



Preschool Policies & Family Handbook

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WELCOME TO BETHEL COMMUNITY EDUCATION!

We pray that you will be blessed as we partner together in God's work, developing the lives of His children in relationship to Him and one another. God's Word is the foundation of who we are, and influences every aspect of our innovative, individualized approach to learning. This handbook is designed to inform parents and families about Bethel Community Education's procedures and policies. While written guidelines, rules, and policies are useful, they can't replace common sense or be all-inclusive. Please become familiar with the handbook and let us know if you have any questions.

Bethel Community Education is a:

- A. Community Rooted in Christ** first and foremost. Our mission is to empower learners to use their God-given talents to join in Christ's work. We envision a world with trained disciples who seek God's leading in advancing His kingdom for His glory. This is at the root of all we do - from how the board operates to how curriculum is created, how discipleship is approached, and how a Christ-centered learning community is cultivated. We are all image bearers of Christ, and that impacts how we interact with one another and the world around us.
- B. Welcoming, Inclusive Community.** At Bethel, it is our passion to welcome learners of varied abilities, equipping and empowering them to learn in an environment where they can thrive. Through a partnership with All Belong, we strive, if able, to accommodate individuals with special needs. Learners will be supported, equipped, and empowered to grow in their strengths and weaknesses. It is less about a learner "fitting in" to our model; rather, it is about how and if Bethel can set up supports to allow a learner to flourish.
- C. Learner-centered Model.** Within the framework of a growth mindset, learners take ownership of their learning. As learners set and track daily goals, recognize and speak into their strengths and weaknesses, reflect on obstacles they are working through (and have overcome), life long learners emerge. When the process of learning becomes the focus, both academic and personal growth is impacted.
- D. Individualized Learning Model.** Through data, informal assessment and observation, we offer academic instruction that meets learners at their prime instructional level. Breakout groups are provided during our academic morning hours. These are purposeful, intentional times when a guide comes alongside a learner in areas that need support through a one-to-one or small group setting.
- E. Curiosity-enhanced Learning Environment.** We believe curiosity sparks wonder, and wonder leads to great questions. Through providing real world experiences, we challenge learners to develop lifelong skills of critical thinking, problem solving, collaboration, and crucial conversation. Learners begin to see the joy of lifelong learning, develop passions and gifts, and lean into doing "hard things" knowing it is in those times they can grow.

FAITH STATEMENT

- God is the one true God.
- God is: the Father, Jesus Christ the Son and the Holy Spirit.
- God is the Creator of heaven and earth.
- God makes each of us uniquely in His own image.
- God is love.
- God loves His people.
- Jesus Christ humbly loved and served his neighbors, and we are called to follow in that example.
- Jesus Christ, who was without sin, took on the punishment for our sins and died on the cross. Three days later He rose from the dead – forty days after the resurrection He ascended into heaven.
- Christ conquered sin and death that we may enter into a relationship with His Father.
- God invites us to daily extend and advance His kingdom to the community we are called to serve.

Bethel Community Education is a missional organization and opens our arms as wide as we can to all who wish to join Bethel. If you desire to send your child to Bethel Community Education, you will be asked to acknowledge that your child will be immersed in an education rooted in Christ.

COMMITMENT TO THE WHOLE CHILD

All children are designed by God, in the image of God, and have been made for the glory of God. We believe God has entrusted us with the responsibility of coming alongside each child in a way that fosters curiosity, wonder, and growth. We seek to allow each child the ability to thrive in every aspect of their lives. Our team at Bethel Community Education accomplishes this through living and modeling what we hope to cultivate in each child. We are rooted in Christ, and that encompasses how we approach everything.

A. Discipleship at Bethel Community Education

First and foremost, our team at Bethel Community Education is committed to guide preschoolers in discipleship to Christ. It is a part of everything we do at Bethel as it encompasses all things.

1. **Each Learner is a Child of God:** We are all called to use our gifts to further his kingdom and bring honor and glory to him. The team and learners at Bethel strive to live this out each day through the unique gifts he has blessed each one with. As a team, we help to develop and fan into flame each learner's gifts and talents in order to truly carry this out.
2. **Bible and Prayer:** We spend time in God's word each day to learn more about him and draw closer in our relationship with him. Preschoolers are provided with a variety of ways to talk to God through prayer journaling, drawing, listening to worship music, and/or sitting in his creation.
3. **Guiding:** Our preschool team desires to live out the Fruit of the Spirit in all our interactions within our team, preschoolers, families, and friends.
4. **Restorative Practices:** When conflict arises, we use God's word to guide us through a restorative process. We take time to understand, ask questions, listen, and seek restoration. It takes time, but these are essential skills our preschoolers are developing as they work to develop new friendships.
5. **Create:** God is the Creator, and we are made to create. Throughout our model, preschoolers are given the opportunity to create by choosing an individualized approach to display their learning.
6. **Explorations:** We challenge preschoolers to develop problem solving and critical thinking skills throughout their explorations. Our preschool guides create spark discussions that aid in deepening their listening and speaking skills while pushing them to think and grow their Christ-centered worldview. At the end of each exploration, preschoolers reflect on their individual and collaborative learning experiences and rate themselves in their learning, attitude, cooperation, involvement, and creativity. We also value their input as they rate the exploration's challenges, showcase, what to keep, what to get rid of, and what to consider adding.

B. Necessary Life Skills at Bethel Community Education

As disciples of Christ developing 'Necessary Life Skills' is of equal (or utmost) importance in and outside of school for both preschool guides and learners. The formation of these skills is

approached from a Biblical perspective, using scripture as our guide.

1. Develop a growth mindset.
2. Communicate with one another.
3. Begin collaborating with peers.
4. Respect each other's space and things.
5. Respect Bethel's space and things.
6. Care for and respect God's creation.
7. Hold each other accountable.
8. Develop a "tool box" for each preschooler in dealing with one's emotional, social, mental, and behavioral needs.
9. Develop time management skills as an individual and within a collaborative group setting.

C. A Day in the Life of a Preschooler at Bethel Community Education

We believe each child is created by God with unique gifts and talents to further his kingdom and bring honor and glory to him! Through our preschool model, we get to know where your preschooler is socially, emotionally, behaviorally, spiritually, and academically. Through hierarchical prompts and supports starting from least and moving to greatest, preschool guides come alongside each learner to foster growth in all areas. This is done in a variety of ways.

1. **Daily Schedule:** Routine, structures, and familiarity are crucial in cultivating a learning space preschoolers feel comfortable engaging in. Here is our daily schedule:

8:00 - 8:30 am, Welcome & Creative Play

8:35 am, Morning Routine & Discussion

9:00 - 9:20 am, Bible & Worship

9:20 am, Discovery Stations

10:00 am, Storytime

10:15 am, Snack

10:30 - 11:00 am, Play-based

11:00 am, Exploration

11:20 am, Program Care

11:30 am, Closing Prayer & Pick Up

2. **Explorations:** These 3-week and 6-week long real-world challenges our preschoolers explore allow them to dive into the world of being a scientist, playwright, entomologist, geologist, entrepreneur, creator, videographer, editor, speaker, performer, and so on. Explorations expose preschoolers to various roles that friends and families are a part of in the world while helping them to develop new gifts and new interests.
3. **Showcases:** At the end of an Exploration, preschoolers display what they have learned at a showcase. Each showcase offers real-world experiences that prepare preschoolers, and include, but are not limited to:
 - a. Public Speaking
 - b. Collaborative Group Work
 - c. Independent Growth
 - d. Presentations (electronic, verbal, and written through drawing & inventive spelling)
4. **Celebrations:** We love honoring our preschoolers' achievements. When they receive their achievements at the end of an exploration, we honor each one of them as they add it to their Achievements Frame and hang it back up for all to see.

Licensing in Process, Registered, Board of Directors Run, Nonpublic School in Michigan

Bethel Community Education's preschool program is in the process of becoming a licensed program through the state of Michigan. Bethel Community Education is a registered nonpublic school in the state of Michigan. This means Bethel qualifies for Equitable Funding for Nonpublic Schools in the state of Michigan. This also means that we can participate in partnering with local universities and colleges and welcome their students to observe, teacher aid, guide small/whole groups, and student teach. Bethel Community Education is run by a Board of Directors. Bethel's board is a spiritually-driven board that seeks God's will in leading and guiding this school.

PRESCHOOL ADMISSIONS & WITHDRAWAL PROCESS

A. Application / Enrollment Process: General information and application forms may be obtained from the school or by visiting <https://bce.school> and clicking on “Enroll.” The following forms are required before application / enrollment will be considered:

1. An Application / Enrollment Form must be submitted with your non-refundable enrollment fee of \$250* (see below). *This enrollment fee saves you a spot in the preschool program.* A completed application / enrollment form includes the following information needed:
 - a. “In Case of Emergency” Contact Information
 - b. Field Trip Permission Form
 - c. Photo Release Form
 - d. Proof of Income (tax return)
 - e. Proof of Residency
 - f. Directory Contact Information for Bethel Families
2. A copy of an original birth certificate must be on file with the school.
3. An up to date Immunization document or a Physician’s Waiver Form through your county of residency
4. Health Appraisal Form
5. Copies of the following documents should be given to the school at least two weeks in advance of an interview date:
 - a. Your child’s report cards from the last two years
 - b. Special education information (IEPs, psychological evaluation, social work evaluations, etc.)
 - c. Standardized test records
 - d. Discipline records
 - e. Health records
 - f. Any other pertinent information that might be relevant to the wellbeing and success of the learner, other learners, the school in general, and the staff.
6. A family interview will be scheduled with the school director and/or assistant director. All forms/documents listed above should be provided to the school at least two weeks before the interview.

*Updated tuition fees for preschool can be found here: [Bethel’s Tuition Scale](#).

B. Withdrawal Process: If you choose to withdraw from the preschool program *prior* to the school year beginning, your enrollment fee is non-refundable. If you choose to withdraw *during* the school year:

1. Contact the School Director and preschool guide as soon as possible.
2. Your tuition will be prorated beginning the month following withdrawal.

C. Transferring Preschoolers into Bethel: Parents must complete an Authorization to Transfer Records Form. Bethel Community Education may conduct an interview with parents and the former school(s) for verification that we are a good fit for one another in helping the preschooler be successful, as well as making sure the needs of the school are

being met.

- D. Tuition Payments:** Bethel Community Education provides three different tuition payment options:
 - a. 1 installment: Due on or before September 1.
 - b. 2 installments: The first payment is due on or before September 1, and the second payment is due on or before February 1.
 - c. 10 installments: Each installment is due on or before the first of each month, September through June.
- E. Tuition Late Fee Policy:**
 - a. Tuition Late Fee: Tuition payment is complete based on the day payment is in hand. If a payment is past due by 30 days, an additional \$100 is owed.
- F. General Information:** Parents are required to acknowledge our Statement of Faith. Parents are expected to communicate information to the school that might be relevant to the wellbeing and success of their preschooler, other preschoolers, the school in general, and/or the Bethel team.
- G. Immunization Requirement:** Michigan law requires any pupil entering school in this state be required to present prior to admission to the school certification from a licensed physician that the student has had adequate immunization, or Certification from the local county health department stating a parent / guardian attended a video informing them the physical condition of the child would be such that immunization would endanger the child's life or health.
- H. Non-Discrimination Policy:** Bethel Community Education will not, either by action of the Board of Directors or by administrative practice, discriminate against any student because of race, color, national or ethnic origin.
- I. Acceptance:** Acceptance into Bethel Community Education will be based on availability, deadlines, needs of the current and potential preschoolers, parental / guardian agreement and support of the Biblical Christian mission of the school, along with the strength and vitality of the financial needs of the program. The administrator of the school will make recommendations to the Board in regard to concerns in relation to any of these areas. All registration, fees, and past due accounts must be current before enrollment is completed. Preschoolers will be enrolled continuously in the program, unless there is a compelling reason regarding the wellbeing of the school that would hinder acceptance.
- J. Age:** An applicant for preschool must be at least three years old by September 1 of the year entering school.

VOLUNTEERS

Parent involvement is critical for healthy schools and is a cornerstone of excellence in education. Bethel Community Education is dependent on parents, guardians, and/or grandparents to volunteer in a variety of ways to support the wellbeing of the school. Parents, guardians, and grandparents are encouraged to share hobbies, talents, occupations, skills, and to serve with and for our students. This commitment requires all volunteers may be subject to a background check if no Bethel staff is in attendance with a volunteer interacting with preschoolers. Volunteers are to report to the office and sign in and out. Furthermore, the Michigan Department of Licensing and Regulatory Affairs Licensing Rules state “any volunteer who has contact with children at least 4 hours per week for more than 2 consecutive weeks must have a physical signed by a doctor on file.”

All Bethel Community Education volunteers and visitors are required to sign in and sign out each time they assist programming at school.

CONFIDENTIALITY POLICY

To protect the privacy of children and their families, we follow strict confidentiality laws. Bethel Community Education does not release the names, ages, disabilities, or other personal information without written permission. Our staff and volunteers are expected to maintain confidentiality at all times. When agreeing to be a volunteer, you also agree to maintain confidentiality by never divulging any information or records concerning any of our preschoolers, learners, or families without proper written authorization. The unauthorized release of confidential information may result in actions that disqualify you from spending time in any of our classrooms and/or programs. Please respect the privacy of the other families by only discussing and sharing information about your own child.

ARRIVAL & DEPARTURE

- A. Hours of Operation:** Preschool is held on Mondays, Wednesdays, and Fridays from 8:30 - 11:30 am. Please refer to our school-wide calendar for your child's yearly schedule, which can be found on our website here: [23/24 School Year Calendar](#).
- B. Arriving Late and/or Departing Early:** If your child arrives late or needs to depart early, you must sign him/her in or out at the Welcome Kiosk.
- C. Safety:** You and your preschooler's safety is of the utmost importance to us. Please follow the drop off and pick up procedures to assure we keep everyone in our community safe.
- D. Drop Off:** Occurs at 8:30 am on Mondays, Wednesdays, and Fridays. You will drop off your preschooler in the drop off line that runs along the sidewalk up to our double doors. There will be a Bethel team member there to welcome your preschooler. If you are going to arrive after our 8:30 am start time, please call the school office at (616)884-3020. You will need to be buzzed in at the vestibule. If you desire to walk your preschooler in or want to speak with a staff member, you may park in a marked parking space, not along the sidewalk in the drop off line as that will block other carpool learners being dropped off.
- E. Pick Up:** Occurs immediately following the end of our preschooler's day at 11:30 am. If you are running late, please call the school office at (616)884-3020. If you want to get out of the vehicle to pick up your preschooler or speak with a staff member, you may park in a marked parking space, not along the sidewalk in the pick up line as that will block other carpool learners being picked up.
- F. Entering and Exiting the Parking Lot:** To enter the school parking lot, use the drive nearest Rogue River Dr. To exit, use the drive furthest from Rogue River Dr. There, you may turn right or left onto Kuttshill Dr Ne.

ATTENDANCE

- A. Absences:** If a parent or guardian knows their child(ren) will miss 5 or more days consecutively, they are to inform the Bethel Community Education staff so we can properly document the absences.
- B. Missing School:** Parent(s) / guardian(s) must inform Bethel Community Education staff when their child(ren) will be arriving late, leaving before dismissal or missing school due to sickness, appointments or other reasons. The parent(s) / guardian(s) will need to sign in or sign out their child(ren) when dropping them off later or picking them up earlier. Please bring your I.D. so staff can follow the proper protocol for dismissing your child(ren) with you or a designated pick up person.
- C. Tardiness:** Preschoolers arriving after school begins must have a note stating the reason for the late arrival or they must have a parent inform a Bethel Community Education staff member.
- D. Early Dismissal Procedures:** Preschoolers leaving early from school must bring a note from his/her parent(s) and/or guardian(s) informing Bethel Community Education staff the time when the student will be picked up or should have them inform their preschool guide. If your child is getting picked up by someone other than yourself, please inform the Bethel staff so we can I.D. the person before they pick up your child(ren).

FOOD SERVICE

Each preschooler will need to be sent with a full water bottle and snack. Bethel does not provide drinks and snacks for each preschooler. Please inform the preschool staff of any allergies your preschooler has.

CLOTHING

Your preschooler should arrive in clothing that is comfortable for indoor and outdoor activities. We use paint, explore the outdoors, and natural wear and tear occurs. It helps your child to know it is okay if an accidental rip or splash of paint happens while they are at school. They should also arrive in clothing they can button up, zip and/or tie on their own - this includes their shoes.

SCHOOL CALENDAR & SPECIAL DAYS

- A. Weekly:** We are in sessions for a set amount of weeks at a time followed by a one week long session break. Sometimes it may vary with a 5-week, 6-week or 7-week long session dependent on how the yearly calendar lands. Each week, preschoolers will experience outdoor adventure, art, and Fun Friday.
- B. Yearly:** We usually begin school the week before Labor Day and end leading into Memorial Weekend.
- C. Special Days:** We love welcoming special friends and family members into our learning environment through a variety of different activities.
 1. Open House
 2. Donuts with Grownups
 3. Grand Friends Day
 4. HOT Cocoa with COOL People
 5. Showcases

PROGRESS REPORTS & PORTFOLIO CONFERENCES

- A. Progress Reports:** At the end of every 6-week Exploration, parents / guardians will receive a progress report from their preschooler's guide highlighting the progress your child has made socially, emotionally, behaviorally, spiritually, and academically.
- B. Portfolio Conferences:** Parent / guardians sign up to meet twice a year with their preschooler, once in the fall and once in the spring. This is a time for the preschooler to share their learning goals, struggles, distractions, strengths, and accomplishments. The preschool guide will be present during these conferences to share important observations and give parents / guardians time to ask questions and learn more about their child's growth.

DEVELOPING CHRISTIAN CHARACTER

At Bethel Community Education (BCE), we strive to cultivate a positive, safe environment for all of our learners. We believe each of us are created by God and bear His image. We uphold an intentionally biblical perspective in all of our learning at BCE, including when it pertains to developing the behavior we should emulate as disciples of Christ. We encourage all our learners preschool and up, as well as our staff and community to live a life that is pleasing to God. At BCE, the Christ-like character attributes would include, but are not limited to, integrity, respect, unity, discernment, self-control, forgiveness and love.

We understand we live in a fallen world, we are imperfect beings and we continue to sin. That is why our disciple policy embodies our guides and staff to intentionally come alongside our learners to develop Christian character and restore broken relationships. Each individual is unique and each situation different, which is why we prayerfully seek God's wisdom in bringing about consistency as we disciple and support learners when restoration is needed.

Bullying is intentional, repeated, harmful behavior initiated by one or more persons and may be directed toward another person. It can manifest itself in many different ways. Repeated misbehavior at school can also manifest itself in many different ways. The guides and staff at Bethel are professionals trained to deal with day to day management. When a guide or staff member needs additional support they will inform the Program Director.

A. Plan for Discipling Learners

1. The guide or staff member will come alongside the learner(s) and clearly define and document, when necessary, what events occurred.
2. If immediate action is needed, the guide or staff member will notify the School Director to review the situation. The parent(s) and/or guardian(s) will be notified the same day of what events occurred. Details will be gathered and shared from all parties involved.
3. The guide or staff member will, with guidance from the School Director, implement strategies / recommendations / consequences developed. These strategies / recommendations / consequences will be shared with the learner's parent(s) and/or guardian(s).

If the learner's behavior continues:

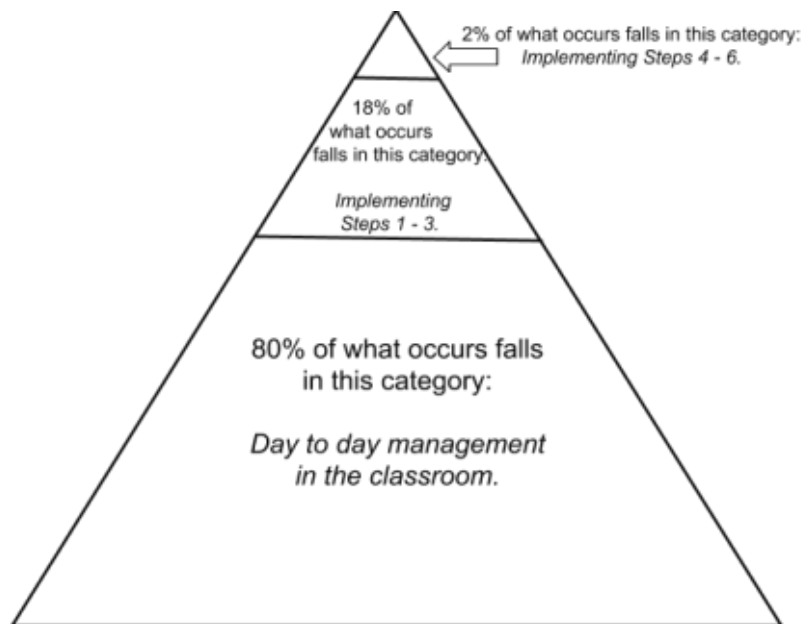
1. The guide or staff member should notify and seek advice from the School Director then notify the parent(s) and/or guardian(s). Details will be gathered and shared from all parties involved.
2. The guide or staff member will, with guidance from the School Director, implement strategies / recommendations / consequences developed. These strategies / recommendations / consequences will be shared with the learner's parent(s) and/or guardian(s).

If the learner continues the behavior, he/she will meet the guide and the

School Director. Together, they will:

1. Develop and document a plan to guide his/her behavior and support all learners involved.
 - a. The School Director and guide or staff member will review the plan and make adjustments if needed.
 - b. The School Director, guide or staff member will continue to communicate the plan and strategies / recommendations / consequences with the parent(s) and/or guardian(s).

B. Visual for Developing Christian Character Policy



C. Documentation for Developing Christian Character

The guide or staff member will:

1. Create a document titled, *(Insert student's initials) Character*. Date and document the event(s) that occurred.
2. Share the document with the School Director.
3. Document the strategies / recommendations / consequences that will be implemented.
4. Continue steps 2 - 3 if necessary.

SUSPENSION or REMOVAL FROM PRESCHOOL

As stated, Bethel Community Education strives to cultivate a positive, safe environment for all of our preschool learners. If there is ever a violation to our discipline policy known as *Developing Christian Character*, we take this extremely seriously. The School Director and Assistant Director will involve the Board of Directors. The Board of Directors will offer prayerful wisdom and direction to the School Director as to what steps would need to be made to support any and all impacted by the action(s) that lead to the suspension or permanent removal of a preschooler. Suspension refers to temporary removal of a learner from Bethel Community Education. Removal refers to permanent removal of a preschool learner from Bethel Community Education.

SEXUAL HARASSMENT POLICY

It is extremely important that Bethel Community Education maintains an environment rooted in Christ where each learner, family member, and staff member is viewed with human dignity, courtesy, and individual respect. Sexual harassment should never be a part of such an environment. It should be noted that sexual harassment constitutes illegal educational and discrimination under Federal and State Statutes, the 14th Amendment of the U.S. Constitution, and Title IX of the Education Reform Act Amendment of 1972. Definition: Sexual harassment constitutes unwelcome sexual advances, sexual comments of any kind, or physical contact of a sexual nature.

Any learner, family member, or staff member who believes that he or she has been subjected to sexual harassment should report the alleged misconduct immediately to a responsible individual with whom the person feels comfortable, either informally or through the filing of a formal, documented complaint. Bethel will notify the parent(s)/guardian(s) of all learners involved in any alleged sexual harassment incident, as well as notify parent(s)/guardian(s) of any incident of sexual harassment or sexual abuse by an employee.

A complaint alleging sexual harassment by a learner or staff member may be presented by a learner and/or parent/guardian in a meeting with the School Director and/or Board President or Board Member. The complaint being brought forth is taken into serious consideration. The consequences to follow will be carefully carried out after prayerful wisdom and discernment and after communicating those consequences to the rightful people involved.

SCHOOL SAFETY

A. Fire Drills: Bethel Community Education will hold a minimum of 5 fire drills each year as required by the state of Michigan. 3 will be conducted prior to December 1. The remaining 2 will be conducted during the second half of the school year. We will hold a minimum of 2 drills during the time preschoolers are in attendance. The Bethel staff, administration, and learners are to follow the posted exit signs to seek proper safety during the drill.

B. Tornado Drills: Bethel Community Education will hold 2 tornado drills during the school year. One of the tornado drills will take place in the month of March. The other tornado drill will take place during the school year as sees fit by administration. We will hold a minimum of 1 of the fire drills during the time preschoolers are in attendance. Staff, administration, and students are to follow the posted procedure to seek proper safety during the drill.

C. Severe Weather

- 1. Tornado Watch:** If a tornado watch is issued prior to school starting, we will continue with our day as planned keeping close watch on the weather. If a tornado watch occurs during the day, we will continue to keep close watch on the weather and seek shelter if necessary.
- 2. Tornado Warning:** If a tornado warning is issued prior to school starting, we will postpone our start time with the possibility of canceling school depending on the weather. If a warning is issued during the school day, we will seek shelter in our proper location.
- 3. Snow Days:** Bethel Community Education follows the call that Rockford Public School District makes. If Rockford Public Schools are closed due to inclement weather, we follow suit. If one or more of Rockford Public Schools are closed due to a power outage, yet we have power, we will remain open. You will receive an email from Bethel if school is closed.

SCHOOL SECURITY LOCKDOWN DRILLS

Bethel Community Education will conduct 3 school security lockdown drills during the school year as required by the state of Michigan. One will be conducted before December 1, another before January 1, and the last one before the remainder of the school year as seen fit by administration. We will hold a minimum of 1 lockdown drill during the time preschoolers are in attendance. Staff, administration, and learners are to follow the posted procedure to seek proper safety during drills.

Bethel Community Education has two types of lockdowns depending on the situation prompting this action. It could be a **Shelter In Place** or a **Lockdown** (interior or exterior.) Please know that your child's safety is our first priority and all of our actions keep our learners' safety at the forefront.

Parents/guardians will be notified if a lockdown is warranted. Parents/guardians will also be updated, if necessary/possible, during the lockdown and alerted when the lockdown has been lifted.

Lockdowns happen for a variety of reasons and it is important to remember that many of them are due to outside situations that do not involve or impact the school as an immediate threat to our school or learners. Often, it is a precautionary measure to keep our learners and staff away from a situation taking place that is being handled by other officials.

- A. Shelter in Place:** Shelter in place is initiated when the school believes there is some type of emergency that does not directly impact the interior of the school. Shelter-in-place is typically used when police are engaged in an operation nearby, outside of the school. Examples might be an industrial accident, chemical spill, gas leak, or materials transported through the community. The goal is to keep learners and staff safe and indoors. During a shelter in place, outside doors are locked and entrance and exit from the building is limited or restricted. Windows will be shut and locked and may be covered to reduce visibility. All indoor activities continue as scheduled.
- B. Lockdowns:** A school lockdown occurs when there is a threat or potential threat to staff or student safety in the area. During a lockdown (interior or exterior threat), the school is closed to all visitors and learners are supervised until an "all clear" is given by authorities.
 - 1. Interior Lockdown:** If the term interior lockdown is used, there is a known threat to the safety of staff and learners inside the building.
 - 2. Exterior Lockdown:** If the term exterior lockdown is used, there is a potential threat to the safety of our learners and staff. Most often, this is due to police

activity unrelated to the school, but in the vicinity.

C. Parent / Guardian Notification during a Shelter in Place or Lockdown

In the case of one of these actions, parents/guardians are notified through email and/or text. It is vital that you have your email and phone number updated in our directory to receive notifications.

1. What happens when a lockdown takes place at the end of the day?

If a lockdown takes place at the end of the day, we will keep learners inside the building and halt the buses (if applicable) until we are given the all-clear. If you are in your car waiting for your child, he/she will not be dismissed until the situation is clear. You are welcome to wait in your car or clear the premises and return after receiving the all-clear notification.

2. What happens when a lockdown takes place during a midday pick-up time?

If you are already inside the building waiting to pick up your child, you may be asked to wait in a separate area until we receive word that it is okay for you and your child to leave. This is to keep you and your child safe and to follow the wishes of those in authority.

D. Access to Learners During Shelter in Place or Lockdown

1. Shelter in Place

For many parents, your first instinct will be to come to the school to check on your child or take him or her home. However, to ensure the safety of our learners during the Shelter in Place period, we will not be opening our doors to anyone who is unauthorized to enter. As a parent, we recognize how hard this would be. Please know your child's safety is of the utmost importance.

2. Lockdown (interior or exterior)

During a school lockdown, parents are strongly encouraged not to come to school due to the heightened risk. Parents should only attempt to arrive at the school after a lockdown has been lifted. Should an emergency response be called for, it's important that emergency vehicles are able to reach the campus quickly and easily. Parents who attempt to come to the school may obstruct emergency vehicles' access and even endanger themselves or their children. Actual lockdown situations are highly controlled events where police and school officials are together coordinating procedures for the safety of all involved.

QUALITY ASSURANCE

Bethel Community Education is committed to providing a high quality, Christ-centered program that meets, to the greatest extent possible, our learner's needs. In case of a concern, first discuss the situation with your child's guide(s). If the issue is not resolved, discuss it with the School Director. If the issue is still not resolved, please discuss the concern with the President of the Board of Directors of Bethel Community Education. Every effort will be made to achieve a resolution that is in the best interest of the child, family and program.

CIVIL RIGHTS - CHILD & ADULT CARE FOOD PROGRAM (CACFP)

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) online, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: 1) Mail: 23 U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410 2) Fax: (202) 690-7442 3) Email: program.intake@usda.gov This institution is an equal opportunity provider.

HEALTH POLICY & INCIDENT REPORTS

Bethel Community Education is committed to the health and safety of all our learners. During these times, we remain aware of the ever-evolving local, state and federal guidelines, recommendations, and requirements. We believe learning in a face-to-face environment is critical for a number of reasons. The board does not take these decisions or any future health crisis lightly. Thank you for trusting us with your child! Their health and safety is our number one priority.

A. Reporting Your Child's Illness: If your child is ill and unable to attend school, call us to report the absence and include the following:

- a. Name of person calling in for the child (example, This is Jan Smith)
- b. Your child's full name (example, Mark Smith)
- c. The name of guide and program (example, Miss Elena's 3rd - 5th grade program)
- d. The specific reason for the absence

If you call after business hours, please leave a message with all the above information.

If you are unable to call, please send an email to your child's guide as soon as possible.

B. Bethel Reporting Your Child's Illness: If your child becomes ill while at school, a staff member will:

- a. Remove your child from the program
- b. Bring your child to the school office
- c. Note the symptoms present
- d. Contact parent / guardian for immediate pick up

C. Bethel Incident Reports: If your child becomes injured or involved in an accident while at school, a staff member will:

- a. Respond appropriately dependent on each situation to provide the best, safest care for your child
- b. Notify parent / guardian at the appropriate time due to the severity of each situation.
- c. Fill out an incident report once all proper communication and care has been given

D. Communicable Diseases: When a learner is not feeling well, they should be kept home from school until it is determined that no contagious disease is present. Having a learner absent for a day is better than exposing an entire program to a communicable disease. We are required to report the following immunization preventable diseases to the Health Department immediately upon diagnosis.

1. **PLEASE CONTACT US RIGHT AWAY IF YOUR CHILD CONTRACTS ONE OF THE FOLLOWING:** Encephalitis, Haemophilus, Influenza- Type B, Hepatitis, Measles, Meningitis, Mumps, Pertussis (Whooping Cough), or Rubella.
2. **In an effort to keep the number of illnesses at school to a minimum please consider the following guidelines provided by the Kent County Health Department in determining the appropriate amount of time to keep your child home from school. Many illnesses do not require exclusion. However, children may be excluded if the illness prevents the child from participating comfortably in school activities or if there is a risk of spread of harmful diseases to others. Criteria include:**

Severely Ill: A child that is lethargic or less responsive has difficulty breathing or has a rapidly spreading rash.

Fever: A child with a temperature of 101°F or greater AND behavior changes or other signs or symptoms (e.g., sore throat, rash, vomiting, or diarrhea). The child should not return until 24 hours of no fever without the use of fever-reducing medications.

Diarrhea: A child has two loose or watery stools. The child should have no loose stools for 24 hours prior to returning to school. Exception: A healthcare provider has determined it is not infectious.

Vomiting: A child that has vomited two or more times. The child should have no vomiting episodes for 24 hours prior to returning. Exception: A healthcare provider has determined it is not infectious. For example, vomiting brought on by a migraine.

Abdominal Pain: A child with abdominal pain that continues for more than two hours or intermittent pain associated with fever or other symptoms.

Rash: The child with a rash AND has a fever or a change in behavior. Exclude until the rash subsides or until a healthcare provider has determined it is not infectious. Note: Rapidly spreading bruising or small blood spots under the skin need immediate medical attention.

Skin Sores: A child with weeping sores on an exposed area that cannot be covered with a waterproof dressing.

Certain Communicable Diseases: Children and staff diagnosed with certain communicable diseases may have to be excluded for a certain period of time.

**These are general recommendations.*

Please consult your local health department for additional guidance on communicable diseases.

- E. First Aid:** The school does not staff a medical nurse. The Bethel team has been assigned to distribute medication (if the school medication form has been completed by a parent / guardian), handle emergencies, pass out band-aids, etc. Our team has been trained in first aid and CPR. If a learner has special circumstances, detailed information must be given to office staff.
- F. Head Lice:** Although head lice does not cause great medical harm, they are contagious and raise anxiety in students and families. We will work to prevent the spread of head lice at Bethel by checking the heads of all our learners if there has been a confirmed case. Periodic checks may be done if a learner shows signs of head lice such as scratching or visible nits (eggs). Notification and treatment recommendations will be sent home in the event of a confirmed case. Students with head lice may not return to school until the condition is fully treated.
- G. Immunizations:** Bethel Community Education, in accordance with Michigan law, requires that all learners have and maintain adequate written records that a learner has been immunized against illness required by Michigan statutes. Compliance with this policy is requested within fifteen school days after admission. Thereafter, your child may be excluded from school. Learners who are exempt from required immunizations for medical or nonmedical reasons must have a copy of the certified waiver on file in the school office before that learner may be enrolled.

- H. Chronic Health Conditions:** Learners with chronic health conditions (ie. diabetes, asthma, etc.) may enroll at Bethel Community Education. We will make accommodations, modifications, interventions within our program and make every effort to provide them with the same access to learning as students without disabilities. Appropriate training specific to procedures in order to assist learners' needs will be provided when necessary.
- I. Life-Threatening Allergy:** As a Christian school community, we have a legal and ethical obligation to follow a physician's recommendations to safeguard the health of students who have been diagnosed with a life-threatening allergy. Therefore, when students with life-threatening allergies are diagnosed and/or enrolled, Bethel Community Education will designate the school and/or specific areas as allergen-free zones. The office will notify all parents of the allergen-free zones on an annual basis or as changes arise. Parent cooperation is essential in implementing this policy. Please help us keep all our learners safe.

BETHEL COMMUNITY EDUCATION'S PRESCHOOL LICENSING NOTEBOOK

- A. On hand, parents / guardians may request at anytime during business hours, to view our licensing notebook, which includes, but is not limited to:
- a. Licensing Inspection
 - b. Special Investigation Reports
 - c. Corrective Action Plans
 - d. Note: The past three years can be viewed at this website:
www.michigan.gov/michildcare
 - e. Note: The website where parents / guardians can access these rules:
www.michigan.gov/michildcare

BETHEL COMMUNITY EDUCATION'S STORY

During Amy Zwiép's time as a graduate student in the Masters of Educational Leadership program at Calvin College (now University), she felt called to begin a school back in the fall of 2009. One family was ready for something different for two of their children, Amy was feeling led to begin sooner than anticipated, and God opened doors to making that dream become a reality in the fall of 2019. On September 18, 2019, the Bethel Bloodhounds entered their up to school code building on Camp Roger's property!

Bethel Community Education has been shaped by various educational models and experiences. At a traditional Christian school, Amy saw the incredible power an inclusive program for learners of varied abilities has on all students and the entire school community. Through her visits to schools like Tree of

Life in Kalamazoo and The Potter's House in Grand Rapids, both Christ-centered schools made accessible to families of various socio-economic backgrounds, she witnessed and heard of God's power moving in the lives of its students and families. While at Journey Academy, she observed as a guide and mom of three children that attended at the time, a deep love of learning in a learner-driven environment where kids were given the freedom to grow at their own pace. The vision to weave together an inclusive, learner-centered educational model that incorporated best practices from a traditional model with a similar financial model of Tree of Life and The Potter's House had come to fruition. It is what we call Bethel Community Education. To God be the glory!