



Parent & Student
Handbook
2024-2025

A MINISTRY OF
BETHEL FREE WILL BAPTIST CHURCH
1936 Banks School Road
Kinston, North Carolina 28504
(252) 522-4636 FAX (252) 523-7290
www.bcatrojans.com
bcanc@yahoo.com

Table of Contents

| | |
|-----------------------------------------|----|
| A Word from our Principal | 4 |
| Constitution | 6 |
| Vision Statement | 6 |
| Mission Statement | 6 |
| Core Values | 6 |
| Core Objectives | 6 |
| Statement of Faith | 8 |
| Philosophy | 8 |
| Philosophy of Accountability | 9 |
| Standards of Conducts | 9 |
| Our Accreditation & Affiliation | 11 |
| Admissions/Enrollment | 12 |
| Re-Enrollment | 12 |
| Withdrawal | 12 |
| Age Requirements | 12 |
| Bullying Policy | 12 |
| Child Abuse | 13 |
| Custody Issues | 14 |
| Curricula | 14 |
| Discipline | 14 |
| Drop off/ Pick up Visit Procedure | 15 |
| Family Portal | 15 |
| First Day of School | 15 |
| Hair & Dress Code | 16 |
| Health | 16 |
| Illness/ Medications | 16 |
| Immunizations | 17 |

| | |
|---------------------------------------------------|----|
| Injury | 17 |
| Lunches & Snacks Time | 17 |
| Naps | 18 |
| Non-discrimination Policy | 18 |
| Parent-School Relationship | 18 |
| Parent-Teacher Meeting/Orientation | 19 |
| Conferences (Parent-Teacher) | 19 |
| Parties | 20 |
| Personal Articles | 20 |
| Pets | 20 |
| Programs | 20 |
| Promotions to Older Class | 20 |
| Facts & Parent Alert | 21 |
| School Closings | 21 |
| Safety and Security Drills | 21 |
| Campus Surveillance Policy/Security Cameras | 21 |
| Sex Offender Registry | 22 |
| School Office | 23 |
| School Times/Hours of Operation | 23 |
| Staff | 23 |
| Solicitation | 24 |
| Toilet Training | 24 |
| Weapons | 24 |
| Withdrawals or Terminations | 24 |

A Word from Our Principal

Dear Parents and Students,

Welcome to Bethel Christian Academy's Parent and Student Handbook! It is both an honor and a privilege to partner with you in "training up your child in the way he should go" (Proverbs 22:6). Thank you for entrusting us with the vital role of guiding your child's spiritual and academic growth.

We are already enjoying an exciting and rewarding school year! With both new and returning teachers and students, this year promises to be one of the most memorable since our founding in 1970. I am eager to see how God will continue to bless and work through our school community. We are truly grateful to have you as part of the Bethel family, and we hope this handbook helps you feel informed, welcomed, and engaged as we journey together.

At Bethel Christian Academy, our purpose is to provide an educational program that exalts and glorifies the Lord Jesus Christ by making Him the center of everything we do.

Our philosophy, known as "Kingdom Education," focuses on the vital partnership between the home, church, and school in preparing the next generation for a life of faith and service. From this philosophy, we derive institutional guidelines and expectations that provide structure, accountability, and direction. I encourage you to take time to review this handbook and support these guidelines as we work together to honor God and accomplish the mission He has set before us.

Let us Carry on for Christ!

Douglas K. Phillips

Principal, Bethel Christian Academy

dphillips@bethelfwb.com

"Trust in the Lord with all your heart and lean not on your own understanding; in all your ways submit to Him, and He will make your paths straight." (Proverbs 3:5-6)

Mission of Bethel Christian Academy

To assist families by equipping students to embrace a Biblical worldview, strive for academic excellence, and influence their homes, churches, and communities through Christ-like character.



“a strong, hard-working, determined person.”

— Webster

Colors:

Royal Blue and White

(with Black accents)

CONSTITUTION

Bethel Christian Academy supports parents who teach their children morals such as truthfulness, purity, honesty, patriotism, faithfulness, and a high regard for standards. Every subject is taught in the light of Bible truth. God's Word is the final authority. The school is a ministry of Bethel Free Will Baptist Church. It exists because of the church and operates in harmony with the other church ministries.

VISION STATEMENT

To advance a Christian school of excellence through Kingdom education so that the generations to come will know the truth of God's Word and not forget His works, nor be taken captive by the vain philosophies of their day.

MISSION STATEMENT

In pursuit of excellence in education, the mission of Bethel Christian Academy is:

*to assist families by equipping students to embrace a Biblical worldview,
strive for academic excellence, and influence their homes, churches,
and communities through Christ-like character.*

CORE VALUES

In order to successfully fulfill this mission, Bethel Christian Academy will give priority to seven core values. Each core value must have operating principles that will allow BCA to put these core values into everyday practice in every aspect of its educational program.

| | |
|-----------------|---------------------------|
| Christ-likeness | Bible-centeredness |
| Church Priority | Christian Family Emphasis |
| Service | Academic Excellence |
| Stewardship | |

CORE OBJECTIVES

Spiritually- "Let the Word of God dwell in you richly."

To graduate students who

- Have accepted Christ as personal Savior
- Are spiritually mature
- Live according to Scriptures
- Seek God's will in their lives
- Know what they believe and why
- Can defend a biblical view of the world
- Spend time in prayer and Bible study
- Are involved in a local Bible-believing church ministry

- Are willing to present Christ to the world in which they live
- Seek to glorify God in every aspect of their lives
- Possess a servant's heart
- Exhibit respect for authority

Academically - *"Let this mind be in you which was also in Christ Jesus."*

To graduate students who

- Are academically prepared to enter higher education
- Understand that "all truth is God's truth"
- Possess the skills and the work ethic to compete in the job market
- Have the skills to present the Gospel clearly
- Contribute positively to society
- Participate wisely in the political process
- Have a strong sense of patriotism
- Use higher-level thinking skills
- Love life-long learning
- Are prepared to be leaders

Socially- *"No man liveth unto himself."*

To graduate students who

- Maintain healthy, biblical relationships
- Portray a balanced life
- Are controlled by the Spirit
- Have a sense of community responsibility

Physically- *"Present your bodies a living sacrifice...unto God."*

To graduate students who

- Acknowledge that their bodies are the temple of the Holy Ghost
- Understand proper hygiene and nutrition
- Stay physically active in their service for God

STATEMENT OF FAITH

1. We believe the Bible to be the plenary, verbally inspired Word of God, the only infallible, authoritative rule of faith and practice.
2. We believe that there is one God, eternally existent in three persons, Father, Son, and Holy Spirit.
3. We believe in the Deity of our Lord Jesus Christ, in His virgin birth and sinless life, in His mercies, in His vicarious death through His shed blood, in His ascension to the right hand of the Father, and His personal premillennial return in power and glory.
4. We believe that for the salvation of lost, sinful men, regeneration by the Holy Spirit is absolutely essential.
5. We believe salvation is by grace through faith alone.
6. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
7. We believe in the resurrection of both the saved and the lost, the lost unto the resurrection of damnation, and the saved unto the resurrection of life eternal.
8. We believe in the Genesis account of the creation of man as opposed to the theory of evolution of man.
9. We believe in the spiritual unity of believers in our Lord Jesus Christ.

PHILOSOPHY

Bethel Christian Academy operates with a traditional Christian philosophy of education. BCA holds to the tenet that God's Word is truth, and "all truth is God's truth."

Deuteronomy 6:6-9 states: "And these words, which I command thee this day, shall be in thine heart: And thou shalt teach them diligently unto thy children, and shalt talk of them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou risest up. And thou shalt bind them for a sign upon thine hand, and they shall be as frontlets between thine eyes. And thou shalt write them upon the posts of thy house, and on thy gates." Therefore, BCA recognizes that, under God, parents have the primary responsibility for the education of their children. The teacher, however, is the authority in the classroom.

Because everyone is born with a sinful nature, rules and standards are necessary. The teacher is responsible for providing a structured atmosphere of order in which the students will learn. The teacher has the authority to administer discipline to each child under the administration's guidelines. Teachers are professional in manner, but servant-minded. BCA ascribes to the belief that true learning takes place in this order:

- (1) Control
- (2) Communication
- (3) Comprehension

BCA textbooks are God-centered, teaching spiritual truths, morality, and patriotism. Drill work and memorization are key tools in instruction. Homework is assigned regularly and expected to be completed on time. Reading is taught by phonics.

PHILOSOPHY OF ACCOUNTABILITY

Romans 14:11 and 12 says: "For it is written, as I live, saith the Lord, every knee shall bow to me, and every tongue shall confess to God. So then, every one of us shall give account of himself to God." This we firmly believe.

The pastor will someday give an account to God for his role of leadership in the ministry. He is accountable to the deacon board and the congregation of Bethel Free Will Baptist Church.

The staff members are accountable to God as well as to the pastor of the church and the administration. Each reports directly to the pastor. The principal is accountable to the administrator. The administrator and principal also are accountable to the BCA School Board.

The teachers are accountable to God as well as to the principal of the school. Areas of accountability include the actual classroom teaching, meeting deadlines, following established procedures, and living an exemplary, Christian life.

The Day Care workers are accountable to God as well as to the Day Care director for providing love and special attention to our smaller children.

The parents are accountable to God for the selection of a Christian school for their children, for maintaining open communication with teachers, and for supporting this institution, as stated on the application form.

The students must be accountable to their parents/legal guardians. The student must be living with their parents/legal guardians while a student at BCA. If the student is not accountable to their parents/legal guardians or does not live with them, they are not allowed to continue to be a student at BCA.

STANDARDS OF CONDUCT

Bethel Christian Academy holds that the Bible is the infallible, divine Word of God and that salvation by faith in Christ is the initial step in the Christian life. There is adequate Biblical basis for the idea of spiritual growth into the image of Christ (Romans 8:29), which is the work of the Holy Spirit (II Corinthians 3:18). This growth begins with the initial act of saving faith and continues throughout life. The Holy Spirit makes the Christian conscious of the Biblical demands for a holy life which fulfills both God's moral law and high law of love (Matthew 22:37-39; Romans 13:8-10; Galatians 5:14). The result is a life consecrated unto God and separated from the world.

Therefore, Bethel Christian Academy must provide an environment conducive to the spiritual growth and development of young people who are not yet mature Christians. A standard of conduct based on the following Biblical imperatives is necessary to provide such an environment. All of the activities of the Christian must be subordinated to the glory of God who indwells us (I Corinthians 8:9; 12-13; 10:32). The Christian will endeavor

to avoid practices which cause the loss of sensitivity to the spiritual needs of the world and loss of the Christian's physical, mental, or spiritual well-being (I Corinthians 9:27).

A sense of the need for spiritual growth in the light of these principles has led Bethel Christian Academy to adopt the following standards which are believed to be conducive to the environment that will best promote the spiritual welfare of the student. The Academy, therefore, requires each student – **whether at home, school, or online (cell phone/internet) -**

- to maintain Christian standards in courtesy, kindness, honesty, morality, and dress in public (messages, emblems, logos and brands of clothing attire must support our mission statement).
- to refrain from participating in worldly activities - whether **at home, school, or online (cell phone/internet)** - such as swearing, indecent language or actions, bullying, vandalizing of any property, trashing of any public or private property (e.g. "papering" a house), smoking or vaping, possession or use of alcohol, drugs or tobacco, gambling, viewing pornography, taking inappropriate pictures/videos, premarital or extramarital sex, homosexuality or other sexual perversions. (Marriage is between one naturally born man and naturally born woman.)

Any infraction above will be dealt with by the school using demerits/detentions. This will include a one-day up to ten-day suspension or expulsion depending upon each situation. These infractions are serious. Other less serious infractions (e.g. incomplete homework) will be served a demerit/detention without a suspension.

The selection of the restrictions mentioned in this pledge may appear arbitrary to some; but while not condemning others who see differently, Bethel Christian Academy believes that the restrictions named are outstanding types of conduct which are detrimental to the standards established as its objective.

Students are expected to abide by these standards throughout their enrollment whether at home, school, or online (cell phone/internet). Students found to be out of harmony with the Bethel Christian Academy ideals of work and life and any student who has been arrested by authorities will be subject to consideration for administrative withdrawal.

In this atmosphere of definite and positive Christian standards of conduct, good scholastic planning and genuine personal interest between faculty and student, there is fine opportunity for development of strong Christian character. Bethel Christian Academy is a uniquely religious, educational institution that seeks to provide a quality education in a distinct Christian environment. One of the goals of Bethel Christian Academy is to work with parents and guardians to train Christian young men and women to be salt and light in their communities. Bethel Christian Academy believes that the Bible is the inspired Word of God and sets forth absolute truth by which Christians are to live. Bethel Christian Academy expects and requires that both students and parents will support the school in its distinct mission and in its Biblical beliefs. In relying on the teachings of Scripture, Bethel Christian Academy believes that the Bible prohibits sexual immorality of any type, including but not limited to pornography, homosexuality, or any other sexual activities outside the marriage of one man and one woman. On those occasions in which a particular home or student is acting counter to or in opposition to the Biblical beliefs and lifestyle that the school teaches, the school reserves the right, in its sole discretion, to refuse admission to an applicant or to discontinue enrollment of a current student. This includes, but is not limited to, living in, condoning, or supporting any form of sexual immorality; practicing or promoting a homosexual lifestyle or alternative gender identity (gender is given by God at birth); or otherwise having the inability to support the

moral principles of the school as stated throughout this handbook. (Matthew 19:4-5).

We believe that God created the human race male and female, and that these two distinct, complementary genders together reflect the image and nature of God. We believe that God wonderfully and immutably creates each person as either male or female at the time of conception, and that all conduct with the intent to adopt a gender other than the biological gender of one's birth is immoral and therefore sinful. We further believe that the rejection of one's biological sex is a rejection of the image of God within that person. Because of this belief, we will refer to all students and faculty with the pronouns associated with their biological gender. We will also require that all students and faculty abide by the dress code established for their biological gender. Genesis 1:26–27; Deuteronomy 22:5.

We believe that God has established marriage as a lifelong, exclusive relationship between one man and one woman only, and that all intimate sexual activity outside the marriage relationship, whether heterosexual or homosexual, or otherwise, is immoral and therefore sinful. Genesis 2:18–25; Romans 1:18–31; 1 Timothy 1:8–11. We believe that any form of sexual immorality, including adultery, fornication, homosexual behavior, bisexual conduct, incest, and the use of pornography is sinful and offensive to God. Matthew 15:18–20; 1 Corinthians 6:9–10.

We believe that in order to preserve the function and integrity of BCA as ministry of BFWBC, and to provide a biblical role model to the school's students, families, and community, it is imperative that all persons employed by BCA in any capacity, and those who serve as volunteers, agree to abide by the school's statements and policies on Marriage, Gender, and Sexuality. Matthew 5:16; Philippians 2:14–16; 1 Thessalonians 5:22.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. Acts 3:19–21; Romans 10:9–10; 1 Corinthians 6:9–11.

We believe that every person should be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture or the philosophy of BCA. 1 Corinthians 13:1–8; John 13:34–35*

BCA IS FULLY ACCREDITED BY



NCCSA — North Carolina Christian School Association

NCPA — National Council for Private School Accreditation

NACSAA — North American Christian School Accrediting Agency

MSA — Middle States Association of Colleges and Schools

Cognia Accreditation

ADMISSIONS/ENROLLMENT

Student applications must be submitted through the school's website. Upon receipt of the online application and required documentation, the daycare office will schedule a tour of the daycare/preschool. Complete the online application at www.bcatrojans.com and attach the documents listed below. The school must have the following items on file before a preschool child can attend class:

1. Completed enrollment form
2. Completed medical report
3. Immunization record
4. Copy of the birth certificate
5. Copy of child's social security card

Current Registration, Book, and Tuition fees are listed on the Tuition Rate Sheet. The Registration and Book Fees are Non-Refundable. All payments are made online.

A note concerning tuition payments - We ask that every parent pay the monthly tuition on schedule. It is school policy that if a student's tuition is over a month behind, he or she will not be admitted to class until the tuition has been brought up to date. A late fee of \$20.00 is incurred on the 10th of the month. This policy is necessary so that BCA can meet its obligations and not jeopardize its testimony.

RE-ENROLLMENT

Presently enrolled students must register every year. They will have priority in registration for each succeeding year, but **only** during the Early Re-enrollment Period.

WITHDRAWAL

Any student who withdraws from the daycare/preschool should be given a 2-week notice. A "Withdrawal Form" must be filled out and signed by the parent/guardian. No records of any withdrawing student will be released if the student or parents leave school without paying all accounts in full or without otherwise meeting all obligations imposed by the Academy. The registration fee and book fee are non-refundable. Pre-paid tuition is refunded for month(s) not attended.

AGE REQUIREMENTS

- Pre-K4 students must be 4 on or before August 31.
- Pre-K3 students must be 3 on or before August 31.
- Pre-K2 students must be 2 on or before August 31.
- 18-24-month class must be 18 months on or before August 31.

BULLYING POLICY

Bethel Daycare/Preschool exists to assist parents in the bringing up of their children in a Christian environment, encouraging them to maintain proper relationships with authorities and peers. Parents expect their students to be in an environment that is safe, that is respectful, and that encourages students to see relationships as an extension

of their relationship with Christ. At Bethel we will not tolerate behavior that infringes on the mental or physical safety of any student.

1. Definitions (Key Components):
 - a. Repeated – The “target” has been attacked more than once.
 - b. Imbalance of power – One individual has some type of power advantage over another.
 - c. Purposeful – a clear intent to harm exists.
2. Forms (Each would include the three key components listed above):
 - a. Physical – This action can be pushing, shoving, hitting, kicking, etc. to another person or to his property.
 - b. Verbal – This action involves threatening, taunting, ridiculing, and possibly gesturing.
 - c. Relational – This action may involve other forms, but the intent is to damage an individual’s relationships with others.
3. Reporting:
 - a. Students or parents may report directly to a teacher, director, or principal.
 - b. Students or parents may email a report, with a description of the bullying activity and witnesses, to the director.
 - c. Teachers who observe behavior that meets the criterion for bullying should report information to the director. The director may be aware of a pattern that the teacher would not know.
 - e. A hardcopy file of these reports will be maintained in the director’s office and will follow the student as they proceed from one school division to the next.
 - f. The director will communicate with teachers to make them aware of any student situations that warrant special attention during daily supervision.
 - g. Anonymous reporting that excludes specific details or witnesses will raise administrative awareness but will not be acted upon unless clear evidence is available to corroborate the report.
 - h. Jurisdiction:
 - i. Bethel Daycare/Preschool will not tolerate acts of bullying occurring on school property, at school-sponsored activities (on or off school grounds), or on school transportation.
 - i. Confidentiality:
 - i. As much as possible, all reports will be kept confidential.
 - ii. Limited disclosure may be necessary to complete a thorough investigation.
 - iii. Every effort will be made to protect the identity of the complainant and victim, but absolute confidentiality cannot be guaranteed.
 - j. Consequences (based on the severity of the situation), students who are guilty of bullying will face the following disciplinary actions:
 - i. Parent conference with follow-up counseling
 - ii. Suspensions
 - iii. Expulsion
 - iv. Other actions deemed beneficial by the administration

CHILD ABUSE POLICIES

1. Mandating Reporting

“As professionals in contact with young children and their families, we at the preschool are required by law to help the Department of Children and Families (DCF) become aware of children who may be abused or

neglected. According to the law, public or private school teachers, educational administrators, guidance or family counselors; as well as day care/childcare workers, are mandated reporters.” Thus, it is the policy of the Bethel daycare/preschool program to report any and all suspected cases of child abuse and/or neglect to the Department of Social Services (DSS) immediately by telephone. Our school will offer full cooperation of its staff during the investigation of the reported incident. A staff member should follow these steps if abuse/neglect is suspected:

2. Definitions

- a. *Child Abuse* is the non-accidental commission of any act by a caretaker that causes or creates a substantial risk of harm to a child’s physical and emotional well-being, including sexual abuse.
- b. *Child Neglect* is the failure by a caretaker, either deliberately or through negligence, to take those actions necessary to provide a child with minimally adequate food, safety, clothing, shelter, medical care, supervision, or other essential care.
- c. *Reasonable Cause* means that after examining all the facts in a particular situation, most people with similar training and experience would also suspect abuse and/or neglect.

3. Child Endangerment Policy

If anyone arrives to pick up a child, and alcohol is detected on his or her breath, the child may not be picked up. In this event 911 will be called and the incident reported.

CUSTODY ISSUES

Many families have been affected by marital separation, divorce, and even premature death of one or both parents. In virtually all of these situations, custody issues result that are, first and foremost, legal matters. Regardless of the facts and opinions Bethel personnel may know or express in these cases, Bethel Daycare/Preschool is strictly bound to comply fully with all court orders, when provided, regarding custody issues. Please understand and appreciate the legal position for the school and cooperate in every possible way. All custody documentation must be provided to Bethel Daycare/Preschool.

CURRICULA

Bethel Daycare/Preschool chooses curricula from nationally recognized publishers to accomplish our goals of achieving high academic results and giving strength to the mental and moral development of each student. In a nurturing and playful environment, caring and committed teachers launch a child’s Christian educational experience by stimulating thinking skills, while also addressing individual learning needs. The curriculum (Abeke) includes phonics, reading, writing, math, science, social studies, Bible, STEM, and much more. Students are given ample opportunities for listening, speaking, writing, drawing/painting, and imaginative play. K4 students attend weekly music lessons.

From phonics to physics, BCA provides all of your child’s educational needs throughout his or her entire academic career. Whether in preschool, elementary, middle school, or high school, Bethel Christian Academy’s education program can prepare your child for success in life.

DISCIPLINE

Believing that discipline is necessary for the welfare of the student as well as the entire school, each teacher is given the liberty of making and enforcing classroom regulations in a *reasonable* manner in which she feels is in accordance

with Christian principles and discipline as set forth in the Scriptures. All effort is directed toward instilling strong Christian character into each child; and to do that, the enforcement of sensible, scriptural discipline is necessary. Discipline is constructive in nature, fair, consistently applied, and understandable to the child. Positive behavior is always reinforced and recognized whenever possible. Students are given time-outs when necessary. It is brief and appropriate to the child's developmental level and circumstances. If behavior persists, parents will be called to the preschool to handle the situation.

The purpose of discipline at Bethel Daycare/Preschool is to teach each student to achieve obedience, respect, and responsibility and to create an atmosphere where students find personal security, true happiness, and an absence of excessive temptations to do wrong. When this type of atmosphere exists, students can achieve academic excellence.

PLEASE NOTE: On occasion, a program is not an optimal fit for a child or family. Bethel Daycare/Preschool is a school that will make every effort to work collaboratively with families to resolve any challenges that arise. Additional resources may need to be used to support a child's success in the school environment. If, after all reasonable efforts are exhausted, and a problem cannot be resolved, Bethel Daycare/Preschool reserves the right to dismiss a child from the program.

DROP OFF / PICK UP VISIT PROCEDURE

1. You must always accompany your child into and out of the preschool building. Parents are to walk their child into the building each morning and drop them off at the appropriate classroom. Attendance is kept in by the teacher. Bethel Daycare/Preschool will release a child only to the parent or guardian who enrolled the child or to persons specifically authorized by the parent or guardian. ID is required for a new person pick-up. Only those 18 years of age and older may pick-up and drop-off.
2. Daycare/Preschool parents should park in the front parking lot closest to our building. Drive slowly through the parking lot. There are children and parents who may be walking through the church or school parking lots. Drivers of large SUVs should be especially careful, since small children can be very hard to see, and they can dart around quickly in a parking lot. Never leave your child alone inside or outside of the building. It is against the law to leave unsupervised children in your car in the parking lot at any time.
3. During the school day, parents and visitors must check-in at the director's office. (driver's license required).
4. Restrooms are for students and staff. There are no public restrooms.

FAMILY PORTAL

ParentsWeb provides parents with up-to-date information about the school and their children. Parents will have access to online payments, re-enrollment, and school announcements. The message center makes it easy to interact with teachers and receive notes from school. The parents will be issued a username and password to ensure your information is secure. ParentsWeb can be accessed through our website: www.bcatrojans.com.

FIRST DAY OF ATTENDANCE

Parents are welcome to come into the room and help their child unpack. After the child is unpacked, it is best to leave the child with the teacher on the first day. When the parent remains in the classroom, the period of adjustment becomes more difficult for both student and teacher.

HAIR & DRESS CODE

The Bible commands the Christian to do “all to the glory of God” (1 Corinthians 10:31). Bethel teaches our students to dress themselves with good taste and modesty, appropriately for any occasion and refrain from distracting or offensive peculiarities or extremes.

Parents have the primary responsibility to send their children to school with correct dress and grooming.

1. General Guidelines:

- a. Style of shoe is optional but closed-toed shoes and socks are always the best option for safety reasons (no flip-flops). If a child cannot tie his or her own shoes, please purchase shoes with Velcro or no-tie laces.
- b. If a child wears a belt, he or she must be able to open and close the belt without the teacher’s help.
- c. Parents must bring a change of clothes and shoes that can be kept at the school in case of emergency. (Required by NC childcare laws)
- d. Students may not wear clothing imprinted with questionable messages, symbols, and pictures.
- e. Hair is to be neat, clean and well-kept. Conspicuously bizarre hairstyles are not acceptable. Bleached or dyed hair is not allowed. Faddish hairstyles such as rat-tails, mohawks, etc. are not acceptable.
- f. No earrings or nail polish are allowed on boys.
- g. Girls wearing a skirt or dress must wear shorts underneath.

2. Cold Weather Dress:

If the temperature is below 70 degrees, students must bring a lightweight jacket, sweatshirt, or coat to school. Gloves, scarves, and hats with strings may not be worn for safety reasons. If the weather is below 40 degrees, the students will remain inside for recess.

3. Non-Compliance

If a student does not comply with the dress code, the teacher will call the parent at work or home and ask for a change of clothes or a jacket to be brought.

The administration reserves the right to ask a student to change clothes or accessories if the item is immodest, presents an inappropriate appearance, or takes away from the unity of the school.

HEALTH

In order to align us with the health department requirements for private as well as public schools, please be advised of the following

- Please notify the office in cases of hepatitis, meningitis, rubella, measles, pink eye or other communicable diseases. Students with such illnesses will not be allowed to attend classes while they are contagious.
- All students are required to have current **certificate** of immunization

ILLNESS / MEDICATIONS

Please do not bring children to school when they are ill. According to State regulations, children must be free from an abnormal temperature (without medication) for a minimum of 24 hours and show no signs of illness to attend preschool. A child with a fever of 100.4 degrees and/or another contagious symptom (vomiting, diarrhea, etc.)

cannot stay at the preschool. The staff will determine if a child is too ill to remain in the preschool and notify parents immediately to pick up the child. A child with pink eye must be medicated for 24 hours before returning to preschool.

BCA Daycare/Preschool does not administer any medications, prescription or nonprescription.

Students with unique medical conditions will have an Emergency Care Plan. The director will communicate appropriate information to all employees responsible for the child. An emergency care plan must be completed before a child starts and regularly updated for any child with an unusual health condition or severe allergic reactions to things such as peanuts, soy, bee stings, ant bites, etc.

Parents of children found to have head lice (or nits) will be asked to pick them up from school immediately and keep them at home until they have been treated and their hair is free of lice and nits. After the child has been treated for head lice by prescription or over-the-counter medicines, it is essential that the child be checked by the designated person in his/her school office before returning to the classroom. All nits must be removed. This usually takes one or two days, depending on how soon the child is treated and the nits are removed. Upon returning to school, a parent or guardian must bring the child to the office to be checked before the child can be readmitted to the class.

IMMUNIZATIONS

Immunizations are required by North Carolina law (G.S. 130A-155), before your child may enter North Carolina schools. You must provide an up-to-date immunization record for your child within 30 calendar days of attendance. If proof of vaccination is not submitted by the 30th day, your child will not be allowed to attend school until proof of immunization is provided or you show that your child has begun the immunization process. Certain exemptions to North Carolina's Immunization Law are allowed; Medical exemption (G.S. 130A-156) and religious exemption (G.S. 130A-157).

All immunizations must be kept current. Since our PK4 program is considered a kindergarten by the state, any child in our program that is 4 years old, must have their 4-year DPT, Polio, and MMR, Varicella, Hib, Heb B, and PCV. The immunization program must be complete and dates on file in the school office no later than the 30th day of school or the child(ren) may be excluded from school until requirements are met.

INJURY

In accordance with the Department of Health, Bethel Daycare/Preschool stresses safe hygiene and sanitation practices throughout the school.

If a child is injured while in our care, our first step will be to administer first aid. If the injury or illness is serious in nature, we will notify the parents of the accident. The parents will make the decision as to whether they will take the child to the hospital or doctor. EMS will be called for critical injuries. An injury report is always filled out and placed on file in the main office. For emergency purposes, please notify the school office of any changes in address or phone number.

Also, the teacher on duty will file an accident report with the Business Manager for insurance purposes.

LUNCH & SNACK TIME

A hot lunch will be served daily. Please review the weekly menus and notify us of any food allergies. An allergy list is posted in each classroom to notify the staff of special needs. Our menus meet state and federal guidelines for nutritional requirements by age. We understand that children have "likes and dislikes" in their diet; however, our

goal is to provide the children in our care with nutritionally balanced meals, and we ask your cooperation in observing this. No food is allowed to be brought into the preschool.

No breakfast is served in the preschool. (Children should eat breakfast prior to arriving.) Snack time is held midmorning and mid-afternoon each day. Healthy snacks are served. For birthdays or special occasions, parents are welcome to send special treats to the preschool; treats must be store-bought. Please let the staff know of your plans in advance.

We serve whole vitamin D milk. If your child has a dairy allergy, we require a doctor's note for substitute milk. Parents must supply the substitute milk, that is labeled with the child's name and date the milk was brought to the daycare/preschool, or the child may have water.

NAPS

BCA Daycare/Preschool will provide a kindergarten map for nap time. (No Pillow Pets or stuffed animals) All washable items need to be taken home on Friday to be laundered. While sleeping is not required, each child must rest quietly on his or her mat during the entire nap period. Please make sure all nap items are labeled. Nap times are as follows:

18-24 mo. 12:00-2:00

PK2 12:00-2:00

PK3 12:00-2:00

PK4 12:30-2:30

NON-DISCRIMINATION POLICY

Bethel Daycare/Preschool admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. Bethel Daycare/Preschool does not discriminate on the basis of race, color, national or ethnic origin as long as they are willing to participate in our Bible classes, taught according to our beliefs. We do not require pupils to attend Bethel Free Will Baptist Church nor hold membership there.

PARENT-SCHOOL RELATIONSHIP

To increase cooperation and the overall effectiveness of Bethel Daycare/Preschool's educational efforts, parents are asked to carefully practice the following:

1. Questions and criticisms are to be addressed to the administration for consideration. If any question arises over a decision made or rumor heard, please call the Daycare Director directly. If you are not adequately satisfied, you may contact the school administrator. Complaining to your children, criticizing the school, or calling another parent undermines the relationship between the school and your family and greatly hurts our efforts with your child. We are most effective when we work together.
2. When a problem arises in the classroom, please discuss it with the teacher first. If the problem is not resolved, the director will meet with the teacher or parent.
3. On occasion, a program is not an optimal fit for a child or family. Bethel Daycare/Preschool is a school that will make every effort to work collaboratively with families to resolve any challenges that arise. If, after all reasonable efforts are exhausted, and a problem cannot be resolved, as a private institution Bethel

Daycare/Preschool reserves the right to dismiss a child from the program. Circumstances for dismissal include, but are not limited to the following:

- a. Families that promote and/or foster a negative, divisive attitude regarding the philosophy, mission or operation of Bethel Daycare/Preschool.
 - b. The parent/parents are unwilling to work with teachers in the management of their child's behavior and/or refusal to follow the school's recommendations for outside support services.
 - c. The parent/parents display inappropriate behavior towards staff or children which may include: disrespectful language, disregarding program policies, verbal and/or physical harassment or any unlawful behavior.
 - d. Student disciplinary issues.
 - e. Non-payment of tuition.
 - f. Providing misleading or false information on student application/enrollment forms.
4. Keeping in mind our dress code for the students, please dress appropriately when coming to the school.
 5. Please, do not smoke in the buildings or on the property.
 6. Please understand that messages received late in the day may not be deliverable. Please call as early as possible.
 7. Please do not contact the school to request a teacher or a classmate. In order to create a successful classroom dynamic, relationships between students, families and teachers are given serious consideration when assigning students.
 8. Please refrain from calling the teachers classroom phone or personal cell phone during school hours. Call the office so the director can direct the calls or take messages so not to disturb classroom activities.

PARENT-TEACHER MEETING / ORIENTATION

Refer to the school calendar for the dates of these orientation meetings. The nature of the meeting will vary from time to time, but the general objectives are as follows:

1. To acquaint the parent with the philosophy of Christian education and the curriculum of the school.
2. To acquaint both parent and teacher with the importance of recognizing and adequately coping with the emotional, spiritual, and disciplinary needs of the child.
3. To provide an opportunity for parents and teachers to know and fellowship with each other.
4. To provide parents an opportunity to see the achievements of the students.

CONFERENCES (PARENT-TEACHER)

In order for parents to know firsthand their child's progress, we encourage parents to request conferences at any time they think necessary. Bethel Daycare/Preschool teachers and administrators welcome these opportunities and are eager to help with the students' problems. Please contact the teacher to arrange a conference time. Do not meet the teacher before school begins and detain the teacher from his or her responsibilities. Teachers are very happy to arrange conferences with parents at a scheduled time. Please be considerate of your child's teacher.

PARTIES

1. The preschool has the following parties each year:
 - a. Thanksgiving
 - b. Christmas – (As a Christian school, we feel the primary emphasis for this holiday should be the birth of Christ; therefore, the use of Santa Claus in decorations and party favors is not allowed.)

- c. Valentine's Day
 - d. Easter – (Of all holidays, the commemoration of the death and resurrection of our Lord should be most sacred and revered. For this reason, use of Easter bunnies in decorations and party favors is discouraged.)
 - e. End-of-the-Year Party
2. Halloween parties are not allowed.
 3. Any class party must be teacher sponsored.
 4. All activities must be cleared through the administration in advance of that activity. Full details as to purpose, date, location, supervision, etc. must be presented at that time.
 5. Classroom parties may not be held at private homes or clubhouses. Parties must be held at school.
 6. Only store-bought foods can be served. Food must adhere to our nut free policy
 7. These are student only parties, parents do not attend.

PERSONAL ARTICLES

Bethel Daycare/Preschool is not liable for lost or damaged articles brought into the school. Please ensure that your child leaves all toys at home (unless a "Show and Tell" day is announced). All personal articles, including clothing, should be marked clearly with your child's name. Label both shoes and socks.

PETS

No pets are allowed in the preschool building or grounds

PROGRAMS

Each year, the Pre-K4 classes perform two programs with BCA: a Grandparent Day program (October), the Christmas program (December). Also, Pre-K4 will have an end-of-the-year promotion (May). The children may wear costumes or special dress for each of these occasions.

PROMOTION TO OLDER CLASS

The preschool will promote in August of each year when school starts. According to state regulations, a child may not promote to kindergarten unless they are five-years-old by August 31st; therefore, a child will not promote out of two-year-olds unless he or she is three-years-of-age by August 31st. Children are expected to be potty trained before promoting to the three-year-old class. (Must be self-sufficient in the bathroom, see *Toilet Training*, pg. 21)

A Kindergarten assessment will be given to Pre-K4 students that are enrolling into the BCA Kindergarten program. This formal assessment will test the students' knowledge of what they have learned in the Pre-K4 program. The test will be administered in March and the teacher will contact the parents with the results.

Please do not contact the office to request a teacher or a classmate. Serious consideration is given each year when children are assigned to classes. The administration considers multiple factors when developing each class in order to create a successful learning environment. Children are not assigned to a classroom with a teacher or instructional aide that is related to them or has a close personal connection to the staff member. Exceptions may occur under unique and unusual circumstances. Non-immediate family members are placed in separate classes.

FACTS and PARENT ALERT

BCA has an automated rapid notification phone system called PARENT ALERT (FACTS). In the event of a school emergency, delay or closing, every contact on our list will receive a call, text or email with pertinent information. It is the parent's responsibility to make sure all contact numbers are current and must be connected to FACTS.

SCHOOL CLOSINGS

On days of icy conditions, hazardous weather conditions, or campus issues, all parents and students will be notified by FACTS Parent Alert. It is very important that each parent's contact information is up to date in ParentsWeb. Parents are responsible to keep their contact information up to date. Later announcements may show up on other media outlets.

Bethel will make its own announcement, NOT always following other school systems. Holidays, teacher workdays, and the summer break are indicated on the school calendar.

SAFETY AND SECURITY DRILLS

A continuous ringing of the fire alarm signals a fire, a fire drill, or some other emergency - requiring rapid, quiet, orderly emptying of the buildings. Several fire drills will be held during the year, and students should take them seriously.

Use exit routes as instructed by teacher. Pupils may re-enter the building (led by the teachers) when notified by the administration or their representative. Remain well away from the building and quiet until that time.

Tornado drills will be announced over the intercom. For tornado protection, students will move to the designated area, where they will kneel placing their hands and arms over their heads.

Lockdown drills will be announced over the intercom - initiating steps to isolate students, teachers and staff from danger. In the event of a Lockdown, parents will be communicated to regularly throughout the Lockdown.

- a. Soft Lockdown - At times circumstances dictate that our campus needs to be secured without going into a full lockdown event. During a Soft Lockdown event normal activity continues with the exception that all children are brought into the buildings, and the buildings are secured.
- b. Lockdown – If there is a credible threat of imminent danger on or near the school campus, a Lockdown will occur. During a Lockdown event the school entrances are "locked down" and students/faculty follow the designated safety plan. Parents/visitors are not allowed to enter the school during a Lockdown event.

If a lockdown occurs at the opening of school, parents should stay in cars and exit campus if the student is still in the vehicle or if the student has entered the building. Do not leave the car and attempt to enter the building if the student has entered. If the student is still in sight, secure the student and exit campus. Students or adults caught outside when a lockdown occurs should go to a protected, non-visible area on the campus perimeter and remain there until the authorities indicate that the threat has passed.

Campus Surveillance Policy/Security Cameras

Bethel Christian Academy authorizes the use of video cameras surveillance equipment on school property to ensure the health, welfare, and safety of all staff, students and visitors on campus. Cameras are also used to safeguard individuals as well as school equipment and school facilities. Camera footage may be used to resolve discipline issues.

a. Camera Placement

The security cameras will be installed in public areas only. Public notification signs are displayed in each of these areas indicating the use of video surveillance. Cameras will be used on the grounds and inside buildings. Cameras will not be used in areas where there is a reasonable expectation of privacy. This would include but not be limited to restrooms, changing rooms, private offices, and locker rooms.

b. Viewing

- i. The surveillance of exterior and public areas is monitored in real time and not subject to classroom policies.
- ii. Viewing of data is to be performed by an administrator or personnel expressly designated by an administrator.

c. Limited Access to Recordings

As previously mentioned, direct access is only granted to the principal of the school, school administration or their direct designees. The release of videos will only be made as pursuant to applicable laws and the permission of the principal or lead administrator of the school.

If a segment of video is used in connection with actions of a student, that segment is part of the student's educational record and can be shown by an administrator to support actions taken. As part of the student educational record, under FERPA, parents are permitted to view that information. Parents may submit a written request to view recordings that pertain to their children in relation to a disciplinary issue, but the viewing must be approved by administration and is not to violate the privacy of other individuals, give rise to a concern for the safety of another individual, or where there is protection from disclosure by law.

Video monitors used to view recordings should not be located in a position that enables public viewing.

d. Data Storage

All logs, and recorded segments aforementioned, are stored in a secure manner to avoid tampering and ensure confidentiality in accordance with applicable laws and regulations. Recording devices automatically store information for a period of 2 weeks. Any segments used in conjunction with an incident will be maintained for a period of one year.

Sex Offender Registry

Individuals listed on any sex offender registry are not allowed on campus except under very limited circumstances. If an individual (e.g. parent or guardian) listed on any offender registry is required to come to campus for official business, he/she must contact the administration before coming to campus and then be personally escorted on and off campus by an administrative team member.

SCHOOL OFFICE

1. The preschool office hours are from 8:30 A.M. to 5:30 P.M., Monday through Friday.
2. The preschool director's office will be open from 8:30 am to 5:30 pm each day.
3. The preschool office will be closed during holidays when the preschool is closed.
4. The preschool office will return your call or email within 24 hours.

SCHOOL TIMES / HOURS OF OPERATION

| | |
|-----------|-------------------------------------------------------------|
| 18/24 mo. | 7:30am – 4:30pm |
| PK2 | 7:00 am – 5:30 pm (Drop-off and pick-up anytime) |
| PK3 | 7:00 am – 5:30 pm (Drop-off and pick-up anytime) |
| PK4 | 7:00 am – 12:00 pm (Half-Day / Academic and Elective Time) |
| | 7:00 am – 3:00 pm (Full School-Day) |
| | 7:00 am – 5:30 pm (Full-Day / Drop-off and pick-up anytime) |

*Preschool starts the academic time at 9:00 am, and all children should be in attendance at that time.

*Students cannot stay in the daycare/preschool more than 9 ½ hours per day.

Bethel daycare/preschool programs open at 7:00 am and close at 5:30 pm for the convenience of working parents, except for the following days on which daycare will be closed:

1. Labor Day
2. Fall Festival
3. Veteran's Day
4. Thanksgiving Day Break
5. Christmas Break
6. MLK Day
7. Presidents' Day
8. Spring Break
9. Memorial Day
10. Summer Break (4th of July Week)
11. Teacher Training (dated to be announced)

Summer Attendance Policy – Bethel Daycare/Preschool operates as a year-round preschool (August - July). While academics are conducted during the traditional school calendar months, Bethel Daycare/Preschool remains in full operation throughout the summer. Families who wish to forgo payments during the summer period must formally withdraw their child from the program and forfeit their enrollment for following school year. The child may be placed on the wait list, but availability cannot be guaranteed.

STAFF

1. Qualifications
Lead teachers have proven childcare experience. Every year the director, teachers, and assistant teachers must complete a required number of continued training hours. All of the staff have experience working with young children in a supervised program and are CPR and First Aid certified. In addition, our staff members truly love and understand child development and our play-based philosophy.
2. Ratios
Staff consists of a director, lead teachers, and assistant teachers. The preschool is in full compliance with applicable NCDCE staff regulations and certification requirements. Our teacher/child ratios are as follows:

- | | | |
|----|-----------|------|
| a. | 18/24 mo. | 1:6 |
| b. | PK2 | 1:10 |
| c. | PK3 | 1:15 |
| d. | PK4 | 1:20 |

SOLICITATION

Solicitation is forbidden at Bethel Daycare/Preschool without specific administration approval. This includes the selling of tickets, candy, etc.; the distribution of political or religious materials; and the circulation of petitions.

TOILET TRAINING

PK2 - The preschool teachers/aides will change diapers in the two-year-old class according to the guidelines set forth from the health department. The parent must make sure an ample supply of diapers and wipes are kept in the child's cubby. No cloth diapers are allowed. All children must have a change of clothes in their cubby.

PK3 - Children are expected to be potty trained before going to PK3. (Three or more accidents within one week is considered not potty-trained.) A child must be able to wipe themselves after going to the restroom. Teachers will only help wipe a child when one has an accident. All children must have a change of clothes in their cubby. Diapers / Pull-ups are not allowed in the three and four-year-old class.

WEAPONS

Although Bethel Daycare/Preschool has not experienced a problem with weapons on its campus, school policy prohibits students from bringing knives, guns, rifles, swords, etc., on campus. Should anyone discover that a student has a weapon, discreetly contact the office immediately. Individuals with a concealed carry permit may bring a weapon on campus; however, it must remain secured within a locked vehicle. Please check what your children are watching on tv/videos/games. They may not come to school and act out violence. Also, no toy replicas are allowed on school grounds.

WITHDRAWALS OR TERMINATIONS

Any student who withdraws from the daycare/preschool should be given a 2-week notice. A "Withdrawal Form" must be filled out and signed by the parent/guardian. No records of any withdrawing student will be released if the student or parents leave school without paying all accounts in full or without otherwise meeting all obligations imposed by the Academy. The registration fee and book fee are non-refundable. Pre-paid tuition is refunded for month(s) not attended.

PLEASE NOTE: On occasion, a program is not an optimal fit for a child or family. Bethel is a school that will make every effort to work collaboratively with families to resolve any challenges that arise. If, after all reasonable efforts are exhausted, and a problem cannot be resolved, as a private institution Bethel reserves the right to dismiss a child from the program. The circumstances under which a child may be terminated are explained below.

1. The child exhibits extremely aggressive behavior which endangers other children and/or staff. (ie.- threatening the life of another child or adult)
2. The child's health and safety at the preschool cannot be assured due to circumstances such as impulsive, risk-taking behavior.

3. The parent/parents are unwilling to work with teachers in the management of their child's behavior and/or refusal to follow the preschool's recommendations for outside support services.
4. The child's developmental needs are not being met at the preschool due to general immaturity. Behavior indicative of a child's immaturity may include severe ongoing separation issues, excessive need for teacher attention, and inability to function independently or with the group.
5. The child has individual special needs which require accommodations the preschool is not equipped to give.
6. Nonpayment of tuition. (Students will not be allowed to register for another semester and transcripts and diplomas shall be held until all outstanding tuition owed to the preschool is paid in full.)
7. The parent displays inappropriate behavior towards staff or children which may include: disrespectful language, disregarding program policies, verbal and/or physical harassment or any unlawful behavior.
8. Falsifying information on child enrollment forms.