

2017-2018 Belleview Christian Early Education and School-age Care Programs Parent-Guardian Policy Handbook

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IMPORTANT NUMBERS AND INFORMATION

Attendance Line 303-426-1819
Office 303-427-5459
FAX 303-426-6768
Web Site www.belleviewchristian.com

Emails:

Peggy Polson, Ph.D. – Principal ppolson@belleviewchristian.com

Connie Wennen – Elementary Director cwennen@belleviewchristian.com

Michelle Sims – Early Ed. Director msims@belleviewchristian.com

Josh Polson, M.A. – Summer Camp Director joshpolson@belleviewchristian.com

MY CHILD’S CLASSROOM TEACHER’S EMAIL IS...

[@belleviewchristian.com](mailto: @belleviewchristian.com)

A word of explanation: This handbook covers both early education (Toddlers, Pre-School and Pre-K) and school-age extended care and summer camp procedures; not every procedure will be applicable to both.

Welcome!

Our childcare program includes our early education (Toddler, Pre-School and Pre-Kindergarten classes), extended care, and summer camp. We offer a full 12-month program for ages 12 months and walking through 16. During the school year, we offer full-day Toddler, Pre-School and Pre-Kindergarten, as well as, extended care for childcare and school-age children. We are open between the hours of 6:30 A.M. and 6:00 P.M., Monday through Friday (see Toddler Program & Goals for specific hours for that classroom). We have a variety of options available. Summer camp is available June through part of August for ages 12 months through 16, with multiple programs offered by age. Please take the time to read the following information carefully. Keep it handy during the year so that you may review our policies in a timely manner.

Purpose and Philosophy

Our early education philosophy can be summed up in a few words: to lay a foundation for a lifetime love of learning. Learning is based on developmentally appropriate best practices through use of manipulatives, active learning games, and multi-sensory activities. Teachers encourage, model, demonstrate, give feedback, challenge, question, give assistance, provide information, and give directions. Staff will engage with children, asking questions such as “what if”... and encourage role playing to solve problems with their peers. Activities are available to meet various skill abilities in each classroom. Materials are available to challenge children ready for advancement.

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The daily routine allows for an appropriate mix of both teacher-directed and child-initiated learning activities. Child-initiated activities include color sorting and matching, shape recognition and matching, and size and texture recognition through hands-on displays. Staff members assist by giving basic instructions and then follow-up with extra questions as needed, such as, “Why did you place that one there?” or “Do those (colors, shapes, etc...) match with the rest of them”? All of these learning activities promote cognition, enhance reasoning, concept acquisition and classification, logic, attention, and memory.

Social and emotional development is an important aspect of our program. Our goal is for children to demonstrate a strong and positive self-concept, appropriate self-control and growth in their awareness of their responsibilities when interacting with others.

Our trained staff will afford your child the opportunity to grow spiritually through the use of Bible stories, songs, and biblical integration in many teachable moments throughout the day. Character development is a top priority woven throughout the curricular offerings.

Each child must be given the opportunity to enjoy a positive, safe learning environment, free of worldly language and philosophy. Children will receive personal attention from loving, caring personnel. Your child will have the opportunity to hear Bible stories, sing songs, and learn about God. Accordingly, we want you to be familiar with our doctrinal statement:

We Believe...

- The Bible to be the inspired, infallible, authoritative Word of God.
- There is one personal and holy God, eternally existent in three persons: Father, Son, and Holy Spirit.
- In the deity of Jesus Christ; in His virgin birth; in His bodily resurrection; in His substitutionary death for our sin; and in His personal return in power and glory.
- That salvation is by grace through faith and that it is the work of the Holy Spirit.
- There is power through the indwelling Christ, to enable believers to live victorious Christian lives.
- In the present ministry of the Holy Spirit.
- In the sanctity of human life, including pre-born babies.
- In marriage between one man and one woman for life as delineated in Scripture.
- That God wonderfully and immutably creates each person as male or female.
- That any form of sexual immorality is sinful and offensive to God.

Programs and Goals

Belleview Christian Childcare Center, which includes our extended care and summer camp, is licensed by the state of Colorado. We hold both a childcare and school-age license. We are Qualistar-rated **and** ACSI accredited. One of our primary goals is flexibility. If you have a special situation or request, please let us know. We are here to serve you!

Toddlers (12 months and walking) Toddler Room Hours: 6:45AM – 5:30 P.M.

In our Toddler Room located in the Kinderbread Kottage, our professional Early Childhood Education staff provide primary care giving, one-on-one interactions, and recognition of toddlers as special and precious individuals. We seek to support the development of each toddler in many vital realms (cognitive, physical, social/ emotional, and language skills), and support exploration and learning through play. In partnership with their family, each toddler is supported and appropriately encouraged in routines (including dressing, eating, sleeping, and toilet-training). The principle goal of our Toddler Room is to

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nurture each toddler with God's love, while ensuring his/ her health and safety during any and all interactions. Meaningful interactions among the children and caregivers foster the greatest development of each child.

Pre-School and Pre-School Plus(for children ages 2 ½ through “young” 4-year-olds)

Our goal as a Pre-School program is to provide a safe, fun, loving Christian environment where children can learn and grow through positive experiences. Young children learn through play, but will also have the opportunity to learn pre-reading skills through various manipulative and curriculum offerings. While gaining valuable socialization skills, children begin to learn number concepts, the letters of the alphabet, the calendar, and much more! Parents are to provide a nutritious snack for mornings and afternoons.

Pre-Kindergarten

Our Pre-K program is a pre-reading/pre-writing program, designed to provide our four-year olds with a challenging, joyful learning experience. The teachers create a loving, nurturing environment in which the children can grow mentally, spiritually, physically, and socially. Young children learn through play but are also exposed to hands on learning activities covering Pre-K concepts in Language Arts and Phonics, Art, Science, Math, Music, and Gross and Fine Motor skills. Pre-K children also work on enriching their socialization skills and character development. This Program provides the readiness for reading crucial to a successful Kindergarten experience. Parents are asked to provide a nutritious snack for both mornings and afternoons. As a matter of “Best Practices”, Belleview has a “no candy” policy for Toddlers, Pre-School & Pre-K children. The Pre-K program is for four-year-olds who attend every day (four-day minimum). Children must be four by the first day of school to attend this program.

School Age Extended Care Program

Belleview Childcare provides supervision and care before and after school hours for students who are K5 through 16 years of age. The program is designed to provide enrichment activities, such as outdoor play time, sports, art, crafts, and table games. A healthy snack is provided. We provide a place for self-directed children to do their homework. Students arriving before 7:45 A.M. and/or staying after 2:30 must be enrolled in this program.

Summer Camps

Since our Pre-School program continues year-round, young children do not have to experience a change of familiar surroundings and routine. The summer weather permits more outdoor activities and on-campus field trips.

Children must be five and entering kindergarten by the first day of camp for our school-age camp.

Camp Belleview offers many field trips and activities via a safe, well-staffed program. Children ages 5 through 16 will be separated by age groups, allowing for appropriate activities, including sports camps and field trips.

Staff

The Board of Directors is the Board of the Pillar of Fire Church. The administrative staff concerned with pre-school, pre-kindergarten, extended care, and summer camp is comprised of the principal (also director-qualified for childcare), Dr. Peggy Polson; Elementary Director, Mrs. Connie Wennen; and Mr. Joshua Polson is the school-age summer camp supervisor. Mrs. Michelle Sims is the Childcare Director. Mrs. Cathy Stitt is the lead teacher in KinderKastle. Each classroom consists of a teacher who meets or exceeds Colorado qualifications, and one or more teaching assistants. Staff qualifications and child/teacher ratios always meet and often exceed state requirements. We also have trained personnel available for 1st aide / CPR.

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Christian Americanism

BCS proudly teaches the Biblical doctrines of self-discipline, respect for those in authority, obedience to law, and appreciation of our country.

Each student will be given the opportunity to learn to recite the following for morning opening exercises:

Pledge to the American Flag:

I pledge allegiance to the flag,
Of the United States of America,
And to the Republic for which it stands,
One nation under God, indivisible,
With liberty and justice for all.

Pledge to the Christian Flag:

I pledge allegiance to the Christian flag,
And to the Savior for whose kingdom it stands,
One Savior, crucified, risen, and coming again,
With life and liberty for all who believe.

Pledge to the Bible:

I pledge allegiance to the Bible,
God's Holy Word;
I will make it a lamp unto my feet,
and a light unto my path,
I will hide its word in my heart,
That I might not sin against God.

Admissions

Statement of Nondiscrimination

It is the policy of BCS to admit and to treat all children without regard to race, color, gender, or national and ethnic origin. The same requirements for admissions are applied to all, and children are assigned within the school without regard to race, color, gender, or national and ethnic origin. There is no distinction in eligibility for, or in the manner of providing to any child, the services provided by or through the auspices of the school.

Special Needs

It is the intent of BCS to help those with special needs, in compliance with the Americans with Disabilities Act. If we are unable to accommodate a child with special needs, we will provide the parent with suggestions of alternative childcare options.

Application and Registration

All families, new and returning, must complete and return a pre-enrollment form for each school year. The appropriate enrollment fees must accompany the pre-enrollment form in order that the student(s) be considered for acceptance. Submitting the form and fee(s) does not guarantee that the student(s) will be accepted. The school reserves the right to return the fee(s) to any student that cannot be accepted by the school. Otherwise, **enrollment fees are non-refundable, non-transferable**. Children must be at least 12 months and walking at the time of entry.

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Parents must submit enrollment fees for the current term (August – May), regardless of what month they enroll their child(ren). New registration fees are billed each year.

Children must be 4 by the first day of school to attend Pre-Kindergarten. Students must be 5 by the first day of school to be enrolled in our Kindergarten program, and must pass a K5 entrance test.

At the end of the school year, if it is determined that the Pre-School or any of our childcare programs cannot allow a student to return the following year, the family will be notified in writing, along with a refund of the enrollment fee paid in advance.

Withdrawal/Disenrollment

Parents who withdraw their child from BCS and any childcare programs during the course of the year must give written notification of their intention. Enrollment fees are not refundable / non-transferrable, regardless of circumstance. Tuition is due and non-refundable through the end of the month that the child is withdrawn/disenrolled.

Should BCS find it necessary to disenroll a child, parents will be notified by the director or administrator. Parents may request a meeting with an administrator to appeal the decision. **Disrespectful communication on the part of parents/guardians to BCS staff can result in immediate forfeiture of further services provided to the family without a refund.**

Parent-Child Policies

Parents and children must agree to abide by the policies of the school as stated in this handbook and other forms in the enrollment packet. **All forms must be on file by the first day of attendance, including Application Form, Financial Agreement, Field Trip Permission, Health/Emergency Form, Medical Examination, Immunization Record, Family Information Form, and Medication Authorization.**

Financial Requirements

Fees (School Year)

BCS is a non-profit, Christian entity. The school is self-supported by the fees it imposes on the students who are enrolled here. We rely upon the prompt and timely payments of our school families to meet the financial obligations that we incur as a school and childcare center. As a matter of testimony, we desire to keep current with all of our bills and responsibilities.

The enrollment fee covers the cost of equipment, record keeping, student curriculum, some special projects, some snacks, programs, and centers. The yearly registration fee must be paid before a student is officially enrolled for the school year. It is non-refundable, non-transferable, should a family decide not to send their children to the school. However, if the administration cannot accept a student or a particular class is full, and the child has not attended, the school will refund the enrollment fee.

Tuition

Childcare tuition is paid on a monthly basis and is due the first of every month, in advance. If the full tuition amount is paid prior to the start of school, a 3 % discount may be awarded upon request. However, should a parent withdraw a child before the end of the school year, the discount is forfeited and the difference is applied to the account before any money is refunded.

Pertaining to CCAP families only: CCAP parent fee is due on the 1st of the month.

Families will receive a financial agreement that shows a break down of your tuition and fees at the beginning of the year. As a courtesy, the finance office will email statements monthly to all email addresses on record.

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Although tuition is a yearly fee, for your convenience, we offer several convenient payment plans. For an updated tuition schedule, please check with the office. Payments are due the first of each month and are considered late after the 10th and will incur a \$25 late charge. Please make sure your account is current by the 10th to avoid these charges. A tuition cap is available for families.

The drop-in rate for extended care for school-age children is \$9.25 per hour, subject to staff/child ratio limitations. Billing is based on 15 minute increments; accounts will be billed a minimum of \$2.50 for any portion of an hour.

Families with Pre-School age and older using our extended care program should consider the *unlimited* plan. For one monthly fee, students may be on campus between the hours of 6:30 A.M. and 6:00 P.M. (or whatever the open to close hours are for any given day) as much as needed, representing a substantial savings. The monthly fee must be paid September through May in order to qualify for included days during Christmas vacation, spring break, and other times when the school is closed but childcare is open. A fee of \$10.25 per child per every 10 minutes **after 6P.M. is due the next business day, paid in cash to the staff member present.** If addition, more than 2 late pick-ups could result in withdrawal of your child's enrollment in our program.

A monthly potty training fee will be charged for ages 2 ½ and older who require help in this area.

Children may not begin attending unless their enrollment and first payment have been paid. All balances brought forward from previous school years must also be paid in full before students begin the new school year.

A bank service charge will be automatically added to the account for every returned check (see finance office for current fee amount). This will be added upon the return of the check from the bank. If an account has checks returned two times, checks will no longer be accepted, and the account must be paid in cash, money order, or cashier's check.

Any child whose account is not paid in full, up-to-date, on or before the last day of each month will not be allowed to attend the school until such time as the account is paid in full, and the next month is paid for in advance. Families may receive special permission from the administration to continue attendance beyond the 30-day period. The procedure for this is as follows:

1. Request a meeting with the administrator prior to the account being 30 days late. A meeting may be avoided by submitting in writing the reason for the delinquency and a plan for resolving the matter.
2. A meeting will be arranged as soon as convenient to discuss the reasons for the delinquency, as well as, develop a plan whereby to make the account current.
3. Requests may or may not be granted.

As payments are made to the office throughout the year, we would ask that you send tuition, field trip money, and other such monies in a sealed envelope, labeled as the sample that follows:

Student Name/Grade	John Doe – K4
Amount	\$2.50
Purpose	Field Trip
Teacher's Name	Mrs. Nice

Although payments are designated, please be aware that payments will be applied to the oldest charge first. Exceptions to this would be lunch, field trip, and fundraiser payments. The office also requests that

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when you make payments for several items, such as tuition and other fees, that you carefully itemize the amounts on your check memo. Receipts will be issued for tuition and other major payments made in cash.

Summer Camp

Summer camp offers a variety of payment plans and options. All families pay a non-refundable, non-transferable summer camp registration (apart from school enrollment), as this fee offsets our snacks, facility, and summer equipment expenses. Please check current rate sheets for pricing and options.

Behavior

Philosophy

Love goes hand-in-hand with discipline to insure a successful child. God set the standard when He made sure we had everything we needed to live in this world (Phil. 4:19), everything we needed to be successful spiritually (Eph. 1:3), and tempered it all with control (Heb. 13:17), when necessary.

Positive reinforcement is our primary goal in the pre-school area. Parents can help the staff by observing the following when their child gives his/her account of any incident:

1. Give the school the benefit of the doubt until you know all the facts.
2. Realize your child's view is only one side of the story. It is very difficult to give a totally unbiased account.
3. Before siding with your child, check with the school. We will be glad to discuss the matter with you.

Procedures

Positive encouragement to obey classroom and school rules will be sufficient means of curbing potential behavior problems for most situations. Children will be given choices, to encourage them in their decision-making. They will be rewarded for making good choices. Children will not be subjected to demeaning comments, harsh words, or physical discipline.

Children of appropriate age may be given a "time away break", in order that the child be composed and able to re-enter group activities. They would never, however, be left by themselves. For a child who will not comply with the structure of the program, the teacher may call the parents, requesting that they come to the school either to meet with the teacher and child, or take the child home for the rest of the day. This would only happen in rare cases, when a child is out of control. For minor issues, the teacher will communicate with the parent in person, by email, or via telephone.

We ask that parents take active involvement in screening the television and movies their children view, paying particular attention to inappropriate language or moral situations. Students are not permitted to discuss with their classmates questionable movies, television, or other such activities that are offensive.

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Standard Operating Policies & Procedures

After-Hours

As our school office closes at 4:00 P.M., we want to remind you of our after-hours emergency number. Should you need to get a message to our extended care staff between the hours of 4:00 P.M. and 6:00 P.M. (please limit these to emergency-type calls), please dial the school number (303-427-5459) and then extension 321 or 322. If someone does not pick up, it will go to voice mail. The staff will check messages regularly.

If a child has not been picked up by 6:30pm and all **reasonable** attempts have been made to contact the parents and other responsible individuals, the staff must call Adams County Social Services at (303) 412-5212 and report the situation.

Attendance

Regular attendance is very important to overall progress in school. Since all enrollments are tuition-based, with discounts already built in to the monthly rate, there is no reduction in tuition for missed days. Children in the Pre-Kindergarten program must attend at least four mornings weekly in order to establish a successful routine. Please call the school attendance line (303-426-1819) any time your child will be absent. Please contact the teacher or leave a message with the school office if the child will be absent for an extended period of time.

Beginning of School – Orientation

A lot of information is shared at the beginning of the school year. Please check the school calendar for the date and time of this event, or call the school office. For parents of returning children, we will be sharing new information, pertinent to the coming school year. It is also a wonderful opportunity to meet the school staff. Please save lengthy conversations for another time, as the purpose of this event is to familiarize parents with school policies and procedures and provide the teacher with the opportunity to introduce herself/himself to all of the families.

Business Solicitations

We cannot usually promote business solicitations from the personal companies/enterprises of our school parents, even in the capacity of fundraisers. However, we do encourage families to provide information and place an ad in the school yearbook to advertise and offer any discounts the companies represented have available. We also encourage businesses to sponsor the Belleview 500 Walk-A-Thon and donate to Belleview's Hidden Treasures Auction.

Cancellation Days

In the event of heavy snowfall, our school day may be cancelled or delayed. Our closing or delay will be announced by 6:30 A.M. on our very own radio station, "THE POINT" 910 AM, the major television stations, our website, and RenWeb. Due to the volume of calls, if you call the school office, office personnel may not answer. You may call the school number (303-427-5459, ext 321). We will make every effort to have a voice mail message regarding childcare closure or delay. As our students live in different parts of the metro area, we ask each family to exercise caution, as the conditions in their area may demand. If it is unsafe for you to bring your child, please call the school office, but do not try to come.

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Chain of Command

Please take all concerns or suggestions to the appropriate person. Our teachers and assistants want to serve you and your family. If you are not satisfied with their responses, feel free to contact the director. One of the most frustrating comments administrators and teachers hear is, "Other parents" feel the same way we do about such and such an issue". Simple misunderstandings can be blown completely out of proportion, shared with other parents in an attempt to build a case against a teacher, and before long, those who were once supportive are now disenchanted with the school and the teacher. We want you to go directly to the source because we truly wish to correct any grievance or conflict. We are here to serve your family.

Class Programs/Musicals

Students will have the opportunity to participate in several class programs or musicals throughout the year. Programs will vary from year to year. Programs could be scheduled for Thanksgiving, Christmas, Grandparent's Day, etc. An informal year-end program is also planned for the last week of school. Teachers will be instructed as to their class's participation and how they can assist in practices and production.

Classroom Supplies

Parents are asked to supply some consumable items for their children (see supply list). Because students do not have desks at this age, these supplies are gathered by the teacher and stored. Teachers may request additional items during orientation. Our goal is to request just enough supplies for the current school year. Should your child leave mid-year or earlier, parents may submit a request in writing for the return of some supplies.

Community Engagement

Belleview Christian School values community engagement and parent involvement. Our school strives to include parents in classroom activities and parents are welcome in the classroom anytime. As parenting classes and community activities come up, we will post them and make sure that parents are aware. Our school hosts a back to school bash for parents and children at the beginning of each school year, and we invite parents for several programs and classroom parties each year.

Diapering and Toilet Training Policy

Pre-School children may have accidents from time to time. Children will be taken to the bathroom frequently, as well as, on demand, and will be encouraged in toilet training. Toddlers and Pre-School children (potty training fee applicable) requiring diapering will be changed on a sterile mat, away from other students. The staff member will wear gloves. Both staff member and child will wash their hands thoroughly following the diapering process. Changing mats will be disinfected after each use.

Dress Code

We ask our children to wear modest clothing. All children must be dressed in clothing that is appropriate for the weather. We prefer that your child is dressed in clothing that will wash well. **Girls must wear shorts under dresses.** A light jacket, sweatshirt, or sweater should always be available in your child's backpack or in the bottom of their cubby. They are required to wear sturdy shoes with socks; sandals, flip flops, and crocs are inappropriate for outside play. Tennis shoes are the only appropriate footwear for Toddlers and Pre-Schoolers (all 12-months). Hair must be clean, neat, conservative and a natural color (a

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color one could be born with). Length may not cover the eyes in any style. Mohawks and carving-styled haircuts are not permitted i.e. team logos or other designs. Boys may not have ponytails or tails. Boys may not wear earrings. Please avoid skulls and any questionable imagery and messages on your child's clothing, lunchbox, etc.

Dress Code for Summer Camp

During the summer, the dress code is definitely relaxed (compared to the school year); but there are still some very important guidelines to keep in mind (the most important being modesty).

Everyone

- Children may wear appropriate, modest clothing for summer activities.
- Hair must be clean, neat, conservative and a natural color (a color one could be born with).
- Families need to apply sunscreen at home, depending on the day's activities. Sunscreen should also be left at BCS (labeled with child's name) to be re-applied as necessary throughout the day.

Girls

- Shorts must not be shorter than mid-thigh.
- Skirts must be near knee-length (or right above it). No short skirts.
- No spaghetti straps please.
- Wear one-piece swim suits for swim days
- Remember, modesty is the key!

Guys

- Please wear t-shirts that have positive messages only.
- Please do not wear pants or shorts that sag.
- Wear regular swimming trunks.
- Feel free to wear hats on campus except in the summer school session.
- The school rule of no body piercings or tattoos remains during the summer.

Emergencies

BCS complies with all CDHS regulations concerning safety. BCS posts emergency telephone numbers near each telephone including 911, a hospital or emergency medical clinic, local fire, police and health departments, and Rocky Mountain Health Control.

In the event of an emergency in Kinderbread Kottage, all children from that building will be transported to the Throne Room in the KinderKastle building. In the event of an emergency in KinderKastle, children will be taken to Belleview School's auditorium. If both places need to be evacuated, the children will be transported to Belleview's castle. They will be directed to the dining hall or the basement. Should it become necessary to evacuate the campus, children will walk or be transported to Gregory Hills Elementary School at 8030 Irving St. Westminster, CO 80031. Their phone number is 303-428-1560.

Lost Children

Children will be carefully supervised, with half-hourly counts. Should a child be deemed missing, a sweep of the grounds will be immediately instigated.

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Tornadoes

During a tornado warning, children will be directed away from window areas, with instructions to sit quietly on the floor, ready to place their heads between their knees, hands covering their heads.

Fires

Procedure will be similar to fire drills, with children being directed to exits away from the area of fire.

Gas Leaks

If a gas leak is suspected, children will exit the building quickly and be taken to another part of the campus. Staff members will not turn lights on or off during such an occasion. Professionals will be called from another building or cell phone to determine at what point the children can safely re-enter the building.

Field Trips

Summer Camp/Late Arrivals/Emergency Procedures on the Road

Field trips for age-appropriate activities will be scheduled during summer camp for our school-age children. Although a general field trip permission slip must be signed, notarized, and on file at the school, parents will be notified before each upcoming field trip and have the opportunity to notify the school in writing that they do not wish their child to participate. If private vehicles are used, only authorized parent volunteers as drivers are allowed (please see parent-driver field trip form). Children must be seat-belted in the vehicle of transportation. Colorado state law requires a car seat must be used for any child who is not 8 years of age or 80 pounds of weight. If a child is not meeting these requirements they will be required to have a car seat brought that day (or left at camp permanently with name on it), or they will not be allowed to go on the trip that day. We must comply with state laws. Staff will carry an emergency kit and have emergency forms for each student on field trips. Any child arriving late the day of a field trip will be put with a group remaining on campus until his/her class returns.

Parents volunteering to drive for field trips must leave a copy of their automobile insurance and driver's license in the office

Cars/school vans will travel caravan-style to the destination. Should someone have a flat tire, motor problems, etc., the driver should pull as far off the road as possible, with the other cars/vans in the caravan stopping to assist. As the safety of the children is our number one concern, should the car/van be deemed not roadworthy, BCS would be called and another driver sent to ensure the safe return of the students. Should a child become injured, 911 would be called and information from the emergency form given. Children are never to be left alone in order for an adult to seek help; a cellular phone will be sent on each field trip.

When Belleview Christian Childcare Center transports children in the school bus/vans, *The Rules Regulating ChildCare Centers*, issued by the Colorado Department of Human Services, is observed by the staff and includes the following:

- Written permission from parents/guardians must be obtained and taken along in the teacher's possession.
- The teaching staff must carry Medical Releases, Emergency Cards, Permission Slips, and a First Aid Kit.
- The childcare staff ratio (as determined by state law) must be maintained at all times.
- Staff members are to help children in and out of the bus/vans.

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- When leaving for a trip, children are told which adult they will be with and a head count is taken before and after loading the bus/vans.
- Staff members will explain the safety rules to the children, including seat belts, quiet voices and proper loading and unloading procedures.
- The staff is never allowed to leave the children unattended in vehicles.
- Staff members and volunteers sit intermingled with the children for the purpose of supervision; adults should not group themselves together.
- Only the bus/van driver may open and close the bus/van doors.
- When returning from a trip, staff members will verify that all children in their care are accounted for. A total head count will also be taken.
- When unloading, the bus/van is parked as close to the building as possible to avoid crossing the street or parking lot if possible.
- All children must be accounted for as soon as the bus/van returns to the center.

Fundraisers

Participation is optional in our fundraisers. We make them available to the parents of the Pre-School children, because they help us to purchase additional items and/or equipment. Pre-School children are not to go door-to-door for fundraising.

Hands-Off Policy

As we believe in teaching mutual respect for each other, Belleview maintains and enforces a “hands-off” policy in reference to child to child and child to adult contact. This includes kicking, hitting, pinching, biting and belligerent behavior, including swearing. Enforcement is as follows:

1st offense – Warning – Parents will be called.

2nd offense – The parent will be called and required to take the child home.

3rd offense – Suspension, according to the director’s discretion.

4th offense – Further consequences – disenrollment for biting or anything that causes injury to another student.

Home Language

Belleview Christian School is committed to serving students from many different cultures. If your family is fluent in a language besides English, please let us know how we can work with you to make sure your child receives a quality education at our school. We will be happy to refer you to an interpreter service.

We recommend oneworldtranslation.com. Please let us know if you have need of this service, and request a meeting with your child's teacher.

Illness/Wellness, Injury, Accidents, and Medication

BCS consults with a currently Colorado licensed registered nurse with knowledge and experience in maternal and child health, a pediatric or family nurse practitioner or a pediatrician for training, supervision of medication administration, special health procedures, health care, hygiene, disease prevention, equipment safety, nutrition, interaction between children and adult caregivers and normal growth and development. A schedule of these visits is maintained by BCS.

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Wellness Policy

A child may NOT attend school if they:

- Are too ill to comfortably carry out the day's routine, including outside play.
- Has a fever of 100 degrees or higher. They may return once they are fever free for 24 hours.
- Is vomiting or have diarrhea. They may return after 24 hours without symptoms.
- Have red or pink eyes or drainage from their eyes and cannot keep their hands away from their eyes.
- Have an unexplained rash or have a skin infection.
- Have been prescribed antibiotics. They may return 24 hours after the first dose.
- Have a cold with headache, cough, or stomachache are too tired to participate in class.
- Have chicken pox. All of the pox must be scabbed over before a child may return to school.

When a child becomes ill at school, the office will attempt to notify a parent or guardian indicated on the admission documents as an emergency contact. Contact will first be attempted by phone.

You will be contacted if your child shows any of the following symptoms:

- a temperature of 100+ degrees
- discharge from ears
- discharge from eyes or red eyes
- vomiting or diarrhea
- any rash or skin lesion that blisters
- excessive signs of cold, tiredness, sore throat, runny nose, sneezing, or coughing

We will make every attempt to isolate the sick child and make him/her comfortable. However, we request that every effort be made on the part of parents to take the child home or to a doctor (if necessary), as soon as possible. We would also ask you to not send your child to school if they have any of the symptoms listed above.

In the event that a communicable illness is identified at the school, the administration will report it to the local department of health pursuant to regulations of the State Department of Public Health and Environment. In the event that such a report is made, parents will be notified.

Please make sure we always have current emergency numbers on file. In the event of injury, school personnel will determine and proceed with the appropriate action.

If necessary, we will call 911 and then notify the parent. Otherwise, we will call parents first and have them determine what course of action to take.

If a more minor injury or accident occurs, we may attempt to contact a parent or guardian by phone, if necessary. If not necessary, an incident report will be completed and left for the parent or guardian picking up the student in his/her cubby.

An up-to-date immunization record is required for all students. All children must show proof of immunizations or have a signed exemption of immunizations. It is important that you inform staff of any special food allergies or medical conditions your child has. This will assist us in being better prepared to handle any emergencies that may arise.

Per Colorado State Rules and Regulation 7.702.62C, "Prescription and non-prescription (over-the-counter) medications...can be administered only with the written order of a person with prescriptive authority and with written parental consent." This means that each time your child is required to take medication at school, the medication must be in its original packaging and must be accompanied by a

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Medication Authorization Form (available in the school office). In such cases, the parent should give the necessary medication or prescription to the office (school-age) or childcare teacher upon arrival at school. The medication will be stored in a locked cabinet. A student is not allowed to have any medication in his/her possession during the school day. All medications will be dispensed through the school office or authorized childcare teacher. Topical preparations, such as petroleum jelly, lip balm, anti-itch cream, and sunscreen, may still be administered with written parental authorization (given via a completed medication card on file) but must also be kept in a locked cabinet.

Inclement and Excessively Hot Weather

Children will be cared for indoors during times of inclement or excessively hot weather. Children will be allowed to play outdoors only during cooler morning hours on days when the afternoon temperature is expected to exceed 90 degrees.

Please make sure plenty of sunscreen is applied before your child arrives. Please provide sunscreen with at least 45 SPF, labeled with your child's first and last name. Sunscreen will be applied in accordance with the admission documents. Children over four may apply their own sunscreen, with supervision.

Legal Matters

Childcare Complaints and Child Abuse Procedures

Childcare Complaints

If you have questions concerning compliance, please bring such questions first to the attention of our administration. You may call Dr. Peggy Polson or one of the other administrators at 303-427-5459. For further concerns, you may contact The Division of Child Care by phone or via mail as follows:

The Division of Child Care
The Colorado Department of Human Services
1575 Sherman Street
Denver, Colorado 80203-1714
(303) 866-5958

Child Abuse Procedures

Employees of BCS are mandatory reporters under Colorado Law, and all sign an acknowledgement of that responsibility as well as attend trainings to educate them about abuse and neglect. Any caregiver or staff member who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect, or who has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect, must immediately report or cause a report to be made of such fact to the county department of social services or local law enforcement agency. The point of contact is:

Adams County Department of Social Services
7401 Broadway
Denver, CO 80221
(303) 412-5212

If a parent, co-worker, or administrator suspects child abuse at the childcare facility, the report of suspected child abuse must be made to the county department of social services, police department, or other law enforcement agency in the community or county in which the childcare facility is located.

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If the suspected child abuse did not occur at the childcare facility, the report of suspected child abuse must be made to the county department of social services in the county in which the child resides or to the local law enforcement agency in the community in which the incident is believed to have occurred.

Court Orders

BCS recognizes that, from time to time, families are involved in situations that result in the issuance of Court Orders relating to access to individuals and/or parenting time. Parents are responsible for informing BCS of any Court Order restricting a parent or other person's access to a child, and must provide BCS with a certified copy of the Court Order. BCS will comply with the terms of any such Court Order and will not allow the restricted person access to the child in accordance with its terms. If the restricted person does not leave the premises on BCS' request or otherwise behaves inappropriately, BCS will contact law enforcement for assistance.

Reasonable Searches – No Expectation of Privacy

Belleview reserves the right to conduct reasonable workplace searches consistent with applicable law. All students and families are hereby on notice they may be required, without further notice and upon request, to submit to a search of personal possessions and property, personal vehicles parked on school property, and work areas. This includes lockers, files, vehicles, desks, cabinets, work stations, packages, handbags, briefcases, lunch boxes, pockets, and other personal possessions, as well as personal mail sent to the school.

All spaces on the school's property or under the control of the school remain subject to search even though a parent uses such spaces or considers the space to be private. Students and families are expected to cooperate in the conduct of any search or inspection. Refusal to cooperate with a reasonable search may be considered by the school to be a voluntary withdrawal by the student.

Locating Your Child

When children are taken to the playground or other location, the teacher will leave a posting indicating where the class will be found. Staff identify where children are at all times, through attendance sheets, (name and face) during transition times and every thirty minutes.

Lunch

For those children staying for lunch in the Toddler Room, Pre-School, or Pre-K, we ask parents to send a balanced lunch. Pre-K children have the option of a school hot lunch (teachers can give more information about availability from year to year). A nutritious lunch will meet at least one-third of the daily nutritional requirements. Please include a healthy drink (milk or 100% juice). As a matter of “Best Practices”, Belleview has a “no candy” policy for Toddlers, Pre-School and Pre-K children.

You may keep food items cold by putting a freezer pack in the lunch box; hot foods should be sent in a thermal container. Please do not send uncooked “ramen” noodles or macaroni and cheese. Per state licensing, teachers are not allowed to microwave food. While teachers will eat with the children and encourage healthy habits, children will not be forced to eat foods in any certain order or finish their lunches.

Nap Time

Children in the Pre-School, and Pre-Kindergarten areas will have a rest-time in the afternoon. Toddlers will have their own nap schedule. Please send a light-weight, child-sized blanket, small pillow, and a twin-sized flat sheet. *These items will be sent home weekly for washing.* Children must rest for at least 20 minutes before engaging in a quiet activity on their rest mat (looking at books, etc.).

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Parent Involvement

We always encourage parents to volunteer for class functions, field trips, and special days. Parents are welcome to observe and participate in their child's classroom. We ask that you set up appropriate times with the classroom teacher. Please remember to sign in at the office and pick up a visitor's pass.

Parents are encouraged to send cupcakes or cookies on their child's birthday (check with the teacher ahead of time for possible peanut allergies, etc.). Please let the teacher know ahead of time so that he/she can plan accordingly. If your child has a summer birthday and does not attend our summer program, you may pick a day during the school year, notify your child's teacher, and celebrate his/her birthday on that day. Any celebration or activity beyond cupcakes or cookies at lunch must be approved at least a week in advance by the administration. Consider small snacks if they are sugary. In lieu of cake, you could consider donating an approved book with an inscription to your child.

We ask parents to refrain from sending anything potentially offensive to class Christmas parties and other events. "Santa Claus" and "Halloween" type items (witches, goblins, etc.) are two major areas that we ask parents and students not to bring to BCS.

Please check our childcare board for any pertinent, current school information. Your child will also receive newsletters with classroom information for each age group, as well as, news of upcoming field trips and other events. Selected school information is available on RenWeb. School news is emailed weekly in the PawPrint.

Parent-Teacher Conferences

At Belleview Christian Childcare Center, we believe in keeping parents informed about their child's progress in our program. We perform assessments twice a year, and we hold conferences at that time. The goal of conferences is to give parents a chance to check in with their child's teacher to discuss progress in both academic and social/emotional areas. The mid year conference is voluntary, but the end of year conference is required, in order to discuss the next step for each child. As a rule of thumb, our teachers keep in close contact with parents throughout the year, in order to share positive experiences, and to work on areas that may need improvement.

Parent-teacher conferences are scheduled at the discretion of the parent or teacher. We believe parents and teachers need to partner together to work toward the educational goals and well-being of each child. We encourage regular communication between parents and teachers.

Parents and teachers are encouraged to meet together any time there is a question about a student's conduct or other issues. Please contact the teacher or school official with any concerns.

It may not always be convenient for a teacher to speak with you at certain times. He/she may be working with students, another family or trying to start a class. Please give him/her the opportunity to schedule an appointment when he/she can truly give full attention to your questions or concerns.

Make sure you do not try to compare your child with another child. Do not share your concerns with other parents. Rather, bring the issues to the attention of the teacher and/or administrator. Our goal is to be fair and consistent with each and every child. Above all else, it will benefit your child greatly (and you as well) when you uphold the authority of the school and its staff with your children. They will learn to respect authority (including you as a parent) by watching you support the authority of God, the church, school, and all other authority. Teachers will work with the families in any feasible way to facilitate improvement on behalf of their child/ren.

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Personal Belongings

Please label all clothing and any personal items that your child brings to school. Students are not allowed to bring valuables, including games, toys, electronic devices, etc., to school, and may not have them even during extended care time. Please do not send money with your child or allow them to bring money, as it could easily be lost or misplaced. The school is not responsible for any such money brought. Each preschool child will be assigned a cubby for storage of personal items. Each child is required to have two extra changes of clothing available in his/her cubby at all times.

Playground

Children will be strictly monitored as they walk from the building to the playground area. A staff member will lead the children in a single-file line as they leave the indoor play area. For Pre-School, with more than 15 children, an additional staff member will monitor children from the middle of the line. A third staff member will follow the last child out of the building, checking that all children are exiting. Children will only be allowed to return to the building with a staff member to accompany them.

Playground Rules

- The playground has been purposely designed to help students with conditioning and developing upper body strength while making it enjoyable to play on.
- Students will be expected to use the playground equipment appropriately for their safety.
- Swings: Students may not jump off the swings, stand on the swings, swing double, twist, or run under swings while pushing another.
- Slides: Students may slide one at a time. They may not stand on the slide, go down backwards, and climb on or around the slide or walk up the slide.
- Horizontal Ladders: Students may not sit on top of any horizontal ladders.
- Rough play that includes pushing or shoving is not permitted at any time. No form of “Tag” is permitted.
- Hard balls, bats, sticks, yo-yo’s, kites & toy guns are not appropriate for playground or gym play.
- The gardens are not part of the play area.
- Heeleys, roller shoes, rollerblades, skates, scooters & skateboards are not to be brought to school.
- Students may not throw snowballs, ice chunks, rocks or sand.

Preventive Measures

Fire Drills

Each classroom will have fire escapes clearly posted. Staff members will routinely review with the children the procedure for fire evacuation. During a drill, students will line up single file, exiting the room quickly and calmly. The teacher will take the attendance book, and close the door on the way out, proceeding to a designated outdoor area. Once outside, students will line up single file and remain quiet. The teacher will take attendance to verify that everyone in the class safely exited the building. Students and staff will wait until someone in authority gives an “all clear” signal.

First Aid

Each teacher will carry a first aid kit with him/her to the playground or other outdoor activity.

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Primary Caregiver

At Belleview Christian Childcare Center, the children begin in a classroom where they will stay for the school year. The children are assigned to a teacher and a teacher's aide who are also assigned to that classroom for the school year. Consistency is important in making the children feel safe and comfortable. Occasionally, a child may be moved to a different classroom, but this decision will be made between the teacher, administration, and the child's parents.

Referrals

Belleview Christian School does not have a special education department. However, in the event that we would need to refer a child for special services, we will make a recommendation to a qualified agency in partnership with the parent. We make referrals to Child Find and The Community Reach Center, both in Adams County. Also, we will recommend that the parents visit with their child's pediatrician and ask for the necessary referrals.

Releasing Children

Children must be signed in and out each day. They can only be released to persons for whom BCS has written authorization, unless a court order supercedes such authorization. In an emergency, call the office if someone else will be picking up your child. A driver's license check will be required before our staff will release your child to the person whose name you've called in. If someone attempts to pick up your child who is not listed on the enrollment form, and if you have not called in with an emergency name, then that person will be asked to leave. Your child will not be released to leave with that person. If the person refuses to leave, law enforcement will be called.

You must pick up your child by 6:00 P.M. A fee of \$10 per child per every fifteen minutes is due upon arrival after the 6:00 P.M. closing time. At least one staff member will stay until all children are gone, even past closing time. A child will never be left alone if he/she has not been picked up at the end of the day. To ensure this, closing staff conducts a visual sweep of every room and closet, including the playground, and listens for children who might have been left. In addition, the sign in and out sheets will be consulted to confirm that every child is accounted for. Emergency information will be used to notify all authorized persons. If no one related to the child can be contacted and other methods have been exhausted, the police will be contacted for further assistance.

School Schedule

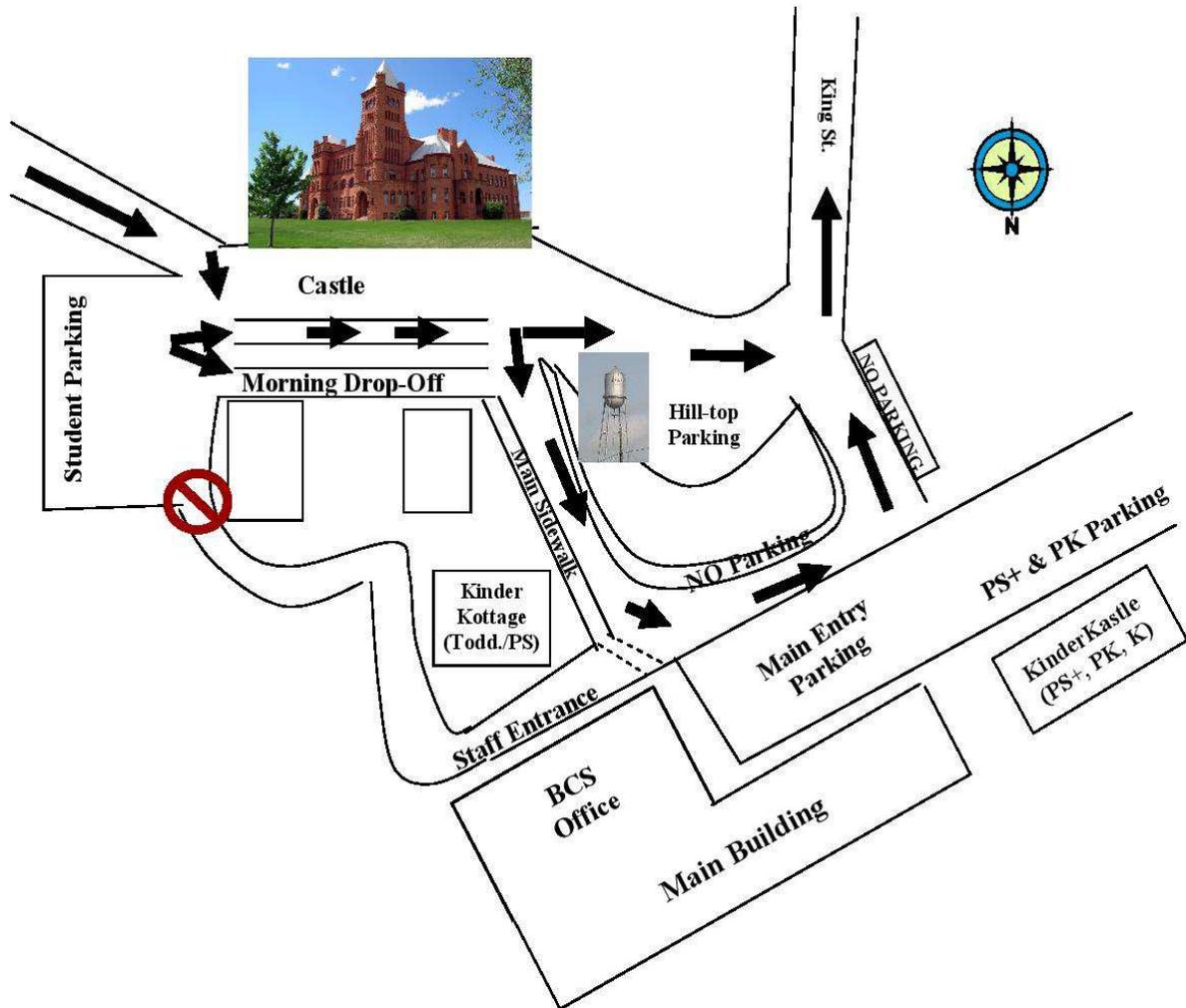
Upon enrollment, you will receive a packet with all necessary forms and schedules for your child. Our operating hours are from 6:30 A.M. until 6:00 P.M. (Toddler room: 6:45 A.M. – 5:30 P.M.), Monday through Friday. Please consult the school calendar for holiday closings and early closings for childcare and extended care. Check on-line at our website for updates. Generally, you may expect that the school will be closed for the following holidays: Labor Day, Wednesday-Friday of Thanksgiving week, Christmas break (see school calendar), Martin Luther King Day, President's Day, Memorial Day, and July 4th. We also close for staff training/maintenance during one week in August.

Scope and Sequence

A scope and sequence detailing curriculum used and age-appropriate concepts taught in the Toddler through Pre-K classrooms is available upon request.

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Traffic Pattern



MORNING DROP OFF: Only drivers with Pink (PS-PK) or Blue (K) tags on rearview mirror will be allowed to drive down the hill between 7:40-8:05AM. 1st - 12th drop off at the top of the hill

AFTERNOON PICK UP: Only drivers with a Pink (PS-PK) tag will be allowed to drive down the hill between 2:25-2:40. K- 5th and Secondary will be picked up at the top of the hill.

No drop-off and pick-up at main entry parking lot or the shoulder across from the red curb.

All parents and students that need to walk down to the school entrance during these times must park in the castle parking lot or the hill-top parking and use the sidewalk to walk down!

DO NOT WALK DOWN THE HILL BY KINDERKASTLE.

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Transitioning from Level to Level in Childcare

Our childcare is divided into four levels, in order to provide specialized care for each individual child. It is our goal to meet each child's learning needs, in addition to their emotional needs. For the most part, transitions are based on the child's age. However, a child's academic level, developmental level and maturity, may cause them to be moved to a different class. The child's teacher, in partnership with the parents will make the appropriate decision. Decisions will be made at the end of each school year as to where the child will move next. These decisions will be based on the child's assessments, age, and maturity.

Video and Television Viewing Policy

There is no television viewing at BCS of local or cable stations at any time by students or staff members. All videos shown are "G" rated and are educational, religious, or entertaining. Entertainment videos are not to exceed 30 minutes per week (childcare) and 90 minutes for summer camp.

Visitors

BCS' visitor policy is posted by the front door, next to the visitor log. All visitors and parents must check in with the office, show picture identification if not already familiar by sight to the office, and receive a name tag.

Parent access to their children will not be denied; however, parents are discouraged from visiting with their children during the school day. Mid-day visits are very disruptive to the classroom and the learning process of all of the children.

Unauthorized (including formerly disenrolled or expelled patrons and their relatives) or unknown persons visiting BCS may be escorted from the premises. Anyone found engaging in unacceptable behavior will be denied entry or asked to leave. BCS reserves the right to refuse entry to non-parent visitors at its sole discretion.

Volunteers

While acting as a volunteer, parents must comply with the terms of this Handbook, direction of BCS faculty and staff and may be removed from the property at BCS' sole discretion.

Conclusion

We provide this handbook for you to use and refer to frequently. Please keep it handy for easy review. The handbook is designed as a guidance tool, and is not intended to be a legal document. The administration reserves the right to update and change policy and procedures as deemed appropriate. Thank you for giving us the opportunity to care for your child. It is a responsibility that we do not take lightly. Let us work hand in hand to diligently teach the children and bring them up in the nurture and admonition of the Lord!

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Parent / Guardian Statement of Cooperation

As a parent, I take seriously the responsibility to raise my child in a way that honors the Lord. In asking Belleview Christian School and Childcare to assist with this task, I agree to:

- take time to go over the Childcare Handbook, talking about it with my child.
- pray for my student, the BCS staff, and the other students.
- actively participate in my child's education to enhance his/her success.
- have my child in school and on time for class.
- take my classroom concerns directly to the teacher.
- take concerns regarding the school directly to the administration in a timely and respectful manner (failure to do so can result in disenrollment).
- maintain fiscal integrity by paying all financial obligations on time.
- support the School Discipline Policy outlined in the Childcare Handbook.
- support BCS and my child's teacher in enforcing classroom rules in a manner consistent with Christian principles as set forth in the Scriptures.
- Support the family lifestyles and biblical values taught at the school, including marriage between one man and one wife, purity until marriage, and obedience and respectfulness to parents, authorities, and God.
- Respect the campus-wide no-smoking, no-alcohol policy.

I have read, understand, and agree to support the policies and procedures as listed in the Childcare Handbook.

Child/ren's Name(s)

Father / Mother / Guardian's Signature

Date