

**Proverbs 22:6**

***THE BETHLEHEM ACADEMY***

1188 West Broad St.  
Mansfield, TX 76063  
817-842-1216

***Welcome to The Bethlehem Academy!*** We are excited and very blessed to have the opportunity to serve you and your child. This handbook is designed to answer any questions you may have, however you are always welcome to come in and talk to us if you need additional information.

**MISSION**

The Bethlehem Academy is a private school that fosters spiritual, positive social and intellectual growth in every participant. The mission is to provide safe and quality education of the highest academic standards, while developing young minds and bodies to become Godly leaders, pursue excellence, and successfully contribute to the global society.

**PURPOSE**

The purpose of The Bethlehem Academy is to equip our students with the highest spiritual and academic skills needed to become Godly leaders of tomorrow. In fulfillment of this purpose, The Bethlehem Academy aspires to:

- ✓ Facilitate the development of our students through an academically challenging curriculum in order to develop core subject propensity and provide students with the skills needed to excel academically and successfully matriculate into college and the global society
- ✓ Provide a diverse liberal education that will include programs in English/Language Arts, Science, Technology, Math, Social Studies and Fine Arts
- ✓ Foster Spiritual growth so that all students will acknowledge Jesus Christ as their Lord and Savior and seek to develop a close personal relationship with Him
- ✓ Teach Biblical Standards of conduct so that students will have the highest moral and ethical standards
- ✓ Encourage students to make a difference in the lives of others by reconciling, rebuilding and restoring men back to Christ as they share the gospel of Jesus Christ

**GOVERNANCE**

The Bethlehem Academy is a private school, a ministry of Bethlehem Baptist Church Inc. of Mansfield, Texas. The Academy is governed by an independent Board of Trustees. Under the

## ENROLLMENT

Each child must have a completed application/enrollment form. Incomplete applications will be returned for completion before the child can begin care. **All of the forms and information listed below must be completed before enrollment.**

### Required Items for Enrollment

1. Completed Application/Enrollment Form
2. Immunization Records
3. Authorization of Emergency Medical Care
4. Signed Discipline and Guidance Policy Form
5. Signed Parent Agreement Form
6. Copy of Picture I.D./Driver's License of Parent or Guardian
7. Registration fee and at least one week payment
8. CCMS Form if Applicable

**It is very important that parents report changes of address, jobs, work phone numbers, or other pertinent information to the Academy as soon as possible.**

## CURRICULUM

The A BEKA curriculum and a Character Program developed specifically for the Academy are used. The advance academic curriculum is designed to challenge every student while developing core subject propensity. The academy offers a unique program that is designed to meet the developmental needs of our students. Bible is integrated in every subject taught and plays an integral role in the methodology that is used to instruct students. Students participating in the Afterschool program will also use the STAAR curriculum.

## HOURS OF OPERATION

Child Care	Monday – Friday 6:30a.m. - 6:00p.m. (Nursery – K-3)
The Academic School	Monday – Friday 8:30 a.m. - 3:30 p.m. (*K-4 and Up)

### **Before and After-school services will be provided**

Before School	Monday – Friday, 6:30a.m. – 7:30a.m.
After School	Monday – Friday, 3:30p.m. – 6:00p.m.

**\*K-4 and K-5 Students not picked up by 3:30 pm will automatically accrue a additional \$25.00 fee per week for After School Care.**

## ATTENDANCE

### ABSENCES

**If a child is ill and will be absent, or is absent for any reason, the parent should call the Academy. A message may be left on the answering machine. If the parent knows the child will be absent before the days of the absence they should inform the Academy office. The staff will**

### PROCEDURES FOR DISPENSING MEDICATIONS

Medication needed by children during the day will be kept in a locked file cabinet or in the refrigerator if required. State law requires that any medication administered to children be accompanied by written permission and instructions from parents, including aspirin. All medication should be in the original container with the child's name, date, physician name and the dosage indicated. To ensure proper administration the Academy staff will limit the administration of medicine. When possible, parents are asked to administer medicine before students are brought for care and after they are released from care. In circumstances when it is crucial and medicine is administered by the Academy, staff will adhere to the following guidelines:

- 1) Parents must sign an authorization and include times for Academy employees to administer each medication according to label directions
- 2) The medication must be in the original container labeled with the child's full name and the date brought to the Academy
- 3) Staff will administer the medication in amounts according to the label directions or as amended by a physician
- 4) Staff will administer the medication only to the child for whom it is intended
- 5) Staff will not administer the medication after its expiration date
- 6) A detailed record will be kept of all medication administered to each child
- 7) A written statement will be provided for parents if medication is not given
- ❖ *The Academy staff cannot administer half dosages if not prescribed; The Academy can never increase or decrease dosages of medicine without written permission from a physician.*

### ILLNESS AND EXCLUSION CRITERIA

A child is too sick to attend school when:

- 1) The child does not feel well enough to comfortably take part in the program's activities.
- 2) The staff cannot care for the child adequately without risking the care of the other children.
- 3) The child has a contagious illness diagnosed by a doctor or other health care provider---until treated and/ or no longer contagious---such as ringworm, pink eye, scabies, head lice, impetigo, strep infection, pertussis (whooping cough), tuberculosis, chicken pox, mumps, hepatitis A, measles, rubella, (German measles), H1N1 flu, oral herpes, or shingles.
- 4) The child has any of the following symptoms, unless a health care provider determines that the illness is not contagious and the child is well enough to attend:
  - Fever above 100 degrees Fahrenheit axillaries or above 101 degrees Fahrenheit orally, and child looks and acts sick; persistent crying, uncontrolled coughing, difficulty breathing, wheezing, and lethargy;
  - Diarrhea—that is, increased frequency of stools, loose or watery stools, stool runs out of diaper, or child can't get to bathroom in time,

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### DAMAGES

Parents are responsible for damage to the Academy by their child, such as broken windows, etc.

### CLOTHING

All Academy students from Pre-K up are required to wear school uniforms. Sometimes clothes may become soiled during certain play or learning activities. We ask that each child keep a spare set of clothes in his or her storage unit; please label each piece of clothing with your child's name. Unfortunately, because of health regulations teachers cannot wash out soiled clothes. Clothes will be put a plastic bag for parents to take home and wash.

### PERSONAL BELONGINGS FROM HOME

Children should avoid bringing toys, video games, pictures, etc. to the Academy because it is easy for such items to be lost or broken. The Academy will furnish ample toys for play. However on the days we have show-&-tell, toys and other items from home are allowed.

### SIGN IN & OUT PROCEDURES

Parent/guardian **must** sign children in and out daily and pick them up in the designated building. Children are released to adults authorized by the parents/guardians on the "Parent Agreement" only. Children cannot come earlier or stay late unless you have made prior arrangements with the Director. All Children must be picked up from the Academy by 6:00 p.m.

### PROCEDURES FOR RELEASE OF CHILDREN

All employees will be instructed on release of children at the Academy. **Children will only be released to adults authorized by the Parent/Guardian on the "Parent Agreement"**

### Verification Plan

Parents must have the name, address and phone number of the person authorized to pick up the child. When the authorized person comes to the Academy to pick up the child, they must provide their driver's license so staff can verify the information in the child's file. The Academy's staff will make sure that no child is picked up without a staff member's knowledge and that no child is released to any unauthorized person.

Please inform relatives and friends that they will be requested to show a picture I.D. and must be pre-approved. Pre-approval may be granted by having their names listed on the enrollment application or with a written note and a verbal confirmation from the program director only.

### TUITION

Tuition is set by the Academy Board and is payable upon enrollment  
The Academy's tuition is compatible with most private schools

### PAYMENT ASSISTANCE

Parents may qualify for low income or free day care; please call the Day Care Association at:

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## **PARENT INFORMATION**

### **PARENTAL NOTIFICATIONS**

Parents will be kept informed of the policies of the Academy, events that will take place when a child has been hurt or is ill, when there has been an outbreak of a communicable disease, and other issues that may occur. To ensure that parents are informed, the Academy requires and will do the following:

- Upon enrollment of the child in the Academy, each parent is issued a parent handbook which outlines the policies and procedures. Parents are given a letter each time an activity or event is scheduled and parent advisory meetings are held monthly. In addition an Academy Newsletter will be published bi-monthly.
- When a child has been hurt or ill, and Incident and Illness Report (Form 7239) is completed and the parent is notified immediately via telephone (in case of serious incidents), minor scrapes or bursas (when child is picked-up)
- When any of the children or groups of children have been exposed to a communicable disease and other issues occur parents are contacted via telephone and sent an emergency situation letter.

### **PARENTS' ROLE AND PARTICIPATION AT THE ACADEMY**

Parents play a vital role at The Bethlehem Academy and it is important that each parent be involved in the growth, education and development of the child. Parents are invited to participate in Academy activities and events and input is always welcome.

Any parent with questions, concerns or recommendations are welcome to meet with the director by appointment. If there is an immediate concern the parent should inform the caregiver or the Academy office. Parents are encouraged to call the Academy at (817) 842-1216 and speak directly with a staff member or download the Remind app to communicate directly with the Academy.

### **PARENT CONFERENCES**

Parents Conferences are held twice each year March/April/ and October/November.

### **PARENT ADVISORY COMMITTEE**

The Parent Advisory Committee is comprised of parents who want to contribute by volunteering. The committee is involved with coordinating special events and fundraisers as well as providing additional support. The committee meets monthly. All parents are invited to participate.

### **PARENT VISIT TO ACADEMY**

- 5) All children will be secured in a child safety seat or seat belt, as appropriate to the child's age, height, and weight according to the manufacturer's instructions before starting the vehicle, and during all times the vehicle is in motion accordingly
- 6) The driver will be properly restrained by a safety belt before starting the vehicle and at all times the vehicle is in motion
- 7) All adult passengers in a vehicle transporting children will be properly restrained by safety belts

#### **WITHDRAWAL POLICY**

1. Parents wishing to withdraw their child from the Academy must present a signed request to the director stating the reason for the withdrawal and effective date
2. Withdrawals require at least two week notice
3. Parents will be informed of any late fees
4. All financial matters will need to be cleared before withdrawal is approved

#### **DISCIPLINE AND GUIDANCE POLICY**

Proper behavior is expected at all times. When disruptive or uncooperative behavior becomes a problem, the child is assigned to time-out as appropriate to age group. During time out the child is given an enrichment activity appropriate to reinforce proper behavior. Positive behavior modification is used at all times. Parents are notified of any behavior problems daily through a behavior log kept on children.

#### **MINIMUM STANDARD NOTIFICATION**

The Bethlehem Academy follows the Minimum Standards Policies of the State of Texas Department of Family and Protective Services Childcare Licensing Division.

Parents may view guidelines at <http://www.tdprs.state.tx.us> or call for standards at 1-800-862-5252 or 817-321-8604. In addition the Academy has a copy of the standards available for review during operating hours.

#### **FIRE/ DISASTER DRILLS**

One fire drill is conducted monthly in accordance with state regulations. Teachers will instruct the children on the proper procedures. Other disaster drills such as tornado drills will be conducted quarterly throughout the year.

#### **INCLEMENT WEATHER CLOSING**

Academy closings or other important information is available by calling the Academy at 817-842-1216. On inclement weather days the Academy will attempt to provide information as early as possible for the safety of all. Please call to verify and watch the news for closings.

**The Academy will adhere to the Mansfield ISD decision.**

#### **BUSINESS OFFICE HOURS**

Monday-Friday

8:00a.m. – 6:00 p.m.

Calls received after 6:00 p.m. will be returned the following business day during business hours.

#### **NON DISCRIMINATION POLICY**

1:00-1:30	NAP	NAP	NAP/Rest	Outdoor Play	Outdoor Play
1:30-2:00	NAP	NAP	NAP	Hand washing/ Restroom	Hand washing Restroom
2:00-2:30	NAP	NAP	NAP	Rest	Rest
2:30-3:00	NAP	NAP	NAP	Rest	Rest
3:00-3:30	Diaper Change Restroom and hand washing	Restroom and hand washing	Restroom and hand washing	Rest	Rest
3:30-4:00	Snack	Snack	Snack	After School Arrives Devotion	After School Arrives Devotion
4:00-4:30	Outdoor/Gym Activity	Out/Gym Activity	Out/Gym Activity	Snack/Homework	Snack/Homework
4:30-5:00	Diaper change Restroom and hand washing	Restroom and hand washing	Restroom and hand washing	Enrichment	Enrichment
5:00-5:30	Review and Clean-up	Review and Clean-up	Review and Clean-up	Activity	Activity
5:30-6:00	Pick-up	Pick-up	Pick-up	Pick-up	Pick-up

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## **THE BETHLEHEM ACADEMY RULES**

- ✓ **Thou Shall Always Do Your Best**
- ✓ **Thou Shall Always Ask Permission and Raise Your Hand  
to be Recognized**
- ✓ **Thou Shall Be Kind to Others; Say Please & Thank You**
- ✓ **Thou Shall Be Safe At All Times and Handle Equipment  
and Toys With Care**
- ✓ **Thou Shall Clean Up After Yourself and WASH You're  
Hands!**
- ✓ **Thou Shall Listen at All Times**
- ✓ **Thou Shall Not Run in the Hallways**
- ✓ **Thou Shall Respect All Others Especially the Adult in  
Charge**
- ✓ **Thou Shall Use Appropriate Language and Voice Levels**
- ✓ **Thou Shall Enjoy Learning and Have FUN!**



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## **Gang Free Zone**

As a result of House Bill 2086 that passed during the 81<sup>st</sup> Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009. This new statute requires that information about gang-free zones be distributed to parents and guardians of children in care at licensed child care centers. The following is a tip sheet to assist in complying with the new law. This information may be posted at your child care operation or copies may be provided to parents.

### ***What is a gang-free zone?***

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The gang-free zone is within 1000 feet of your child care center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

### ***How do parents know where the gang-free zone ends?***

The area that falls within a gang-free zone can vary depending on the type of location. The local municipal or county engineer may produce and update maps for the purposes of prosecution. Parents may contact their local municipality or court house for information about obtaining a copy of a map if they choose to do so.

### ***What is the purpose of gang-free zones?***

Similar to the motivation behind establishing drug-free zones, the purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.

### ***What does this mean for my day care center?***

A child care center must inform parents or guardians of children attending the center about the new gang-free zone designation. This means parents or guardians need to be informed that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of your center is a violation of this law and is therefore subject to increased penalty under state law.

### ***When do I have to comply with the new requirements?***

The law is already in effect, so providers should begin sharing information regarding gang-free zones immediately. Licensing staff will offer technical assistance to facilitate compliance until rules are proposed and adopted, which is estimated to occur in March 2010. In the meantime, providers should update their operational policies and procedures to include providing the information mandated by this law to the parents or guardians of the children in care. *For further information please contact your licensing representative or your local licensing office.*

## **ATTENTION PARENTS**

**You are entitled to see the following information. You may ask the center director to show you the most recent copy of:**

- **The Minimum Standards for this Licensed Child-Care Center (*also available on the web at [www.dfps.state.tx.us](http://www.dfps.state.tx.us) or at your local Licensing office*),**
- **The most recent Department of Family and Protective Services Inspection / Investigation Report, (*compliance information is also available on the web at [www.dfps.state.tx.us](http://www.dfps.state.tx.us) or from your local Licensing office*),**
- **Documentation of liability insurance that complies with Human Resources Code, Section 42.0491,**
- **The most recent Fire Marshal's Inspection Report,**
- **The most recent Health Department's Sanitation Inspection Report,**
- **The most recent Gas Pipe Inspection Report, and**
- **The Child-Care Center's operational policies.**



**Department of Family and Protective Services**

**Child Care Licensing Division**

# Keeping Children Safe



## Reporting Abuse and Neglect

Texas law requires caregivers to report suspected child abuse or neglect to the Texas Department of Family and Protective Services or law enforcement. Call **1-800-252-5400** to make confidential reports. Failure to report suspected abuse or neglect is a crime. Employers are prohibited from retaliating against caregivers who make reports in good faith.

## Protecting Children

**Shaken Baby Syndrome** is the result of violently shaking young children. Injuries can include brain swelling and damage, subdural hemorrhaging, mental retardation and death. **NEVER SHAKE A BABY!**

**Sudden Infant Death Syndrome**, or SIDS, is the unexplained death of a sleeping baby. Always place infants to sleep on their backs on a firm surface, free from soft items such as quilts, pillows or toys.



## Unsafe Children's Products

Recalls of unsafe consumer products, including children's products, are available. It is easy and free to find out. Just go to the United States Consumer Product Safety Commission web site at [www.cpsc.gov](http://www.cpsc.gov) or you may access the recall information at the Texas Department of Family and Protective Services web site at [www.dfps.state.tx.us](http://www.dfps.state.tx.us).

## Keeping Children Healthy

Protect children from illness and disease:

- Wash your hands and children's hands often.
- Immunize children.
- Keep ill children at home.
- Learn CPR and First Aid.
- Make sure that children drink plenty of water.
- Discuss special-care needs with caregivers.
- Learn more about childhood diabetes, which impairs a body's ability to regulate blood sugar levels, and other medical conditions from your child's health-care provider.



Texas Department of Family and Protective Services  
[www.dfps.state.tx.us](http://www.dfps.state.tx.us)

\* Texas Family Code, Title 5, The Parent-Child Relationship and the Suit Affecting the Parent-Child Relationship, § 261.001, et seq. Chapter 261, Investigation of Reports of Child Abuse or Neglect, Subchapter B, Rules of Abuse or Neglect, § 261.001

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*The Bethlehem Academy*



**I have been informed or received information on the following:**

- Attending Academy Open House
- Parent met their child's Teacher
- Received a copy of the Academy Handbook
- Received copy of Daily Activity Schedule
- Received a copy of The Bethlehem Academy Rules
- Received a copy of Gang Free Zone
- Received a copy of Keeping Kids Safe
- Received a copy of Attention Parents (Minimum Standards)
- Received a copy of Discipline & Guidance policy
- Received a copy of The Bethlehem Academy parent Agreement

***I acknowledge receipt of the above information.***

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**Parent Signature** **Date**

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**Director Signature** **Date**