

# Bethany ECEC Parent Handbook



Bethany Early Childhood Education  
Center

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# Bethany Early Childhood Education Center

Dear Parents:

Welcome to Bethany ECEC. This handbook contains information regarding the programs offered at Bethany ECEC. It is very important you read and keep this handbook. It will answer many of the questions you may have. Please feel free to stop by the school office to discuss any concerns you may have. The door is always open and we welcome the opportunity to speak with you.

## **Philosophy and Mission**

Bethany ECEC believes in the importance of teaching the whole child in God's world, rather than just the intellectual and creative part of the child. The spiritual, emotional, social, physical, intellectual, and creative parts of the child are all equally important.

Our mission is to "Share the Love and Life of Jesus Christ with all."

Bethany Early Childhood Education Center will provide an environment in which activities allow children to:

- Grow spiritually: develop a sense of trust, realize their need for God's love, know Jesus as their personal Savior, respond to God's love, feel secure in God's love and see themselves as God's creation.
- Grow emotionally: develop a positive self-concept, be free to risk failure and be comfortable with mistakes, develop a sense of security and trust, show independence and responsibility, and direct emotions into appropriate and acceptable outlets.
- Grow socially: learn to play, work, and communicate with peers and adults, adjust to group situations, accept others even though they may be different, develop a sense of community, and accept change in environment and routine.
- Grow physically: develop gross and fine motor coordination, develop eye-hand and eye-hand and eye-foot coordination, and become aware of their own body.
- Grow intellectually: continue to develop language use and understanding, develop pre-reading skills such as: visual discrimination, auditory discrimination, understanding symbols of love and interest in books, develop an increasing attention span, complete tasks begun, and initiate their own activities.
- Grow creatively: view themselves as unique, created, and valued by God, express ideas in their own unique way, be free to create artistically using a variety of media, and develop their God-given talents and abilities.

## **License and inspections**

Bethany ECEC is inspected annually by the Public Health Department, Fire department, and The Department of Education for code compliance. Official compliance paperwork is filed with the Department of Education on an annual basis. Bethany chooses to file as a religious exempt school within the Commonwealth of Virginia, in compliance with the code of Virginia, Section 63.2-

1716, this center is religiously exempt from licensures and is classified as a "religiously exempt child day care center."

### **Staff Qualifications**

We seek to employ teachers who have a professional certificate or endorsement in Early Childhood Education but does not have to poses these certificates. The individual must be a Christian and feel at ease in sharing their faith. The most important quality in all staff at Bethany is a love of children and a desire to encourage their learning and growth. All staff members have been certified annually by a practicing physical or nurse practitioner to be free of any disability that would prevent them for caring for children. Staff members are also required to complete criminal, fingerprinting and other required screens by the Department of Education. In addition, all staff are certified in CPR and First Aid, Child Abuse and Neglect: Recognizing, Reporting, and Responding for Educators, and teachers are trained to do Daily Health Screenings and Medication administration.

**Inclement weather policy:** In the event of inclement weather, the school may close, dismiss early, or delay 1-2 - hours late. Bethany Early Childhood Education Center follows guidelines of the Virginia Department of Transportation. If road conditions are hazardous and recommended by VDOT to not travel due to snow, icy conditions, and flooding conditions, Bethany will be CLOSED.

Notifications of closings:

- Facebook service
- Brightwheel app
- Channel 3 WHSV (online only)

If we are having school on a day that you feel weather conditions are unsafe, always use your best judgement for the safety of your children.

### **Brightwheel app**

To help streamline communication, an instant messaging service has been set up through brightwheel. This is how we communicate throughout the year. We ask that any questions, comments, or concerns are done via brightwheel. Unless an emergency and parents need to be notified asap with phone call throughout telephone number, we ask that those boundaries remain in place and utilize the functionality of brightwheel!

### **Emergency Action Plan:**

In the event of an emergency, the following procedures will be followed:

Evacuation of building-----Children will be escorted out of the building and gathered On-Site. In the event we have to go Off-Site, children will be escorted to Bridge Church and parents will be notified once the immediate threat has passed.

Shelter in Place---- Children will remain indoors with exterior doors locked. In the event all children need to be moved to a safe area, they will be moved to the multipurpose room. Parents will be notified once the immediate threat has passed.

Medical Emergency---- Individual and scene checked, notification of admin or call 911. All staff are CPR/First Aid trained and teachers carry First Aid kits, emergency call cards, and any necessary medication with them at all times. Non-life-threatening events the staff will observe and monitor child and an accident report will be filled and sent home to parent.

- In the event of an emergency, parent reunification will follow the same procedures as end-of-day pickup. Children will only be released to contacts listed on the child's approved pick-up list with proper identification.

### **Staff/Child Ratios and Maximum Group Size and enrollment capacity**

All classrooms are staffed with a teacher and teacher's aide as needed to meet the following child-to-staff ratios.

2-year-old- class: 1:8

3- and 4-year-old-classes: 1:10

Summer Camps- ages 5-11 and 11 months of age- Classes- 1:12

Bethany ECEC has an enrollment capacity of 86 Children in the ranges from 2year and 0 months through 10 years and 11 months.

### **Food and beverage**

Parents will provide morning and afternoon snack for children. Parents are responsible to pack their child's lunch each day!

#### **Snack**

1. A morning snack must be packed each day. If you would like to provide a special snack for the entire class, please check with your child's teacher in advance for suitability, quantity and any allergies. If your child stays for the extended care program, an afternoon snack will need to be provided as well. Please mark snacks as AM or PM.

#### **Lunch**

1. Lunches should include a drink for your child and consist of a healthy variety of foods. Lunches will not be stored in a refrigerator or heated. Each lunchbox should have an icepack with it daily to keep the lunch cool. Please label your child's name clearly on the outside of your child's lunchbox.

## **Tuition/Fees and Payment Policies**

Monthly payments are due on the 10th of each month and can be made by:

- Check or money order (made directly to the school)
- Cash
- Direct payment plan (with Brightwheel)

Cash and check payments can be placed in the payment box inside the school entrance.

**Late Fees:** All monthly tuition payments must be paid on the 10th day of each month. A \$20.00 late fee will be applied to your tuition 10 days after the due date.

**Past due payments:** In the event that an account becomes past due (10 days past due date) and payment is not received in the office within 5 days of a written notice to the parent/guardian, the Center may, as directed by the ECEC ministry team, turn the account over for collection, possible court action, court fees, and permanently and immediately terminate the student's enrollment.

In the event that a family fails to pay their account the school reserves the right to discontinue the family's enrollment until paid in full.

In addition, all accounts must be paid in full prior to the beginning of each new school year and/or summer program for enrollment to continue.

### **Return Check or Insufficient Funds Policy:**

All returned checks are processed by the bank one deemed insufficient. Upon receipt of a returned check or notice of insufficient funds the office will notify the individual whose name is on the account. The individual will be charged a \$20 fee.

**Late Pick-up fee:** Late pickups will be charged \$10.00 for every 15 minutes over your child's pick-up time. Habitual late pick-ups may result in termination of the student's enrollment.

- In the event there is a delay in pick up please notify the office as quickly as possible.

**Withdrawals:** If a child is to be withdrawn from a class, we ask that you give a month notice. During this time, you will be responsible for your child's tuition. If you have paid in full for the year **YOU WILL NOT BE REIMBURSED FOR PAYMENT.** The school reserves the option of withholding school records and transcripts until all balances are paid in full.

## **Discipline Policy**

Bethany ECEC believes in creating a loving environment for all our students. A child's school success, now and in the future, depends on self-esteem and ability to know, internalize and follow certain rules of behavior. Staff will help children learn appropriate social skills, and increase their ability to move beyond egocentricity and to make good, independent choices.

If a child engages in improper activity, we will explain to them their actions are unacceptable to those around them. Aggressive physical behavior toward staff and children is unacceptable. To protect all children and encourage more acceptable behavior, staff members will intervene immediately when a child becomes physically aggressive. Staff will show children positive alternatives to their behavior.

In cases where children are displaying challenging behavior, we will work alongside the child and their family to improve the behavior. This will be determined by the classroom teacher along with the Director. In instances where behavior is a threat or disruption to the child or other children, a conference will be necessary and documented. If further instances occur, this child may be removed from the school for 1- 2 days. If the child returns and there is no improvement in behavior, the child's enrollment may be terminated.

Examples of behavior concerns may include but are not limited to:

Hitting, biting, kicking, harming themselves or others, deliberate destruction of property, running from staff or any other action considered a disturbance to the classroom or other students.

**A hand out of disciplinary actions is handed during meet the teachers and must be signed.**

**Bethany ECEC reserves the right to terminate the enrollment of any child who endangers themselves or others. In the event of termination, monthly paid tuition fees will not be refundable.**

### **Toilet Training Policy**

When a child is enrolled in our 3- or 4-year-old class, they are expected to be potty trained. If the child is found not to be fully potty trained after the first two weeks of school, a conference with parents will be requested. As a team the parents, teacher, and director will work on a action plan in order to resolve this issue. If the issue is not resolved within the month and no signs of progress Bethany ECEC has the right to withheld the child from attending until the child is potty trained. By law our staff is not allowed to help our four-year-olds to wipe and or go potty, please keep this mindful.

### **Health Policy**

To help prevent the spread of illness in our school, **please do not send your child to school if they have any of the following:**

Fever: Any child with a temperature of 100.5 or more should remain home. A child **MUST** be fever free **WITHOUT THE USE OF FEVER REDUCING MEDICATION** for 24 hours before returning to school.

Diarrhea/Vomiting: A child should remain home until 24 hours has passed after their last episode.

Cough, Cold, Runny nose, Rashes, Strep, Conjunctivitis, Chicken pox, head lice, Covid-19

If any of the above symptoms are noted during school, parents will be contacted to pick up their child as soon as possible. If these symptoms are observed at home, please contact the director immediately to notify.

### **Attendance Policy**

Attendance has a direct link with achievement. Frequent absences hurt academic performance. Unless children are ill, they should attend school on time every day.

If your child is unable to attend school for any reason, please notify the school office/ and or teacher on brighwheel within 24 hours.

Late arrivals and early dismissals can also affect your child's performance. In addition, this is a distraction to the teacher and other children. Please plan to have your child at school and picked up on time. Please contact the director if for any reason you will be late dropping off or picking up.

### **Public Liability Insurance**

The center is covered by public liability insurance which provides coverage in the event that someone brings suit for personal or bodily harm suffered during the operation of the center as a result of negligence