

Bethel Christian School

Parent Handbook

Welcome to Bethel Christian School
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Lewes, Delaware 19958
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Kathryn Pepper, Director/Teacher
Keri Faircloth, Spiritual Director
Board Members*

Parent

Trustee Representative

Keri Faircloth

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Bethel Christian School, an outreach of Bethel United Methodist Church

Our Objectives

*To lay a foundation for learning in an environment where children feel safe and loved, where they are challenged, encouraged to learn, discover and grow emotionally, socially, physically, spiritually and educationally.

*To develop wholesome attitudes of cooperation, self-control and courtesy with other children

*To guide children to play happily together

*To help children learn to respond to discipline outside the home

*To develop patterns of behavior that will strengthen character

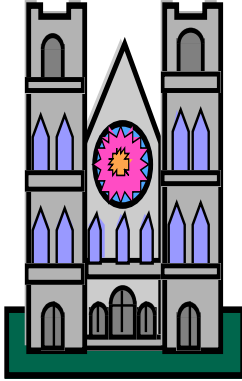
*To create companionship and friendship with other children

*To develop feelings of respect for other people, property and group activities

*To stimulate an interest in learning and a desire to help others

The purpose of this booklet is to serve as a guide to parents and children participating in the program at the Bethel Christian School. Included are descriptions of the program, information regarding policies and answers to many of your questions. Please feel free to contact me with any questions.

Thank you! Kathryn Pepper



Educational Summary

Four- year old program

In a child centered environment where children are challenged to discover and learn, the following programs will be used:

Alpha phonics: a weekly study of letters that includes, teaching the sounds of letters, matching letters to objects, listening to Alphabet stories and taped activities, making crafts and baking will all reinforce learning the letters and their sounds.

Math concepts from *Math their Way* such as: graphing, shape sorting and ordering, developing a concept of numbers and patterning. Weekly Math Boxes will reinforce number concept through games and activities.

Literature classics, books, fairy tales, poems, chants and humorous books will be used to develop a love for reading. Activities to reinforce story ideas will ensure comprehension and participation. These activities may include making finger puppets, story retell using props, or child fueled dictation to rewrite the story or retell events.

Music/Movement A combination of songs, playing and making instruments and creative movement will help build listening skills, develop rhythmic and coordinated movement as well as allow for free expression.

Art Activities with seasonal themes, story or letter related activities will be taught using various techniques to help build imagination and creative expression.

Social and Dramatic play Theme centers, stations and child-fueled imaginative play will develop creative thinking, strengthen self-image, social development, sharing, cooperation and problem solving skills.

Science Units will encourage responsibility towards living things, following directions, thinking logically, exploring, experimenting and problem solving.

Spiritual lessons will be integrated into the curriculum to help children understand God's love, how He will help them and their roles as Christians.

***Four year old class meeting four days each week will include the following additional activities:

*Values Curriculum: which includes topics of Kindness, Bravery, Hope, Love, Honesty, Friendship and Family

*Social Science: Light and Energy, Forces, Shadows, Homes, Festivals, Celebrations and more.

*Language and Literature: Developing love of language through literature, phonemic awareness, rhyming and poetry.

* Board Games: Teach math and reading readiness, cooperation and taking turns.

* Letter Formation children will be taught to form letters using purple green sequence.

*Phoneme Mats: will be used to teach children how to identify beginning and ending sounds and learn to isolate each sound in a word and blend the word together.

Three- year old program

In a stimulating child centered environment children will develop self-confidence and age appropriate skills.

Social and Language development will be enhanced by interaction with friends and teacher, through circle time activities and discussion of calendar and news of the day, listening and telling stories, singing songs, hearing poems, rhymes and Bible stories, engaging in dramatic play centers and playing games.

Math skills will be developed by: sorting, graphing, finger plays and songs. Rote counting and one to one correspondence of numbers 0-10 will be developed through calendar activities, board games and songs.

Art and fine motor skills will be developed through theme and story related activities using a variety of mediums such as: painting, play dough, building materials, pasting and cutting, coloring, sand and water play and puzzles.

Gross motor games and activities will include hopping, running, throwing and catching, balancing and creative movement.

Topics of study include: Farm Animals, Bugs, Animals, Weather, Community Helpers, Family, Friends, Holiday themes and more.

Music appreciation and enjoyment will be expressed through songs, dance, movement and playing a variety of music

Two -year old Program

In a stimulating child-centered environment children will develop self-confidence and age appropriate skills.

Group activities include: Creative movement, active games, gross-motor activities, songs, stories, finger plays, rhymes, chants, Bible stories and Theme topics

Stimulating play centers are used to help develop social skills, language and imagination. Dramatic play centers such as dress-up, workshop, puppet stage,

grocery store...Creative activities that include painting, play dough, tearing and pasting, sand and water play and building stations.

Program Goals and Planning

Bethel Christian School will provide written goals for the development and education for each child's physical, social, emotional, language and literacy and cognitive development and be appropriate to the ages and developmental levels of the children at Bethel. All developmental activities will be designed to help all children reach developmental goals in a group setting as well as individually. Each child shall have the choice to participate in at least four activities each day with the allotted time constituting one third of the time the child is in attendance each day. Activities will be varied, developmentally appropriate and may relate to themes, be culturally meaningful and educationally valuable and promote the development of language, literacy, reasoning and problem solving skills, understanding of numbers and other mathematical and scientific concepts, large and small muscle skills, social skills, understanding and self-regulation of emotions, self-esteem and positive self image, as appropriate to the ages and developmental levels of children in our school. Adaptations for children with disabilities shall be made for children to enable them to meet their individual goals. Activities will reflect children's cultures, community with both familiar and new materials, pictures and experiences. All adaptations and accommodations made to activities through teaching strategies and materials and equipment support the positive development of all children including those with disabilities.

Bethel Christian School's schedule will allow active and quiet activities, group and individual activities, activities and center specific to language and literacy development, dramatic play, construction and building play, creative arts and manipulative and mathematical problem solving areas. Children will have activities available once each week that deal with cooking or food exploration; science and nature investigation; music and rhythm; and multi sensory play tables using materials such as water, sand, rice or beans. Each child shall have an opportunity for moderate to vigorous physical activity. All computer programs will be educational.

All teachers will provide frequent face to face interactions with children by having conversations during play, meals and class time, children will be read to, sing rhymes, and songs to help develop their speech, language and other literary skills. Children will develop mathematical and scientific concepts through play, projects and investigations of the classroom environment. Development and social competence will be enhanced by playing with other children and with the use of toys and materials that allow for both individual and group play. Children will have materials that stimulate sight and sound along with other experiences for children to investigate and talk about. Children will have opportunities to walk, run, climb, stack, balance, scribble, draw, write and refine fine and large motor skills. Teachers will support children's learning by responding to children's words and actions with interest and encouragement, name objects and experiences in the children's

environment and support children's development of independence and mastery of skills.

All classrooms will have language and literacy supplies and equipment, flannel boards, upper and lower case letters, pictures for discussion, materials for recognition, identification and or classification, poetry, puppets, Science and math supplies and equipment, plants and gardening equipment, aquarium with fish or appropriate animals, water table with supplies, cooking supplies, weather chart, counting equipment, balance scale;

Manipulative supplies and equipment such as puzzles, pegs and pegboards, lacing boards, building toys, stencils, dominoes, pounding bench and more.

Large muscle equipment: wheel toys, climbers, slides, balance beam, parachutes, balls, beanbags and outdoor play equipment.

Building activities; unit blocks, transportation toys, farm animals and/or play people and work- bench tools. Art supplies and equipment: crayons, paint, large brushes and newsprint, finger paint and paper, construction paper in assorted colors, glue, scissors, collage materials, markers, clay and play dough;

Music supplies and equipment: tape and CD player, rhythm sticks, drums, etc.

Dramatic play areas toy dishes, ironing board, telephones, occupational props and/or uniforms, dress up clothes, housekeeping area, cradle or doll bed, carriage and dolls, play grocery store, post office or hospital. All equipment should be safe and sturdy with no rough edges, sharp corners, pinch or crush points, splinters, exposed bolts, small lose pieces and are free from recall.

All plastic bags and dangerous materials will be stored out of each child's reach.

All classrooms will be age specific and have an Early Childhood teacher present at all time. All rooms are equipped with furniture appropriate to the child's size and needs.

Field Trips

Trips highlight units and are a way to broaden their experiences. Most trips are walking field trips for the four- year old children, and the Enrichment class. At times, parents may be needed to help with transportation.

When we car pool, the individual car owner's insurance will apply. We will provide a First Aid kit as well as a small Fire Extinguisher.

Field trip notices and permission slips are sent home with students and should be returned along with any money due prior to the date of the field trip.

Arrival

Your child's teacher will be available to greet your child a few minutes before class begins. Please do not bring your child to the classroom more than four or five minutes before class time. Never leave a child unattended. Be sure the teacher or teacher assistant knows you have left your child or another child.

Students should be picked up promptly at the end of class. It is distressing for children when parents come late.

It is essential you notify the school in advance (in writing or by phone) of any change in the person bringing or picking up your child. Without prior notification a

student will NOT be allowed to leave the school. In order to protect children we will not release the child to a person who is not authorized to receive the child or a person who shows clear signs of drug or alcohol use. We may require a driver's license to verify the identity of the authorized pick up person before we will release the child.

Questions and Complaints

We understand how important your child is and know that questions and possibly complaints or concerns may arise. If you have a question please speak with your child's teacher or the administrator. If you have a concern or complaint, please speak to the child's teacher first, unless you do not feel comfortable doing so. If that is the case, please speak with the administrator. If your child's teacher does not handle your concern or complaint in a satisfactory manor, please feel free to contact the administrator. We want you to feel comfortable speaking with our staff members. Please know that your questions, concerns, and complaints are very important to us and will be addressed to the best of our ability.

Tuition

Our yearly tuition is divided evenly by nine months, to help make tuition payments more convenient for you. However, keep in mind the number of school days may vary each month.

Tuition is due the 1st-10th of each month, regardless of holidays, inclement weather, illness or vacations. If extended time out of class is necessary, tuition must be paid to reserve your child's place in class. After the 10th of each month please bring tuition payments, along with the \$15.00 late fee.

Checks should be made to Bethel Preschool of Lewes, Inc. or Bethel Christian School and given to your child's teacher along with the appropriate coupon. If a check is returned, you must pay the applicable bank fees as well as any late fees. **Cash payments MUST be delivered to George Pepper and you will be given a receipt.**

For your convenience, a tuition payment book is provided. The completed coupon insures proper credit to your account. Please be sure to include the appropriate coupon with your payment.

If you fall a month behind on your preschool tuition and your child attends Enrichment, your child will be withdrawn from Enrichment until you are up to date with your payments.

Custody and Court Cases

We are very concerned with each child's emotional and academic development and want to ensure the best possible educational environment, however, we will not become involved in any custody or court case. We will provide information and conference with the custodial parent only. We will write letters on behalf of the child if subpoenaed by the court to do so.

Reporting Child Abuse and Neglect

It is important that we as a school protect and safeguard all children in our care. We are required by law to report any suspected abuse and/or neglect of any child, take action to protect the child from harm, and take long term corrective action to eliminate the factors and circumstances that may have caused or may have resulted in a continuing risk of abuse and neglect to children. If abuse or neglect occurred at school the employee will be fired.

Physical Environment

Bethel Christian School shall ensure that the educational building and classrooms are well maintained, clean and in safe condition free from hazards to the health and safety of children. Each classroom will have a bathroom for the children to use as needed. The bathroom will have a child size toilet, a sink, soap and individual paper towels for each child's use. Each bathroom facility will be sanitized and disinfected with a solution of bleach and water.

Bethel Christian School shall ensure that our outside play area is large enough to accommodate one-fourth of the school's licensed capacity, and is adjacent to the school, is accessible by a safe route, and is covered with 6 inches of protective mulch.

Bethel Christian School will maintain safe, sturdy fencing and gates around the outside play area. The outdoor play area will maintain equipment for vigorous play and large muscle activity with attention to the needs of the diversity of children served and their ability to participate.

During inclement weather the children will enjoy some of the following; parachute games, tag, obstacle course, relay runs, movement activities and riding toys and bikes will be available for the children.

Bethel Christian School shall ensure that all surfaces where children write, play and interact are safe and smooth and all painted surfaces are free of lead paint.

Safety

Early Childhood professionals will acquire training and education allowing them to demonstrate knowledge in the following areas: standards for personal and professional behavior that leads to quality care and education of young children and participate in practices that support ongoing personal and professional growth and development for self and others and always act in a Christian manner and models professional behavior.

Teachers will use universal precautions to ensure the health and safety of all children in their care. Teachers will supervise and interact with children, help them develop and adopt good health practices, select materials and equipment to ensure safety, establish safety rules and precautions for children, teach children about safety and implement self help activities that encourage independence. Teachers will document accidents and incidents as necessary, perform first aid and CPR when necessary, perform a daily health check, including observing signs of abuse and neglect, observe, recognize and respond to signs of acute and chronic illness and carry out emergency procedures, including disaster plans. Teachers will practice infection control, including appropriate hand washing and diapering procedures. If there is an emergency teachers will take emergency action to protect the child from further harm and notify the child's parents and/or guardians.

Health Care

Bethel Christian School will have arrangements with a health care provider who will provide consultation on both routine and emergency health care for children. In the case of a health emergency or illness parents and/or guardians will be called, if they cannot be reached their emergency contact person will be called and the next steps in emergency care will be administered as necessary.

Each child must have an emergency plan as well as a current health appraisal that includes: health history; a physical examination; growth and development; recommendations regarding restrictions or modifications of the child's activities, diet and/or care; medical information pertinent to treatment in case of emergency; documentation of any recommended or required screening or testing such as for blood lead or tuberculosis; and documentation of the immunization status, with a listing of day, month and year of administration for each immunization required by the Division of Public Health. Bethel Christian School will not permit a child to be admitted to the school who is not age appropriately vaccinated according to the most recent directive from the Division of Public Health unless a written plan has been established by the child's doctor. The child's health appraisal and immunization schedule must be on file in the child's folder within 14 days of enrollment.

Administration of Medication:

Administration of medication policies including reasonable accommodations for children with disabilities

We have staff members who are certified by the Office of Child Care Licensing (OCCL) to administer medication on site at all times. OCCL considers anything other than soap and water to be medication. Before administering any medication, you must complete a Medication Administration Record (MAR) and include all of the required information listed on the form. Medication must be in its original container and labeled with your child's name. When your child no longer needs the medication or the medication has expired, we will return the medication to you. In order to comply with the Americans with Disabilities Act, we will make reasonable accommodations for children with medical needs. If your child needs accommodations, please speak with our administrator to discuss your request.

Health Exclusion

Bethel Christian School shall not permit any child who has symptoms of illness specified below to be admitted to class without written documentation from a health care provider, or verbal with written follow up, that stated the child has been diagnosed and poses no serious health risk to the child or to other children. The symptoms of illness for possible exclusion shall include, but not be limited to any of the following:

- A. Temperature: children older than four months, equivalent to 101 degrees or greater; accompanied by behavior changes or other signs or symptoms if illnesses, until medical evaluation indicated inclusion in the school;
- B. Symptoms and signs of possible severe illnesses such as lethargy, uncontrolled coughing, inexplicable irritability, persistent crying, difficult breathing, wheezing, or other unusual signs until medical evaluation allows inclusion;
- C. Uncontrolled diarrhea, increased number of stools, increased stool water, and/or decreased from that is not contained by clothing, until the diarrhea stops;
- D. Blood in stools not explainable by dietary change, medication, or hard stools;
- E. Vomiting illness two or more episodes of vomiting in the previous twenty-four hours until vomiting resolves or until a health care provider determines the cause of the vomiting is not contagious and the child is not in danger of dehydration;
- F. Persistent abdominal pain, continuing more than 2 hours or intermittent pain associated with fever or other signs or symptoms;
- G. Mouth sores with drooling, unless a health care provider determines the condition is noninfectious;
- H. Rash with fever or behavior change, until a health care provider determines that these symptoms do not indicate a communicable disease;
- I. Purulent conjunctivitis, defined as pink or red conjunctiva with white or yellow eye discharge, until after twenty- four hours after antibiotic treatment has been initiated;
- J. Scabies, until twenty- four hours after treatment has been initiated;
- K. Head Lice until twenty- four hours after treatment has been initiated;
- L. Tuberculosis, until a health care provider states that the child is on appropriate therapy and can attend school;
- M. Impetigo, until twenty- four hours after treatment has been initiated;
- N. Strep throat or other streptococcal infection, until twenty-four hours after initial antibiotic treatment and cessation of fever;
- O. Chicken pox, until all sores have dried and crusted, usually six days'
- P. Shingles, only if sores cannot be covered by clothing or a dressing; or until sores are crusted and dried;
- Q Pertussis, until five days of antibiotic treatment;
- R. Mumps, until nine days after the onset of parotid gland swelling;
- S. Hepatitis A virus, until one week after the onset of illness, jaundice or as directed by the health department when passive immunoprophylaxis has been administered to appropriate children and teachers;
- T. Measles, until five days after the onset of rash;
- U. Rubella, until six days after onset of rash;

V. Herpetic gingivostomatitis (cold sores), if the child is too young to have control of oral secretions; or

W. Unspecified illness if it limits the child's comfortable participation in activities or if it results in a need for greater care than can be provided without compromising the health and safety of other children.

Bethel Christian School shall ensure that children may return to school when the symptoms are no longer present and a health care provider indicates that the child poses no serious health risk to the other children or to the child with a written note

Bethel Christian School will not permit a child with a reportable communicable disease, as specified by the Division of Public Health to be admitted to or remain at school unless:

A. Written documentation from the child's health care provider states the child has been evaluated and presents no risk to the child or to others;

B. The school has reported the illness to the Division of Public Health and has been advised the child presents no health risk to others; or

C. If there is conflict in the opinions of the health care provider and the Division of Public health regarding the exclusion of a child, the licensee shall follow the instructions of the instructions of the Division of Public Health.

*If any child has a reported communicable disease, teachers must report it to the Division of Public Health

(<http://www.dhss.delaware.gov/dhss/dph/dpc/rptdisease.html>.)

Bethel Christian School will ensure that when a child has been diagnosed as having a reportable vaccine-preventable communicable disease, all children who have not been immunized against the disease are excluded from the school according to the Division of Public health procedures.

If a child has been admitted to school and manifests any of the illnesses or symptoms specified above, the school will remove the child from the group of well children to a separate area in the upstairs nursery.

A. The child can be picked up by the parent(s)/guardian(s) or suitably cared for elsewhere; or

B. A health care provider indicated verbally, or in writing that the illness/symptoms pose(s) no serious health risks to the child or to other children.

A sick child will be cared for in a separate room/area and will be supervised and the child' individual needs for rest, comfort, food, drink and activity are met.

Child Accident and Injury

Bethel Christian School shall ensure that when an accident or injury occurs to a child during the hours of school, the teachers take emergency action to protect the child from further harm and notify the child's parents and/or guardians.

A. Bethel Christian School will maintain an injury report for each incident in the child's file or a central log for the school and report to the Office of Child Care Licensing an accident or injury which results in death or inpatient or outpatient treatment as required by rules #119B and 120. The injury report or log shall include name of child, date, description of injury, how it occurred and first aid or medical care required.

B. Whenever an injury report or a central log entry is necessary, the licensee shall notify the child's parent(s)/guardian(s) to report each incident. The school shall maintain a record of when the parent(s)/guardian(s) was notified or of attempts to notify the parent(s)/guardian(s).

Adult Health

Bethel Christian School shall ensure that teachers do not have a communicable or other reportable disease, which is readily contagious to others and work with children.

Teachers shall not be involved in food preparation or serving food, if indicated by the symptoms or illness. The Division of Public Health shall be notified of the reportable communicable disease and consulted to determine the most appropriate action, including exclusion.

Food and Nutrition

Bethel Christian School shall issue a snack calendar for each classroom with listed nutritious snack guidelines for parents to follow. Parents will provide snack for the child's classroom on a rotating basis. Each snack must include one item from two of the listed food groups; Dairy, Protein, Fruits and vegetables and a Grain and will be provided each day. One snack for preschool children Example: Snack is at 10:00am Monday through Friday. Lunch for those who are in enrichment will be at 12:30 p.m. Monday through Friday. Your child will be encouraged to eat, but not forced to eat. If you do not want your child to eat certain foods due to food allergies, religious reasons, or your family's food preferences please list those on the child's information card. If these foods modify your child's basic meal patterns written documentation is required from your child's doctor.

At this time due to COVID-19, all meals and snacks are parent provided.

All teachers must wash their hands before and after food preparation and keep all food preparation areas sanitary. Parents send in a prepared snack for children two to four years old and Kindergarten children pack their lunch. All cold food items such as dairy, etc. will be labeled and stored in the refrigerator until snack or lunch- time.

*Bethel will ensure that foods will be provided by parents meet the following requirements;

Lunch for Enrichment children should include on item from each of the milk, protein and grain food groups and two items from the fruit and vegetable food groups.

Snack shall include at least one item from two of the food groups

- A. Milk: fluid pasteurized cow's milk and all juice will be 100% unsweetened juice
- B. Proteins: meat, fish, poultry, eggs, yogurt, cheese, peanut butter, dried beans, peas and nuts;
- C. Fruits and vegetables: include a variety of fresh vegetables and fruits; and
- D. Grains: Whole grain and enriched products such as breads, cereals, pastas, crackers and rice.

Snack at Bethel will provide an opportunity for children to be introduced to a variety of food textures, finger foods and a cup. Powered milk will not be served and children will not be forced to eat foods they do not like, but encouraged to try new foods.

If the snack from home fails to meet the nutritional guidelines the school will provide supplemental food to fulfill the daily nutritional requirement needed.

Bethel Christian School will make every effort to accommodate the needs of each child. Any child that requires any modification of basic snacks due to medical needs such as, food allergies or food intolerance, the parent(s) or guardian(s) must provide the school with a written documentation from the child's health care provider permitting the modification.

If parents request any modification for the snack due to a family's food preferences or religious beliefs, the parent(s)/guardian(s) provide the school with written documentation specifying which foods are unacceptable and the food substitutions allowed within the same food group. If accommodations cannot be met, the parents may be asked to provide snack for their child.

•••When we celebrate holidays with special parties, parents are asked to contribute party goodies.



Birthdays will be celebrated at school. You may want to send a special snack for your child's birthday. Please talk to your teacher in advance.

Bethel Christian School will provide a supply of food and water for emergency situations that require extended stay at school. Non-perishable foods, bottled water and any equipment necessary to serve or prepare foods without the use of electricity shall be included in the supply.

Positive Behavior and Management

Bethel Christian School rules will be posted in each classroom as a daily reminder for both teachers and students.

School Rules:

Follow Directions Quickly

Raise your hand to speak

Keep your hands and feet to yourself

Make good choices

Be Kind!

Teachers will model appropriate behavior and situations for students and allow time for children to practice and learn routines and schedules. Teachers will use positive reinforcement as praise and classroom incentives, such as a marble jar, a class thermometer or a star behavior chart.

Teachers will be well planned and organized to eliminate off task time and prevent opportunities for negative behavior. Teachers will welcome each child and develop a relationship with them, talk with them and help them feel like a valued member of the class.

Expectations are set according to the age level of the students in the class and in keeping with the school's Christian philosophy of maintaining the safety and well being of all our students while realizing the uniqueness of each child's needs in our care. Teachers foster self-discipline through role modeling of appropriate behavior, redirection and positive reinforcement. Each teacher orients her students to the classroom rules at the beginning of school, practices good choices and gives verbal reminders to individual students as necessary. In certain situations a child may be excluded from group activities for a short time, in order to regain his or her control. Time away from the group will be no longer than two minutes for two-year old children, three minutes for three-year old children and four minutes for four-year old children. Time away will be used for behavior that cannot be redirected and interferes with the learning environment and prevents others from learning. No physical punishment will ever be administered. Children will be treated with great care to protect their physical, emotional and spiritual well-being. All behavior will be discussed with the children and appropriate solutions will be discussed with the child.

Expectations for behavior are also clearly stated and discussed at Open House and also parent – teacher conferences.

When recurring problems arise, on going communication between home and school is essential. Parents and teachers will work on an individual behavior plan for the child with attainable positive steps for behavioral improvement.

All efforts will be made to develop a successful behavior modification program to prevent expulsion and suspension for a child's challenging behaviors. All best practices of behavior modifications will be tried in order to prevent expulsion.

The behavioral plan will be modified as progress or digression of behavior occurs. Teachers will receive training in identifying and handling behavior problems, learn de-escalation techniques, positive behavior management, modeling and rewarding good behavior, proper and age appropriate planning of materials for all student's to be successful and not frustrated. Trainings should include topics such as developmentally appropriate behavior, cultural responsiveness, family engagement, Adverse Childhood Experiences, Trauma Informed Care, and evidence-based practices.

Teachers can collect data that identifies behavior outbursts to help identify negative behavioral triggers, and gather information to help the child transition, cope with the changes in the activity and expectations to allow them to better handle their reaction to these changes.

Time to talk with the child individually may offer insight into the feelings they experience that elicits the negative behavioral response. Talking with the child to help them attach words to their feelings to help them understand their emotions and the response these emotions elicit. Stories about real life situations and behavior struggles will allow a child a safe outlet to express reactions to these behaviors. Curriculum that models positive behavior and conflict resolution techniques will provide a framework to help children learn appropriate behavior in a non threatening, non judgmental manner.

Parent and teacher discussions will help identify at home and at school triggers that elicit negative behavior and positive solutions that have been effective.

Teachers can collect baseline data to determine program goals and ensure fairness, equity and continuous quality improvement. Data should be monitored at least annually to assess progress and modify practices as necessary. Some examples of useful data include:

- *Number of behavior incidents reported by race, gender and age
- *Number of suspensions/expulsions reported by race, gender and age
- *Number of behavior referrals reported by teacher

Partnership with parents, outside agencies and teachers will meet to develop an appropriate and effective behavior plan for each child as deemed necessary.

When a child with an Individualized Family Service Plan (IFSP) or an Individualized Education Program (IEP) exhibits persistent challenging behaviors, special considerations are enacted due to procedural safeguards and due process rights ensured under the Individuals with Disabilities Act (IDEA), Parts C and B. Documentation may be required by the IFSP or IEP teams detailing attempts to address the behaviors and alternate placement plans developed to ensure continuation of special education and related services.

Enrollment

Bethel shall ensure that the daily population is according to the capacity restrictions on our license.

All parents, current and prospective, have the right to inspect the active record and complaint files of Bethel Christian School according to The Parents Right to Know Act. Parents must sign the attached form that verifies their understanding of their rights.

A. A copy of the signed Parents Right to Know document shall be given to the parent(s)/guardian(s).

B. When parent(s)/guardian(s) enroll the child, the signed document shall be kept on file as proof of presenting the information.

Bethel Christian School shall ensure that a child will not attend school without the following information from the parent(s)/guardian(s):

A. Child's first and last name;

B. Child's birth date;

C. Child's home phone number and cell phone numbers;

D. Child's home address;

E. Parent(s)/Guardian(s)' names;

F. Parent(s)/Guardian(s)' place of employment and hours;

G. Parent(s)/Guardian(s) other than parent(s)/guardian(s) to be notified in a situation when parent(s)/guardian(s) cannot be contacted;

I. Name(s) of other person(s) other than parents/guardians to whom the child may be released;

J. Permission for child's emergency medical care;

K. Child's medications, if applicable

I. Child's medical or food allergies;

M. Name phone number of child's health care provider and

N. Current physical form and shot record

Bethel shall ensure that through discussion with the parents, enrollment in our school will effectively meet the child's developmental and educational needs and

what accommodations or plan will be required to do so; and parents will be provided with an opportunity to visit the school before enrolling their child.

Non- Discriminatory Statement

Applications for admissions or employment, students, parents of students, employees and organizations holding agreements with Bethel Christian School are hereby notified that this school does not discriminate on the basis of race, color, religion, creed, national origin, sex, gender identity or expression, national origin, age, veteran's status, disability or handicap or any other category protected by state and/or federal laws; in admission or access to, or treatment of employment in its programs and activities .

Transitions

Bethel Christian School will ensure that staff and parents use an effective transition plan for any child who joins our school after the beginning of school in September. All forms, medical and emergency documents must be on file before a child is allowed to join a class. Teachers will make every effort to make each child welcome into their group for a successful school experience.

Parents/Guardians Communication

Each classroom will provide a weekly or bi weekly newsletter to summarize the events and activities. Daily conversations with parents will clarify any questions. Teachers may write notes specific to a child's needs. Each child will have an evaluation completed two times a year. Parents will meet with teachers once each year in a formal conference. Each child will receive a progress report two times each year. Parents are welcome to call a teacher or request a special meeting to share concerns or questions.

All teachers will be non discriminate and show respect each child's family and culture and understand that the parents is primary in the development of their child.

An Open House will be scheduled for parents before the school year begins to go over school rules, curriculum, teacher expectations, methods of instruction, materials, schedule, guidelines for snack, safety and sanitation

If necessary, parents will be made aware of the professional resources available in the community to meet the needs of their child, such as occupational therapy, speech and language or public programs for children with developmental delays. Parents will be given names for outside services and contact them directly with information about their child.

Parents' diversities will be embraced and parents are welcome to share information about their beliefs and culture and language.

Parents may call or meet with the child's teachers or the director with any concerns they may have regarding their child. All information about children will be confidential. Records and pictures may not be shared without the permission of the child's parents.

Parents are welcome to visit and monitor our program without prior approval. Parents may review all current licensing regulations that are available in our lobbies and a link emailed to parents and is available on our website:

www.Bethelchristianschooloflewes.com

Smoking

Smoking is prohibited on Bethel United Methodist Church property.

Release of Children

Bethel Christian School's policy and procedure for the release of children will ensure documentation of the release of the child from the responsibility of Bethel's teachers to an authorized person; a phone call from the parent may be used in the case of an emergency when the parent can verify personal information about the child; parental notes are required for release of child to another unknown person and a drivers license will be needed before release of the child, We will not allow a child to be picked up by a noncustodial parent without a written note from the custodial parent.

It is essential you notify the school in advance (in writing or by phone) of any change in the person bringing or picking up your child. Without prior notification a student will NOT be allowed to leave the school. To protect children we will not release the child to a person who is not authorized to receive the child or a person who shows clear signs of drug or alcohol use. We may require a driver's license to verify the identity of the authorized pick up person before we will release the child.

Dress

Dress your child for play in washable, comfortable clothes. If possible, avoid jumpsuits or body suits, as children become frustrated when they need to use the bathroom. Please label coats, hats and change of clothing. Please update the clothing left in the backpacks for accidents as the seasons change.

Cubbies

Each child will be assigned a cubby, labeled with their name, to use each class period to store their personal belongings.

Toys and Items from Home

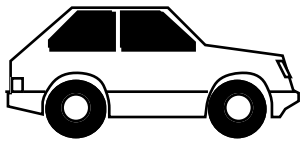
Please do not allow your child to bring money, expensive toys, or items such as toy weapons, guns, swords etc. to school

This is a necessary school policy, which eliminates children's tears of distress caused by possessiveness, breakage or loss.

Show and Tell

For special sharing, encourage your child to tell about an exciting happening, bring a favorite book, share a homemade object, or show something from nature. Please put your child's name on any show and tell articles. Show and tell day is written on your child's folder.

No guns, swords or other weapons will be allowed for show and tell.



Car Safety

Do not stop on Third Street and run your child in or park in the Handicapped spaces. Stop at the Stop sign.

Do not leave children unattended in your car.

Please park in the parking lot and hold your child's hand as you cross at the corner or park n Market Street and walk your child in our awning door.

School Closings

Please tune into WBOC for inclement weather school delays or closings. We follow the decision of the Cape Henlopen School District and their school calendar.

You should also receive an email from the Director and for two- year old children in addition to the email you will receive a text from your child's teacher.

Delays and closings will be posted on WBOC. We will also send a message through Remind.

Emergency Procedures

For any type of emergency affecting the school, the emergency phone tree notification system will be activated and parents will be notified. If parents cannot be notified, we will notify the next number available on the emergency card.

In the case of a fire, we exit the building following our evacuation procedure, take attendance, call the fire department and activate the phone tree. We will move children to a safe environment and await pick up.

In the case of a bomb threat to a surrounding building we will go to lock down mode, take attendance and activate the phone tree for parent pick up if possible.

In the case of an emergency to our building we will evacuate the building to a safe environment, take attendance, contact emergency teams and activate the phone tree.

In the case of a natural disaster we will move the children to a safe environment, take attendance, provide any necessary treatment and activate the phone tree and alert parents of our status and location.

Teacher Professional expectations:

Each teacher will be expected to create a nurturing inclusive classroom, prepare materials for daily learning and behave in a manner reflective of our Christian values.

Dismissal procedures of a permanent employee (after probationary period) are outlined as follows:

- 1.) Behavior involving moral turpitude is cause for immediate termination. Moral turpitude includes foul language and inappropriate behavior that goes against Christian values.
- 2.) Failure to perform in an acceptable manner as outlined in your work agreement/job description must be documented through the evaluation process. At least two conferences between the employee and the Program Director will be made to correct the behavior of performance in question.

If the agreed upon performance objectives are not met or corrected, the employee will be placed on probation with intent to dismiss after a period of 60 days. At the end of the period, a final evaluation between the principals will be held. If there is documentation that unacceptable behavior or performance has continued, a dismissal letter will be written and considered final. All notifications of probation or dismissal will be written.

Resignation is the option of the employee. However, the board request that you resign in writing stating time of resignation and that as a courtesy, you give advance notice of two or four weeks.

Teachers will agree to the following expectations:

Teachers will follow the terms and conditions of employment as stated in the Job Description, will take the necessary clock hours 8 for part time employees 20 hours or less/week or 15 clock hours of instruction for full time employee working more than 20 hour/week and hold current CPR and First Aid certifications, that cell phones may be used during working hours for emergency purposes only, that all interactions with children will be positive and encouraging, to record my work hours on my time card each day and understand hours missed will be deducted from allowable personal days.

Teachers will follow the procedures and rules of both the State of Delaware Childcare Licensing and The Safe Sanctuary Policy adopted by Bethel United Methodist Church of Lewes.

