



"Transforming Society for His Glory"

Preschool
Parent / Student
Handbook
2009-2010

Florida Bible Christian School Preschool Administration

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Welcome to Florida Bible Christian School. We are thankful for the opportunity to partner with your family in the area of Christian education. This is a unique school where our students are endowed with the spiritual, intellectual, moral and physical capabilities to transform them into young men and women of solid Christian character.

Florida Bible Christian School curriculum and conduct codes are based on Biblical principals. All academics and activities are bathed in God's Word. Our goal is to provide a Christ-centered environment where young people are educated spiritually, intellectually, physically, and socially to transform their world for Christ.

While our school exists to prepare students for life now and life in the hereafter, we cannot do the job alone. It is vitally important that the school and the home work in partnership – in support of one another – to help educate our students. In that process, communication is the most important resource that we have. Through work folders, progress reports, and conferences the school will keep parents informed about their student's academic progress and conduct. Likewise, parents should be in contact with teachers and administrators whenever an issue or concern arises. Remember, communication can only be effective if it is transactional.

This handbook sets forth the standards, expectations, and rules that we feel will ensure a productive educational experience at Florida Bible Christian School. Parents, please review this handbook so that you understand and appreciate our program. Students, you will be held accountable for your actions in accord with the information found in this handbook.

Welcome and best wishes for an exciting year!

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I. Background Information

A. History

Realizing their accountability to God for what their children were taught, Florida Bible College faculty and staff were convicted of the need to provide preschool - 12th grade Christian education in South Florida. The school opened in 1976 and operated within the facilities of Florida Bible College until the fall of 1980, when the college relocated to Central Florida. At that time, Florida Bible Christian School was transferred under the ministry of Florida Bible Church, Inc.

As the school improved and its programs and enrollment increased, a new location was sought. In the fall of 1983, the church and school moved to its present campus in Miramar. When the church auditorium building was completed in 1988, the school acquired fourteen more classrooms, an art room, storage rooms, a choir room, and state-of-the-art computer labs. A new media center/science lab/ classroom building was added in 1996. Additional construction and facility improvements are anticipated through our "Building a Legacy" capital campaign which was launched in 2004.

B. Location

The school is located in the southwest section of Broward County, between I-75 and I-95, just south of Fort Lauderdale and west of Hollywood, about twelve miles from the Atlantic Ocean. The buildings are situated on a fully developed and landscaped ten acre campus, which includes offices, classrooms, media center, cafeteria, chapel, computer labs, and science labs. The recreation area includes a baseball diamond, outside basketball courts, and a large well-equipped, fenced playground. In addition, the school uses a local park for sporting events.

C. Administration

Florida Bible Christian School is a ministry of Florida Bible Church, Inc. The church Elder Board oversees the entire ministry. The administrative team of the elementary principal, the upper school headmaster and the school business manager are the decision making authority in the school over three divisions: preschool, elementary school (grades kindergarten -6) and upper school (grades 7-12).

D. Accreditation

Florida Bible Christian School is accredited by the Association of Christian Schools International (ACSI), an international accrediting agency and Southern Association of Colleges and Schools (SACS), a regional accrediting agency. Both of these agencies are recognized by the State of Florida Department of Education as valid accrediting agencies. This places the school at the top of the accreditation ladder, making it possible for graduates to enroll in the college or university of his/her choice. The preschool is licensed by the Association of Christian Schools International and registered with the Broward County Department of Children and Families.

E. Teachers

All preschool teachers have a high school diploma or equivalency and have completed all Broward County training requirements for child care workers. Many also hold a Child Development Associate credential

II. Philosophy and Objectives

A. Vision Statement

Florida Bible Christian School endeavors to educate children to know God, to understand themselves, and to transform society for His glory.

B. Mission Statement

The mission of Florida Bible Christian School is to provide a Christ-centered environment where young people are educated spiritually, intellectually, physically, and socially to transform their world for Christ.

C. Biblical Foundations of Education

All academic subjects at Florida Bible Christian School are taught in light of God's Word and are based upon Scriptural principles. All academics assume a Christian world-view as the presupposition, and they thoroughly integrate the Word of God into the lessons. Although the Bible is studied in a class block of its own, it is the basis of and is integrated into every academic course taught, especially in the English, history, and science subject areas.

Students are nurtured in the realization of who they are, where they came from, why they are here, and where they are going as: (a) God's special creation, made in His likeness (Genesis 1:26); (b) redeemed by His grace through faith (Ephesians 2:8-9); (c) kept by His power (I Peter 1:5); (d) indwelt by His Son (Colossians 1:27); (e) called to be "conformed to His image" (Romans 8:29); (f) being examples of the believers (I Timothy 4:12); (g) being vessels unto honor prepared for the Master's use (II Timothy 2:21); (h) ever "looking unto Jesus the author and finisher of our faith" (Hebrews 12:2); (i) anticipating their blessed hope (I John 3:3) and their "inheritance incorruptible, and undefiled, . . . reserved in heaven" for them (I Peter 1:4). It is the purpose of the school to reach students for Christ; to reinforce their spiritual progress; to relate that all truth is God's truth, Jesus Christ Himself being the foundation of ALL TRUTH; and to send them forth to serve Him by their lives and through their testimonies.

D. Statement of Faith

We believe the Scriptures are the inspired Word of God, complete and without error, preserved by God, being the basis for one's faith and practice. Therefore, to have fulfillment in life, one must have a saving knowledge of Jesus Christ and a subsequent life that is in harmony with the Scriptures. The message of salvation therein can be stated briefly, as follows:

- a. Man is a sinner by birth and practice. (Psalm 51:3; Romans 3:23)
- b. The just consequences of sin are eternal death and separation from God. (Romans 6:23)
- c. Infinite love compelled Jesus Christ, God in the flesh, to submit to death in man's place, going on to burial and resurrection in order to

secure complete payment for all sin; thus restoring man to God. (II Corinthians 5:21; I John 2:1, 2)

- d. To have eternal life, one must trust in Jesus Christ; believing His substitutionary death is sufficient for sin's payment. (John 3:16)
- e. God's Word states that, upon trusting Christ as personal Savior, one is assured of eternal life from that moment forward. (I John 5:13)
- f. Christ indwells every believer, thus enabling that individual to "do all things through Christ." (Philippians 4:13)

E. Warrior Code (Core Values):

The Florida Bible Christian School Honor Code is based on positive character qualities. Each word stands for character traits that teachers, staff, and students will work to exhibit on a daily basis. It is our goal that FBCS Warriors and our school be identified with the positive qualities.

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| Wisdom: | We strive to make Godly choices. |
| Attentiveness: | We listen to God and the words of others. |
| Responsibility: | We are dependable and keep our promises. |
| Respect: | Our words and our actions honor God and each other. |
| Integrity: | We seek honesty and uprightness in all we do. |
| Obedience: | We obey the Word of God and honor authority. |
| Rejoicing: | We know the joy of grace. |
| Service: | We join Jesus Christ in transforming our broken world. |

III. Admissions

A. Policy

Students are accepted into the school on the basis of their character, scholastic record, test results, interview, and available space without regard to race, creed, color, or national and ethnic origin. Parents must have a genuine desire to have their children in a Christian school and be willing for them to abide by the school policies and program. Therefore, only the children whom we feel will adjust adequately to the program and whose parents agree to cooperate fully with the teachers and administration will be admitted and retained as students in the school.

B. Statement of Nondiscrimination

Florida Bible Christian School admits students of any race, color, or national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. FBCS does not discriminate on the basis of race, color, or national and ethnic origin in the administration of its educational or admissions policies, and athletic or other school administered programs.

C. Enrollment Procedures

Enrollment in the school will be finalized upon completion of the following required steps:

1. An application form signed and dated by both parents or guardians.
2. Payment of all enrollment and book fees.
3. A record of completed immunizations as required for students in the State of Florida.
4. A certified copy of the child's birth certificate and a copy of the Social Security card.
5. A certified copy of the court order or final judgment, if parents are separated or divorced.
6. A signed Parent/Student Handbook "Statement of Agreement" form .

D. Re-enrollment Procedures

Students must be formally re-enrolled in the school each new academic year. Parents must complete steps 1 and 2 along with making sure all required immunizations are up-to-date.

Florida Bible Christian School reserves the right to refuse re-enrollment to students who have demonstrated disharmony regarding the purpose, objectives, standards, policies, rules, and regulations of the school or continue to intimidate a teacher or whose parents have not supported school policy. In addition, all financial obligations must have been met from the previous school year and all present accounts must be current in order for a student to be re-enrolled for the next school year.

F. Withdrawals

Student withdrawals from the school must be made in writing through the school office. Health records will be released to parents after a 2-day processing period. Official academic records are released school to school only.

IV. Financial Information

A. Tuition

For the current tuition levels consult the "Tuition and Fee Information" statement. Tuition payments are made in 10 or 11 monthly payments. All tuition must be paid through FACTS Tuition Management. There is a 5% discount for each additional child from the same family. There is a 3% discount for those paying the year's tuition in advance.

B. Fees

All fees in excess of tuition must be paid directly to the school. A statement of account is sent each month, and payment is due on the first of each month.

Payment Options:

1. Cash payments - please pay in person at the school office.
2. Checks should be made payable to Florida Bible Christian School.
3. PayPal – available through our website.

C. Late Charges

There is a service charge of \$25.00 added to an account for all payments not received by the fifth or twentieth of the month according to the parent selected payment due date.

D. Returned Checks

There is a \$40.00 service charge on all returned checks.

E. Past Due Accounts

Students may be temporarily suspended from classes or school activities for the non-payment of tuition. Students may be dis-enrolled for habitual non-payment of tuition. Students may not be re-enrolled for a subsequent academic year until the financial responsibilities from the previous year are paid in full. Any costs associated with the collection of tuition by a third-party agency will be paid by the responsible party.

F. Refunds

The application fee is non-refundable should the student cancel or withdraw for any reason, unless it is at the request of the school. The book fee is refundable if the student is withdrawn before the beginning of the new school year. Prepaid tuition for months in which a student does not attend school shall be refunded if the student has been withdrawn properly. If a student attends any part of a billing cycle, charges for the entire billing cycle will be due. Refunds will be made within 10 business days.

G. Referral Credit

A \$100.00 credit will be given to the referring family for each new student who enrolls and completes the entire school year at FBCS.

H. Financial Aid

Florida Bible Christian School is able to offer a very limited amount of financial aid to our student's families. A request for financial aid should be submitted to the school office in writing and be accompanied by the most recent 1040 Form. Requests for the subsequent school year should be submitted no later than the last day of February of the preceding year. Upon receipt of the letter and tax forms parents will be required to complete a financial disclosure statement that is reviewed by an outside agency. This agency will evaluate the financial information and make a recommendation to the school. The fee for this evaluation is \$25.00 and is paid to the agency by the applying family. Upon receipt of all information FBCS will notify families of possible aid. It is important to note that we have a very limited amount to use in assisting families and, unfortunately, not all families that qualify for financial aid will be accommodated. FBCS does not award scholarships based on academic performance or sports participation – all financial assistance awarded is based solely on demonstrated financial need.

I. Textbooks

There is a yearly supply/book fee which helps to cover the cost and use of all textbooks and related academic materials. All books remain the property of the school.

J. Fundraising

Students and their families are encouraged to participate in school-wide fund raising. In the interest of the safety, students are not to solicit “door to door” for any fundraising programs.

V. Attendance

A. School Hours

Pre-school 8:00 a.m.- 2:45 p.m.

Early arrival is available at 7:15 a.m. Preschool children who are not picked up by 3:00 p.m. must go to Second Session (after school care). All students must be in their respective classrooms by 8:00 a.m. or they will be marked absent.

B. Absences

In order for a student to gain the most from school, he/she must be regular in attendance. This holds true in every grade level, as learning takes place every day, all day. If a child is absent, the office should be notified by 10:00 a.m. Due to lesson plan considerations and changes, the teacher is not obligated to give the student work in advance. A student must attend school for a total of four hours in a day to be counted present for perfect attendance purposes.

C. Tardiness

It is crucial that each student arrives at the respective classroom on time. This enables the student to start the day off right, eliminates distractions for the other students, and keeps the student from missing important instruction time. Every minute is crucial for learning in the classroom.

When unavoidable tardiness arises, the following guidelines should be followed: If a student arrives after 8:00 A.M., he/she must report to the office for a late pass to class. A note from the parent should explain the tardiness, or the parent may come in with the student to explain the tardy. A student and/or parent should not go directly to the classroom without an official office pass.

D. Early Dismissal

In order for a student to leave a parent must first go to the office, sign the child out, and get a pass.

E. School Closures

Reaction to natural disaster and/or hurricanes and tropical storms will be governed by the instructions given on radio and television by the Broward County authorities. FBCCS will close in conjunction with the closing of Broward County schools and in compliance with the Emergency Operations Center’s (E.O.C.) storm safety recommendations for closures of public institutions, schools, and businesses. Any additional information may be obtained by listening to various local radio and TV stations, calling the school office or viewing our complete school closure and re-opening information on our web-site.

VI. Dress Code

A. School Uniform

Florida Bible Christian School has adopted a standardized dress code in the form of school uniforms. Only uniform pieces purchased from the uniform company are permitted in school, including jackets and sweaters with the exception of sanctioned FBCS school sweatshirts and athletic jackets. The official list of the specific and acceptable styles and colors is available from the school office.

B. Personal Appearance Guidelines

Students are expected to be well-groomed and neatly dressed according to code at all times while on the campus during the school day. Uniforms must be worn clean, properly hemmed, neatly pressed, and there should be no holes, tears, or frayed edges. Students must wear the polo shirttails tucked into their skirts, shorts or trousers at ALL times while on campus. Shirts must be buttoned properly and skirts kept at the proper length. T-shirts underneath the uniform shirt must be short-sleeve white, black, or red. Graphics or wording on undershirts is not permitted. No hats, caps, visors, or head-bands may be worn during school hours on campus unless the items are school-issued. Any form of dress, jewelry, make-up, hair style, hair coloring, or elements of personal appearance which are considered extreme, distracting, or disruptive will not be permitted. The emphasis is on neatness, cleanliness and moderation. No visible body piercing (including earrings) are permitted for boys. Closed shoes, sandals or athletic shoes may be worn; flip flops and backless shoes are not permitted.

C. Uniform Violations

Students not in compliance with the school dress code may be suspended from classes until such time as they come into compliance with the dress code mandates.

D. Non-Uniform Days

Occasionally certain days of the school year are designated as non-uniform days. Students participating in non-uniform days must observe the following stipulations:

1. Denim jeans are permissible as long as they are not tight, unclean, ripped, frayed, or have holes in them.
2. Girls may not wear any outfit that exposes the midriff.
3. The hem of dresses and skirts should extend no higher than the top of the knee.
4. Shorts, if permitted, must be mid-thigh or longer.
5. Shoes must be worn. Backless shoes are not allowed.

VII. Home and School Communication

A. Parental Involvement

Florida Bible Christian School will not take the place of parents, but will support the parental responsibility by emphasizing respect for authority in general and parents in particular. Students are taught and challenged to live Christ-filled lives, the school working closely with parents in the best interest of each child.

The child's ultimate training, however, must come from the home, in order for there to be success in every area of life. The school is an extension of the home, working together with the parents to "train up a child in the way he should go." (Proverbs 22:6)

B. Guidelines

From time to time, parents and students are uncertain whom they should contact regarding various matters. The following guidelines are provided to assist in directing any comments or questions to the proper individual(s):

1. Classroom matters including homework, discipline and curriculum: teacher, director.
2. Attendance: school office.
3. Tuition and fees: bookkeeper (school office).
4. Second Session: director
5. Admissions Process: Director of Admissions

Contact information for each faculty and staff member can be found on our website or by contacting our school office.

C. Chain of Command

The following chain of command should be followed when parents are seeking information or help for their student:

Teacher --> Director --> President

D. Back-To-School Orientation Meetings

Parent-Student Orientation meetings are held in August during the week prior to the official beginning of classes. Students meet their teachers and information pertinent to the new school year is given at these important meetings. Parents' attendance is expected and appreciated. Information is sent to the home in advance as to the date and time of these meetings.

E. Open House

Open House is held following the end of the first and second grading periods. These meetings are provided to update parents on upcoming events. Parents are asked to attend a joint meeting and are then dismissed to go to the classrooms to meet with their children's teachers. Any extended conference should be planned for another time.

F. Parent-Teacher Conferences

Teachers will schedule conferences to update parents on their student's academic and school progress. Parents and guardians wishing to have a conference with a teacher or administrator should set up an appointment through the school office. Teachers are not permitted to hold impromptu conferences at the doors of their classrooms, in the morning before class, or at dismissal due to their immediate responsibilities with the students in their care. Parents are asked to call the school office or send a note to the respective teacher in order to schedule an appointment.

G. Contacting a Teacher

Each teacher at FBCS has a voice mail and E-Mail which can be accessed at any time. Parents are encouraged to use these means for the most effective communication with our teachers and staff. For safety purposes please refrain from lengthy conversations during arrival and dismissal.

H. Event Information

The Florida Bible Christian School web-site (www.floridabible.org) is updated regularly with event information, documents for downloading and important information for parents. Make a point of checking in regularly to receive information in a simple and efficient manner.

VIII. Transportation

A. Parent-Provided Transportation

Parents who bring students to school in the mornings and who pick up in the afternoon are asked to use the designated drop-off zones, following the instructions given in the parent orientation packet. There should be no parking in the drop-off areas. Parking is allowed in designated areas only. No cars may be parked in the bus/van parking area on the west side of the campus. Students may not be dropped off outside the designated areas including at the entrance and exit of the school property. Drivers may not use cell phones while in the school parking lot. Parents are asked to cheerfully abide by the requests of the personnel and student patrols assisting in the parking lot and are requested to follow the directed paths in the parking lot. All students, parents, faculty, and visitors park their cars on the campus at their own risk. The school can assume no responsibility for damage or loss due to theft, vandalism, accidental or malicious actions of others, or acts of nature.

B. Rainy Day Dismissal Procedures

Since the primary dismissal areas are not located under cover there may be days when the weather may not permit a regular pick up pattern. On rainy days or when there is lightning present in the area parents are asked to follow the rainy day procedures outlined in the orientation packet. Every effort will be made to expedite the dismissal process, however, the safety of the students and our faculty and staff will be our priority.

IX. Medical Policies

A. Clinic

The clinic is for students to lie down should they feel ill. For any special needs, the staff nurse is asked to check on the student. Normally when a student is ill enough to be out of class for any length of time, the parents are notified so he/she may be taken home or to the doctor. It is the obligation of the parents to make sure the school office is given all emergency phone numbers.

In the event of a serious injury or accident, parents are notified immediately using home, work, or emergency phone numbers supplied to the office. Every effort is made to contact parents before emergency medical attention is obtained.

In the event that emergency medical attention is necessary the school nurse will communicate with the local fire rescue authorities. Only first-aid is administered by the school nurse.

Prescription or non-prescription medication or vitamins are not permitted on campus, unless a "Request to Administer Medication" form is on file with the school nurse. All necessary medicines are to be kept in the office and administered by the school nurse.

Under the following conditions it is mandatory for a student be kept home or to be picked up from school in a timely manner. These conditions are usually contagious and out of consideration to our staff and to other students it is imperative that the child is home under the care of an adult or seen by a physician. These conditions include but are not limited to head lice, pink eye, vomiting, diarrhea, fever (above 99.0), excessive coughing or other conditions that the school nurse deems contagious.

B. Head Lice

Anyone can contract head lice from sharing combs, hair clips, headrests, pillows, or just close contact. Frequent scratching is the first sign that one might be infected. If a student is found to have head lice, the parent will be contacted immediately and asked to remove the student and siblings from school. The student may return to school when all of the nits and lice are removed and the school nurse has checked the student's scalp. If a child is found to have head lice, the parent is asked to contact the doctor for advice in treatment.

C. Communicable Disease Policy

The school desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness which arises as a result of a specific infectious agent which may be transmitted, either directly or indirectly, by a susceptible host or infected person or animal to other persons. A teacher or administrative employee, who reasonably suspects that a student or employee has a communicable disease, shall notify the respective supervisor or principal immediately.

The more common reportable communicable diseases include the following: Amebiasis, animal bites, Hepatitis, Measles (rubeola), Meningitis, Meningococcal Disease, Mumps, Pertussis, Poliomyelitis, Rabies, Rocky Mountain Spotted Fever, Rickettsia, Rubella, Salmonellosis, Smallpox, Syphilis, Tetanus; Tuberculosis, Conjunctivitis (pink eye), and Head Lice.

Less common reportable communicable diseases are as follows: Anthrax, Botulism, Brucellosis, Campylobacteriosis, Chancroid, Dengue, Diphtheria, Encephalitis, Giardiasis (acute), Gonorrhea, Granuloma Inguinale, Hansen's Disease (leprosy), Histoplasmosis, Legionnaire's Disease, Leptospirosis, Lymphogranuloma Venereum, Malaria, Paralytic Shellfish Poisoning, Pesticide Poisoning, Plague, Psittacosis, Relapsing Fever, Schistosomiasis, Shigellosis, Toxoplasmosis (acute), Trichinosis, Tularemia, Typhoid Fever, Typhus, Vibrio Cholera Vibrio Infections, and Yellow Fever.

Any student or employee with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, the school may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease. The school reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

D. Student Accident Insurance

Every student is covered by a school-time insurance plan. Since it is not a primary policy, any claim for an injury should be made with the parent's insurance company first. The school-time insurance will pick up any covered expenses that were not paid by the parent's company.

Under the school-time only plan, the student is insured while "attending school during the hours and on the days when school is in session, participating in or attending activities sponsored solely by the school and continuously and directly supervised by a school official or employee, including school supervised travel directly and without delay to and from such activities during the school term, traveling directly and without delay to and from the insured's residence, as defined in the policy, and the school for regular school session for such travel time as is required, but not to exceed one hour before school begins and not more than one hour after school is dismissed; or if additional travel time beyond one hour on the school bus is required, coverage shall extend for such time that might be necessary."

X. General Policies

A. Birthdays

Birthdays may be celebrated during the snack time for preschool students. Parents may provide small cupcakes or other finger foods for the celebration. Goodie bags may be given to the teacher to be distributed at the end of the school day. Please keep in mind the age appropriateness of contents and at no time should un-inflated balloons be placed in the bags.

B. Chapels and Assemblies

Chapels are conducted on a bi-weekly basis and assemblies are held as the need warrants. It is important that students develop maturity and a sense of respect during these gatherings. Students are expected to behave in a courteous, reverent manner. Chapels are opportunities for spiritual growth and learning.

C. Child Abuse Reporting

Chapter 39 of the Florida Statutes mandates that all teachers, day care workers, school officials and school personnel who "know, or have reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare shall report immediately such knowledge or suspicion to the central abuse hotline of

the Department of Children and Families. The school will report any suspicious or circumstantial evidence of child abuse, abandonment, or neglect to the appropriate authorities. The identity of mandatory reporters is held confidential by all parties involved in the investigation.

D. Emergencies

Fire drills, severe weather drills and lock down drills are conducted regularly for the purpose of assuring safety standards. Students are expected to treat all drills with the utmost seriousness.

The alarm for the fire drill is an electric buzzer. Fire drill routes are posted in each classroom. Severe weather and lock down procedures are communicated through the intercom system.

Intentional tripping of the fire alarm when no fire or other emergency is present is a felony and will be reported to the local authorities. Any tampering with fire extinguishers, sprinklers, smoke detectors, or any other fire prevention equipment will be considered a serious offense.

In the case of an actual emergency, parents are asked to follow the direction given by law enforcement personnel and Florida Bible Christian School administration. Parents will not be allowed to remove students from campus during lock downs, and evacuations without administrative approval. Efforts will be made to keep parents apprised of emergency situations but it must be understood that the main focus during these situations is the safety of the students and staff.

E. Emergency Contacts

Parents and guardians of students are required to complete the "Emergency Contact" form before leaving students on the first day of school. Families will choose a "password" that will be used for release of students. The school reserves the right to require the password, a picture identification and a person's listing on the emergency contact form to release students. If an emergency arises and someone other than those listed on the emergency contact form will be picking up a child the parent must notify the school office or the teacher. Proper identification may be requested. Contacts listed on this form will also be used if the school is unable to reach a parent or guardian in the event of an emergency or illness involving a student.

F. Library/Media Center

Preschool students visit the media center bi-weekly for story time. Preschool children are not permitted to check out books.

G. Lunch and Food Service

Students in preschool receive a credit toward their lunch in the cafeteria daily. They may bring additional items from home and/or purchase items from the cafeteria at regular price. Preschool students are not permitted to purchase candy, ice cream or carbonated beverages during the lunch period. Food must be eaten in the school cafeteria or other designated lunch area only during the scheduled lunch period. Common manners and courtesy must be shown during lunch. In no case may a student throw, play with, or waste food. Any damage,

disregard of rules, or disrespect to teachers will result in appropriate disciplinary action.

Due to contractual obligations with Aacon Contracting Company, the exclusive food provider for Florida Bible Christian School, no commercially prepared food is permitted on the campus during school hours without the permission of Aacon Contracting. Parents are invited to eat with their students in the cafeteria after they obtain a Visitor Pass from the school office.

Students in preschool receive a nutritious snack each morning.

H. Nap Time

All preschool children are expected to take a nap or lie quietly during the scheduled nap time. Please provide a small crib sheet, light blanket and small pillow for use during the nap time. Cushioned mats are provided for each child. The nap sheet, blanket and pillow must fit in the child's book bag and is to be taken home everyday.

I. Photograph Release Policy

From time to time, photographs are taken for posting on our web-site or the news media comes on campus to take pictures of special activities presented by classes and to interview students and parents. If parents do not wish their children to be involved in media coverage or to be featured on our web-site please notify the school office; otherwise, Florida Bible Christian School may allow your student to be a part of such activities.

J. Pledges

The words of the pledges to the United States flag, Christian flag, and the Bible are recited by the preschool students at the beginning of each school day. Students are expected to recite these pledges and to stand respectfully in so doing. The pledges are as follows in the order listed above:

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

I pledge allegiance to the Christian Flag
And to the Savior for which it stands.
One Savior, crucified, risen, and coming again,
With life everlasting to all who believe.

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

K. Room Parents and Volunteers

Room parents and volunteers are a very important part of the school program. They are chosen on the basis of testimony, willingness, and availability. No

mother or father may serve in the capacity of room parent in more than one class each year in order to give full attention to that specific class.

Room parents assist in the planning and supervising of class parties, and class special events when the teacher may desire additional assistance. They will not undertake class activities on their own, but will work with the respective teacher. Duties of room parents include phoning the parents of class members to remind them of event plans, soliciting of refreshments, and any other mass contacts with which the teacher may need help at any time. They will be given advance notice of at least one week when their presence and/or assistance will be needed.

Volunteers are needed in several areas of the school including the office, clinic, fundraising, library and during various special events. A meeting for school volunteers is held at the beginning of each school year. Contact the school Volunteer Coordinator for information about volunteer opportunities.

L. Second Session

Second Session (after school care) is a service provided by Florida Bible Christian School. Care is available for all preschool children who have not been picked up within 15 minutes of their appointed school dismissal times. Second Session is offered from 3:00 - 6:00 P.M. To enroll a child on a regular monthly basis, contact the school office. Procedures for release of students will be followed as outlined in the "Emergency Contact" section.

M. Snack

Each child will receive a nutritious snack mid-morning that is provided by our food service partners, Aacon Contracting. Parents are asked not to send extra snacks with their children.

N. Student Records

The school maintains a complete cumulative file of each student's academic and guidance record. This information is held in confidence as is available as follows:

1. Parents wishing to view the contents of a cumulative file may request an appointment with the headmaster to review the record.
2. Parents may formally challenge the content of their student's record in writing addressed to the headmaster. Consideration will be given to challenges with the discretion of the headmaster being the final decision.
3. Records will be released if formally subpoenaed by the court.
4. Records will be forwarded to another school when requested in writing by the school, provided there is no outstanding financial balance with our school.
5. Records will be available to school personnel who have a legitimate need to view the information contained in the file.

O. Visiting Campus

All parents are welcome in the school. When a visit to the campus and/or a classroom is necessary, however, the parent should come by the office first to receive a visitor pass, instead of going directly to the classroom. If a parent wishes to talk to his child's teacher, arrangement for a private conference should be made by calling the school office. A teacher must not be detained from any

responsibilities immediately before, during, or after school. Teachers are happy to arrange for conferences with parents at convenient times, and they will return calls promptly.

XI. Potty Training Policy

At Florida Bible Christian School we base our potty training practices on the following philosophy:

1. Learning to use the toilet is an important self-help skill for toddlers.
2. We consider potty training to be a process that will help children gradually master toileting as a self-help skill. We want potty training at our program to be a non-stressful experience that is appropriate to each child's individual development and involves the child, parents, and caregivers. We believe that when children are in group care, parents and caregivers must work as partners so children can be comfortable, confident, and successful while they learn toileting skills.

We will take the following steps to support the best possible potty training experience for you and your child.

1. We will work with parents to ensure that toilet training is consistent between home and our program. We will use written material and conferences before a child actually begins the process. Parents and caregivers will maintain communication about progress and will share any concerns or questions they have.
2. We will consider beginning the potty training process when there are indicators that a child is ready. Our program has a set of readiness questions that both caregivers and parents use to tell when a child is ready to begin potty training. We don't begin the process for other reasons (such as expense of diapers, convenience, age of child, comparison to other children, among others) if the indications show that the child is not ready.
3. We will never force a child to sit on the potty. Under no circumstances will a child be tied or strapped to a potty.
4. We don't bribe children to use the potty. We cannot cooperate with parents' attempts to promise children treats or rewards if they use the potty.
5. We will not punish or shame children in any way for accidents. We recognize that accidents are part of the learning process and may be attributed to many factors. Children will never be forced to clean up the mess because they made it.
6. We will not allow children to remain in wet or soiled clothing following accidents. We will change them immediately into dry clothing. This demonstrates respect for the child, acceptance of accidents as inevitable, and an understanding that young children do not learn by intimidation, fear, or shame. We will need an adequate supply of clothes during the toilet training process to keep the child dry all day, and we will give the parents clothing guidelines.
7. We will not agree to practices that violate state regulations about potty training or that conflict with our philosophy and potty training practice.

XII. General Discipline Information

A. Objectives

The purpose of discipline at Florida Bible Christian School is to teach each student to achieve obedience, respect, and responsibility and to create an atmosphere where students are better able to achieve academic excellence. It is the school's desire to help each student learn self-government and to develop his/her God-given abilities for the purpose of God's glory. As students learn Biblical principles, they are encouraged to do the right thing because it is right; not just because there are rules.

B. Philosophy of Christian Discipline

The discipline of the students is a very important part of the school's ministry. Students are the happiest and most secure when they realize what is expected of them, knowing that they are in a school where rules are made to be kept and not broken.

FBCS operates under the assumption that the observation and practice of Biblical principles and values should govern school life. Students and families who join FBCS enter into a covenantal agreement to share and practice these principles and values. Any breach of practicing these values is a cause of grave concern. We also soberly and sadly understand the dilemma and consequences that sin brings. We are thankful for God's grace and redemption through His Son. We believe we should seek forgiveness, mercy, righteousness, justice, and healing as broad principles by which we guide the school community.

With that understanding, the FBCS administration chooses to prayerfully consider each student breach of conduct on a case by case basis. Whenever a member of the student body violates a standard, we consider how that affects both the student and the school community and we consider the means and the ability to bring restoration to the student and school community. However, student whose misconduct, in the opinion of the school leadership, brings harm to the school community will likely be dismissed from the school.

C. Communication and the Discipline Process

Parents and legal guardians are encouraged to contact the school administration in matters of discipline and student welfare. Conferences regarding student discipline are restricted to parents and legal guardians only.

XIII. Preschool Discipline

The behavior management plan in the preschool division is the "red, yellow, and green card" system. All students begin their day with a green card in their slot on the classroom chart. Repeated warnings regarding negative behavior will result in the student earning a yellow (caution) card in his/her card slot. If the child chooses to change their behavior, they may earn back their green card. This is our desire and the child will be praised for making good choices. However, if the child chooses not to change their negative behavior, they will earn a red card.

This will result in an age appropriate “time out” away from the group to think about their behavior. The teacher will then discuss better choices that could have been made, and encourage the child to do so before returning to the group or activity. If a child earns a red card, the teacher will notify the parent either by phone, note home, or email. In addition, there are several behaviors that may earn a direct referral to the director. Some of these behaviors include: defiance, direct disobedience, fighting, and inappropriate physical contact with other students.

The first referral to the director will result in counseling, a warning, a time-out, and prayer. The second referral will result in a call to the parent from the director. Upon the third referral for a repeated behavior, the parent may be called and required to pick up their child from school. A conference between the parent, teacher, and director may be required before the child is allowed to return to school. In an unusual case of persistent behavior problems, we reserve the right to expel a child from our preschool program.

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REVISED January 2009- Florida Bible Christian School is always seeking to refine our practices, policies, and procedures toward the goal of school improvement. Therefore, Florida Bible Christian School reserves the right to update, revise, or amend the policies and statements that appear in this Parent/Student Handbook.

STATEMENT OF AGREEMENT

Please sign and return to the school office.

- **We have read the Florida Bible Christian School Preschool Parent/Student Handbook.**
- **We agree to be held accountable to the standards set forth in the handbook.**
- **We understand the Code of Conduct as it applies to my child, and we agree to support and abide by the disciplinary measures determined by the policies and administration of the school.**

Student's Name – Please Print

Grade

Student's Signature

Date

Parent's/Guardian's Name – Please Print

Parent's/Guardian's Signature

Date

Relationship to Child:

Father

Mother

other _____



Go Warriors!

Florida Bible Christian School

A Ministry of Florida Bible Church

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