

Preschool Parent Handbook

BETHANY CHRISTIAN PRESCHOOL

Mission Statement:

Bethany Christian School exists to prepare students academically, spiritually, and emotionally to become passionate followers of Jesus who discover their God-given potential, become life-long learners, and stand on God's absolute truth.

Our Vision:

BCS strives to be a Christian school whose vision is to partner with families who desire an education that is in its entirety Christian. It is our hope that a child's experience within the community of our Christian school enhances God's purpose for the Christian.

Mrs. Kathryn Maddox, Preschool Director/Administrator

kmaddox@bcsmelbourne.com

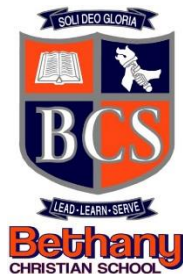
www.BCSmelbourne.com

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Bethany Christian School admits students of any race, color, or ethnicity to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, or ethnicity, in the hiring of faculty/staff, administration of admissions policies, educational policies, or athletics.

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WELCOME TO ALL PARENTS

Welcome to Bethany Christian Preschool! We are excited to have you as a part of our family. At Bethany Christian Preschool every child is important. Our program is academically rich and designed to promote your child's growth and development. Thank you for choosing Bethany Christian Preschool for your child.

The transition into a new environment can be challenging and cause anxiety for any child. Our staff is trained to be alert and aware of your child's reaction to their unfamiliar environment and will be sensitive to their feelings. During a tour or after enrolling your child at Bethany Christian Preschool, your child may visit and be introduced to his/her new teacher. This will also give you an opportunity to get to know the teachers and staff involved in the care of your child prior to their first day.

Separation anxiety is common, and your child may resist being left at Bethany Christian Preschool in the beginning. However, after several days, drop-off will become easier. We suggest that after you do the necessary signing-in, simply give your child a hug and assure them that you will return that afternoon to pick them up – then leave. Prolonging your departure could cause more anxiety for your child. We encourage parents to call any time during the day to see how their child is adjusting.

This handbook will help you to understand our school's goals and policies. Our guidelines are all designed to make sure that each child receives the best education possible. Please look over the information given so that you are familiar with our operation, guidelines, and rules.

During Parent Orientation you will be taken on a tour to meet your child's teacher(s), and aide and get a general idea of a day at Bethany Christian Preschool. Please let us know of any area in which we can be of specific assistance to you. We are looking forward to getting to know you and your child and providing a rich learning environment where all our children develop to their full potential.

Mrs. Kathryn Maddox
Preschool Director/Administrator

CONTACT INFORMATION

Physical address

Bethany Christian Preschool
3300 Lakewood Drive
West Melbourne, FL 32904

Telephone number

Preschool Office: (321) 726.8165
Finance/Admissions Office: (321) 727.2038
School Fax: (321) 729.4212

Web address

www.bcsmelbourne.com

Preschool Director/Administrator:

Mrs. Kathryn Maddox
(321) 726.8165
kmaddox@bcsmelbourne.com

BETHANY CHRISTIAN PRESCHOOL PARENT'S HANDBOOK

Bethany Christian Preschool EAGLE'S NEST!

MISSION & VISION STATEMENT:

Through a safe, positive, and balanced learning environment, we strive to promote confidence and independence.

We prepare children to “fly” and embrace their journey with the Lord ahead!

N-E-S-T

Nurture spiritual, social and emotional growth in partnership with parents and family.

Enrich curious minds through exploration and discovery of the world around us.

Support early development and individual learning styles with use of research-based curriculum.

Teach socialization, vocabulary, and preschool lessons through creative activities to foster a lifelong love of Christ and cooperative learning.

STATEMENT OF SERVICES:

Bethany Christian Preschool is a year-round program that offers all-day care for children ages 2 years old to 5 years ((K2 –K4 (VPK)). Our daily activities and program consist of a flexible schedule that has been created to provide diversity and challenge for children in all age groups. We offer a structured program for children of all ages that includes a year-round curriculum. Our activities include school-readiness skills, arts and crafts, games, music, outdoor play, and story time. We offer a part-time school day and full-day program for all ages.

HOURS AND DAYS:

- Bethany Christian Preschool is open from 6:30 am to 5:30 pm, Monday through Friday.

OTHER CLOSURES:

Due to FACCS (Florida Association of Christian Schools and Colleges) --our accrediting agency-- training requirements, Bethany Christian Preschool will be closed for FACCS Teacher Convention annually.

Look at our calendar on our website and schedule care for your child for other dates we are closed, which does not necessarily coincide with the public schools of our county.

WEATHER RELATED CLOSURES:

Bethany Christian Preschool follows Brevard County School District regarding weather-related closures. Our reaction to natural disasters will be governed by the instructions given on radio and television by the local authorities. If the local district school system closes for students due to pending or actual disaster (hurricane, flooding, etc.), Bethany Christian School and Preschool will be closed. This does not include dismissals for holidays and vacations. Any additional information may be obtained by listening to various radio stations. There may be times when Bethany Christian Preschool will be open before the public schools are back in session or closed

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for a longer time following a natural disaster due to non-damage or damage to our facilities. Contact the school office if uncertain (321 727-2038).

Please monitor the BCS website, bcs@bcsmelbourne.com and Facebook for information relating to school closures.

ADMISSION REQUIREMENTS:

Enrollment in our program is open to all families in our community. We operate on a non-discriminatory basis. No one should be excluded from any of our programs because of race, color, religion, disability, gender, or national origin. Only a child's parents or legal guardians may enroll a child (proof of custody may be required). Children who are currently enrolled in Bethany Christian Preschool will have the opportunity to enroll prior to open enrollment to the public. After open enrollment begins, it is on a first come-first-serve basis. Children are placed in classrooms according to their birth date. We follow the September 1 age deadline to place children into classrooms.

All forms on the online application and enrollment processes must be completed and all fees paid before your child may attend Bethany Christian Preschool. All requested personal information is kept confidential. Parents are required to update all emergency data as needed, including address, cell, and work numbers and individuals authorized to pick up your child. Current immunization information must be submitted to the school upon enrollment, and all immunizations must be kept current **throughout their preschool years**. Bethany Christian Preschool must be informed of any custody situation in advance and will request that the proper paperwork be in the child's file. Parents will be required to comply with all state regulations and school rules as set forth in this Parent's Preschool Handbook.

To enroll and attend class all children must have:

- An application and enrollment online with current address and phone numbers
- A copy of birth certificate
- A physical completed within one year of child's start date at BCS
- Current immunization (shot) record
- Custody/court documents (if applicable)
- Application and Enrollment (Registration) fees paid in full

ADMISSIONS AND WITHDRAWAL:

Parents wishing to enroll their children in the school are encouraged to set up an appointment with the school office to come and tour the school and meet with the administration and their child's Lead Teacher. (Tours are scheduled at the parent's convenience; however, due to rest time and other challenges in our schedule we encourage tours to be scheduled between 9:00 am and 11:00 am Monday, and Wednesday through Friday.) The purpose of the informal tour is to answer any questions you might have concerning our policies and procedures and make you aware of the flexible schedule of your child's average day.

All children will be considered continuously enrolled from the time of enrollment until they are **formally** withdrawn (via email or in person – phone calls are not acceptable).

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REGULATIONS:

We understand the importance of maintaining strict compliance with all regulations to ensure a quality environment for your children. Bethany Christian Preschool complies with all applicable regulations and policies. These requirements cover staff qualifications, facility, playground, health, and safety guidelines, as well as child/staff ratios.

VOLUNTARY PRE-KINDERGARTEN (VPK):

Bethany Christian Preschool participates in the Voluntary Pre-Kindergarten Program (VPK). This program is free to all children four years of age on or prior to September 1.

VPK enrollment procedures:

1. Fill out BCS application.
2. Submit all required documents for enrollment (i.e., physical, immunizations, birth certificate).
3. Directions about VPK vouchers and how to receive one from the Early Learning Coalition can be found at <https://www.brevardschools.org/Page/14577> . Submit the voucher you receive from the agency to Bethany Christian School, do not sign until instructed by preschool administration.

Children enrolled in VPK are subject to the policies and procedures of Bethany Christian Preschool including attendance, tardy policy, dress code, and volunteer hours. Each month you will be responsible for signing an attendance verification form which is required by the VPK program. Your child's teacher will collect the signatures and turn in the documents by the fourth school day following the month's end.

Each VPK student will be assessed within 30 days of entering kindergarten. The Florida's Assessment of Student Thinking (FAST) using Star Early Literacy will be given by school staff. This assessment is mandatory and will be done at Bethany Christian Preschool during regular school hours three times per school year.

PAPERWORK, FORMS, AND ANNUAL RENEWAL:

The State of Florida requires us to have current and updated information on each child in our school. This is also for your safety. As aforementioned, we require all forms to be filled out on each child **PRIOR** to their initial attendance at Bethany Christian Preschool. Also, each year during re-enrollment, starting in January/February, we will have you renew and refresh your paperwork and forms via our online re-enrollment process. **It is critical we have correct phone numbers and emails – that is how we communicate with our parents.**

TARDINESS AND ATTENDANCE:

- The official start time for school PK2-PK3 and Special Eagles is 8:30 am. This means that a child must be in his/her class before 8:30 am. Children who are not in the classroom by 8:30 am will be considered tardy.
- VPK students' start time is 8:45-11:45.
- Three tardies will be considered an unexcused absence which will be recorded on your child's permanent record.

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- Tardies can be waived with a doctor's or dentist's note.
- Fifteen tardies during one semester is considered excessive. Excessive tardiness may cause a child to be put on probation and eventually be dismissed from Bethany Christian Preschool (BCPS).
- Students enrolled in the VPK program must meet the mandatory attendance requirements to remain in the program. VPK starts at 8:45 am and ends at 11:45 am. If your student is in VPK, you may drop off at 8:30 am and pick up no later than 12 noon without incurring late fees. Any time before 8:30 am or after 12 noon will incur a \$1 per minute late fee unless you are on a before/aftercare plan.

LATE ARRIVALS:

All children must arrive at school no later than 9:30 am. Children will not be permitted to attend class after 9:30 am without a doctor's/dentist's excuse.

DROP-OFF:

Parents must drop off child in the Bethany Christian Preschool car loop every morning. If you would like to walk your child in you **MUST** park in the parking lot, not the car loop.

PICK-UP:

All children must be picked up by an adult or person approved by the parent and the school. Anyone, including parents, who are allowed to pick the child up ***must*** be listed on the EC/PU (Emergency Contact/Pick-up) section in RenWeb or be approved in writing by a parent. **We will not update the pick-up list over the phone; ALL pick-up list changes MUST be made in writing. The only exception to this policy is if you call and provide the staff member with the BCS Emergency Code Word(s). If a visitor comes to campus without being previously posted to the list by the parent/guardian, they will not be permitted to interact with any member of our student body.**

This policy is for the protection of your child. Anyone not recognized by sight will be asked for a picture ID. If anyone out-of-the-ordinary is to pick-up your child, please alert the office ahead of time and ensure they are on the pick-up list. It is the parent's responsibility to notify the office and make changes to this form whenever necessary. This form is redone annually and can be updated online via FACTS SIS/RenWeb account throughout the year.

PARKING POLICY:

Bethany Christian Preschool has a drop-off area by the front doors of the building. Due to the limit of the number of vehicles that may be in this area, please park in one of the parking spaces in front of the playground if you accompany your child into the school. The only time that you may drop-off in the front drive car loop is between 8:10 am and 8:30 am when teachers are in the car loop. We strongly urge you to turn your car **off** and **lock** it when you come inside the building when you accompany your child to school or need to speak with a teacher. Bethany Christian Preschool is not responsible for items lost or stolen from cars or from the parking lot or facility.

PICK-UP PERMISSION FORM:

All persons authorized to pick a child up from the school must be listed on the EC/PU pick-up list in FACTS SIS/RenWeb. To avoid confusion, it is the responsibility of the parent to enroll their child into our school to properly fill out all forms. In a custody situation, the parent enrolling the child into our school takes full responsibility to ensure that this is in accordance with their specific court agreement, which must be accompanied with the enrollment forms if any limitation of rights is required. If a parent who is not listed, or who believes the information given to us was inaccurate, contests the authorization details, they must first offer proof that they are indeed the legal parent or guardian and have legal rights to pick up the child. We do not referee parents; we abide by the court's ruling/judgement. The school reserves the right to forbid admittance onto our property to any individual if they have created a problem. As stated above, all changes to the pick-up list must be completed in writing and will not be taken over the phone.

For your child's safety we will follow the Florida safety seat laws.

WHAT IS THE CHILD SAFETY RESTRAINT LAW?

It is the responsibility of the supervising adult to ensure that any child **under 5 years old** is seated in a federally approved child car seat. Failure to do so could result in a **\$60 fine and 3 points** against your driver's license.

Florida law states:

- **Children 5 years old or younger** must be secured in a federally approved child restraint system:
 - **Children 3 years old and younger** must use a separate car-seat or the vehicle's built-in child seat.
 - **Children 4 through 5 years** must sit in either a separate car seat, a built-in child seat or a seat belt, depending on the child's height and weight.
 - **Here is the website, click on the link for more details:**

<https://www.flhsmv.gov/safety-center/child-safety/safety-belts-child-restraints/>

EMERGENCY MEDICAL CONSENT FORM/PERMISSION TO TREAT:

This form will give us your consent to call an ambulance for your child's doctor or dentist if he/she needs emergency care. It is strongly suggested that all emergency contacts be listed on your pick-up permission form with phone numbers. The order on the EC/PU list is the order the adult will be called if an emergency occurs. If you check 'NO', unless a life-or-death situation, we will call the first emergency contact, the second, one, etc., until we reach someone. This form is in the enrollment packet under 'Medical Information'.

If your child has allergies or is on any medication(s), please include this information on the form. All forms will be re-done annually. Birth certificate, immunization and physical forms need to be presented on or before the first day the child attends BCS. A photograph copy of these documents will be kept on file.

INFORMATION CHANGE:

Parents are to notify the school of any change in cell or work phone numbers and addresses. This is for your safety so that we may reach you in an emergency. The school requires that someone listed on the EC/PU list of each child be available within **30 minutes notice** to come and pick up a sick child or a child that Bethany Christian Preschool has determined needs to go

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home. It is required that all changes to phone numbers, places of employment, residence changes or changes in pick-up information be turned into the office/administration immediately via written notice. Please do not say the change(s) in passing!

IMMUNIZATION REQUIREMENTS:

All children enrolled must have their immunization records up-to-date or provide an exemption affidavit. The child's immunization record must be provided by the parent and all information must be current. The parent shall also provide proof of this with a form signed by a health care provider. This form will state that the child has received all current, age-appropriate immunizations. When your child receives updated **immunizations and/or physicals**, you are required to bring the updated documents to the school office for a copy so we can ensure your child's file remains current. To reiterate - these forms may be updated several times during the child's preschool years. PK2-PK3 and sometimes PK4 immunization records usually have an expiration date. **It is the parent(s)' responsibility to have their child seen by a physician and have this date updated.** Even if they are **not** due shots.

Parents wishing to take a religious exemption must contact: www.floridahealth.gov/programs-and-services/immunization/schoolguide.pdf

MEDICATION:

- All medication **must** be brought to the office. Children are **not** permitted to have medication (prescribed nor over the counter) on their persons, in backpacks, lunchboxes, or cubbies; this includes, but not limited to, cough drops and/or vitamins.
- All medication to be given to children **must** be in the original bottle with the instructions clearly printed on it as provided by the doctor's prescription or by the pharmaceutical company.
- All medicine including scripted and un-scripted medications must be in an up-to-date bottle and not be outdated/expired.
- All prescription medication must have the child's name on the script.
- All non-prescription medication must have a permanent sticker with the child's name and the date the medication was left at the school.
- A "permission to give medication" form needs to be filled out prior to the administration of any medication.
- All medicines must be personally handed to the front office and/or before-care staff at the time of arrival along with the "permission to give medication" form (staff has blank forms).
- Bethany Christian Preschool reserves the right **not** to give medication if the dosage is questionable or not in keeping with the label.
- Bethany Christian Preschool reserves the right to request a doctor's consent for over-the-counter medication before being administered to a child if medication is questionable.

ALLERGIES:

We must be aware of any food or other known allergies that affect your child. If your child has any known food allergies, you will need to complete the information on the 'Medical Information' in the enrollment packet. This allows us to alert/warn all our staff to be on guard of their allergy. This form must be updated annually. We also need to be aware of any non-food allergies that may affect your child. You will also need to fill out an "authorization to give medication" form for each prescribed or OTC.

ASTHMA:

If your child has asthma and requires an inhaler/nebulizer during school hours, you **must** have your child's doctor/clinic fill out and sign the "My Asthma Action Plan" and "Asthma Inhaler Administration Authorization" forms before your child starts Bethany Christian Preschool. The forms are available under 'Parent Questionnaire' in the enrollment packet or the pick-up from the office.

WELL CHILD POLICY:

These guidelines are for the welfare of all our children. To provide a safe and healthy environment, we rely on our parents to monitor their children with these guidelines in mind. Outdoor play is essential to your child's development. We feel that if your child is too sick to play outdoors then they are too sick for group care. Please adhere to the following guidelines when determining if you should bring your child to school:

A well child has:

NO fever over 100.4° F (38°C) within the past 24 hours (without the help of fever-reducing medications)

- NO vomiting or diarrhea within the past 24 hours
- NO continuous green or yellow discharge from his or her nose
- NO unexplained cough that has been consistent for 24 hours
- NO skin infections (impetigo, ringworm, or unexplained rash)
- NO eye infection or drainage (pink eye)
- NO childhood diseases such as chicken pox, measles, etc.

If a child is sent home with any of the above symptoms, he or she must remain out of school for 24 hours. (For example, if a child is sent home Monday at 11:00 am, they may return to school on Wednesday am.) *A child may return earlier if they are seen by a physician and receive a written clearance to return to school.*

If your child displays any of the above symptoms, the teacher cannot accept them into class. If a child develops any of the above symptoms during the school day, the teacher will notify the office. The parent will then be called to pick up the child. In the event you are called to pick up an ill child, you must **pick your child up within 30 minutes**. If a child needs to be sent home and their parents are unreachable, we will call the emergency contacts listed on the EC/PU list in order provided if the first person called does not answer, etc. The school reserves the right to request that the child see a physician or have a physician's note prior to returning. For further

clarification refer to the F-Section of this manual for our full “First Aid/Medication Policy” and our “Guidelines: When A Child Can Return.”

COMMUNICABLE DISEASES:

Bethany Christian Preschool desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term ‘communicable disease’ means an illness which arises because of a specific infectious agent which may be transmitted directly or indirectly by a susceptible host, infected person, or animal to other persons.

A teacher or administrative official who reasonably suspects that a child or employee has a communicable disease shall immediately notify the administration.

Diseases may include, but not limited to: *Acquired Immune Deficiency (AIDS), Aids related Complex (ARC), Abecias, , Anthrax, Botulism, Brucellosis, Campylobacteriosis, Chancroid, COVID, Dengue, Diphtheria, Encephalitis, Giardiasis (acute), Gonorrhea, Granuloma, HIV, Legionnaire’s Disease, Leptospirosis, Meningitis, Minigococcal Disease, Mumps, Paralytic Shellfish Poisoning, Pertussis, Pesticide Poisoning, Plague, Poliomyelitis, Psittacosis, Rabies, Relapsing Fever, Rock Mountain Spotted Fever, Rickettsia, RSV, Rubella, including congenital, Salmonellosis, Schistosomiasis, Smallpox, Syphilis, Tetanus, Toxoplasmosis (acute), Trichinosis, Tuberculosis, Tularemia, Typhoid Fever, Typhus, Vibrio Infections, Yellow Fever.*

Any child or employee with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from the school during the recognized period of communicability. Children and employees for which immunization is not available shall be excluded from school while ill.

If the nature of the disease and circumstances warrant, BCS may require an independent physician’s examination of the child or employee to verify the diagnosis of communicable disease. Bethany Christian Preschool reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable disease within the school.

ACCIDENT REPORTS:

Safety is a top priority at Bethany Christian Preschool. Yet, there are times when a child will have an accident or an incident with another child. If the accident/incident requires “more than a hug and a kiss,” our teachers will complete a report for you detailing what happened and the nature of any injuries. If any first aid is administered, the treatment will be described to you. A copy of this accident/incident report, signed by the teacher in charge and administration at the time of the accident/incident, will be available for your signature upon pick-up and a copy filed with the administrative office. We ask that you sign the copy provided to you and turn it in to administration to confirm that you were notified of your child’s injury/incident. This system is aimed at ensuring communication at all levels and can be a very good way to be certain that nothing is forgotten during a hasty departure. If your child happens to be injured by another child, we ask you to please respect the child’s privacy by not asking us to reveal the name of the child. It not only puts our staff in an awkward situation but could cause a confrontation

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between our families. We will handle all behavior problems in a professional and appropriate way.

CHILDREN REQUIRING SPECIAL ACCOMMODATIONS:

Bethany Christian Preschool complies with the Americans with Disabilities Act (ADA) and other applicable regulations pertaining to providing services to individuals with disabilities. We desire to provide special accommodation for children who require such accommodations, provided it is within our power and authority to do so. Accommodation can be a specific treatment prescribed by a professional or a parent, or a modification of equipment, or removal of physical barriers. The accommodation shall be recorded in the child's file. Whenever we deem it appropriate to the needs of the child to have a child with special needs in our school, the entire staff must follow the reasonable accommodation we have made for that child. Any questions about the accommodation of the child should be referred to the leadership staff.

DISCIPLINE:

We at Bethany Christian Preschool teach the children to follow the biblical principle found in Luke 6:31 of treating others as you would want to be treated. Following this principle will help children to interact with each other in a positive, caring way.

Each of our teachers has a classroom management plan that reinforces positive behavior. Positive behavior is rewarded utilizing praise, stickers, awards, etc. There may be times when a child needs to be disciplined for his or her behavior. This means that a child may get their name on the board, sit in time out, or be removed from the situation. Disobedience is usually taken care of in the classroom.

At Bethany Christian Preschool, our staff are trained to use positive reinforcement as a means of discipline. Our goal is to find solutions and to provide the very best environment for your child. We have a detailed discipline policy including an early intervention system which we call our behavior intervention policy.

If a problem continues, the teacher will take the child to speak with the preschool director. If the behavior continues once the child is returned to the classroom, the teacher will notify the parent regarding the behavior. The parent and teacher will work together to set up a behavior management plan for the child.

Children who are physical with a staff member (i.e., hitting, kicking, biting, etc.) will automatically be sent home. If inappropriate behavior continues, the child will be dismissed from BCPS.

Bethany Christian Preschool does not practice corporal punishment.

RESTROOM PROCEDURES:

Children in K3 or K4 who attend BCPS are required to be toilet-trained and are given many opportunities to use the restroom throughout the day. If your child has an accident, your child will be cleaned up and changed out of their soiled clothing. Teachers are required to use gloves when helping children change from soiled clothing. If your child does not have extra clothes at school, you will be called to pick your child up or bring clothes to the school.

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TOILET TRAINING:

Toilet training is best accomplished with the cooperation of teachers, parents, and the child. Children learn toileting skills through consistent positive encouragement from adults at home and at school.

Toilet training usually begins around 2 years of age. When a child shows an interest in toilet training, the parents and teachers should communicate with each other regarding a plan that describes how they will cooperate to encourage toilet training. This plan is a commitment to work with the child in a consistent manner; it is not a timeline for completing toilet training.

Each child will begin at a different time and progress at a different rate. The staff will provide documentation of your child's progress each day. The staff are available as a resource to answer any questions about your child's toilet training progress at Bethany Christian Preschool. Several complete changes of clothes should be kept on-school premises during this process.

TOYS:

Bethany Christian Preschool has a wide variety of toys, games, and other resources to offer children during school time. Preschool classes will have a show-and-tell related to the week's lessons. **Personal toys are not permitted in the school, as they can cause disputes and can be broken or lost.** The exception to this is show-and-tell or sleep-toys which should be labeled with the child's name. Bethany Christian Preschool is not responsible for stolen, lost or broken toys or clothing. ***Please do not bring toy guns or other toys of a destructive nature at any time.***

SCHOOL UNIFORMS:

All uniform T-shirts must be purchased from our main campus. Bottoms are to be navy or khaki (we do not sell bottoms). **NO cargo shorts/pants.** See Uniform Information in enrollment/re-enrollment packet.

SHOES:

Shoes must always be worn. Athletic or canvas-type are acceptable for the classroom. Shower thongs and open-toed or open-heeled shoes are **not** permitted.

HAIR POLICY:

- Hair must be neatly cut and not appear unkempt.
- Extreme hairstyles or hair colors are not permitted.
- In general, any hairstyle that draws attention to the child or that creates a distraction to that child and interferes with learning will not be permitted.

Because our program is based on play and exploration your child WILL get dirty!! Children will have opportunities for outdoor play, weather permitting. It is required that you bring one set of extra clothes for your child in case of a spill or accident, etc., (children under the age of 3 should have 2 changes of clothing). We have some extra clothes available, but we may not have the item your child needs in his/her size. If your child comes home in school clothes other than their own, please wash the clothes and return them within one week. **It is strongly suggested that all clothing brought or worn to the school have the child's name on it.**

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DIAPERS:

Please provide diapers, wipes, and diaper ointment (if needed) for your non-potty-trained child. All items must be labeled with the child's first and last name. You can bring a package of diapers to leave at school. You will be notified when your child is running low on diapers or other items. **If you run out of diapers, we will provide them to you automatically for a fee of \$1 per diaper. If your child goes 3 or more days without wipes, we will open a new pack for your child, and a fee of \$5.00 will be charged.** If you have any questions, please check with the office.

SUPPLIES:

Each child will be provided with all the instructional supplies they will need. Please visit www.teacherlists.com, input school zip code 32904 and click on Bethany Christian School for a current supply list for your child's grade level. ***Please mark all items clearly with your child's first and last name.***

CURRICULUM:

Children learn by doing. They learn through play, experimentation, exploration, and testing. Learning should be a joyful, natural experience. We have chosen a curriculum based on the developmental needs of children to foster individual growth through opportunities for exploration. Ninety percent (90%) of brain growth occurs from 0 to 5 years old. Each class's lesson plans, and your child's class's flexible schedule are posted on the parent's board in your child's room. We incorporate current trends in early childhood and school age education and then structure this curriculum to meet the needs of most of the children in the group. Our curriculum is guided by the following underlying principles:

- Children learn through dynamic investigation.
- Children instigate their own learning.
- Learning comes from open-ended experiences.
- Adults are facilitators of children's learning.

PRESCHOOL CURRICULUM:

The preschool curriculum will cover the following areas:

Movement & Coordination

- Physical attention and relaxation
- Gross motor skills
- Eye-hand and eye-foot coordination
- Group games
- Creative movement

Autonomy & Social Skills

- Sense of self and personal responsibility
- Working in group setting

Work Habits

- Memory skills
- Following directions
- Task persistence and completion

Language

- Oral language

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- Nursery rhymes, poems, finger plays, songs
- Emerging literacy skills

Mathematics

- Patterns and classifications
- Geometry
- Measurement
- Numbers and number sense
- Basic addition and subtraction
- Money

Orientation in time & space

- Vocabulary
- Measure of time
- Passage of time (past, present, future)
- Actual and represented space
- Simple maps
- Basic geographical concepts

Science

- Human, animal, and plant characteristics
- Physical elements (water, air, and light)
- Tools

Music

- Address different sounds
- Imitate and produce sounds
- Listen and sing
- Listen and move

Visual Arts

- Address visual detail
- Creating art
- Looking at and talking about art

DAILY SCHEDULE:

Although your child's schedule varies somewhat day-to-day, the typical flow of a day's activities is below. Note that each teacher has a daily schedule posted in their classroom.

Activity time: Activities specific to the weekly theme are presented along with basic activities such as puzzles, table manipulatives, dramatic play, blocks, etc.

Group time: Group times are child-schooled participative sessions. The planned group activities include reading, music, movement, finger plays, discussion, dramatization, games, and experience stories.

Outdoor time: The playground is an extension of the classroom. Children can participate in an activity of their own choosing. Inclement weather, special events, or celebrations will occasionally affect the scheduling of outdoor time.

Snacks and mealtimes: Staff sit with the children while they are eating, encouraging, and participating in quiet conversation.

Rest time: Children are given the opportunity to nap or rest each day.

Specific activities vary based on age; all are posted weekly in each room.

ACCREDITATION:

Bethany Christian Preschool is accredited by FACCS, the Florida Association of Christian Colleges and Schools. For more information concerning this you may see administration or visit www.faccs.org.

CLASS DIVISIONS AND CLASS SIZE:

We endeavor to have a challenging and appropriate atmosphere for children of all ages. Homeroom class divisions are based upon three issues.

- These are the individual developmental needs of each child, state-set student-to-teacher ratios, and the overall enrollment administration plan of the school.
- Children not yet in school are generally divided into classes by age since this usually keeps them with children in their own developmental level and keeps our age-based student-to-teacher ratios easy to calculate.
- In most cases it is our target to have children together with the children with whom they will be attending kindergarten.

TRANSITION PLAN:

Bethany Christian Preschool will create an individualized transition plan to help children who are about to transition from one class to the next. This is to help the children become familiar with the new program, teachers, and children. It also allows the new teachers to get to know the individual needs of each child prior to the transition of an entire class group or several children together. The plan allows flexibility to best meet the needs of each child. Each child's individual needs are different; therefore, the transition plan may vary from child to child. Your child's teacher or administration will provide more details about transitioning when your child moves to another classroom.

SUMMER CAMP:

A summer camp program is offered during the summer months for children of all preschool ages. The camp is built around weekly themes. Activities include various art projects, music, water fun, sports, stories, cooking, theatre, and on-site field trips.

OUR STAFF:

At Bethany Christian Preschool we strive to provide nurturing, quality care in a highly interactive learning environment. Our friendly, qualified staff are an integral part of providing this environment. Our current staff has had:

- A detailed interview and screening process.

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- Approval by the state through a background analysis that cross-references state and federal criminal records as well as child abuse reporting records to ensure that each employee has a background that is clear.
- State CPR and first aid requirements fulfilled.

We believe firmly in training and continued education for all our employees and staff. Each faculty/staff member has qualified themselves to work with your children by attending specific training classes and often college-level courses to learn about early education and the needs of children. We emphasize training and encourage all our employees to exceed the state minimum number of clock hours for training required to be qualified to continue to work in an early education setting.

WRITTEN COMMUNICATION:

The success of our program is based on establishing a partnership between our parents and our staff. Open and frequent communication will help your child have a positive early learning experience. We will endeavor to keep you informed concerning your child’s day and overall development through several written means.

- Monthly parent newsletters to keep you informed as to the overall program.
- BrightWheel.
- Parent Board – updated with current information about Bethany Christian Preschool and curriculum.
- Daily written communication in the form of “daily report” forms, “incident/ouch” forms, and classroom memos will be placed in the child’s “cubby”.
- Parents always have the option of requesting specific parent/teacher interaction to aid in the child’s development.

VERBAL COMMUNICATION:

We will endeavor to be communicative during drop-off and pick-up times. However, this is not a good time for extended conversations since the staff members/teachers have responsibilities for all the children in the group. Furthermore, the person caring for your child at pick-up time may not be the individual who has spent most of the day with your child. This is because many children spend 10 hours a day at school and most of our employees only work 6-8 hours. Since children learn best in the morning, we schedule the teachers who are responsible for most of the classroom development for the earlier hours and most of the day. We suggest that you go to your child’s “lead” or “primary” teacher to obtain detailed information on your child’s general growth and development. You can call to see how your child’s day is going or to speak to your child’s teacher for more detailed conversation. The best time to call and speak to your child’s teacher is during naptime. There is always a member of administration available for you to talk to in-person or on the phone. You may also use the payment/suggestion box to leave information for administration, or you can e-mail us through our website www.bcsmelbourne.com.

PARENTAL INVOLVEMENT:

When donating or purchasing items for volunteer work, we consider every \$10.00 to be equivalent to one volunteer hour ((need receipt(s) if possible)).

We welcome parents to be involved in the many activities we provide at BCPS. Some of these activities include holiday parties, picture day, grandparents/grand friend day, field day, etc., (check with your child's teacher for needed help).

VISITING THE SCHOOL:

We have an open-door policy; however, if your visit to the classroom will disrupt your child's focus on the teacher, we ask that you delay your visit.

CLASSIFICATIONS:

Due to strict guidelines and safety issues, we require that all individuals on our property be categorized as one of the following:

- A scheduled faculty/staff member during the regular course of their workday.
- An enrolled child who is in our care (all paperwork has been filled-out).
- Parents or others during regular drop-off or pick-up (this is to be approximately five minutes).
- Parents with scheduled appointments/conference.
- Tours
- Delivery personnel – from a regular or expected company delivering items to the school (should always be in the eyesight of an employee and arriving at an expected time).
- Intruder – the staff will take Action to notify the proper authorities.

Anyone who is in the building or on the property for an extended period must be considered either an “employee”, “student” or an “intruder.”

MEALS AND SNACKS:

All children are required to pack a morning snack, lunch, and afternoon snack (if staying all afternoon, otherwise just morning snack). We ask that you do not send red colored juices with your child as they stain our carpeting. Also, we do not allow bottles or pacifiers in our K2 program.

PORTRAITS AND PICTURES:

We offer school pictures two times a year, in the fall and spring. The fall photos include individual and class pictures in BCS uniform taken by DSP (Dean Stewart Photography). These pictures will be put in our yearbook. In the spring we offer non-uniformed casual pictures (still adhering to our dress code ((ex: closed toed/heeled shoes, no spaghetti straps, etc.) of dress)). In addition, we may take pictures of the children for use on their cubbies, a project or for promotional purposes.

FINANCIAL POLICIES AND PROCEDURES:

Tuition/Fees

The administration of Bethany Christian School publishes new rates on our financial fee schedule and is released in the second semester for the following school year. Information on payment plans can be found on the financial fee/schedule information on our website or click: <https://bcsmelbourne.com/fees-schedules>, click on 'Preschool Fees & Schedule' s who transfer to BCPS after the school year has started will be charged for the full month if the start date falls before the 15th of the month. Children entering after the 15th of the month will be charged ½ of the monthly tuition and will be responsible for the full monthly tuition going forward. NOTE: All application and registration fees apply (see fees-schedule).

Payment Options:

We have three payment options:

- **Option 1: Full tuition payment with discounts depending on time of payment.**
- **Option 2: Tuition payment by the week.**
 - Weekly payments are due on Monday. If payment is not received by Monday, you will incur a \$10 late fee.
- **Option 3: Tuition payments by the month.**
 - Monthly payments are due by the 10th of each month to avoid a \$25 late fee.

Families may pay using MasterCard, Visa, or Discover cards on a weekly/monthly basis through their **FACTS SIS account. Cash or checks are the only forms of payment at the school office!**

Refunds Due to Withdrawal:

Application and registration fees are **non-refundable**. Tuition is due for all days until you **officially** withdraw your child(ren) from the program (**via email or in person**).

Withdraws and/or Dismissals:

If a student's account is not up to date at the time of withdrawal or dismissal, all records will be held until the balance is paid-in-full. **Records are not released on the same day a student withdraws.**

Parents must have completed all withdrawal papers and paid all fees and tuition payments due for the school records to be sent to the receiving school. Withdrawal is not complete until the withdrawal form is turned into the administration office. An account left open may incur additional tuition fees until withdrawal papers are returned to the administration office or an email to the administration.

Late Charges:

Monthly Payees: All payments for tuition or any other charges paid through the school will be due on the first day of each month. A late fee of \$25.00 will be added to any account with a balance due after the 10th of the month.

Statements concerning outstanding account balances and the upcoming month's charges, if any, will be sent out on the 15th of each month.

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If, on the first day of the new month, the previous month's tuition is still outstanding, the parents will be notified that they are subject to withdrawing their child from Bethany Christian School.

Check Fees and Other Information:

A \$25.00 returned check fee will be charged each time a check is returned by your bank. Checks returned for the first time will be re-deposited. After two returned checks: cash, credit or debit card, money order, or cashier's check **must** be used for ALL payments going forward! The business office **does not** accept post-date checks.

RECEIPTS AND STATEMENTS:

Receipts are available upon request. Annual statements for tax and accounting purposes are available upon request for all accounts with a zero balance. Email sshekell@bcsmelbourne.com or rcarpenter@bcsmelbourne.com for tax statements.

LATE PICK-UP FEE:

There will be a \$1.00 fee added per minute if the pick-up takes place after 5:30 pm. This fee is non-negotiable and is the responsibility of all clients. Parents, or those picking the child up are required to call ahead if they feel they are going to be more than 5 (five) minutes past 5:30 pm. If no parent or emergency contact can be located within 30 minutes of trying to contact the parent, the "late pick-up fee" will apply. An attempt will be made to contact individuals on the emergency contact list after children have been left 15 minutes past closing.

QUIET TIME:

It is our philosophy that children under 5 (five) years of age need adequate quiet time and/or rest as a part of their daily routine. Since all the children are constantly engaged in stimulating activity, we require that everyone rest on mats after lunch. We understand that each child's rest needs are different, and we try to offer alternative ways of resting by providing soft music, stories, etc., for those who choose not to sleep. According to the "Sleep Foundation", dated February 9, 2023, the following chart is a guideline as to the sleep needs of children under 13 years of age:

| Age | Total Suggested Hours of Sleep | Number of Naps Suggested (in hours) |
|-----------------------|--------------------------------|-------------------------------------|
| One to Two Years | 11-14 hours | 1-2 |
| Three to Five Years | 10-13 hours | 1 |
| Six to Thirteen Years | 09-10 hours | 0 |

We believe that children need a balance of activities that includes active play as well as structured quiet time. Our program includes a quiet time for all children PK4 (VPK) and younger.

CHILD ABUSE REPORTING POLICY

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The State of Florida requires that Bethany Christian Preschool and all members of childcare institutions be on the lookout for and report to the State and appropriate authorities all suspected cases of abuse to a child. ((We are mandated by the State to report any suspected abuse without notifying the parent(s).))

All incidents or suspected incidents will be turned over directly to Child Protective Services for investigation. We are not allowed to do our own investigation and are required by law to report anything of a suspicious nature. It is advised that clients make the staff aware of any lingering bruising or other visible injury to minimize suspicion of possible child abuse or endangerment.

The following steps are to be taken if a staff member is suspected of child abuse:

- A staff member who has a situation or investigation pending should immediately notify the most senior leadership staff member in the building.
- The person who suspects abuse should bring it to the attention of the director or most senior leadership staff member in the building.
- The supervisor will check on the complaint and if they agree that there may be abuse, the supervisor will report the incident to Child Protective Services and our state licensing authority.
- We will then follow their advice regarding whether to suspend the staff member.

If a staff member is found to have committed an act of child abuse, we will take the following steps:

- We will allow the staff member to appeal against the decision.
- The director or an appointed member of the leadership staff will meet with the individual to go over the incident and form an opinion as to its validity and/or consequences to the school and the individual.
- Based on the advice of our licensing agent, we will either suspend the staff member or allow them to continue their job until the appeal is completed.
- The staff member will meet with the director or an assigned member of the leadership staff during this time and steps will be taken to ensure that there will not be any further problems.

If after the appeal the decision is still founded, we will take one of the following steps based on the advice of our licensing agent:

- The staff member will be terminated from their position at the school.
- We will inform the parents that we have a staff member who has been found guilty of child abuse on record. We will also let the parents know what the charge was.

TRANSPORTATION POLICY:

Parents are responsible for their child's transportation to and from school and for arranging their own carpools.

INSURANCE REQUIREMENTS:

Bethany Christian Preschool complies with the minimum insurance coverage as suggested by our independent agent. For more information concerning policies and liability, see administration.

ADDITIONS AND CHANGES:

Bethany Christian Preschool reserves the right to edit or adapt the policies in this handbook as the need arises. The school will make all changes and additions available at the time these changes are made. Clients and customers will be notified of these changes through the normal written communication system of the school at the time they are made effective.

DISCIPLINE POLICY:

We believe that children need limits to feel secure about themselves and their environment. The purpose of discipline is to help children learn acceptable behavior and develop self-control. The basis for our discipline policy is an organized classroom and prepared staff members. At Bethany Christian Preschool we strive to develop positive relationships between teachers and children. We also believe that if an interesting and challenging program is offered to the child, then discipline problems are at a minimum. **If inappropriate behavior does occur, we begin with a positive approach.**

- Attention spans and skills of children shall be considered so that caregivers do not require behavior of children which is developmentally inappropriate.
- Discipline shall be reasonable, appropriate, and in terms the children can understand.
- Praise and encouragement of good behavior shall be used instead of focusing upon unacceptable behavior only.
- Punishment that is shaming, humiliating, frightening, verbally abusive, or injurious to children shall not be used.
- Punishment shall not be related to food, rest, or toileting.
- Spanking or any other type of corporal punishment is prohibited.

The following is considered unacceptable behavior:

| | |
|--|--|
| Running in the classroom | Leaving the area or group without permission |
| Being disruptive | Removing shoes or other articles of clothing |
| Throwing toys, rocks, sand | Aggressive behavior |
| Using toys and materials inappropriately | Arguing with team members or other children |
| Abusive or inappropriate language | Behavior determined by administration to be unacceptable |
| Lack of cooperation | |
| Hurting themselves or others, such as hitting, biting, spitting, kicking, and pulling hair | |

The teacher has these responsibilities when dealing with inappropriate behavior:

1. **Redirection** - Encourage child's good behavior and/or redirect his or her activity.
2. **"Time out" or "think time" within their area**
 - a. If a problem still persists, the child is then removed from the situation.
 - b. One minute per year of age, no more than three minutes after the child has regained control or composure.

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- c. "Time out" or "think time" shall be defined as an area away from the group or activity yet within their area.
 - d. The child will be allowed to return to the group as soon as possible.
 - e. The teacher will not only decide if the child is ready to return, but will encourage him/her to be ready.
 - f. If redirection and "time out"/"think time" periods are not sufficient, staff members intervene as soon as possible to prevent physical or emotional injury.
 - g. The teacher will try to help the child identify his/her unacceptable behavior and possible alternatives.
- 3. Time out" or "think time" away from the group**
- a. If the child continues in the inappropriate behavior.
 - b. And/or the "time out"/"think time" within the area becomes either inappropriate or ineffective.
- 4. Behavior report**
- a. If the child's behavior continues to be inappropriate.
 - b. **OR** the severity denotes an unresolved problem.
- 5. Behavior intervention meeting**
- a. If the child's behavior continues to be inappropriate, a behavior intervention meeting may take place.
 - b. Those in attendance will be the parents, the child's lead teacher, and administration.
 - c. This may be called by any of the individuals listed above.
- 6. Sending a child home**
- a. When the child becomes out of control.
 - b. And/or when the child fails to respond to the measures taken by the Bethany Christian Preschool team.
 - c. This is at the discretion of administration.
- 7. Suspension**
- a. Three (3) written behavioral reports within a nine week period constitute the child's being suspended from the child care program for three (3) days.
 - b. Behavior intervention meeting - during this time the parent or guardian, the lead teacher and administration will meet in an attempt to determine if the child is capable of drastically changing his/her behavior to allow re-entry into the program. This is the mandatory behavior intervention meeting described in the behavior intervention policy.
 - c. Fees will still be paid for this time to retain the child's space in the Bethany Christian Preschool program.
 - d. If the child does continue in the program and does receive a fourth (4th) behavioral report within a 30 day period, termination of services may occur.
- 8. Termination of services**
- a. When the severity of a problem is great enough that it could endanger the safety of the child(ren)'s welfare.
 - b. Termination may be effective immediately if deemed necessary by administration.
 - c. The parent or guardian will be notified.
 - d. The school considers this to be a drastic measure and would not resort to such unless the child's behavior significantly and directly threatens the physical or mental health,

safety or well-being of one or more of the other children or team members and that threat cannot be eliminated.

In addition to the prior statements, the school will use three methods to track behavior and communicate with parents:

1. Daily reports – a parent/school communication format that does not count as a written behavior report. If the teacher deems necessary, a copy will be kept on file.
2. Observation form – an inner school documentation of observed inappropriate or challenging behavior. These may be filled out at any time by any school team member and are used solely to track behavior patterns. These are to be turned in daily to the lead teacher regarding the child and then to administration for filing.
3. The “behavior report” – or “incident forms” are copied. The original is filed in the child’s file and the copy is given to the parent/guardian. These are pre-approved by the administration.

Each behavior report counts as one of the three that would result in suspension.

Bethany Christian Preschool expects parental involvement and cooperation in all aspects of discipline. Failure to comply can warrant termination. We reserve the right to discontinue work with any child/parent whose needs we cannot meet. The key to effective discipline is consistency. We try to be as consistent as possible in all areas. We provide the child with a warm and loving atmosphere in which to grow and learn.

BEHAVIOR INTERVENTION POLICY

At Bethany Christian Preschool, our vision is to provide the best education to the most children possible. We strive to help every child be successful and to achieve their highest potential. We implement the behavior intervention policy when needed to ensure this happens.

A Behavior Intervention Meeting may be called in three different manners:

1. The primary teacher or administration may call for a behavior intervention meeting at any time prior to the third disciplinary action as they deem necessary.
2. Either parent may call for a behavior intervention meeting at any time prior to the third disciplinary action as they deem necessary.
3. A behavior intervention meeting is mandatory after the third discipline note.

In the first two scenarios, our first goal will be to determine and identify the behavioral difficulties that the child is having. The child’s primary teacher will document the circumstances surrounding the behavior and the current actions that are being taken to correct this. Parents will then be asked to provide information concerning any changes in the home and will give input if they have noticed this behavior and what actions they are currently taking to correct it. A plan of action will then be discussed and agreed upon by all members present. If problems continue, an additional intervention will be scheduled.

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The approach will vary slightly in the case that a mandatory behavior intervention meeting has been called after the third discipline note. Our first goal will be to determine if our program is appropriate for the needs of the child. Services will be terminated if it is determined that we cannot meet the child's needs in our program. We will follow the steps listed above if we determine our program is appropriate for the child's needs.

BITING POLICY

Biting is a common and a developmentally appropriate behavior in young children, especially from 9-30 months. Generally, children over the age of 3 have developed more appropriate ways to communicate. Experts in the field of child development report that biting occurs chiefly because of a child's inability to communicate. Children may become upset by a new experience and may bite as a response. While biting during the toddler years is developmentally appropriate, it is upsetting to parents and caregivers when it occurs. The goal of our policy is to replace the child's undesirable behavior with more effective ways of communication and to ensure the health and safety of everyone in our program. The following is a plan of our preemptive strategies:

- For toddlers, positive teething activities will be provided to comfort and soothe their gums.
- When children bite out of frustration or anger, behavior will be redirected to some other activity and/or will be shown an alternate way to communicate what they want. We will encourage the use of language to express wants and needs.
- Parents will be notified if their child is bitten at school. However, to protect the privacy of all our families, parents will not be informed of the identity of the biter.
- If a child bites frequently, staff will utilize a more intensive approach which involves carefully observing the child to determine precipitating events and maintaining a log to help track the behavior. Conferences with parents may also be utilized to discuss the child's actions at home, search for outside resources, etc.
- Biting incidents will be communicated to the parents of the biter to ensure staff and parents are working together to understand and prevent this behavior.

To ensure the safety of all children, if all attempts to stop chronic biting fail, we reserve the right to remove the biting child from the program. **Children who bite others and break their skin will automatically be sent home.**

FIRST AID/MEDICATION POLICY

Bethany Christian Preschool daily designates someone to be the "first aid/meds staff member. The first aid/meds staff member will always be reachable by phone. This staff member will be responsible for any injuries or illnesses, administering medications and keeping the first aid room in order and well-stocked. The first aid/meds staff member will take the following steps to ensure the health and welfare of all children in our care:

Sending a Child Home:

When it has been determined that a child must go home, the procedures are as follows:

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- a. Notify the parents.
- b. If the parents are unable to be reached, proceed by contacting someone on the emergency pick-up list (EC/PU).
- c. Thirty (30) minutes will be given to pick up the child. If the 30-minute timeframe is exceeded, the late pick-up charges may go into effect.

Sick Child:

- a. Assess the child.
- b. Question him/her as to where the problem is located.
- c. Take the child's temperature.
 - i. The child must be sent home with a temperature of 100.4°F (38°C) or higher.
- d. A judgement call may be made if evidence of an illness is present but is not accompanied by a high temperature.

Injury with Blood:

- a. Take precautions by first applying a protective barrier between you and the bleeding child (rubber gloves, zip lock bag, etc.).
- b. Assess the area to determine whether the wound will require stitches or a bandage.
- c. If stitches are required, first notify the on-site supervisor and then the child's parents. Clean only the area around the wound.
- d. If stitches are not required, thoroughly clean and cover with a bandage. If BCPS has topical medication consent, triple antibiotic cream will be applied.
- e. All contaminated materials (gloves, blood-soaked paper, or cloth) shall be disposed of by being sealed in a plastic bag and thrown in the waste container for immediate disposal in the outside trash receptacle. **Contaminated clothing that is to be sent home must be double sealed in a plastic bag and then put in the container for soiled clothing.**

Injury without Blood, Head Injury

- a. Assess the area to locate any abnormal bumps or bruises.
- b. Apply an icepack to the injured area (do not apply directly to skin).
- c. **ALL** head injuries, regardless of severity, require that BCPS notify the child's parent and alert a teacher to watch the child for fixed, glossy, or dilated pupils for 30 minutes following the injury.

Bone Injury

- a) If a broken bone is suspected, assess the area to locate any swelling or abnormality of the bone structure. **Do not force movement.**
- d. Apply an icepack to the injured area (do not apply directly to skin).
- e. If further assessment causes suspicion that a bone may be broken, contact the child's parent as soon as possible.

Bite Marks:

- a. Assess the child to locate the area of the bite.
- b. Clean the area of the bite.
- c. Apply an icepack to the injured area (do not apply directly to skin).
- d. Notify parents.

In an Emergency:

- a. Contact administration if time permits.
- b. Instruct a team member to call 911 as well as the child's parents.

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- c. Address the child by following proper first aid or CPR guidelines while awaiting paramedics.

Head Lice:

- a. Head lice instructions, click here:
C:\Users\rcarp\OneDrive\Documents\24_25\LiceKiller-Directions.pdf
- b. Confirm with the on-site supervisor that nits or lice are present.
- c. Quarantine the child immediately.
- d. Follow procedures on sending a child home. Notify the pick-up person that the child must be properly treated before returning to school.
- e. All sheets, blankets, and sleep toys in the affected room must be bagged and washed. Suggest the parents do this at home as well.
- f. A complete head lice check must take place in the affected room, as well as in the rooms of any siblings.
- g. Administration to notify all parents of children in that classroom of reported lice.
 - i. Send Head Lice flyer home.
- h. The child **must be checked BEFORE re-admittance** to the school. It is the parent's responsibility to present the child to administration for inspection.
- i. The parent must sign proof of treatment upon return of child to BCPS.

Contagious Disease:

- a. Parents are required to notify the school when a child contracts a contagious disease. These include, but are not limited to chicken pox, conjunctivitis (pink eye), impetigo, measles, scarlet fever, ringworm, etc.

MEDICATION

Receiving/Storing Medication:

- a. An "authorization to medication" must accompany ALL medication.
 - i. Each medication requires a separate "authorization to give medication" form.
- b. All medication must be in its original container.
 - i. BCPS will **not** accept expired medication!
- c. Any medication mixed with formula or in any other manner is **not** permitted.
- d. All non-prescription medication must be in the original container with the child's first and last name and the date it was received at BCPS.
- e. If dosage is different than indicated on the container for your child's age, it will only be overridden by an officially signed doctor's note/script.
- f. If your child will not be attending summer camp, medication (prescription and non-prescription) medication will be disposed of after two weeks of last day of school.

Administering Medication:

When administering medication, there are five (5) "rights" that must always be observed, and are as follows:

- a. Right Patient: Question the teacher and child to confirm that you have the correct child.
- b. Right Drug: Compare the medication bottle/container to the "authorization to give medication" form agrees with what the prescription/non-prescription states it is.
- c. Right Dosage: compare the medication to the "authorization to give medication" form. If different, contact the on-site supervisor.

- d. Right Time: refer to the “authorization to give medication” and verify the stated time, should also be documented when last given.
- e. Right Route: when medication is administered/applied, insure it is applied to the correct area or given in the manner stated (i.e., eye drops to eye; ear drops to ear, etc.).

Disposing of Medication:

- a. When the duration for administering the medication has ended, as noted on the “authorization to give medication” form, the empty bottle (after being washed out) should be placed in the child’s bucket.
- b. In the case that the medication is not emptied, it should stay in the first aid room and a note sent to the parents.
- c. The note will notify the parents that the unused medication will be discarded if it is not picked up by a designated date.
- d. All medication must be taken to a reputable medication recycling facility.

Recording Information:

- a. All incidents must be recorded on the correct forms as needed, i.e., “authorization to give medication”, “incident report”.
- b. All information must be specific as to the degree of temperature, cause of injury, location, and type: i.e., ¾ inch cut on right index finger, finger was cut on a toy, etc.
- c. Any injury causing a mark warrants an incident report. The report will be complete with all the information surrounding the injury. One copy of the report will go in the child’s bucket and the original the child’s file.

GUIDELINES: When a Child May Return to BCPS

These guidelines are recommended by the American Academy of Pediatrics and the American Public Health Association. These guidelines will be observed unless your child has a doctor’s release that specifically re-admits them to the school prior to the guidelines listed.

Fever Free: Must be fever free for 24 hours except for an ear infection. In case of an ear infection, the child may return after treatment of antibiotics has started.

Vomit Free: Must not have vomited for 24 hours.

Uncontrolled Diarrhea: Defined as an increased number of stools compared to the child’s normal pattern, with increased watery stool and/or decreased formed consistency that cannot be contained by the diaper or toilet use. The child cannot return until he/she has had normal stools for 24 hours. If a child is on a medication that causes diarrhea, we need a doctor’s note for the file (which we can keep for further reference) and if the child is teething, we can allow the child to continue coming to the school at that time (if it is determined this is the cause of the diarrhea).

Conjunctivitis (Pink Eye): Twenty-four (24) hours after documented treatment for conjunctivitis has begun.

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| <u>Mouth Sores:</u> | Must have a doctor’s note stating that the child is non-infectious. |
| <u>Rash:</u> | With any rash accompanied by a fever or behavior change, the child cannot return until they have a doctor’s note stating that the illness is not a communicable disease. |
| <u>Infestations (e.g., head lice, scabies):</u> | Cannot return until 24 hours after appropriate treatment has begun and must be checked by the first aid/meds staff member before re-entering. |
| <u>Tuberculosis:</u> | Must have a doctor’s note stating that the child is non-infectious. |
| <u>Impetigo:</u> | Cannot return until 48 hours after treatment has begun. |
| <u>Strep Throat:</u> | Twenty-four (24 hours) after documented treatment has been initiated. |
| <u>Varicella (Chicken Pox):</u> | Cannot return until seven (7 days) after onset of rash or until all lesions have dried and crusted. |
| <u>Shingles:</u> | Child needs to be excluded only if the sores cannot be covered by clothing or a dressing until the sores have crusted. |
| <u>Whooping Cough:</u> | Cannot return until five (5 days) of appropriate treatment has been started. |
| <u>Mumps:</u> | Cannot return until nine (9 days) after onset of swelling of glands near the ear. |
| <u>Hepatitis A:</u> | Cannot return until one (1) week after the onset of illness or until after immune serum globulin has been given to the appropriate children and team members in the program as directed by the responsible health department staff. |
| <u>Measles:</u> | Cannot return until six (6 days) after the rash appears. |
| <u>Rubella:</u> | Cannot return until six (6 days) after the rash appears. |
| <u>Ringworm:</u> | Cannot return until 24 hours after starting treatment or with a doctor’s note saying the child is non-infectious. |

MANDATORY REPORTING OF CHILD ABUSE

State law requires that every employee of a licensed day care or preschool facility, who in the course of employment believes a child has suffered sexual abuse, physical abuse, or denial of critical care, shall immediately notify the Department of Child Services. Our policy concerning this consists of the following:

- a. A staff member shall report the suspected or alleged child abuse or neglect to child protective services or to a local law enforcement agency as prescribed by the state law. This is to be done by any means available within 24 hours of the required report. Written documentation shall also be sent to the Department of Child Protective Services and any local law enforcement agencies previously notified within three (3) days of the initial report and maintain written documentation of a child abuse or neglect report on facility premises for 12 months from the date of the report.

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- b. A staff member shall report the suspected or alleged child abuse by a staff member to the department head and to a local law enforcement agency as prescribed by state law. A staff member shall also send written documentation to the department head and to any law enforcement agency previously notified within three (3) days of the initial report and maintain written documentation of a child abuse report on the facility premises for 12 months from the date of the report.

The oral and written reports shall contain the following information, or as much thereof as the person making the report is able to furnish:

- a. The names and home address of the child, phone number, date, and year.
- b. The child's explanation as to what happened.
- c. The nature and extent of the child's injuries, what the marks look like and color of bruises (take photos if possible).
- d. The date CPS (DCF) was called, name of reporter and case worker/specialist.
- e. Any other information or comments which the person making the report believes might be helpful in establishing the cause of the injury.
- f. Were the police called?

Legal sanctions for failure to report are as follows:

- a. Any mandatory reporter who knowingly and willfully fails to report a suspected case of child abuse is guilty of a simple misdemeanor.
- b. Any mandatory reporter who knowingly fails to report is civilly liable for the damage caused by such failure.


Any mandatory reporter who in good faith makes a report of child abuse or participates in the investigation of child abuse has immunity from any liability, civil or criminal. Records and/or information pertaining to the abuse may be released to the child abuse investigator without releases required in other situations.

To report child abuse anytime, day or night, call:

Florida

Florida

Toll-Free: (800) 96-ABUSE (800-962-2873)

<https://www.myflfamilies.com/service-programs/abuse-hotline/> 

Online Reporting <http://www.myflfamilies.com/service-programs/abuse-hotline> 

nadid: 10450

Grievance Policy:

It is understood that problems/concerns cannot be solved unless the issue is brought to the attention of the teacher and if necessary, the director.

If at any time a parent has an issue, the following steps should be taken:

- a. The parent(s) will make the classroom teacher aware of the situation. Plan with the teacher a solution to the problem.

- b. If the situation is not resolved, the parent(s) will make the administration aware of the problem. Administration will work together with the parent(s) and teacher to find a solution.
- c. If the situation is still not resolved, the parent may speak with the administrator of Bethany Christian School at our main campus.

Confidentiality/Release of Information:

Bethany Christian Preschool will respect the confidential nature of child and personnel records. Bethany Christian staff is not permitted to discuss with parents' issues relating to other children or parents. Information pertaining to the admission, progress, health, or discharge of an individual child shall be confidential unless the parent(s) of said child have granted written permission for disclosure, except in the case of child abuse, which is required by law to be reported.

Parental Support:

It is expected that parents/guardians of children will support the policies of BCPS. If there is a continual unwillingness to support the school in such a way that the child's class, or school's success and ability to educate the child involved is hindered, that parent will be required to withdraw their child(ren) from BCS.