



Parent Student Handbook

Contact Information

Physical address

Brevard Christian Preschool
3300 Lakewood Drive
W. Melbourne, FL 32904

Telephone number

Preschool Office: (321) 726.8165
Finance Office: (321) 727.2038
School Fax: (321) 729.4212

Web address

www.brevardchristianschool.com

Enrollment

A pre-enrollment visit is required before admittance. Visiting the school gives you an opportunity to see the program work. It also helps your child to feel more comfortable with the transition into the school.

Children who are currently enrolled in Brevard Christian Preschool will have the opportunity to enroll first prior to open enrollment to the public. After open enrollment begins, it is on a first come first serve basis. Children are placed in classrooms according to their birth date. We follow the September 1st age deadline to place children into classrooms.

In order to enroll, children must have:

- An application on file with updated address and phone numbers.
- A copy of their birth certificate
- A Florida Physical
- All release forms signed and returned
- Registration Fees paid in full

Voluntary Pre-Kindergarten (VPK)

Brevard Christian Preschool participates in the Voluntary Pre-Kindergarten Program (VPK). This program is free to all children four years of age on or prior to September 1st.

VPK enrollment procedures:

1. Fill out BCS application
2. Submit all required documents for enrollment (i.e. physical, immunizations, birth certificate)
3. Directions about VPK vouchers and how to receive one from the Early Learning Coalition can be found at www.vpkflorida.org.
4. Submit the voucher you receive from the agency to Brevard Christian School.

Children enrolled in VPK are subject to the policies and procedures of Brevard Christian School including attendance, tardies, dress code, and volunteer hours.

Each month you will be responsible to sign an attendance verification form which is required by the VPK program. Your child's teacher will collect the signatures and turn in the documents by the fourth school day following the month's end.

Each VPK student will be assessed within 30 days of entering Kindergarten. The Florida Kindergarten Readiness Screening will be performed by school staff. This assessment is mandatory and will be done at Brevard Christian School during regular school hours.

Financial Policy and Procedures (*in the main section of Handbook*)

**Items children need to bring**

School Supplies - list provided

A change of clothes in a marked bag

If napping:

Mat with an impermeable surface (at least 1" thick)

Small Blanket in a large sealed plastic bag

Afternoon Snack

Lunches

Brevard Christian Preschool does not offer hot meals for the students. Children are asked to pack their lunch. Please utilize cold packs to keep lunches cold. A thermos can be used to keep food warm. **Please no microwave items.**

Before and After Care

Brevard Christian Preschool offers Before and After Care services for our families. Before Care hours are from 6:30 a.m. – 8:10 a.m. After Care hours will end at 5:30 p.m. You may sign up for this care through the selection of your tuition package or you may pay \$2.50/half hour which is billed monthly.

Hours of Operation

Brevard Christian Preschool is open from 6:30 am to 5:30 pm. Please observe closing times closely. Your account will be assessed \$1 for each minute you are late. Students may not return to class until the late fee has been paid.

Class time begins at 8:30 am. It is critical to your child's education to be here on time. Allowing children to walk into classrooms late will cause a disruption to students as well as to the teacher.

Arrival and Departure

Children dropped off between the times of 8:10 am. and 8:30 am. can utilize the circle drive. It is important that parents not park in the circle drive. It is only for dropping off students.

Children who are dropped off in the circle drive will be checked in by the greeter on duty. Otherwise, parents are required to sign their child in and out each day.

VPK Dismissal

VPK dismissal is at 12:00. All children leaving at noon will be brought to the front of the school. You may pull through the circle drive and stop at the front for a teacher to help your child into the car. Each family will receive two Brevard Christian papers with your child's name on it. One paper for the primary person picking up your child and one in case it is needed for another driver. Please place this paper on the dash of your car during the pick up process. This will allow us to know who is allowed to pick up your child in the circle drive. Anyone without your child's paper must come into the school to verify identification. Notify the office immediately if your paper is lost or stolen.

For your child's safety we will follow the Florida safety seat laws. If you do not have a child safety seat in your car and it is required, you will need to park and enter the building to sign your child out.

What is the Safety Restraint Law?

All children 5 years of age or younger must be properly restrained no matter where they are sitting in the vehicle. Children through age 3 must be secured in a separate carrier or a vehicle manufacturer's integrated child safety seat. For children aged 4 through 5 years, a separate carrier, an integrated child safety seat, or a safety belt may be used. (FL Statute 316.613).

Tardiness

The official start time for school is 8:30 am. This means that a child must be in his/her class before 8:30 am. Children who are not in the classroom by 8:30 am will be considered tardy.

Three tardies will be considered an absence which will be recorded on your child's permanent record.



Tardies can be waived with a doctor or dentist note.

Fifteen tardies during one semester is considered excessive. Excessive tardiness may cause a student to be put on probation and eventually be dismissed from BCPS.

Students enrolled in the VPK program must meet the mandatory attendance requirements to remain in the program.

Withdrawal or Dismissal

We hope that the decision to enroll your child in Brevard Christian Preschool will be one that is best for your child academically, spiritually, emotionally, and socially. In the event that you must withdraw your child from Brevard Christian School, you must first make the Director aware of your situation. You will then have to make an appointment with the Financial Officer on the main school campus to officially withdraw your child from the school. By not withdrawing your child, you are subject to tuition costs as per signed contract.

Curriculum

Brevard Christian Preschool utilizes a Christian curriculum. The purpose is to train them in Biblical principles as well as character education, language, numbers, and phonics.

Medications

Prescription and nonprescription medication can be given to your child, only in the event of the following:

1. A medicine form is filled out which states child's name, dosage, and time medicine should be administered; and
2. Medicine is brought to the school in the original container.

Written authorization is required for Brevard Christian to dispense nonprescription medications (i.e. Tylenol or topical medications). This authorization can be given on the application for enrollment form or Ren Web.

Accidents/Incidents

An accident/incident report will be signed by a parent or authorized person on your enrollment forms when children get hurt or are involved in a behavior issue. We will keep a copy of the report in your child's file. Basic first aid will be given to your child if needed.

Restroom procedures

Children who attend BCPS are required to be toilet trained and are given ample opportunities to use the restroom throughout the day. If in the event that your child has an accident, your child will be able to change out of their soiled clothing. Teachers are required to use gloves when helping children change from soiled clothing. If your child does not have extra clothes at school you will be called to pick your child up or bring clothes to the school.

Biting Policy

Biting is not uncommon for children under the age of three. Teachers at BCPS work diligently to help prevent biting from occurring, but on occasion it can happen. If a child bites, an incident report will be sent home. If biting continues, the child's parent will be notified and the child may be sent home. Children who bite others and break the skin will automatically be sent home. If the biting is a constant problem, further action, including dismissal, may be taken.

Discipline Policy

We at Brevard Christian School teach the children to follow the biblical principle found in Luke 6:31 of treating others as you would want to be treated. Following this principle will help children to interact with each other in a positive, caring way.

Each of our teachers has a classroom management plan that reinforces positive behavior. Positive behavior is rewarded utilizing praise sticks, stickers, awards, etc. There may be times when a child needs to be disciplined for his or her behavior. This means that a child may receive a tally, get their name on the board, sit in time out, or be removed from the situation. Disobedience is usually taken care of in the classroom.



If a problem continues, the teacher will take the child to speak with the director. If the behavior continues once the child is returned to the classroom, the teacher will notify parent regarding behavior. The parent and teacher will work together to set up a behavior management plan for the child.

Children who are physical with a staff member (i.e. hit, kick, or bite etc.) will automatically be sent home. If inappropriate behavior continues, the child will be dismissed from BCPS.

BCS does not practice corporal punishment.

Health & Sickness Policy (*see Well Child Policy in the main section of Handbook*)

School Calendar

Brevard Christian Preschool follows the academic calendar of Brevard Christian School. Dates and activities are subject to change.

Weather Emergencies (*see School Closing in the main section of Handbook*)

Dress Code

Any child not in correct uniform will receive a uniform notice. The third uniform infraction will result in a parent being called to correct the uniform for the child to remain at school. It is required that the parents cooperate in enforcing these standards. Repeated offenses will result in suspension from school until item is corrected.

Earrings: Girls – Only to be worn in ears.

Boys – No earrings allowed.

Shoes: Shoes must be worn at all times. Athletic or canvas type are acceptable for the classroom. Shower thongs and open-toed or open-heeled shoes are not permitted.

All uniforms must be purchased from Sunshine Uniforms. The Preschoolers also have t-shirts available for purchase through the school office.

Hair Policy

Girls Hair

- No extreme hairstyles. In general, mod, punk, wildly colored, sculptured, etc., hairstyles are not appropriate and may not be worn.

Boys hair

- Must be neatly cut and short enough not to be shaggy or bushy.
- Hair must be well groomed.
- No extreme hairstyles. In general, mod, punk, wildly colored, sculptured, etc., hairstyles are not appropriate and may not be worn.
- Hair should be above the eyebrows, above the collar and not past the bottom of the ear.

Chapel

Each week children as well as teachers participate in a chapel service. Chapels are led by a teacher or the director. Children participate in age-appropriate Praise and Worship as well as a story or message.

Grievance Policy

It is understood that problems/concerns cannot be solved unless the issue is brought to the attention of the teacher and if necessary the director.

If at any time a parent has an issue, the following steps should be taken:

1. The parent will make the classroom teacher aware of the situation. Plan with the teacher a solution to the problem.



2. If the situation is not resolved, the parent will make the preschool director aware of the problem. The director will work together with the parent and teacher to find a solution.
3. If the situation is still not resolved, the parent may speak with the administrator of Brevard Christian School.

Toys or other Items from Home

Brevard Christian Preschool is a school. We offer a wide variety of educational toys and activities that children are involved in throughout the day. Therefore, please do not send toys from home with your child. Toys can be easily lost and/or broken. The only exception is on special days such as "Show & Tell" in which each teacher will notify their class of these days. Brevard Christian Preschool is not responsible for lost or broken toys.

Communication

Communication between teacher and parent is vital for your child's academic progress. Always check for news posted in your child's classroom or bulletin board at the front entrance. Friday folders are also a communication tool so please check them and return on the following school day.

Our teachers arrive by 8 am to prepare for the day, and it is difficult to speak with parents about progress in the morning when children are arriving. If you need to speak with the teacher please set up a time that is convenient for both teacher and parent.

Volunteer Hours (*see Volunteer Hours in the main section of Handbook*)

Summer Camp

Brevard Christian Preschool offers a camp each summer for the students currently enrolled in school, to children who are enrolled for the following school year, then to children in the community. Summer camp usually begins the week following the end of regular classes and ends the week prior to school starting in the fall. Summer camp tuition is not included in the regular tuition schedule.

Confidentiality/Release of Information

Brevard Christian Preschool will respect the confidential nature of child and personnel records. Brevard Christian Staff is not permitted to discuss with parents, issues relating to other children or parents. Information pertaining to the admission, progress, health, or discharge of an individual child shall be confidential unless parent(s) of child have granted written permission for disclosure, except for in the case of child abuse, which is required by law to be reported.

Parent Support

It is expected that parents/guardians of students will support the policies of BCS. If there is a continual unwillingness to support the school in such a way that the student's class, or school's success and ability to educate the students involved is hindered, that parent will be required to withdraw their student(s) from BCS.