

# Bethel Christian School

1450 Airport Blvd.  
Aurora, CO 80011  
303-364-2541

## Student/Parent

## Handbook

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September 2011

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### **Bethel Christian School Mission Statement**

That all may know *God's* grace and the love of Jesus Christ, seeking to reach all *God's* children through the *Gospel*, the family, and the pursuit of academic excellence.

The following handbook has been prepared for you to become familiar with Bethel Christian School (BCS) and its philosophy toward Christian education. With this handbook, we hope you will gain an understanding of the program, policies, practices and regulations of Bethel Christian School.

The staff is dedicated to the development of each child and helping he/she to become aware of their connection to *God*. Home, school, and church working closely together best serves your child's total growth. Teachers and parents must join in spirit and cooperation for the full education, development and growth of each and every child. May *God* add His richest blessings to all of us and lead us to the understanding that we are not alone in our efforts.

### **Doctrinal Statement**

Bethel Christian School is an extension of the ministry of Bethel Lutheran Church; the doctrinal statement for the church and school is the same:

### Lutherans believe:

There is one *God*, eternally existent in three persons, Father, Son, and Holy Spirit. *God* is the Creator of the universe with all of its grandeur and beauty, and He sustains it with His almighty power.

### **General Information**

Bethel Christian School is a private, non-public school, and according to the State of Colorado Constitution is not obligated to conform to all the standards dictated to the public schools. However, Bethel Christian School does make every attempt to meet or exceed the educational standards set forth by the State of Colorado.

Bethel Christian School is obligated to follow certain laws and regulations regarding the health, safety, and welfare of the children entrusted to us. Therefore, we will follow the health and immunization requirements, fire and other safety regulations, school employee fingerprinting and background check requirements, the mandatory child abuse laws, and any other federal or state

mandated regulations which affect the overall well-being of our children.

### **Administration**

Bethel Lutheran Church is a non-profit organization that operates Bethel Christian School. The Bethel Christian School Board is responsible for setting policy and manages the school through the Director(s).

Bethel Christian School is a mission of Bethel Lutheran Church. It is structured so as to provide a Christ-centered approach to instruction in all academic subjects. Its student body will include children of Bethel Lutheran Church as well as those children whose parents have no church affiliation or who may be members of other churches.

The Bethel Lutheran Church congregation sponsors and maintains its preschool and kindergarten and supplies the facility in which Bethel Christian School is housed. The Board is elected by the congregation for the development and execution of school policies, regulations, and practices. The school is directly administered by the Director(s).

### **New Students**

Bethel Christian School is available to anyone interested in securing a nondenominational - Christian education, from preschool through kindergarten. The following standards have been established for entrance into Bethel Christian School:

- Parents should be in agreement with our basic objectives and statement of faith and should be willing to actively support our educational program.

- The parents must have a sincere desire for their child to have a Christian education, and must be willing to submit to the standards and regulations of our school.
- New students are accepted, as space is available. No new enrollment request is processed until the enrollment forms are returned to the school office with all registration fees paid.
- All enrollment questions and issues are handled by the Director(s) and can be reached by calling **(303) 364-2541**.

Those interested in enrollment may schedule a school visit to get a first-hand view. The school staff will also try to answer any specific questions. Those desiring to proceed with enrollment are given enrollment request forms. Upon completion and return of all enrollment forms and registration and tuition is paid, the student is enrolled.

### **Admissions**

A child may be enrolled between three to six years of age. Our school program provides an individual, developmental approach for these children.

Bethel Christian School offers part time, Monday through Friday, enrollment. Children will be enrolled on the basis of the child's age and available openings. Any changes in the schedule, which were set up at the time of registration, must be discussed with the Director(s). There is no guarantee that the school will be able to accommodate a schedule change.

In order to be admitted to school, the child should meet the age requirements as stated previously. It is highly suggested

that he/she be able to use the rest room independently and without adult assistance.

### **Waiting List**

Bethel Christian School uses the traditional waiting list policy when classrooms are full. Students will be called in the order they are put on the list for each class.

### **Withdrawal Procedures**

Any student withdrawing from Bethel Christian School may be given a prorated refund. However, the registration fee is non-refundable.

### **Re-enrollment**

Each year it is necessary for parents to re-enroll their children for the coming school year.

### **Special Needs Students**

The scope of the early childhood program of Bethel Christian School is focused on developmental education for children three to six years old. Special need students will be considered on an individual, case-by-case basis.

Both the parents and the school must feel that Bethel Christian School will benefit the child. They also need to agree that placement in the school will be in the best interest of the child as well as of the other students in the school. In conjunction with proper placement of a special needs student, the school must be able to take readily achievable action to accommodate the disability.

If all the above criteria are met, a staffing must occur prior to acceptance

of the student's application. The staffing needs to include the child's parent(s), a teacher, the director, and other professionals deemed necessary to take care of the child. A doctor's note stating the child's special needs is mandatory and will become part of the staffing.

Acceptance will depend on the outcome of the staffing and the ability not to cause an undo burden to the Bethel Christian Preschool and Kindergarten. There will be a thirty-day acclimation period following acceptance of the child's application. During that time either party may terminate the enrollment and a refund of all unused tuition will be rendered.

### **Child Abuse**

Colorado state law requires any teacher to report suspected child abuse of any nature. A teacher failing to report abuse is subject to criminal prosecution by the State of Colorado. Parents are asked to understand that a teacher honoring this law is not making an accusation, but merely using judgment to obey the law.

### **Child Abuse Reporting By Parents**

This section comes to you as it pertains to the Minimum Rules and Regulations for Child Care Centers, which also governs Bethel Christian School and Kindergarten. It is our responsibility to inform you as to the proper way to report suspected child abuse or neglect. You are to call the local police department or the Arapahoe County Social Services at 303-636-1750. It is our sincere hope that none of you will ever have to make such a call.

### **Custody**

If there are special custody

arrangements in a family, the school must have a copy of the court order declaration in order to assist the parents in keeping these arrangements. The school cannot be responsible for monitoring court restrictions if we have no knowledge of them. This information should be given to the Director(s).

### **Harassment Policy**

Bethel Christian School is committed to providing a learning environment that is free from harassment in any form. Harassment of any student or employee by any other student or employee is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

### **Child Protection Policy**

All staff members that work with our students in any situation are required to be fingerprinted and complete a background check application (done through the school office). No staff member will be left unsupervised with any student if a background check has not been performed. Staff members will closely supervise all volunteers.

## **Financial policies and procedures**

### **Registration Fee**

Bethel Christian School charges an annual registration fee and supply fee in addition to the tuition. These fees include processing, workbooks for some classes, art supplies and supplementary teacher supplies. The **non-refundable** registration/supply fee for 2011/2012 school year for all classes is reflective of 1 month tuition. Preschool MWF \$170,

TTH \$130, Jr. K M-F \$240, MWF \$150, TTH \$120 and Kindergarten \$285. Payment of this registration assures your child's spot in their class until the beginning of the school year and tuition is paid.

### **Financial Policies**

Bethel Christian School is owned and operated by Bethel Lutheran Church. The congregation supports the school directly by financial support to the school through its mission budget and by providing the school building, with maintenance, and upkeep, and utilities. The congregation also provides direct support through regular prayer and spiritual guidance.

The costs of day-to-day school operations, including salaries, materials, and supplies necessary for the educational process are provided by the school parents that are directly using the school for their children's education. This is done through the regular and timely payment of registration and tuition fees. In view of the necessity of maintaining fiscal responsibility, the following financial policies are in effect:

### **Tuition**

Tuition is computed on a 9-month school year. No adjustments are made for fall break, Christmas break, Easter break, etc. Tuition is due on the first of the month, and is past due on the 7<sup>th</sup>. A late fee of \$25 will be added to the balance due if payment in full has not been received by the 6<sup>th</sup>. Unpaid tuition is cause for disenrollment. If you are having difficulty making the tuition payment, you must inform the Director(s) of your situation.

### **Lunch Bunch and Extended Lunch Bunch**

Preschoolers may stay from 12pm to 1pm or from 12pm to 2pm everyday and eat lunch. The cost for this program is \$5.00 per hour, plus the child must bring a sack lunch. The children will have a rest time from 1pm to 1:30pm. There are reduced rates if paid monthly. Lunch Bunch is included in the kindergarten tuition; however, kindergartners must also provide their own lunch. Kindergarten does not have a rest time.

### **Payment Responsibility**

Bethel Christian School cannot get involved in personal domestic situations; it is necessary to stipulate who is responsible for payment of the tuition charges. We will bill only the student's legal guardian. In most cases, the legal guardian is the parent in whose home the student resides. In divorce cases where there is joint custody of the student, the parent who signed the tuition agreement will be held responsible for the payment.

### **Payments**

Payments are to be placed directly in the locked payment slot near the front door. When paying in cash, please use an envelope and mark the front with your name, your child's name, amount, and reason for payment on the envelope. Checks are to be made payable to Bethel Christian School or BCS.

### **Post-dated Checks and Returned Checks**

Due to the large volume of payments received each month, **we are unable to accept post-dated checks.** All checks will be deposited immediately upon being processed. All accounts will be assessed a

\$25 fee if checks are returned having insufficient funds. If two non-sufficient funds checks are received, cash payments will be required for the rest of the school year.

### **Donations and Gifts**

Bethel Christian School is a non-profit organization. Some of our expenses are met by the gifts and donations received each year. We praise the Lord for the way He has touched the hearts of His faithful people to meet the needs of His work at this school. Pray for this support ministry to continue and pray for God's blessings to be poured out on those whom He leads to contribute to Bethel Christian School. Gifts to Bethel Christian School are tax deductible.

### **Tuition Assistance**

We encourage families with special financial needs to contact the Director(s).

### **Absence**

If your child is sick and will not be in class, please let the school know with a phone call before 9 am to **303 364-2541**.

### **Academic Program**

The instructional program of Bethel Christian School can be described as a Christian-based school program. We follow a Scope and Sequence that is available upon request.

### **Worship**

In addition to classroom devotion and prayer, our school children have the opportunity to worship together as a

school family at least once a week in our combined chapel services. The Pastor of Bethel Lutheran Church usually leads these services. Parents, friends, and members of Bethel Lutheran Church are cordially invited to attend these worship services. BCS students may also be invited to sing at Sunday worship during the school year.

If any school family is without a church home, we invite you to attend services here at Bethel Lutheran Church. Church services begin at 8:30 am and 11am on Sunday mornings. Sunday School begins at 10:00 am each Sunday.

### **Lunch, Beverages, and Snacks**

Children who are in kindergarten or are using the Lunch Bunch program **must** bring their own lunch. There are microwaves available for the teachers to warm student lunches. Occasionally we offer a "Pizza Day" which costs \$2.00 plus the Lunch Bunch fee of \$5.00.

Kindergartners do not pay the Lunch Bunch fee.

Teachers make up their own calendar of student's snack days. Please provide the correct number of snack and some kind of beverage for the class when it is your child's turn. Please consider nutritional snacks. If no drink is provided, children will be served water.

### **Special Activities and Field Trips**

During the school year individual classes may take field trips or the school as a whole may have special entertainment come in. The school may pay for any fee involved. For field trips away from the school, parents may be asked to drive. Please consider saying 'yes' when asked. Prior to any off-sight event, a permission

slip must be completed and returned before a student is allowed to go on a field trip. This permission slip must be signed by a parent/guardian with an emergency phone number recorded on it. The teacher on every field trip will carry this emergency information.

A car seat will be required for all students. If there is a situation where an emergency occurs, the child's emergency number will be contacted with any and all information available regarding the situation.

If your child arrives late for the field trip and the group has already left, you will be informed of this situation and all efforts will be made to reconnect your child with his/her group. If we are unable to reconnect your child, they will stay at the school under the supervision of the staff that remains at the school.

### **Parking Lot**

It is our goal to keep our children as safe as possible while at school. In order to do this, please observe these guidelines:

- Parents are required to drive slowly and cautiously while in the parking lot.
- When driving in the parking lot, please observe the crosswalk. Pedestrians have the right of way.
- Parent/Guardian must bring child into school.
- Parent/Guardian must come into the school to pick up all students. Once the teacher has released the child to the care of the parents or parent-approved driver, the school is no longer responsible for the child.

### **Arrival and Departure - Sign-In/Out Procedure**

The entrance to the school for all preschoolers and kindergartners to begin their day is the east door. The doors will be open 15 minutes prior to school start. Parents are to sign their child in and see that they are under proper supervision before leaving the premises. Parents are also expected to reenter the building and sign their child out when picking up their student. This is a requirement of the Department of Human Services, Office of Child Care Services for the state of Colorado. Please note the correct times and stay with your child until the school opens the accordion doors to signal the beginning or the ending of the session. **No child will be permitted to leave the school with anyone except the persons designated in writing on their emergency form, unless permission has been granted prior to dismissal.**

If you will be late in picking up your student, please call the school at 303 364-2541.

Preschool Student: If you are more than 15 minutes late, the child will be fed lunch and you will be charged the Lunch Bunch fee of \$5.00 PLUS \$1.50 for the lunch provided. If you have not picked up your child by 1:15 pm you will be charged the Extended Lunch Bunch fee of \$5.00 more. If you have not picked up your child by 2:15 you will be charged \$1 per minute thereafter.

Kindergarten Student: Kindergarten ends at 2 pm. If you are more than 15 minutes late in picking up your Kindergarten student, you will be charged \$1 per minute thereafter. Late pick up fees are a school policy; do not try to coerce the teacher into giving you a break!

If you arrive late and the east doors are locked, please ring the doorbell at the South door near the kindergarten room.

### **End of the Day Closure**

All rooms and bathrooms are checked before the school is locked and closed for the day. Should a child remain after class, at least one staff member will stay with the child in the school until the parent or an authorized person picks up the student. **If a child is not picked up by the closing time of the building, and all attempts have been made to contact the child's parents, the police will be called and the child will be turned over to them.** Late fees will accrue and any other costs incurred will be the responsibility of the child's parent/guardian.

### **Closure Due to Weather**

In the case of inclement weather, natural or man-caused disasters, or other unforeseen circumstances, the school may be closed. The Director(s) will notify the following radio and television station by 6:30 am:

KOA	AM radio	850
KUSA	TV	Channel 9

All activities on a closure day will be considered canceled. In case of weather warnings, children may be kept in their classrooms after school hours for their safety.

In the event of an early dismissal, parents will be notified by phone. If parents cannot be reached, we will refer to your child's emergency reference person as stated on student's application.



## Discipline

Every attempt is made to maintain Christian discipline at all times. Teachers make every effort to treat all children fairly in accordance with God's Word. It should be remembered that teachers are the parent's representatives in the school, and the guidelines of the 4<sup>th</sup> Commandment (Honor thy father and thy mother) should be followed.

At Bethel Christian School, we do not think of discipline as being a form of punishment but rather as the teaching of self-control. Christian attitudes, orderliness, and efficient management of time and abilities are encouraged, so that maximum learning may take place. The teachers first use redirection with a child when disciplining them. If the teacher has to talk to a child more than two times about the same problem, the child will sit out of play for "thinking time". If the teacher continues to talk to the pupil about the same problem, the parent will be called. If this pattern continues, the pupil will be considered as having a behavioral problem. A behavioral problem is when a student's action is detrimental to the routine management of the classroom and school and to the resultant educational processes. Such a child's action will be reported to the parent's and the Director(s) so that home and school can work together to correct the pupil's misconduct. In the event that it cannot be corrected, the child may be dis-enrolled.

The School Board reserves the right to dismiss any pupil for persistent and unacceptable behavior. Persistent or repeated misbehavior could warrant dis-enrollment of the child from Bethel Christian School.

## Parent/Teacher Conferences

Parents are welcome to meet with their child's teacher for a conference at any time during the school year. Conferences may be arranged by calling the school for an appointment. These conferences provide an opportunity to review children's progress in all areas of their school experience.

## Medical

It is the student's responsibility to report to the teacher immediately when an injury occurs on school/church property.

First aid treatment will be administered when an injury occurs at school. In instances where a student needs medical attention, we will call the parent, emergency person, or a family doctor (in that order). If the injury is of a serious nature, we will call 911 **immediately**. The school will then also contact the parent(s).

**It is imperative that current or updated emergency information be on file in the office listing all phone numbers of those persons who are to be contacted in case of an injury. In case of a change in phone number, please notify the Director(s) immediately.**

If a student becomes ill enough to be removed from school, sustains more than a minor injury, or has an emergency, the parent will be notified. It is the parent's responsibility to make arrangements to pick up an ill or injured child as promptly as possible. Anyone who comes to pick up a child must show identification.

Students are not permitted to walk home, even with parental permission. The school should always be able to locate the parent/guardian or designee in case of any emergency (designees are those

persons who will assume responsibility in the absence of the parent as listed on the Emergency Contact Card).

### **Medical Emergency**

In a medical emergency, if the child leaves the premises, a staff person or the child's parent or designated adult will accompany the child to the hospital. The child's intake file will be pulled, including his/her emergency card, and taken to the hospital.

### **Accident Report**

Someone on the school staff must complete injury reports within 24 hours of an accident. It is to be filled out in case of an accident resulting in an injury to a child. The child must be attended to first. Always notify the school director who will notify the child's parents. The original injury form of an accident is to be given to the office. It will be placed in the child's intake file. A copy of the original form is to be given to the student's parents.

### **Healthy Environment**

School is no place for a sick child. We wish to provide a healthy environment for all children. Please do not bring a sick child to the school. If a child is at school, we will assume that it is all right with the parents to allow that child to participate in all of the activities scheduled for that day, inside and outside. An ill child will be isolated and given appropriate care until picked up by the parent. Remember to keep your child home if he or she:

- Has a fever or has had one during the previous 24 hours
- Has a cold that is less than four days old

- Has a heavy nasal discharge
- Has a constant cough
- Has diarrhea or has had it during the previous 24 hours
- Is fussy, cranky, or generally out of sorts.
- Is tired! (Rest may prevent serious illness.)

Parents will be called to pick up children who are ill.

The home can make a great contribution in this area by:

- Seeing that each child consistently gets adequate rest and sleep.
- Seeing that the child eats well; a good breakfast before he/she comes to school is extremely important.
- Making sure children wear appropriate clothing, especially jackets and boots when needed. Colorado weather can turn in an instant. It is best to be prepared.
- Not allowing a child who is sick to come to school. Do not let the teacher decide whether or not a child is sick.
- Keeping a child home after a sickness until his/her temperature has been normal for 24 hours. In fairness to the other students and teachers, if a child is brought to school sick, or becomes ill during the day, the parents will be called to pick up the student.

### **Medication**

State laws strictly regulate how medications are given at school. In an effort to protect all students, we do not allow medication of any kind to be in a student's possession. This includes prescription medications as well as

aspirin, Tylenol, Advil, Aleve, and all other over the counter medications.

Generally medicine will not be given to a child while in the care of the school. In regards to prescription medicine for children who are not in kindergarten, please properly medicate him/her before or after school. For an all day student, the medicine must be in the original container with directions clearly printed on it with a doctor's name and phone number on it. A medical log will be completed for any school-dispensed medicine given to a student. All medicines and their log will be kept in a cabinet in the school office. The school will further adhere to the policy of the state regarding the distribution of medicines and proper training.

- Medications brought to school and not meeting the necessary requirements will not be dispensed and will be locked in the office until a parent/guardian verifies the medication and follows the procedure or takes it home.

### **Asthma**

It is the parent's responsibility to verbally inform the Director(s) and child's teacher, as well as in writing, if they have a child who has been diagnosed with asthma. This must also be included on the child's health form.

Asthmatic inhalers will follow the same procedure as outlined in the Medication section.

If a child is at school, we will assume that it is all right with the parents to allow that child to participate in all of the activities scheduled for that day, inside and outside.

### **First Aid**

All staff must have completed a course in first aid, CPR, and universal precautions. A copy of the certification information can be found in the staff files.

### **Lost Child**

In a situation of a lost child, the parents and local authorities will be notified immediately. (The procedure for identifying children at all times includes, but is not limited to, head count during transition times and daily attendance recording.)

### **Abductions**

Should a person who is not authorized attempt to take a child out of the school, the child will be taken by the Director or a teacher to the main floor church office. We will close the door, lock it and call 911

### **Playground Rules**

A teacher will supervise children at all times on the playground. Throwing sand or rocks is not permitted. In case of bathroom needs, an adult will accompany student(s) to the school building.

### **Extreme Hot and Cold Weather**

When the temperatures reach lower than 38 degrees, the children will not be allowed to play outside for any length of time. When the temperatures reach above 90 degrees the children will spend limited time outside also. They may go for a short walk outside, but active play will be restricted in both instances.

## **Additional Information**

### **Reporting complaints**

If you have concerns about a childcare facility, or need additional information regarding licensing, please consult the Department of Human Services, Office of Child Care Services at 1575 Sherman Street, Denver, CO 80203. You may also call 303-866-5958.

### **Parties**

Throughout the school year, there may be class parties planned. Any necessary information will be made available to the parents prior to the events.

### **Birthday Parties Outside of School**

When your child wishes to invite school friends to out-of-school birthday parties, please do so by mail or by phone, unless the whole class is invited.

### **Birthday Snacks at School**

If you wish to acknowledge your child's birthday in the classroom, please discuss your plans with the teacher in advance.

### **Diaper and Toilet Training**

Although we ask that all children be toilet trained before entering Bethel Christian School, we do understand that occasionally children are still connecting with this concept. The staff at Bethel Christian School will use all resources possible to help in the aid of your child's training. We also understand that children do have "accidents" so if there is a need to change your child's clothing, a staff member will do so unless you specifically state otherwise.

## **Fire Drills**

Fire drills are held at intervals throughout the school year in compliance with state law. When the signal is given, all class activities must cease. Staff and students will leave the building promptly. Children will: walk, as directed by the teacher, from the outside exit away from the building where attendance will be taken.

- No talking, either in or out of the building.
- Listening for the teacher's directions.

The Director(s) will inform students when they may return to your classroom.

## **Tornado Drills**

Tornado drills will be held and all people in the building will adhere to the procedures. All students and staff will proceed to the basement of our education center. It is strongly suggested that parents wait for the 'all clear signal' to be given before they take their child/student from the school.

## **Label Belongings**

It is imperative that all belongings be labeled. Lost items accumulate rapidly and when labeled, these items can be returned to the owner.

## **Lost and Found**

Any articles of value, which are found, should be given to a teacher. Unclaimed articles will be used by the school, sold or given to a charity at the end of the school year. Labeling your child's name on their possessions will prevent any unfortunate loss.

## Home and School Cooperation

### Parental Responsibilities

Christian parents have the primary responsibility of educating their children in the way of the Lord. This Christian school has been established to assist the parents in their obligation. Parents and teachers must work together in their common goal of training God's children to walk in His path. In order to provide the best possible education for the children, the home and school need to work together toward the same goals. We feel these goals can best be met when you help your child grow in grace by:

- Letting your daily living and conduct be a wholesome guide and example.
  - Letting the Word of God be the sole guide in all phases of daily living and conduct.
  - Having regular family devotions and table prayers.
  - Attending Sunday school and church regularly, and discussing the sermon and lessons with your children.
  - Praying for your school and staff.
  - Supporting your church and its educational ministries.
  - Encouraging your children to respect their teachers.
  - Refraining from criticism of teachers or school procedures in front of your children.
  - Bringing questions or criticism of teachers or school procedures in a constructive manner.
  - Seeing to it that your child is prompt and regular in their school attendance.
  - Becoming involved in the Parent Volunteer Organization. (PVO)
- Showing an active interest in your child's homework, giving assistance, encouragement, and arranging a scheduled homework routine whenever necessary.
  - Staying current by reading monthly newsletters and other information sent home with your child.
  - Exercising Christian discipline at home and support Christian discipline exercised at school.
  - Communicating regularly with the teacher.
  - Encouraging sufficient hours of rest and sleep.
  - Encouraging your child to eat well-balanced meals.
  - Discouraging your child from bringing distracting items to school.
  - Seeing to it that your child is properly dressed in cold, snowy, and wet weather.
  - Discouraging your child from bringing candy and gum to school.
  - Encouraging your child to keep the school building and grounds clean and orderly.

### Parent Participation Policy

Parent participation and involvement in the activities of our students is seen as a significant element of our curriculum. Parent participation teaches our children the emphasis the family places on education and shows parent support of the school's programs. Different areas of volunteering include: drivers, room helpers, readers, field day, etc.

## Parental Questions Concerning the Classroom

We encourage as much parent involvement as possible in this crucial task of education. Should there be any questions or a problem concerning your child and/or their class or teacher, please contact the teacher first. Anything said or done which tears down respect and confidence for either the parent or the teacher will harm the child. When there is a misunderstanding, a parent should take it quickly to the teacher. Often, a conference or a note can clear up the difficulty. Should the problem remain, please make an appointment to speak with the Director(s). Please respect this chain of authority, as it will help to address your needs in a most efficient manner. Following the listed guidelines below will further help to make the conflict resolution process both quick and positive:

- Give the staff the benefit of the doubt, and in a spirit of love contact the school for the complete facts.
- Realize that your child's reporting may be emotionally biased and may not include all the information.
- Realize that the school has reasons for all rules and that they are enforced without partiality.

## Videos

Videos are not regularly shown at Bethel Christian School. Occasions that they may be shown are educational purposes; special events or bad weather days.

## Visitors

The community is welcome at Bethel Christian School. Visitors are encouraged to inquire into the operation of the

school, to visit the classrooms, and to familiarize themselves with school programs.

All visitors to the school, **including parents** who visit or volunteer, are required to sign - in at the east entrance to the school before entering the class areas. **ALL VISITORS AND VOLUNTEERS MUST SIGN-IN!**

The book is on the credenza in the school lobby. This is a safety measure as mandated by the Office of Child Care Services.

SIBLINGS are considered visitors and must sign-in also. Remember that they may only stay for a short time due to licensing and liability issues.

## Classroom Visits

Parents are invited to visit the school any time. We do ask that parents follow the following rules.

- 1) If a conference is desired prior arrangements should be made with the teacher.
- 2) While in the classroom, be inconspicuous or blend in, so that the students' activities are not disrupted.
- 3) If you wish to discuss particulars while visiting the classroom, we ask that you not disrupt the class activities but wait until the session is ended.

Parents are invited to participate in classroom activities; however, discuss the arrangements with your child's teacher first. Help is always welcome.