

STUDENT HANDBOOK

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Beginnings Christian Day School Handbook

TABLE OF CONTENTS

<u>PAGE</u>	<u>SUBJECT</u>
3	Mission Statement and Objectives
4	Curriculum Information
5	School Calendar
6	General Information
8	Registration Information
9	Health Related Information
13	Policies
14	We Hope That You Will See...
15	Ways Parents Can Help...
	Integrated Pest Management Notification Form
	Children and Parent Rights

MISSION STATEMENT

Beginnings Christian Day School supports families and loves God's children by providing them with a safe, nurturing place to grow and develop spiritually, emotionally, mentally, physically, and socially. Beginnings Christian Day School's staff and teachings will be guided by Christian principles and will exemplify the Christian Life which will encourage the students and their families to grow closer to Jesus Christ.

OBJECTIVES

SPIRITUAL

♥All students will grow in their knowledge of God and His love through our teaching Christian principles.

EMOTIONAL

♥Our students will mature in their emotional responses and express their needs and wants in an appropriate manner.

♥Beginnings will support parents as they guide their children in gaining independence and maturity.

MENTAL

♥Our students will be encouraged to become independent thinkers.

♥We will work to develop the students' language skills through a wide variety of activities.

PHYSICAL

♥Our students will learn the joy of physical activity through a wide variety of activities.

♥Students will develop their large and small muscle skills.

SOCIAL

♥Students will grow in their ability to work and play with others.

♥Students will learn respect for the rights of others.

CURRICULUM INFORMATION

AREAS TO BE COVERED

Christian Curriculum
Numbers
Letters
Shapes
Colors
Recreation
Art Activities
Musical Activities
Phonics – Kindergarten
American History & Geography – Pre-K
Telling Time – Pre-K
Money – Pre-K
Good Manners
Good Citizenship

When we teach at Beginnings Christian Day School, we will strive to do so in ways that will develop the 7 Intelligences of Your Child.

The 7 Intelligences are labeled as follows:

1. Visual/spatial
2. Verbal
3. Musical
4. Kinesthetic (movement)
5. Logical/mathematical
6. Interpersonal
7. Intrapersonal

SCHOOL CALENDAR 2016-2017

2016

<u>Day</u>	<u>Date</u>	<u>Description</u>
Thursday	August 25	OPEN HOUSE
Monday - Thursday	August 29 - Sept 1 *	Orientation Week / No Extended Day Services
Wednesday	September 7	First Day of Classes / All Extended Day Services Begin
Thursday - Friday	October 6-7	School Closed
Wednesday - Thursday	October 12-13	School Pictures
Thursday - Friday	October 20-21	School Closed
		"His Kids" FALL CONSIGNMENT SALE
Tuesday	November 8	School Closed – Election Day
Wednesday - Friday	November 23-25	School Closed - Thanksgiving Holiday
Thursday	December 8	School Day Ends @ 12 / No Extended Day Services
Wednesday	December 14	Christmas Program & Luncheon
Friday	December 16	Last Day of Class – Winter Break

2017

Monday	January 2	Classes Resume
Monday	January 16	School Closed – Martin Luther King Day
Monday	February 20	School Closed - Presidents Day
Wednesday – Thursday	March 15 – 16	Spring Pictures
Friday	March 17 *	School Closed
Monday – Friday	March 20 – 24	Teacher Appreciation Week
Friday	March 24	School Day Ends @ 12 / No Extended Day Services
Monday – Friday	April 3 - 7	School Closed – Spring Break
Wednesday	April 19	Easter Program & Luncheon
Thursday - Friday	April 27-28	School Closed
		"His Kids" SPRING CONSIGNMENT SALE
Friday	May 19	Last Day of School
Monday - Thursday	May 22 - 25 *	Possible Weather Make-up Day

Detailed School Calendar including any changes can be found on our website @ beginningschristiandayschool.com under "Calendar"

If Fayette County closes due to weather, we will also be CLOSED. If Fayette County is on a 1-hr or a 2-hr delay, we are on a 1-HR DELAY. Watch your local news channel for details.

(*) Notes possible make-up days due to weather. Weather Make-up days are at the discretion of the Director and will be considered after 5 school days have been missed.

GENERAL INFORMATION

<u>CLASS</u>	<u>MAXIMUM ENROLLMENT/NUMBER OF TEACHERS</u>
2-year-olds	12-13 students/2 teachers
3-year-olds	15-16 students/2 teachers
4-year-olds	15-16 students/2 teachers
Pre-K	15-16 students/2 teachers

•We keep our student/teacher ratios **BELOW STATE MINIMUMS** because we believe this will result in the students getting more attention and a better quality of instruction!

HOURS

7:50 a.m. - 9:00 a.m. EARLY MORNING DROP OFF
9:00 a.m. - 12:00 p.m. PRE-SCHOOL
9:00 a.m. - 3:00 p.m. PRE-K
12:00 p.m. - 3:00 p.m. EXTENDED CARE

FEES

PRE-SCHOOL \$100 registration fee, Non-refundable, per school year
DUE with admission application
PRE-K \$100 registration fee, Non-refundable, per school year
DUE with admission application

EARLY MORNING DROP OFF

7:50 a.m. - 9:00 a.m. \$ 6.00/day

EXTENDED CARE 12:00 p.m. – 1:00 p.m. \$ 6.00/day
12:00 p.m. – 3:00 p.m. \$13.00 - 16.00/day

GENERAL INFORMATION (continued)

TUITION

2 days per week	\$156/month	2/3-year-olds
3 days per week	\$209/month	2/3-year-olds
5 days per week	\$282/month	4-year-old
Pre-K	\$390/month	

•Tuition is due by the 5th of the month. You may mail your payment to the school office or drop your payment off when you bring your child to school. If you drop your payment off at school, please give it to the Director.

LATE TUITION

A \$5.00 late fee will be charged when tuition is paid after the 5th of the month. If a family becomes 45 days late in paying tuition or fees, they will be contacted by the Day School Administration. If these amounts are not made current immediately, the child/children will be withdrawn from the school. If the family then makes its payments, and wishes to re-enroll at the Day School, their child's/children's' name(s) would be added to the bottom of the existing waiting list.

REGISTRATION INFORMATION

CURRENT STUDENTS

Registration for students already enrolled at Beginnings Christian Day School will begin in March each year.

OPEN REGISTRATION

Open Registration begins March each year. (after Current Enrollment)

APPLICATIONS

An application form must be completed and submitted with the \$100 (non-refundable) registration fee.

FORFEITURE OF ENROLLMENT

Any student who has been absent for 20 consecutive school days and whose tuition is one month delinquent and has not made special arrangements with the Director will be considered to have withdrawn from the school.

NOTICE OF NON-DISCRIMINATORY POLICY AS TO STUDENTS

Beginnings Christian Day School of Lexington, Kentucky, admits students of any race, color, national or ethnic origin and religion.

NOTICE OF CHRISTIAN FOUNDATION and RELIGIOUS EDUCATION

Beginnings Christian Day school includes Christian teachings in its curriculum.

HEALTH-RELATED INFORMATION

REQUIREMENTS

The following forms are required by the State of Kentucky before a child may attend class:

- ❖ Application & Questionnaire
- ❖ Copy of Insurance Card
- ❖ Medical Release Form
- ❖ Health Immunization Certificate
(Must be provided by your pediatrician on a KENTUCKY STATE FORM)

SPECIAL NEEDS

Children with needs for special care due to disabling or limiting conditions are required to submit care recommendations from a qualified specialist prior to admission to Day School.

SICK POLICY

- ◆ When a student becomes ill at school, the parents will be notified at once. Parents will be asked to pick the sick child up from school.
- ◆ If a child is suspected to have a fever, a thermometer may be used to verify it.

PLEASE KEEP YOUR CHILD HOME FROM SCHOOL...

- ◆ for ONE DAY AFTER a fever.
Definition. Temperatures considered elevated above normal are as follows:
 - 100°F axillary (armpit)
 - 101°F orally
 - 101-102°F aural (ear)
 - 102°F rectally
- ◆ when your child has a contagious disease.
(please notify the teacher so other parents can be informed if their child has been exposed).
- ◆ blood or mucus in the stool
- ◆ until they've been on an antibiotic for at least 24 hours when one has been prescribed for illness.
- ◆ if they have vomited/diarrhea in the last 24 hours.

HEALTH-RELATED INFORMATION (continued)

MEDICATION

No medication will be used by a child unless it is sent in the **original container** with the original label showing the following: prescription number, date filled, physician's name, child's name, and directions for use (frequency and dosage).

Over-the counter medication must have a parent's written order/request indicating child's name, name of medication, reason for giving, frequency of use, and dosage. Parent's signature and date must appear on the order/request.

Parents will be asked to fill out an information card that will be kept on file in the office as long as the medication is given.

POLICIES

ARRIVAL & DEPARTURE

All children may be dropped off between 8:50 a.m. - 9:00 a.m.

Pre-school children should be picked up between 11:50 a.m. - 12:00 noon.

Pre-K children should be picked up between 2:50 - 3:00 p.m.

\$1 will be charged for each minute your child remains at school after their scheduled pick up time. If you have an emergency, and you know you are going to be late, please call the school as soon as possible.

ATTENDANCE

All classes follow a daily curriculum. ATTENDANCE as well as PROMPTNESS are vital for students to accomplish all learning outcomes set forth in your child's specific curriculum.

If you child is unable to attend school on their assigned day or will be arriving to school 15 minutes after their assigned time, please call the school. Twenty (20) minutes after scheduled arrival times the school doors will be locked. If you arrive after this time you will need to walk your child into school and check in with the Director before going to class.

CLOTHING & PERSONAL BELONGINGS

Please provide a change of clothes for your child that can be left at school in case of an accident. Send these clothes in a large Ziploc bag with your child's name on it. Remember to mark **ALL** of your child's personal belongings with his/her name.

Each classroom will have a scheduled "share day". Please limit personal items being brought to school to these scheduled days only.

POTTY TRAINING

The staff at Beginnings Christian Day School will assist you during the potty training phase of your child's life. Students registered in the 4-yr-old and Pre-K programs must be potty trained prior to entering the program.

TOTE BAGS

Pre-School students will receive a tote bag with the school logo on it. Please use this tote bag every day to transport items to and from school.

SNACKS

A snack will be provided by the school once daily. Parents will be responsible for providing a drink. Please inform us immediately if your child has any food restrictions.

Beginnings Christian Day School Handbook

POLICIES (continued)

LUNCH

Pre-K children need to bring their lunch daily. Lunch must contain a dairy, a protein, and two servings of either fruits or vegetables. At times, a teacher or the administrator may arrange to have lunch brought in for the students. Parents will be notified, in advance of the date and cost of the delivered meal.

EXTENDED CARE

Extended care is offered to morning pre-school students on the days that they attend school. Your child must attend school that day to use extended care services. Extended care is recorded separately from tuition and is billed at the end of each month used.

REST TIME

Pre-K children will have a designated rest time. The children need to bring a crib size fitted sheet, a small blanket and a small travel-size pillow with a pillowcase. They need to bring their rest time supplies in a small duffle bag with a zipper or fastener of some kind. They need to bring their duffle bag in with them on the first school day of the week and they will take their duffle bag home on the last school day of the week for cleaning.

TRANSPORTATION

Transportation is the responsibility of the parent.

MESSAGES

Please put communications with your child's teacher in writing, especially when it relates to your child's transportation. We must have a written note if your child is to be picked up by anyone who is not on your "pick up" list. Anyone unfamiliar to the teacher who is picking up a child should be prepared to present photo identification.

PARENT MEETINGS

Feel free to contact your child's teacher throughout the year to schedule a conference.

HOLIDAYS/SNOW DAYS

We follow the Fayette County Public Schools' Calendar in regards to Holidays & Snow Days. A school calendar will be provided for your convenience. If Fayette County Schools close due to weather, we will close, too. If Fayette County is on a 1-hr delay, we will be also. If Fayette County is on a 2-hr. delay, we will be on a 1-hr. delay. Please watch your local news for notification. After 5 snow days, Beginnings may begin to add days onto the school calendar to compensate for days canceled. You will be notified in writing of these changes.

CLASS PARTIES

Teachers will schedule class parties for their own classrooms. Parents may be invited to join the class and may also be asked to help with the party by providing decorations and/or refreshments.

POLICIES (continued)

BIRTHDAYS

If you would like to furnish refreshments for your child's class on his or her birthday, you are welcome to do so. Please notify your child's teacher in advance. If you wish to distribute birthday party invitations at school, there must be one for every student in the class.

GIFT GIVING AMONG STUDENTS

If students wish to exchange gifts with each other, they **MUST** do so **OUTSIDE** of school, unless gifts are given to the entire class.

GIFTS BY PARENTS (OR OTHERS) TO SCHOOL

Gifts to the school are welcome. Please discuss your gift with the director.

FIELD TRIPS

Teachers will notify parents at least one week in advance when a field trip is planned. Individual Permission Slips will be sent home for each field trip. These forms **MUST** be signed and returned in order for the student to take a field trip. Parents may be called upon to help with supervision of field trips.

When transportation is offered by Beginnings, a licensed and insured staff member will transport students in a vehicle displaying current certification of inspection from the Kentucky Transportation Cabinet. The staff member transporting students will comply with all rules and regulations set forth within the Child Care Facility Health and Safety Standard guidelines.

DISCIPLINE

Our goal is for each child to be a responsible member of the group. Discipline is firm but friendly. Rather than "discipline" a child, our focus will first be to **POSITIVELY REDIRECT** the child's behavior. However, a child who continually infringes upon the rights of others may be asked to sit apart from the group in a designated spot. The goal is that this time will give the child time to think so that he/she will rejoin the group and behave in a more responsible manner. If this form of discipline is not effective the parent may be called and asked to pick up their child on that day.

*****EMERGENCY INFO*****

In the event that some kind of emergency would make our school building uninhabitable (fire or release of hazardous materials), you should know that you would pick your child up at **CORNERSTONE BAPTIST CHURCH, 4451 WINCHESTER RD** (neighbors to our immediate west). All students and staff would walk there to safety using grassy area parallel but distant from Rt. 60.

WE HOPE THAT YOU WILL SEE...

When you observe the children and teachers in the school, we hope that you will see they are learning...

- ♥ to work and play together.
- ♥ to respect the rights of others.
- ♥ to listen as well as speak.
- ♥ to grow in self control.
- ♥ to grow from dependence to independence.
- ♥ to listen to directions and to follow them.
- ♥ to develop good work habits.
- ♥ to finish what they start.
- ♥ to clean up after work time.
- ♥ to participate in group activities.
- ♥ to enjoy using a variety of materials.
- ♥ to share toys, equipment, and experiences.
- ♥ to dramatize stories and experiences.
- ♥ to develop an interest in books and music.
- ♥ to develop an interest in the world around us and the people in it.
- ♥ to improve muscular coordination through physical activity.
- ♥ to stay focused on an activity for increasingly longer periods of time.
- ♥ to develop new interests and extend old ones.
- ♥ to understand new words and use them.

WAYS PARENTS CAN HELP... Their child...the teachers...themselves...

- ♥ Make sure your child attends school regularly.
- ♥ Have a positive attitude toward school and share it with your child.
- ♥ Teach your child self-reliance by encouraging him/her to do things for himself/herself. Give him/her plenty of time to succeed.
- ♥ Teach your child important skills like putting on, taking off, and hanging up his/her own coat.
- ♥ Teach your child to be responsible for cleaning up after himself/herself.
- ♥ Know your child's teachers. Work with them concerning any problems that arise. Let the teacher know if there is a change at home that may affect your child at school. The teacher will be better able to help your child when he/she is aware of what is happening at home.
- ♥ Confer with the teacher in private rather than speaking about the child in his/her presence.
- ♥ Take an interest in the school and the creations your child brings home. Take time to listen when your child tells you about his/her school experiences. Discuss your child's day with real interest.
- ♥ Read to your child every day and encourage an interest in books and reading.
- ♥ Read the notices that are sent home in your child's tote bag. Be aware of events and changes that are taking place in your child's school experience.

Integrated Pest Management Initial Notification Form

_____ School Year

First Semester

Second Semester

SPECIAL NOTICE

Dear Parent/Guardian, District Employee, or Health Professional:

_____ has implemented a special program of Integrated Pest Management (I.P.M) in order to control pests in a way that minimizes economic, health and environmental risks via a monitoring and inspection program and the judicious use of pesticides. Those individuals applying pesticides will be properly certified in keeping with applicable legal requirements for the I P M program.

If you want to be notified Twenty-Four (24) hours in advance of a planned pesticide application, other than when bait is used, or as soon as possible when an emergency pesticide application is necessary, please register at the front office of the school. You may also register by phone by calling your school office at: _____

(Local School Phone)

Sincerely,

(Name and phone number of District I.P.M Coordinator;)

