registration Fees

The registration fee is non-refundable and non-transferrable. This fee must be paid and submitted with the registration forms, which includes the Statement of Cooperation/Financial Contract, to initiate the enrollment process.

Communication through RenWeb

Parents should sign into RenWeb at least once a week to view their financial information, child's formal assessment, 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 (newsletter 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 Parents Web 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.

Dress Code

K2 and K3

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 cool/cold weather for outside play.

K4

Official BCS approved uniforms are required for K4. Uniforms must be purchased from Risse Brothers School Uniform, including khaki and navy blue shorts and pants. 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 does not have to be a uniform. During cool/cold weather students may wear blue, green, white or black turtlenecks under their uniform.

Jewelry

Jewelry for girls' ear piercing is permitted but no other piercing jewelry (nose, eye brow, etc.) may be worn. Boys may not wear any piercing jewelry to school or any other school function.

NOTE: It is recommended that children not wear jewelry to preschool. If a parent chooses to send their child to school wearing jewelry, the BCS staff cannot guarantee that jewelry will get back home in one piece, if at all.

Health and Immunization Requirements

Florida law requires BCS to maintain on file the child's original, up-to-date Florida Health and Immunization records, signed by a physician. Your physician should have a supply of the Palm Beach County medical forms.

Physical (Health) Examinations:

Each child must have on file an original 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, an original 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 immunizations listed above, 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, they will not be eligible to attend class until the form is updated. The Preschool will send the parent/guardian a reminder when their 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 their child's school year.

Illness & Medication

Illness:

In case of illness, the parent/guardian will be notified and required to pick up their child within an hour of first notification. If parent/guardian cannot be reached via phone, individuals listed on the child's emergency contact list will be contacted. Children leaving school due to illness will not be admitted to school the next day and must be out until all symptoms subside.

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. Child should not be dropped off after administering a fever reducer. When the medication wears off, the child's fever will spike again and BCS personnel will call parent/guardian pick up.
- ◆ 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.

Berean Christian Preschool reserves 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. Following this guideline will aid in the health and wellbeing of other children as well as staff.

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, date, and medication directions.

Parent/guardian is required to fill in 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 Berean Christian School personnel to administer non-prescription medications to children.

Nebulizer Treatment

Treatment will be administered by BCS personnel during the school day according to a doctor's script, which include a beginning date, an ending date, and the exact time and dosage of treatment. *Nebulizer treatments will not be given by BCS personnel on an "as needed" basis.*

Insect Repellent – It is the parent's responsibility to apply insect repellent prior to signing in their child for the day. Parents may provide insect repellent for their child to be applied by preschool staff prior to playground time during aftercare. A RenWeb form is to be completed indicating that you do or do not want insect repellent applied prior to aftercare playground time.

Sunscreen – It is the parent's responsibility to apply sunscreen prior to signing their child in for the day.

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 may be recognized as Student of the Week. Birthdays for the week will also be recognized.

Drop-off

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. The designated cross walks should be used when crossing the road from the parking lot to the preschool.

Pick-up

Only individuals listed on child's RenWeb emergency contact screen will be allowed to remove said 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 the parent/guardian keep their child's emergency contact list current on RenWeb.** A late fee of \$3.00 per minute will be assessed for pick up after 6:00pm.

NOTE: For children enrolled in VPK Only, pick up is at 11:49. A late fee of \$3.00 per minute will be assessed for pick up after 11:49.

Emergency Closings

Regarding a natural disaster, we will follow the protocol set by Palm Beach County School District. Parent/guardian will receive an emergency text or email from the BCS Head Master.

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 the event of a true emergency.

Emergency Information

Parent/guardian must provide and maintain Emergency Contact Information on RenWeb. It is imperative that this information remain current.

Fund Raising

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

Music Kids – available for children enrolled in K3 and K4

Music Kids offer activities that include singing, movement, rhythm instruments, games, storytelling, puppets, expressive play and more! These activities encourage the development of: listening skills, following directions, creativity, imagination, social skills (including sharing and team building), self-discipline, coordination, speech, confidence, participation skills, learning pitch, rhythm, expression, just to name a few! Music Kids is a voluntary program that takes place 30 minutes each week for a monthly fee of \$36.00. The child's school account will be billed and payment is due on the first day of each month. A parent/guardian may enroll their child in Music Kids through RenWeb.

Lunch (Does not pertain to children enrolled in VPK only)

Each parent (excluding those enrolled in the VPK only program) is encouraged to establish an SLA Management lunch account. 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.

Parents have two options for providing their child's lunch. One is to pack a lunch that does not require heating (include an ice pack to keep items cool). The other option is to order a cafeteria catered lunch. Catered lunches are priced at \$3.75 per meal and include: entrée, side, dessert, and a choice of milk, juice, or water. There is a place on the sign in/out sheet to place your order for a catered lunch.

Please indicate "Y" if you choose to order or "N" if you do not want to order. Catered lunches automatically come with 2% milk unless you indicate juice or water on the sign in/out sheet. Lunch payments may be made on-line through SLA Management or in the form of cash or check made payable to SLA Management.

If you choose to pack a lunch for your child, we encourage you to include a protein, vegetable, fruit, grain, and dairy. To assist you with some ideas, a sample menu will be available to you in your child's classroom.

Snacks

Parents should pack healthy snacks for the morning and afternoon along with drinks. Examples of healthy snacks include 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. For children who will be in school after 4:30pm, a third snack should be packed.

Naptime (Does not pertain to children enrolled in VPK Only)

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 quietly during nap time. Parents provide their child with a crib size fitted sheet and a flat sheet for nap time. Sheets should be taken home on Friday to be laundered and returned on Monday. Blankets, pillows and stuffed animals are not allowed.

K2 children – For children who have not completed the potty training process, the parent provides disposable diapers, wipes and ointment. To authorize preschool staff to apply ointment, the parent is to fill out a Medication Permission Form with the director or preschool administrative assistant.

Parental Involvement

Parents are encouraged to attend holiday parties as well as preschool weekly chapels for K3 and K4. In K4 we offer Parent Lunch Day once a month when parents may come to eat lunch with their K4 child. Also, parents are encouraged to participate in PAWS (Parents Always Willing to Serve). PAWS 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 parties: Parents will receive advance notification of holiday parties they may participate in.

Pictures

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.

Summer Camp

BCS Preschool offers a fun filled summer camp for children entering K2, K3, or K4 for the 2018-2019 school year.

School Closings

The school will be closed the following days for the 2018-2019 school year:

Labor Day – September 3, 2018

Fall Break – October 1 – 5, 2018...NOTE: Childcare offered for a daily fee – see Tuition and Fee Schedule.

Thanksgiving Break – November 19 – 23, 2018

Christmas Break – December 17, 2018 – January 2, 2019

Martin Luther King, Jr. Day – January 21, 2019

Staff Development – February 15, 2019

President's Day – February 18, 2019

Spring Break – March 11 – 15, 2019...NOTE: Childcare offered for a daily fee – see Tuition and Fee Schedule.

Staff Development Day – March 18, 2019

Good Friday – April 19, 2019

Easter Monday – April 22, 2019

K4/VPK ONLY – May 3, 2019 – Preschool Graduation