



BEREAN

ACADEMY

Preschool Handbook 2018-19

Preschool Administration

Mr. Terry Tilson – Assistant Administrator

Pre-K Staff

Mrs. Hannah Wiebe
Mrs. Kayla Kornfeld
Mrs. Aubrie Wiebe

Teacher/ Program Director
Teacher - September
Music Teacher

Related Staff

Mrs. Janelle Paden
Mrs. Tonya Helsel
Mrs. Kyndra Brown

Church Liaison
Financial Secretary
School Nurse

Berean Academy Vision Statement

To equip students with an excellent academic foundation, knowledge of the Scriptures, and a Christ-centered, Bible-based worldview, enabling them to glorify God through Christ-like character and service. This vision will drive the instructional program.

Berean Academy's Mission

The purpose of Berean Academy is to provide a program of education which promotes a Christ-centered lifestyle, upholds a standard of scholastic excellence, promotes the principles established in the Word of God, furnishes instruction in a Christian world-view, and prepares students to take their places in the home, in the church, in their vocation, and in their country.

Berean Academy's Philosophy

Berean Academy exists to give students the tools to develop a Christian world and life-view based upon the faith that the origin, purpose, and destiny of life are centered in Jesus Christ, thus enabling them to glorify and honor God in their thoughts, words, and actions.

CORE VALUES

- 1. Biblical Authority** - The Bible is divinely inspired and without error, authoritative and effective, and sufficient for faith and practice. It will be integrated into every class and student activity to foster a Biblical, Christ centered worldview. (II Timothy 3:16-17, Deuteronomy 6:4-9; Proverbs 1:1-7)
- 2. Parental Partnership** Parents are the primary educators of their children and the school exists to assist them in this task. Together we challenge students to be servant leaders; critical thinkers; understand the ways of the Lord; and treat everyone with dignity, honor, and respect, and assist families to attend Berean Academy through the Family Education Grant (FEG). (Deuteronomy 6:4-9; Proverbs 6:20-23; I Peter 4:10-11, Psalms 119:97-104)
- 3. Christ-Centered** - Committed to Christ-like behavior in business and fiscal responsibility, in administrative and board leadership, and in personal conduct. (Hebrews 13:18; I Peter 2:12)

4. Educational Excellence - A well-rounded accredited program of academic and extra-curricular activities provided by committed teachers and staff who are excellent in their field of teaching and consistently model Godly behavior. (II Timothy 2:15; Colossians 3:23, Proverbs 22:29)

ACCREDITED STANDING:

Berean Academy's K-12 program is accredited by the Association of Christian Schools International (ACSI). Berean Academy is also a full member of the Kansas State High School Activities Association whose rules and regulations govern our co-curricular activity program. **Berean Academy Preschool is licensed through the Kansas Department of Health and Environment (License # 0065880-003).**

Administrative line of Authority:

Assistant Administrator: Mr. Terry Tilson

Mr. Tilson will oversee the office staff at Berean Academy to procure wages, benefits or reimbursements for any and all employees of the Berean Academy Preschool. Mr. Tilson will also approve any purchases made for equipment and supplies.

Program Director and Teacher: Mrs. Hannah Wiebe

Mrs. Wiebe is our program director and teacher for the preschool. She holds an Associate of Arts degree from Hutchinson Community College and has college credits from Multnomah University. Hannah is a 2014 graduate of Berean Academy and attends Emmaus Mennonite Church.

ADMISSIONS POLICY:

Statement of Nondiscrimination: Berean Academy does not discriminate on the basis of race, color, gender, national or ethnic origin in its hiring practices, educational/activity programs, admissions policies, or financial aid.

To serve the best interest of the school, the administration reserves the right to deny admission to any student who is evaluated as ineligible. Berean Academy's Biblical role is to work in conjunction with the home to mold students to be Christ-like. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the Biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, homosexual orientation, illegal drugs and alcohol, or inability to support the moral principles of the school. In such cases, the school reserves, within its sole discretion, the right to refuse admission of an applicant or to discontinue the enrollment of a student. Berean desires to be an extension of the Christian home; therefore, school and home must be responsible to one another.

ACCESS TO STUDENT RECORDS

The following agencies/groups have the right to inspect student records without prior written consent:

- State and local officials for the purpose of reporting infectious diseases, abuse, or as ordered by a court of law.
- Accrediting organizations for accomplishing accrediting functions.
- Educational testing organizations for purposes of test validation and development.
- Appropriate persons have access in the event of health and safety emergencies.
- Parents or acting guardians of students whom are dependent for financial support.
- Teachers and support staff when needed to assist the educational process.

Parents must receive prompt written notification of the release of student record information when released in response to the judicial process. No other person may obtain access to information contained within the student record without written consent from the parent.

Program Description and Fees

Berean will offer 2 & 3-day, Monday through Friday morning preschool classes. The 3-day class fee is \$150 per month payable on the first of the month from September through May. The 2-day class is \$110 per month. Any payment received after the 10th of the month will result in a \$10 late payment charge. Tuition is due even when a child is absent. Classes for the 2018-19 school year will begin Monday, September 10, 2018 and will be held Monday through Friday mornings from 9:00 – 11:30 a.m. except for days noted on the preschool calendar. No extended care will be offered.

Enrolling

Enrollment will be limited to 9 students per class offered on a first-come, first-served basis. Students will not be considered re-enrolled until the \$50 re-enrollment fee has been paid. There is no financial aid or tuition assistance available for the preschool program at this time. Multiple student discounts available on the Elbing campus of Berean Academy do not apply to the Newton campus.

Required Forms

The following forms are to be on file before a child is admitted into the program:

- Preschool Application
- Church Reference
- Current Health Assessment (including immunizations) signed by child's doctor
- Emergency Care Authorization, signed by parent

Drop Off and Pick Up

We recommend that preschool parents park on the south side of the building as the north entrances are used primarily for the church and their guests. Children must be brought into the building and taken to the classrooms. Parents should not leave their children until they are under the care of the teacher. The church staff is not responsible for the supervision of your student. At pick up time children will not be released to grade school children or persons who have not been authorized in writing by the parent to pick the child up. Staff unfamiliar with any person picking up a child may ask to see a photo I.D.

Late Pick Up

Tardiness in picking up your child is strongly discouraged and pick up times will be strictly adhered to. After a five minute grace period, the child will return to the classroom, and a parent will be contacted. Any child regularly picked up after the five minute grace period will be asked to leave the program.

Backpack/Bookbags: Each child should have a backpack/bookbag large enough that a 9x12 piece of construction paper will fit in it without folding. This will help your child get home with parent communication, artwork, notes and school work.

Labeling: To prevent children's belongings from getting lost, we ask that ALL personal items and accessory clothing be labeled.

Toys and Games: The classroom will be equipped with toys that have especially selected for durability, group usage and maximum learning benefit. Toys should not be brought from home unless specifically requested by the teacher. Electronic games, cameras and other digital equipment should also be left at home.

POLICIES:

1.0 STUDENT CONDUCT:

1.1 As a Christian School, the student's conduct is to fall within the boundaries of the principles found in the Word of God. Therefore the following is expected:

- Students are to honor, respect, and obey all staff members as the authority God has placed over them.
- Students are to be considerate of others and give others preference over themselves.
- Students are to help in promoting an atmosphere of wholesomeness, truthfulness, and thankfulness.
- Students are not to lie, cheat, gossip, tease, or exhibit a rebellious spirit.

1.2 Serious Offenses

Any offense considered serious will be referred to the Administration. Depending on the severity of the issue, the following are grounds for suspension or up to expulsion from school:

- Open defiance of a staff member, expressed verbally or by refusal to obey
- A threat of violence, expressed verbally or in writing, against any staff member or student.
- Bringing any item construed as a weapon on the school campus.
- Bringing any item deemed pornographic or obscene.
- Fighting
- Bullying (see policy in online handbook)
- Sexual Harassment (see policy)
- Profanity
- Dishonesty or Lying.
- Any act deemed by the Administration to be seriously out of accord with the standards of the school.

1.3 Parent Notification

Preschool parents will always be notified when any student is referred to the Administration.

1.4 School Discipline

Discipline shall not include corporal punishment, verbal abuse, threats or restricting movement in a confined space. Withholding food or giving food as punishment shall also be prohibited by all staff and volunteers. The Administration reserves the right to make decisions regarding discipline in situations that are not covered in this handbook.

All adults working in this preschool program will always respect the child while giving correction. Any kind of behavior management that is used will not be frightening, humiliating or physically harmful to the child.

Teachers:

- Will speak with respect to each child
- Will freely give praise and positive reinforcement
- Will always recognize the preciousness of others and will demonstrate that respect as a model for the children
- Will smile and make eye contact with the children

- Will give moral reasons for the correction when appropriate, to help the child to develop the awareness of that moral value
- Will daily demonstrate patience
- Will use a two minute time out, as needed, to help the student refocus.

The director and teachers will keep in contact concerning ongoing situations. The Administration reserves the right to make decisions regarding discipline in situations that are not covered in the handbook.

2.0 CHAPEL

- 2.1** Students should come to Chapel with a calm, quiet spirit expecting to meet with the Lord.
- 2.2** Chapel will be held on Tuesday mornings at 10:15 a.m. Parents and Grandparents are always welcome at a chapel service.

3.0 TRANSPORTATION

3.1 Parental Responsibility

A written notice should be sent to the teacher when a student is riding home with someone other than the parent or the regular car pool provider. If a note is not sent, the parent must notify the school of the change so the teacher can be alerted.

3.2 Severe Weather/Cancellations

During stormy weather, parents are advised to check their televisions and radios for storm warnings and not attempt to reach school when so forewarned. In case of severe snow or ice, school closing announcements will be made over KFDI-1070AM and 101.3 FM Wichita, local TV channels 3, 10, and 12, the Berean Academy Facebook page and Sycamore, our school management program. **If Berean Academy's K-12 school is cancelled, the preschool is also cancelled. If Berean Academy has a two hour late start, there will be no Preschool or Kindergarten classes that day.**

4.0 HEALTH AND SAFETY

4.1 Emergency Drills

Berean Academy follows all regulations laid out by the State Fire Marshal by conducting and reporting unannounced, timed fire and tornado drills. Fire and tornado evacuation instructions are posted in each classroom. The classroom teacher will inform all substitutes and volunteers of the location of the emergency plans.

4.2 Fire Evacuation

When an emergency signal is sounded, all students and teachers are to leave their work and materials and quickly, but in an orderly fashion, evacuate the buildings according to the posted instructions. The building at Grace Community Church has been inspected by the State Fire Marshall and has met or exceeded all fire safety regulations. In the event of a fire or threat inside the building the children will be moved to the ball field on the south side of the church as a staging area.

4.3 Student Illness

Parents are asked to keep their student(s) home until they are fever/vomit free for at least twenty-four hours. Parent are made aware by memo of any diagnosed communicable illness and reported to the county health department.

4.4 Medication

No medication of any kind will be dispensed on the preschool campus. None of the preschool staff or church staff is authorized to administer medication. Any student needing medicine administered will be sent home or be put under the care of their parent.

4.5 Animals

There will be no animals, birds or fish kept in the preschool rooms.

4.6 Swimming

There will be no swimming or wading pools used during the operation of the Preschool program at any time.

4.7 Injuries

All injuries sustained on school grounds and during school-sponsored activities are to be reported to the office and an Accident Report Form filled out. Parents will be informed immediately of the accident and what treatment the staff has administered, if any. The office will work with the family if it is necessary to file a claim with our student insurance carrier. The teacher has had first aid training, verification of which is kept on file at the facility. If a staff member accompanies a child to the emergency room, that person shall remain with the child unless or until a parent or parent's designee assumes responsibility.

4.8 School Insurance

It is school policy that all students must be covered by our student accident insurance each year. If a student is injured during the course of the school day or while involved in any school-sponsored activity and requires any medical attention the claim must first be filed with the family's insurance which is considered the primary provider. Any expenses not covered by the family policy will generally be covered by the school policy which is considered the secondary provider of benefits. An accident report and claim form should be filled out in the school office within 90 days following the accident.

5.0 DRESS CODE:

Children attending Berean Academy Preschool should wear clothing appropriate for a learning environment. All clothing should be neat, modest, non-distracting and in good repair.

We will play outside whenever weather permits. Please make sure your child is dressed appropriately and that all coats, hats, mittens, scarves and boots are marked with your child's name using a permanent marker. Parental assistance in following the guidelines below is appreciated.

- All shirts, tops and dresses worn should have sleeves.
- Full shoes and secure sandals may be worn. For health and safety reasons, shoes without a heel strap are not appropriate (this includes flip flops and slides). Shoes must be worn at all times in and out of the classroom. Athletic shoes, dress shoes or boots are acceptable.
- Students may wear shorts, but should refrain from wearing short skirts that are not knee length or longer.

- Students may wear jeans or khaki slacks, but cannot wear sweats, exercise or wind pants or leggings (however, leggings worn under a skirt or dress are acceptable).
- Pants should not be too snug, baggy or saggy.
- Boy's hair needs to be neatly trimmed and off of the ear and shirt collar.

We also believe that the Bible clearly teaches submission to authority. Therefore, we expect a willing spirit of cooperation from students and parents. The Administration reserves the right to make the final decision in matters of judgment.

6.0 ATTENDANCE

6.1 Absences

All absences, with the exception of sudden illness or emergency, must be communicated to the teacher in writing or by telephone.

7.0 ANNUAL PARENT COMMITMENT

Parents at Berean Academy make commitments to the school each year that their children attend as follows:

- Parents understand and agree that it is a privilege to attend Berean Academy and therefore uphold the school with a positive attitude and prayer.
- Parents pledge to have an attitude of trust in Berean Academy, its administration, faculty, and staff and work together in a spirit of unity between the school and home.
- Parents promise at home to encourage obedience to the rules and policies of the school and to foster an attitude of respect for the Christian culture and life which are maintained at Berean Academy.
- Parents pledge to support the school administration and teaching staff in decisions made in the education of their student.
- Parents promise to promote a positive view regarding the school program to all they converse with and to personally address the appropriate school personnel with any concerns that arise.

Spiritual and School Philosophy

- Parents understand and agree that their children will be taught to worship one God – Father, Son, and Holy Spirit – and to honor the Bible, as God's only written word.
- Parents have read and agree with the school's Doctrinal Statement unless noted in writing.
- Parents understand that as a requirement to attend Berean their family will regularly attend an evangelical church that upholds the Bible as holy, inspired by God and inerrant.

Tuition Payment Policies

- Parents have read and will abide by the school's policies in regard to tuition payments, attendance policies, withdrawal policies and policies regarding refunds and/or non-refundable fees.
- Parents understand that they are responsible for all financial obligations as set forth in the school's financial policies.

Conduct and Standards

- Parents agree to accept and support all rules and regulations of Berean Academy and authorize the school to administer the disciplinary methods stated in the school handbook. Parents understand the standards of the school will not tolerate profanity, obscenity in word or actions, or any type of action or harassment from students or parents that are deemed disrespectful or harmful to school staff or students. Parents understand that those who behave in this manner to a staff member will be asked

to leave the campus and may be banned from the campus and/or asked to withdraw their child(ren) from the school.

- Parents will expect their child to comply with school regulations. Parents will withdraw their child or accept the school's right to dismiss them if they become unable to support these policies, procedures, and rules. Parents realize that the school reserves the right to dismiss any student or family who does not respect its spiritual standards or cooperate in the educational process of the school.
- Parents understand that damage to school property by the student due to willful negligent means will be directly charged to my account.
- Parents give permission for their child to take part in all regular school-day activities, including school-sponsored trips.

Dispute and Reconciliation

- Parents understand that expectations and perceptions may, at times, come into conflict. In Christian relationships the priority of love should direct all our actions as a reflection of the loving submission of Christ to the Father. The way Parents resolve conflicts and perceive offenses will demonstrate the reality of Christ to a watching secular society. (John 13:34-35).
- The school has specific requirements for all aspects of conflict resolution, including (but not limited to) student-to-student conflict, student-to-teacher conflict, parent-to-teacher or parent-to-parent conflict. Parents have read and pledge to follow the procedures outlined in the BEREAN ACADEMY POLICY ON CONFLICT RESOLUTION AND RECONCILIATION.

BEREAN ACADEMY POLICY ON CONFLICT RESOLUTION AND RECONCILIATION

Berean Academy is a ministry of Christian education, which serves as an extension of the Christian home. As such, the leadership of the ministry has a significant responsibility to ensure that the policies and practices of the school reflect what the Bible teaches in the area of harmony and unity in the lives of the Berean family and how harmony and true Christ-like love can be restored when conflict arises.

Conflict is part of the human experience and Christians and Christian ministries are not immune to its perils. One of Satan's most effective tactics is to push conflict to the next levels of resentment and bitterness in order to undermine the effectiveness of the ministry.

God's word is clear that Christians can and should resolve these conflicts in Christian love and mercy and not allow discord and strife to take root. Hebrews 12:14-15 states, "Make every effort to live in peace with all men and to be holy ... See to it that no one misses the grace of God and that no root of bitterness grows up to cause trouble and defile many." I Peter 3:8-9 admonishes believers to "live in harmony with one another, be sympathetic, love as brothers, be compassionate and humble." Ephesians 4:32 clearly directs us to "be kind, tenderhearted, and forgive one another as God forgave us." These are more than platitudes—they are the foundation for resolving conflicts that arise within the Berean family.

1. It is the policy of Berean Academy that any member of the Berean family that has an issue, concern or feels that they or their child have been treated wrongly in any way, should go to the person, (in this context a teacher, administrator, staff member, board member or parent) and seek to resolve the conflict. This expectation is the first step in the Berean Reconciliation Policy and is based on guidance from Matthew 18:15-17.
2. If the issue is not resolved, the next step in the process is to use the chain of command and bring the issue to the next level of authority. Hebrews 13:17 speaks about submission to those God has put in authority and Berean has an established order of responsibility and accountability with the principals, superintendent, and a school board. For example, if a person has met with a teacher and wants to go to the next step, he or she would go to the administration to seek resolution.

3. The next step in the Policy is to bring the issue to the Berean Board Reconciliation Committee. The Board Reconciliation Committee is comprised of at least three members from the Board, staff, or constituency, with consideration for avoiding any potential conflict of interest, who would oversee the process outlined by the Policy. This committee would serve for the duration of the issue at hand and guide the process of reconciliation. Written requests for this step of the process should be made to the Board President.
4. If people feel strongly that they cannot go to the affected party or administration in person, then they may request a member or members of the Berean Reconciliation Committee go with them to meet and seek resolution. Additionally, if it becomes known to the Berean leadership that a party has a concern that needs to be resolved and has not utilized the Reconciliation Policy process, the Reconciliation Committee will take steps to engage the issue proactively to foster the needed resolution. This would involve trying to bring the affected people together voluntarily in a context of Christian love and guidance and follow through till the issue is resolved. While the board encourages following the process in order, it is the goal of Berean leadership to achieve reconciliation through all avenues.

It should be everyone's hope and prayer that these efforts will serve to maintain harmony in the Berean family and to prevent small issues or misunderstandings from becoming major matters of contention. There will be no coercion of individuals to comply with this policy, as the intent is to achieve reconciliation from willing hearts. However, we urge all members of the Berean family to prayerfully consider this Biblical process of reconciliation.