



BETHEL

PRE-SCHOOL & KINDERGARTEN

*3 - 5 years
2018-19*

A Ministry of Bethel Baptist Church

1647 Briarfield Road
Hampton, Virginia 23669
(757) 826-7711
www.beshampton.org

ADMISSIONS POLICY

Parents may enroll their potty-trained children for Pre-School and Extended Care in the BCS school office Monday through Friday. Enrollment is not finalized until the following requirements have been satisfied:

- Interview with the school principal – by appointment
- Admission packet completed
- Registration fee paid

PHILOSOPHY

The aim of Bethel's well-balanced program is to meet childrens' physical, intellectual, emotional, social, and spiritual needs. It is our belief that the family is an institution ordained by God. In order to complement your home, it is our desire to provide a loving and nurturing atmosphere as an extension of your family unit.

HOURS OF OPERATION

- Pre-School & Kindergarten hours are 8:00 a.m.-12:00 noon
- Extended Care opens at 6:30 a.m. and closes at 6:00 p.m.
- Five-day programs are provided for all ages.
- Children age three should enter the building through the school office entrance. Four and five-year-old children should be dropped off under the canopy (facing Briarfield Road) between 7:45 a.m. - 8:08 a.m. Prior to 7:45 a.m., they should be dropped off through the EC entrance. After 8:10 a.m., children ages four and five should enter through the school office.

Bethel Christian School is a ministry of Bethel Baptist Church and upholds the church's Articles of Faith. Below are highlights of those articles. To read the articles in their entirety, please go to www.bethelbaptistministries.org.

ARTICLES OF FAITH

1. We believe the Bible is the verbally inspired, inerrant, infallible Word of God and is to be accepted as the final authority on all matters on which it speaks, whether directly or indirectly, implicitly or explicitly.
2. We believe in one God, eternally existent in three Persons – God the Father, God the Son, and God the Holy Spirit.
3. We believe God created man in His own image and for His own pleasure, but man, a free moral agent, chose to disobey God, thereby bringing sin upon the whole race.
4. We believe in the deity of Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death on the cross, His bodily resurrection from the dead, and His ascension to the right hand of the Father.
5. We believe eternal life belongs to those who repent of sin and put their faith in Jesus Christ, and there is no other means whereby man can be saved.
6. We believe the local church, made up of born-again, baptized believers, is God's means of carrying out the Great Commission (making disciples, baptizing them, and teaching them).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
8. We believe in the Second Coming of Christ for His church and His subsequent coming with His church in power and great glory.
9. We believe in the resurrection of the saved unto life everlasting and the resurrection of the lost unto everlasting damnation.
10. We believe the term marriage has only one meaning and that is marriage is sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to only occur between a man and woman who are married to each other. We believe that any form of sexual immorality is sinful and offensive to God.

SCHOOL VERSE

*I have no greater joy than to hear that my children walk in truth.
III John 4*

HISTORY

Bethel's Pre-School, Kindergarten and Extended Care, were founded in 1972. The school has maintained a reputation of excellence by not only providing these programs, but also excellent elementary and secondary programs, with 95% of its graduates continuing onto a four-year university. **We are committed to excellence in a loving environment.**

INSPECTIONS

The Bethel Pre-School and Kindergarten meet all state regulations for religious exemption institutions. Building, fire, sanitation, health and safety guidelines are inspected on a regular basis. Fire, tornado, and lock down drills are conducted on a regular basis.

DAYS CLOSED

The Pre-school, Kindergarten, and Extended Care will be closed on New Year's Day, Memorial Day, Independence Day, Labor Day, two days at Thanksgiving, and two weeks at Christmas, which includes Christmas Eve and Christmas Day.

NON-DISCRIMINATORY POLICY

Bethel's Pre-school, Kindergarten, and Extended Care, ministries of Bethel Baptist Church, admit students of any race, color, or national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. They do not discriminate on the basis of race, color, or national or ethnic origin in administration of their educational policies, admission policies, and other school-administered programs.

FINANCIAL POLICIES

A fee schedule and financial policy is published annually. In addition to the following, please read the contract carefully before submitting. We are a non-profit pre-school and do not offer scholarships or rates based on family income. It is, however, our desire to provide a reasonable tuition.

- Registration fees are non-refundable and are required annually. All forms are to be completed prior to the enrollment date and renewed annually.
- Tuition and Extended Care may be paid by two methods: (1) 10-month installment plan with the first payment due on August 1 and the final payment due on May 1; (2) 11-month installment plan with the first payment due on July 1 and the final payment due on May 1 (for returning students only).
- Tuition and Extended Care payments are due on the 1st of each month. A late payment fee of \$30.00 will be incurred after the 10th of the month.
- If a child is not picked up by 6:00 p.m., a late fee of \$1.00 per minute per child is incurred. There is a \$20.00 minimum charge. All returned checks will incur a charge of \$35.00 for each

occurrence. You may pay by check, cash, credit card, or money order made payable to Bethel Christian School.

Withdrawals must go through the school office. A two-week notice is required prior to withdrawal. Until the office is notified, a student is considered enrolled and will be charged accordingly. If one or more days are attended during any given month, the full tuition rate for that month is charged to the account.

SUMMER CAMP

Activities in the summer months are geared for fun, excitement, imagination, and relaxation. The activities are planned around weekly themes.

CHILD/STAFF RATIO

We maintain a child/staff ratio that is in accordance with Virginia's guidelines for religious exempted institutions.

STAFF QUALIFICATIONS

All staff members are required to provide an annual statement by a practicing physician, stating they are free of any disability that would prevent them from caring for children. Staff personnel are trained in CPR and First Aid. Criminal background checks are performed on each staff member.

SICK POLICY

A child that has a fever, diarrhea, unexplained rash, runny nose of "green or yellow" (this usually means an infection), infectious diseases, any viral symptoms, or is vomiting will not be allowed in the Pre-school or Extended Care until the child has recovered. A child with a fever that consists of 100 degrees or more will need to be fever free for twenty-four hours before returning to school. If your

child is sick during the night, he should not attend school the following day. Please do not give medication to simply control the symptoms. In most cases, the child will run a fever after the medication wears off and is still contagious to the other children and teachers. If your child becomes sick while at school, you will be called and asked to pick up your child. Children may return after they have been symptom free for 24 hours.

MEDICATION

All medications are required to be in the original container with a pharmacy label containing child's name, type of medication, how to administer medication, and the dose and time to be given. An Authorization to Administer Medication Form is required to be filled

out for prescription and over-the-counter medications, including cough drops, Tylenol, etc. The parent should give the medicine to the school office when arriving at school. The medication form must be completed and signed by a parent for medications administered for ten days or less. Medications administered beyond ten days must have a completed medication form signed by both the parent and the physician. Patient medicine that is contra-indicated, past its expiration date, or not prescribed for the child will not be given.

OUTSIDE PLAY

Except in intense heat or inclement weather, children will have an outdoor time each day. If your child has been absent due to illness, he will still be expected to go outside for fresh air and sunshine but will be encouraged not to run or overdo it. Make sure your child has appropriate wear for outside activities.

FOOD

A light breakfast is served for children arriving between 7:30 - 7:45 a.m. A hot lunch is provided to all students in Pre-School & Kindergarten that stay after 12 noon. Morning and afternoon snacks

are also provided. State regulations do not allow food to be brought from home, unless a medical request is provided.

PERSONAL ARTICLES

Children are not to bring toys, games, etc., unless they are listed on their activity calendar or the teacher has given special permission. BCS cannot be responsible for any article brought from home that is lost or damaged.

BIRTHDAY PARTIES

Parents are welcome to provide cupcakes, donuts, or cookies for their child's birthday. These items will be served during the children's snack time. Parties that include invitations, visits from clowns, etc., should not be held at school. Invitations to private after-school parties can be given out only if all students in the class receive an invitation.

PARENT COMMUNICATION

Teacher/Parent Conferences will be held as needed. The parent, as well as the teacher, may request them. Any minor problems that may arise should be directed to the teacher before bringing them to the attention of the administrator. If you believe there is still a problem after talking with the teacher, please contact the school office.

Teachers will strive to keep parents well informed of a child's development. Please check your child's book bag each day for announcements, and remove papers from your child's bag daily to ensure you have seen all papers.

ARRIVAL/DEPARTURE

Each child should be brought/picked up at his/her designated area. A child must never be left in any location without supervision. Parents encouraged to drop off children with a hug, kiss, and a promise to

pick them up as soon as you are able. Please keep conversations with the teachers short.

INFORMATION CHANGE

Any changes that occur on your child's application or health forms must be turned into the school office as soon as possible.

VISITATION

Feel free to pick up your child anytime after the academic day (12:00 p.m.) without prior arrangements. We ask that you not visit your child and then leave without taking them with you. Having to make another break from the parent is upsetting for a young child, the teacher, and other children in the room. This is especially disruptive since we have a structured, academic program. Of course, there may be exceptions, but please consult with the teacher prior to your visit if you will be leaving without your child.

FIELD TRIPS

Field trips are scheduled throughout the year for fun, group training, and education.

DRESS STANDARDS

Girls – Three-Four, and Five-Years-Old: All clothing must be modest in appearance, neat, appropriate for the occasion, and not reflect a worldly culture.

- Clothing with insignias, pictures, or slogans promoting unwholesome themes may not be worn.
- Girls may wear slacks, jeans, or wind pants. If a dress or skirt is worn, the hemline should be no more than two inches above the middle of the knee, and tights, leggings, or shorts should be worn under the skirt or dress for modesty. Also, sundresses or spaghetti straps should not be worn.

- Tennis shoes are acceptable for girls.
- Young ladies may also wear sandals that does has a back strap.
- Lipstick, colored lip gloss, and eye shadow are not permitted for girls.
- Necklines should be no lower than 2" below the lowest part of the collarbone. Blouses must be buttoned except the top button.
- All blouses should have a full sleeve. Crop tops are not allowed.
- Shirttail blouses designed as such should be tucked into the skirt.
- Shorts are never to be worn during school or any extra-curricular activity.

A change of clothes should be kept in the child's book bag at all times.

The above list is not exhaustive. We reserve the right to deal with dress code infractions as deemed necessary by the administration.

Boys – Three, Four, and Five Years Old: All clothing must be modest in appearance, neat, appropriate for the occasion, and not reflect a worldly culture.

- Neat blue jeans and wind pants may be worn. Baggy, low hanging jeans, the frayed look, sand blasted (soiled), and vintage wash (spotted bleach) jeans are not permitted. Jewelry of any kind (earrings, bracelets, necklaces, etc.) should not be worn to school.

- Hair is to be neatly trimmed, off the ears, and out of the eyes. Traditional haircuts are required. Fad hairstyles are not permitted.

Shorts, sweat pants, sleeveless shirts, and clothing with insignias, slogans, or pictures promoting unwholesome themes may not be worn. Cargo pants are permitted.

- Coats or other garments designed for outdoor wear may not be worn in the classroom during school hours. Sweatshirts with hoods or sweatshirts with zippers should not be worn in the classroom.
- Belts must be worn on all looped pants.
- Necklaces and/or earrings are not permitted. Exceptions are made for medical alert tags.
- Shirttails are to be tucked in at all times, and shirts must be buttoned to the second button. Athletic shoes are permitted for K5.

A change of clothes should be kept in the child's book bag at all times.

The above list is not exhaustive. We reserve the right to deal with dress code infractions as deemed necessary by the administration.

DISCIPLINE POLICY

We believe consistent, loving discipline is essential in contributing to a good program. The basic responsibility for discipline resides in the home; therefore, parents will be informed when unusual circumstances arise. It is almost impossible to be of any real help to your child unless you are in active support of what we are attempting to do. Proverbs 3:12 and 19:18 will be of some help in this area. Sometimes a child will persistently have a behavioral problem such as, hitting, biting, or some other form of disobedience. We usually handle these situations by talking with the child, separating him from

the rest of the group, or taking away a privilege and making him apologize for his actions. For problems that continue, the parent is asked to come to school for a conference to discuss the child's behavior.

PHYSICAL EXAMINATIONS

The State of Virginia requires all children to have up-to-date immunizations. Please complete the appropriate form in your enrollment packet.

PROGRESS REPORTS

Report cards are issued each semester for three-and four-year old students. Five-year-old children will receive a report card each quarter. Parents of all Kindergarten and Pre-School children may consult teachers and staff regarding the progress and behavior of their children at any time.

EXTENDED CARE (EC)

The facilities of the Bethel Baptist Church are modern, clean, and kept in a state of good repair. The physical plant was built in 1972, with additions added in 1984 and 1997. It is built of brick, block, and wood construction, with central air conditioning and heating.

Food service is provided in a modern, commercial kitchen, which is routinely inspected by the local health department as prescribed by state law. Because we provide a nutritious lunch and a nutritious snack, food cannot be brought from home as required by state law.

INCLEMENT WEATHER

In the event of inclement weather, you will be notified through School Cast and the school's web site as to school closings.

MEMOS

Memos and notes are important means of communicating between the parent and the school. Please make sure your child has a folder in their book bag for memos, notes, or money.

PARTIES

Scheduled class parties are:

Thanksgiving
Christmas
Valentine
End of School

Parents will be given an opportunity to help with class parties. Your child's teacher will contact you concerning class party arrangements.

SUPPLIES

The school office provides a list of supplies required by the student. It is important for each student to have all supplies by the first day of school. The list can also be viewed on our web site.

POTTY-TRAINED STUDENTS

Each student is accepted on a six-week basis. Any potty accidents occurring during the six-week time frame will be considered an adjustment period. After six weeks, a maximum of three accidents will be allowed during any thirty-day period. Should any accidents occur after the three allowed, the student will be placed on a two-week withdrawal period for further potty training by the parents.

After the two-week period, the student may re-enter the school without any additional fees. A new thirty-day period will be in effect at that time. Parents will be called to the school when a student has a bowel movement to change and clean the child. The student is encouraged to change him/herself for wetting accidents. Pull Ups cannot be worn to school or extended care.

EMERGENCY PREPAREDNESS

Q: What is emergency preparedness?

A: Bethel Christian School has a plan in place to guide staff in responding to an emergency.

Q: What safety precautions are in place?

A: The safety of our students is of utmost importance. In light of recent threats to our national security, the school is taking the following precautions:

- Only a parent(s) or authorized person is permitted to pick up a child from school.
- The staff is instructed to lock all classrooms in case of an unwelcome intruder or event that might harm the children.
- All doors in the facility are secured with the exception of the School/EC entrance. You must be buzzed into the school office area.

Q: How can I stay informed?

A: There are a number of ways a parent can stay informed. We will update the web site, www.beshampton.org, at the time of any emergency to inform you as to the status of Bethel Christian School. You will also receive a phone call from the school alerting you for informational purposes.

Q: What is a lockdown?

A: If the school cannot be safely evacuated, we may choose to protect students and faculty by a school lockdown. In a lockdown, all students are kept in classrooms or other designated locations on campus. All entrances are secured to assure that no unauthorized person leaves or enters the building. Parents will be permitted to enter the buildings when it is deemed safe.

Q: In the event of a terrorist attack or other emergency situation, will Bethel Christian School be locked down?

A: The specifics of the situation, the safety of students and staff, the level of threat, and the advice of local and federal agencies will guide our decision.

Q: What is shelter-in-place?

A: Shelter-in-place is a short-term measure (measured in minutes or hours, not days) that uses a facility indoor atmosphere to temporarily separate people from a hazardous outdoor environment. If an accident or attack created contaminated air in the nearby area, everyone would be brought indoors. The staff would close all windows and doors and shut down the heating, ventilation, and air conditioning systems. This would create a neutral pressure in the building, meaning that contaminated air would not enter the building.

Q: How long will I be separated from my child?

A: A shelter-in-place situation is a short-term event. If the air outside the school is safe for parents to breathe and safe for the children to breathe, they will be released to the parents.

Q: What if a child is exposed to a biological or chemical contaminant?

A: In the event of an exposure--and the child is showing obvious symptoms of such--staff members on duty would conduct basic decontamination. School staff members would separate the child from other children and wash him/her thoroughly with soap and water. If possible, they would have the child get a shower and have alternative clothing available. We would then take the exposed clothing and place it in a sealed plastic bag.