

Parent Handbook 2025 - 2026



Bethlehem Christian Preschool
At The Neighborhood Church



STAFFORD
—ACADEMY—
EDUCATION FOR LIFE

Celebrating Forty-Seven Years

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Celebrating Twenty-One Years

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Bethlehem Christian Pre-School at The Neighborhood Church
Stafford Academy

21065 SW Stafford Road / Tualatin

Parent Handbook 2025 - 2026

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Kindergarten/1st Grade Addendum available to K/1 Families

WELCOME!

Dear Parents,

Welcome to Bethlehem Christian Pre-School at The Neighborhood Church and Stafford Academy. We are a school for ages 12 months to Kindergarten/First Grade (K/1), which welcomes children without regard to race, color, handicap, sex, religion, or national origin. We are ministries of The Neighborhood Church.

Education and experience qualify our teachers. Some of our teachers have teaching certificates and/or college degrees, and all have experience working with children.

We are happy to have you and your child with us for the coming months, and we hope this experience will be a continuation of your child's everyday family experiences.

Here are two ways you can help your child with this new experience.

1. Talk to your child in advance about school and prepare him/her for this new experience.
2. If you anticipate that separation will be difficult at first, speak to your child's teacher to make an appropriate plan.

In this handbook, you will find information concerning our responsibility to you and your child, and your responsibility to the school as a parent. If at any time you should have questions, feel free to talk with us. We are here to serve, and we are always happy to help in any way we can. Call, bloomz or email us to make an appointment.

Sincerely,

Beth Quarterman
Pre-School Director

Kelly Andresen
Pre-School Director

Shar Parr
Kindergarten/First Grade Director

Kathy Campbell
Pre-School Assistant Director

BCP at TNC / Preschool and Toddler

2025/2026 PARENT CALENDAR



12 Staff Inservice NO PM
16 Presidents' Day

FEBRUARY '26						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

SEPTEMBER '25						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 Labor Day
2-3 Open House
4-5 School Starts
8 Lunch & Fun/Let & Lit Begins
9 Tues Sci & Art Begins
10 Math & Music Begins
11 Back to School Picnic
12 Fri Sci & Art Begins

19 Staff Inservice NO PM
23-27 Spring Break
30 Staff Workday
31 School Resumes

MARCH '26						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

OCTOBER '25						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

6-7 School Photos
9-10 Parent Conferences
Toddlers in session
No Preschool
16 Staff Inservice NO PM

3 Good Friday
5 Easter Sunday
16 Staff Inservice NO PM

APRIL '26						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

NOVEMBER '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

11 Veterans Day
21 Staff Work Afternoon NO PM
24-28 Thanksgiving Break
27 Thanksgiving Day

7-8 Mom's Morning 9-10
11-15 Teacher Appreciation Week
14 Teacher Luncheon NO PM
25 Memorial Day
26 Last Tues Sci & Art
27 Last Math & Music
29 Last Fri Sci & Art

MAY '26						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

DECEMBER '25						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

11 Staff Lunch NO PM
18-19 Class Celebrations
22 Christmas Break Begins
25 Christmas Day

1 Last PM Toddler
1 Last Letters & Literacy
1 Last Lunch & Fun
2 NO PM's
3 Last School Day

JUNE '26						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JANUARY '26						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1 New Year's Day
5 Staff Work Day
6 School Resumes
19 M.L. King Day
28-29 Dad's Morning 9-10

First Days / Last Day
 Important Dates
 NO SCHOOL
 Preschool ends at 12 / Toddler at 12:30

Each class will have additional dates for class specific special events.

7/15/2025

Our Mission Statement: REACHING AND DISCIPLING CHILDREN FOR CHRIST

Our Purpose:

- To be a school of excellence in which children are introduced to Jesus Christ as personal Lord and Savior.
- To be developmentally appropriate, providing hands on experiences with math, science, art, and language.
- To lay a foundation for Christian living and to provide ongoing spiritual development by maintaining positive interactions between staff, children, parents, and administration.
- To be a safe place of ministry to children and families.
- To be a place where children will feel safe, loved, and respected, and where Jesus Christ will be glorified in all our efforts.

THE HISTORY

BETHLEHEM CHRISTIAN PRESCHOOL

Bethlehem Christian Pre-School began as the result of the vision of its founder, Edmund Bouschor. Edmund and his wife, Carol, were members of Bethlehem Church and both were teachers in the Beaverton School District. He had a dream of a Christian school in which children would be nurtured, loved and taught about Jesus Christ as personal Lord and Savior. The school began as a ministry of Bethlehem Church on SW Stafford Road in Lake Oswego in 1977. It was named Bethlehem Christian School and grew to include Daycare and preschool through 8th grade, briefly relocating to the empty Palisades Elementary School building.

In 1989, the pre-school returned to the Church location and remained under Kathy Hawkin's leadership for 38 years, until her retirement in the spring of 2022. At that time, Beth Quarterman and Kelly Andresen stepped into Co-Director roles with Kathy Campbell as Assistant Director.

Throughout the years the commitment of Bethlehem Christian Pre-School to serve children and families has remained unchanged. The goal of BCP is to be a place where children will feel safe, loved and respected, and where Jesus Christ will be glorified in all our efforts.

STAFFORD ACADEMY

Stafford Academy is a ministry of the Neighborhood Church. Neighborhood Church is a fellowship of Christian believers in the greater Portland area and is a member of the Oregon Ministry Network of the Assemblies of God.

Founded in 1933, Neighborhood Church (Stafford Academy) has a history in education. Through the years the church has operated daycare and preschool ministries, an elementary grade school and a school for children with learning disabilities. In 1986, the congregation made a significant decision to relocate south of Portland.

In 1994 the church began constructing facilities on 30 acres southwest of the Interstate 205 and Stafford Road intersection. The campus was sufficiently developed to begin Stafford Academy in the fall of 2004. Excellent classrooms, common spaces, and play areas make a great campus for preschool and elementary grades. The Neighborhood Church believes Stafford Academy is a great blessing to our community and a wonderful ministry for the Neighborhood Church congregation.

BETHLEHEM CHRISTIAN PRESCHOOL at the Neighborhood Church and STAFFORD ACADEMY

In 2025, the Neighborhood Church welcomed Bethlehem Christian Preschool to join them as a ministry with Stafford Academy under the Pastoral care of Paul Owen and Hope Ackermann and the school leadership team of Beth Quarterman, Kelly Andresen, Shar Parr and Kathy Campbell.

Key Learning Experiences – Pre-School

We provide a loving Christian environment with emphasis on the developmental stages of the child. Our desire is to provide activities that are age-appropriate and nurture spiritual, physical, mental and social development of each child. We believe children learn as they play. Learning for children takes place when information is meaningful, and is in the context of their experiences and development. Therefore, children learn best when provided with a variety of stimulating experiences in which they may freely interact.

Our program is designed to support and extend young children's learning through direct experiences. Children learn when actively engaged, so we provide a balance of teacher-directed and child-initiated activities. Throughout the year we will focus on each of the following areas.

Social Skills

This is an important focus during the pre-school years. We help children learn to relate effectively with others through a mentoring process which values their own ideas with the teacher's guidance.

- ✦ Negotiation
- ✦ Interpersonal skills
- ✦ Cooperation
- ✦ Manners
- ✦ Respect
- ✦ Expressing & understanding feelings
- ✦ Understanding the perspectives of others
- ✦ Group interaction & living skills
- ✦ Children learn to brainstorm and problem-solve in the process of learning

Language, Literacy, Phonemic Awareness, and Pre-Reading

Pre-schoolers are encouraged to communicate as they express their feelings and their thoughts. Learning to communicate effectively and to use language as a tool for thinking are two goals we have for pre-school children. BCP uses a literacy program called "Handwriting Without Tears." This hands on program helps prepare children for Kindergarten in a developmentally appropriate way. It focuses on writing readiness, strokes, shapes, letters and numbers. We also provide experiences with print so that children experience language in written form as well as verbally. Some experiences include:

Handwriting Without Tears

- ✦ Capital Letters first
- ✦ Exploration & Letter Building with wood pieces
- ✦ Finger warm ups & grip
- ✦ Magnetic Letters
- ✦ Mat Man
- ✦ Roll-a-dough
- ✦ Wet, Dry, Try

Alphabet Knowledge

- ✦ Learning to Identify and Discriminate Differences
- ✦ Recognizing Letters and Words

Oral Language

- ✦ Alliteration
- ✦ Music
- ✦ Poetry
- ✦ Repetition
- ✦ Rhymes
- ✦ Whole Language
- ✦ Storytelling/Sequencing

Print Awareness

- ✦ Environmental Print
- ✦ Dictating Stories
- ✦ Reading Signs and Symbols
- ✦ Books, Books, Books

Phonological Awareness

- ✦ Distinguishing Letter Sounds
- ✦ Experimenting with Sounds
- ✦ Identifying Phonemes

Art and Creative Expression (Hands-On Approach)

At BCP children are provided a wide variety of media with which to interact and create. It is the process of using these materials that is most valuable.

- ✦ Self-Expression
- ✦ Sensory-Oriented
- ✦ Open-Ended
- ✦ Experimenting
- ✦ Inventing
- ✦ Building Self-Esteem
- ✦ Problem-Solving
- ✦ Emphasizing the Process
- ✦ Media Rich
- ✦ Predicting

Math & Cognitive (Hands-On Approach)

In pre-school we work on:

- ✦ Counting
- ✦ Classifying
- ✦ Comparing
- ✦ Patterning
- ✦ Understanding Time & Temporal Relationships
- ✦ Estimating
- ✦ Measuring
- ✦ Seriating (ordering)
- ✦ Spatial relations
- ✦ One-to-One Correspondence

Science

Children love to explore with their senses! Group experiments and discussions, and a science area in each room allow opportunities to discover new things about their world.

- ✦ Observing
- ✦ Questioning
- ✦ Interpreting
- ✦ Critical Thinking
- ✦ Noticing Change
- ✦ Knowledge of Physical and Natural World
- ✦ Predicting
- ✦ Experimenting
- ✦ Inventing
- ✦ Cause –Effect Relations
- ✦ Tracking Motion

Large and Small Motor Skills

These early years are a time of emerging small muscle strength and coordination for pre-schoolers. The following items provide opportunities for the child to experience controlled movement activities.

- ✦ Running
- ✦ Balancing
- ✦ Throwing
- ✦ Creative Movement
- ✦ Cutting
- ✦ Tracing
- ✦ Jumping
- ✦ Climbing
- ✦ Catching
- ✦ Rhythm Activities
- ✦ Stringing
- ✦ Rolling Doughs

Spiritual

Children participate in JoyTime, monthly Chapels, daily prayer times and frequent teachable moments to experience the goodness of God!

- ✦ Who Am I? Why am I here?
- ✦ Trust in the care of others, secure attachment
- ✦ God loves me and cares about me
- ✦ Bible truths
- ✦ Who God is
- ✦ Be amazed by Him
- ✦ See Him as the Treasure
- ✦ He is my Treasure and I am His
- ✦ Attributes of God: friend, protector, provider, the giver of good gifts, wise, loving, forgiving, faithful to keep His promises, always with me

Music

Children engage in singing and listening to music to help foster an enjoyment and appreciation of Music as well as to experience a variety of skill building!

- ✦ Patterns
- ✦ Melody
- ✦ Tempo
- ✦ Rhythm
- ✦ Body Movement
- ✦ Memory
- ✦ Coordination
- ✦ Auditory Skills
- ✦ Creativity
- ✦ Math, Reading & Language

Classes for Ages 12 months to 6 years

Toddler Program (12-30 months): This class is designed to meet the individual needs of our youngest children. With a 1:4 ratio in a warm, loving, nurturing environment, these little ones experience a predictable routine in a language rich program. Their room is designed with open-ended play areas that promote social, physical, emotional, cognitive and spiritual development.

Two & One-half Year Old Program (Tu Th or MWF 2 ½ - 3 year olds): The two and one-half year old to three year old child thrives in the loving and warm atmosphere of this class. Predictable routines, language building group activities, and learning centers that encourage experimentation combine to create individual success and promote confidence and self esteem. Many opportunities for building, hands-on discovery, turn-taking, dramatic play, building trust and developing self-help skills abound.

Three Year Old Program (Tu Th or MWF 3-4 year olds): The three to four year old child blossoms and grows in our open-ended, experience-oriented class. This class promotes the development of oral language, self-help skills, and turn-taking. Each day provides time for the joy of creative expression with hands-on art using many different mediums. Gross and fine motor skills, which lead to emergent writing, are emphasized. It is designed to provide children with multiple opportunities for success as they make discoveries about their world.

PreKindergarten Program (MWF 4 year olds or M-Th 4-5 year olds): This language rich class promotes Kindergarten readiness. Our four to five year olds flourish with a hands-on play curriculum set up to emphasize emergent literacy and writing, alphabet recognition and phonemic awareness. Each day provides time for the joy of creative expression using art activities which utilize many different mediums and jointly encourages the growth of gross and fine motor muscles. Children experiment with basic math concepts such as sorting, graphing, quantifying, patterning and predicting. With an atmosphere that encourages experimenting and problem solving, this class allows children to explore and discover their world, develop self-help and socialization skills, decision making abilities and become confident learners.

PreKindergarten Plus (MTWTh mornings 4-5 year olds): This class is designed for the older preschooler who will be five years old by February 28 of the school year and who is developmentally ready to experience more structure than our four year old Pre Kindergarten program. This class emphasizes emergent literacy, writing, alphabet recognition, and phonemic awareness through activities that involve the whole child. Basic math concepts and number recognition are taught with a hands-on approach. Children have many opportunities to experiment, predict, and problem solve. The open-ended approach, in addition to teacher direction at this age level, stimulates creativity in many ways, especially through art and science.

Letters and Literacy Class (Monday afternoons 4-5 year olds): Created to specifically focus on literacy and phonics, the curriculum for this highly structured class revolves around: phonemic awareness, pre-reading, pre-writing, language, music and hands-on art. The smaller size of this class allows for more individual attention. This class may stand alone or be added to other scheduled preschool classes.

Math and Music Class (Wednesday afternoons 3-5 year olds): Children in this class will be introduced to fundamental concepts of Math and Music and the surprising connection they have to each other. Rhythm, counting, singing, appreciation of instruments, prediction and number and shape play will be part of the fun and discovery. This class may stand alone or be added to other scheduled preschool classes.

Science & Art Class (Friday mornings or Tuesday afternoons 3-5 year olds): This class is specifically designed to focus on elements of art (such as color, texture, line and form) and on experiences in science. Children will have opportunities each day to be curious, predict, express, experiment, create, observe and document as they make discoveries in the areas of both art and science. This class may stand alone or be added to other scheduled preschool classes.

Lunch 'N Fun Program: Our afternoon program was created to accommodate the need for a safe and fun extension to the preschool morning. Lunch 'N Fun hours are from 12:00 to 3:00 pm by reservation. The children bring a lunch from home and we provide the milk and the fun!

Kindergarten / First Grade (M-F 8:45-3:15): Designed to nurture each child's biblical foundation while strengthening core educational competencies in preparation for success in elementary school and beyond. This is done in a sweet, firm and personal environment. More details in the K/1 Addendum.

PRE-SCHOOL CLASSROOM OVERVIEW

Children's Daily Program

In order for your child to feel he/she is a part of the group, it is important for your child to start the day with us. Therefore, he/she should be at the school by 9:00, when we begin our pre-school program.

The primary method of learning for the pre-school age child is through play. There are opportunities for your child to explore, experiment, and discover in developmentally appropriate activities. In our daily 9:00 am - 12:00 noon pre-school program, we have large and small group times, Bible stories, art, free play at learning centers, large motor activities, and snacks. Our daily activities are based on early childhood concepts, with a balance of active play and quiet time.

Sample Schedule

9:00	Arrival -Welcome
9:20	Circle Time / Singing & Joy Time / Focused Learning Time
9:45	Free Exploration - Art Projects - Learning Centers
10:50	Bathroom
11:00	Snack
11:15	Recess
11:40	Small Groups, Music and/or Show and Tell
11:55	Closing prayer, Dismissal

Learning Centers

Sensory Table	Science Center	Math Center
Book Corner	Music/ Listening Center	Concept Areas
Playdough Table	Art Area	Block Area
Manipulatives/Puzzles	Writing Area	Housekeeping/Dramatic play

Possible Class Visitors

Fire Department	Nurse	Reptiles
Police Officer	Doctor	Bakery
Postal Carrier	Dental Hygienist	Garbage / Recycle Truck

Parent Involvement

Parents will have an opportunity to share their skills whenever possible. Please know that you are welcome in class any time. DELC rules state parents are not allowed to be alone with children other than their own. Field trips, class activities, and our Spring Fundraiser are ways in which you can easily get involved.

TODDLER ROOM OVERVIEW

Hours: **Morning sessions** **8:45 - 12:30**
 Full Day sessions **8:45 - 3:30**

Policies and Procedures

Backpack or Diaper Bag

Parents will provide a bag which should contain the following items:

1. A day's supply of diapers/pullups
2. Changes of clothing
3. Favorite blanket
4. Pacifiers, if used
5. Special comfort item (toy, blanket, etc.)
6. The day's food in a lunch box or bag (no nut or peanut products please)
7. Appropriate clothing/shoes and outer wear for outdoor play.

Diapering

1. Parents will provide for diapering needs, such as: diaper supply and ointment, if needed/used.
2. The type of diaper you provide is your choice; however, for convenience, we prefer disposable.
3. Please remember to check with your teacher for soiled articles.

Food: We are an allergy aware school. Please do not send food items that contain peanut/tree nut products.

1. All food and drink will be provided by parents on a daily basis, ready to serve, and labeled with child's name. We will provide milk for children 12 months old and older.
2. All perishable food must be refrigerated upon arrival.
3. All bottles of formula or breast milk shall arrive fully prepared with nipple cover and be refrigerated immediately.
4. Each lunch shall include at least 1 serving of bread & cereal; milk & milk products; meat, fish, poultry, or vegetable protein such as legumes; and 2 servings of fruit &/or vegetables.
5. Snacks shall consist of food or drink from at least 2 food groups.
6. Juices must be 100% fruit juice.
7. According to the American Academy of Pediatrics, these food items are potential choking hazards for children under age 6: hot dogs, grapes, nuts, meat and cheese chunks (cheese sticks), peanut butter, hard candy, gum, fruit, vegetables and popcorn. Please prepare your child's food accordingly.

Medication

We must have a medication permission form filled out and signed before we can administer the following:

- All medications
- Diapering creams and ointments
- Sunscreen - non aerosol

General Information

Absences

No billing adjustments can be made to school tuition for illness, travel, or weather related absences. If your child will be absent, we ask that you contact the school or notify the teacher.

Admission

We are a school that welcomes all children, including children who have special needs. Parents are asked to inform us when their child is working with a specialist due to developmental or behavioral circumstances. This might include a developmental pediatrician, psychologist, psychiatrist, speech/language pathologist, or a local ESD program. Together with parents, we make education plans for each child and determine which class is the best placement.

Our goal is to maintain a healthy, productive, fully functioning classroom in which sufficient time and attention is given to each class member.

Admission Requirements

Your child must meet the age requirements for the class in which he/she is enrolled. Please see the office for further information.

Your child must meet the state requirements for immunization, and you must have a signed immunization form for him/her. In addition, we require that you complete and sign a "Release for Medical Treatment" form and an information form. Your child's immunization record must be up-to-date when he/she begins school.

It is critical that you indicate at least two emergency contact people other than yourself and your spouse on your information form. **At any given moment there must be some responsible person with whom we can make contact.** Custodial parents please note: In order for school staff to comply with a court order, the office must have a copy of all current mandates. Please provide a picture of the non-custodial parent.

Arrival

When you bring your child to school, please walk him/her to the door and a staff member will sign him/her in on the daily attendance sheet **Be sure to make contact with the teacher before you leave.**

Back Packs

The following items should always be kept in your **child's back pack** at school:

1 set of underwear	1 pair of pants
1 pair of socks	1 shirt
Diapers or Pull-Ups (for children not yet toilet trained)	

*** BACK PACKS should be labeled with first & last name ***

During the winter, your child needs additional warm clothing. Warm clothing includes coat, boots, hats and mittens. **Please label** your child's clothing items with indelible ink. All coats must be stored in child's back pack.

Birthday Celebrations

Each teacher has a different plan for celebrating birthdays. They will contact families at the beginning of the year. For your child's personal birthday party, invitations may be passed out at school providing all students in the class are receiving one. This avoids unnecessary hurt feelings.

Clothing

Your child's clothing should be suitable for the season, weather, and play. Since we believe children learn by doing, and we encourage hands-on play with many different science and art media, it is important that your child be dressed in **comfortable, easy-to-laundry clothing**. We encourage you to bring rain boots for your child during the "wet" season, as we do go outside whenever possible.

Comfort Kits

We are well prepared for an earthquake or other disaster. We have established a plan and have acquired supplies so that in an extreme emergency we could care for the children until parents arrive. In order to provide that care with an extra measure of love we ask for parents to assemble and provide a "Comfort Kit" for their child, to be returned in June. See suggested items below.

STORAGE: Please place all items (excluding medication) in a 2 gallon ziploc bag or smaller.

Pre-School, Kindergarten & First Grade Child

1. Family picture
2. Letter of comfort saying you'll come ASAP
3. Stocking cap, mittens
4. Sweatshirt and long pants
5. 3 underpants and 3 pairs of socks
6. Space Blanket (sports stores have these)
7. 1 Pocket pack Kleenex
8. 6 Wet Ones (individually wrapped)
9. 10 Band-Aids
10. **Please do not pack food items**

Toddler Child

1. Family picture
2. Letter of comfort saying you'll come ASAP
3. Stocking cap, mittens
4. Sweatshirt and long pants
5. Diapers and socks
6. Space Blanket
7. 1 Pocket pack Kleenex
8. Wet Ones (small package)
9. Bottle
10. Pacifier
11. **Please do not pack food items**

Optional for all children

1. A small teddy bear or other security toy
2. Mini flashlight with battery

Medications: If your child requires medication for survival, we need to store at least a 3 day supply and instructions in the Director's office with a note giving us permission to administer the medication in an emergency.

Communication

Our bloomz app is our primary means of communication. Be sure your notifications for bloomz is turned ON.

Another good way to keep informed is to follow us on our Social Media sites:

Facebook: Bethlehem Christian Preschool

Instagram: bethlehem_preschool



Teachers work very hard to provide a program designed to meet each child's individual needs. The more they know about each child the better they are able to do this. That's why we encourage you, as parents, to communicate often with your teachers when something unusual occurs. Some example of things you might want to communicate are:

- * Daddy will be gone for three weeks.
- * Our dog ran away.
- * The gerbil died.
- * Grandma is very ill.
- * The next door neighbor's house burned down.
- * We were up all night.

We suggest that you talk to the teacher at a time when your child cannot hear your words.

Custodial Court Order

A custodial court order may describe a parenting plan which specifies days and times that each parent may be with his or her child. In order for us to comply with a court order, we must have a current copy of the order. Should the school become involved with a custodial dispute, the school attorney fees will be passed on to the child's family. Where divorce or separation occur, we will continue to honor all parental rights until an official document of the court is placed in the student's file.

Custodial Parent

Custodial parents have access to our center during the hours of operation and without notice.

Discipline Policy

Our discipline policy works on the premise that the child's well-being is of utmost importance and our goal is that each child will progress toward becoming self-disciplined. The curriculum is prepared and classrooms are structured in a manner that promotes positive interactions. Thoughtful preparation of the classroom set-up and lesson plans often avoids potential discipline issues.

Our discipline process involves helping children recognize the choices they make. Children are shown that the choices they make have natural and logical consequences, and they are encouraged to make the best possible choice. We assist children in doing this by:

- *Creating an environment of belonging.
- *Creating routines together.
- *Stating directions in a positive manner.
- *Redirecting a child.
- *Suggesting possible solutions at a time of conflict.
- *Working with the parents to determine together the best plan for a child experiencing difficult behavior.

Our teachers are kind, firm and respectful when guiding children through the following procedure:

1. Give Instruction - Together we brainstorm what is expected of the children and why.
2. Reminder - The child is reminded of the reason this behavior is not acceptable. The teacher and child then problem solve together to determine other acceptable choices.
3. Follow Through - If unacceptable behavior continues, the child is moved away from the other children for a private conversation about the behavior. At this time, the child is given an opportunity for a "quiet moment" where he/she can have time to calm down, re-group and then re-join the class.

Physical or verbal abuse, restriction from snack, or extended isolation is never used as a means of discipline.

Dismissal

Dismissal time from **morning** pre-school classes is 12:00 noon. Dismissal time from **afternoon** pre-school classes is at 3:00 pm. Dismissal time from K/1st is 3:15 pm. Dismissal time from Full day Toddler is 3:30 pm. Children will not be released from school without an authorized adult. Please be prompt in picking up your child. It saves many tears and anxieties.

Please remember to make contact with the teacher and sign out before you leave.

If you need to pick up your child early, before class ends, please come to the main office. We will direct you to your child's classroom.

Electronic Documentation

From time to time you may see photo and/or video recording taking place in the classroom. This is used for teacher training, instruction, documentation of development, and classroom projects. Teachers will use bloomz to send photos & videos throughout the year.

Emergency Drills

Since our primary focus is to keep the children safe, we practice fire evacuation drills monthly. In addition we learn Earthquake "Duck, Cover, and Hold on!" routines and gradually work up to an all school Earthquake Drill in the Spring. Other monthly safety drills are done as well.

Emergency/Disaster Plan

We have developed and implemented a comprehensive disaster plan. This plan covers such emergencies as accidents, fire and earthquake and was created to insure your child's safety.

In the event of an emergency which would require us to evacuate the premises we will move the children to Athey Creek parking lot at 2700 SW Ek Rd, West Linn. Phone: 971-327-2120. An additional aspect of our emergency plan is that we have a "sister school" relationship with a early learning center in Texas. If local lines are unusable please try to phone them for information about what is happening. We will try to keep them informed.

**First Fulshear Early Learning Center
Fulshear, Texas
281-533-0100**

Field Trips

Our classes may take field trips throughout the year. We ask parents to drive on these trips. All children must use approved safety seat systems that are appropriate for their age and weight.

Children may only ride in a car without their parent if the parents make transportation arrangements with another adult. That adult would need to be on the child's drop off / pick up list. The adult driving would be solely responsible for that child during the field trip. The child would not be signed into our care until they return to school.

If you are driving/attending a field trip, we ask that you make other arrangements for any siblings.

Fund-Raising and Community Help

BCP@TNC and Stafford Academy depend on fundraising and donations from parents and others in the community to continue to meet our planned and unplanned financial needs.

Here are other ways to financially support BCP@ TNC and Stafford Academy:

Ask Letter	End of the calendar year giving opportunity
Benevity	May be set up through employers
Bottle Drop	Fill our specially marked blue bags and return to a drop location
Fred Meyer	fredmeyer.com/i/community/community-rewards
Spring Fundraiser	TBD – more info to come
Cash/Check	Drop off at school office or with Shar the bookkeeper
Zelle	shar@staffordacademy.org

Hours of Operation

- Pre-School classes are from 9:00 am - 12:00 noon. Classroom doors will open at 9:00 am.
- Pre-School Afternoon classes are from 12:00 noon - 3:00 pm.
- Children arriving from home attend pre-school afternoon classes from 12:10 pm - 3:00 pm.
- Kindergarten/First Grade class is from 8:45 am – 3:15 pm.
- Toddler classes are from 8:45 am - 12:30 pm and 8:45 am - 3:30 pm.
- Early dismissal times: Toddler – 12:30; Preschool – 12:00; Kindergarten/First – 11:45

Late Pick-Up Fees

A child who has not been picked up by dismissal time will be charged a late fee of \$2.00 per minute.

Lunch Requirements

1 serving of grain	1 serving of protein	2 servings of fruits &/or veggies	*NO NUTS or nut butters
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Milk and water is provided.

Because we are an **ALLERGY AWARE SCHOOL, PLEASE DO NOT** send lunches which contain **TREE NUT OR PEANUT PRODUCTS**. If you substitute soy butter for peanut butter, please label it “soy butter.” Remember peanuts are used in many items; please read labels carefully. Lunches must contain an ice pack. Be sure to label lunch box with first & last name.

Lunch ‘n Fun

This unique and popular pre-school afternoon program was developed to provide children with a fun place to eat lunch and play in a well-supervised environment.

- * Permanent reservations are available. Please contact the office.
- * Ages: 2 ½ years to Pre-Kindergarten
- * Times: 12:00 noon - 3:00 pm Monday - Friday (Those children who come to L&F from home may come at 12:10 or later)
- * Cost: \$32 per afternoon
- * Cancellation: Permanent reservations require a written notice to withdraw. No adjustments after March 1.

Lunch ‘n Fun Late Fees

Lunch ‘n Fun is over promptly at 3:00 p.m. Late fees are assessed when children are picked up later than 3:00 p.m. Parents will be charged a rate of \$2.00 per minute.

Lunch ‘n Fun Payments

Your invoice will include the current month's precalculated charges for Lunch 'n Fun. These payments are due immediately and are late after the 10th of the month. Late payments are subject to a \$25.00 charge.

Mandatory Reporters

The staff members of BCP@TNC and Stafford Academy are mandatory reporters of child abuse. A mandatory reporter must report any reasonable suspicion of child neglect or abuse according to Oregon law.

Parking Lot

Our parking lot is an active and busy place. Please help us keep our children and families safe by **DRIVING SLOWLY**. We also recommend that you hold your child's hand while in the parking lot. Leaving children under 10 in a car by themselves could endanger their welfare. We ask you not to leave a child under 10 in the car.

All vehicles must enter the property via the main driveway, as marked (see map below). Please follow the arrows on the map. Due to the safety of our children the speed limit on the premises is 5 MPH.



Playgrounds

The upper playground is open to families and the public during week days 3:00pm to dusk. During non-school days and weekends, it is open 10:00am to dusk.

Release Authorization

During registration you were asked to list those who are authorized to pick up your child. As the year progresses you may add to or delete from this list. If anyone other than the child's mother, father or legal guardian is to pick up the child from school, we must have parental permission that specifies the person(s) authorized to pick up your child. Please include the authorized person's name and phone number. If someone other than a parent will be picking up your child, please call or email the office with this information. **When we are unsure of the identity of the person picking up a child, we will ask that person for picture identification.**

Attention: If for some reason your child has not been picked up by closing time and we are unable to contact those on your emergency list, we will contact the Clackamas County Sheriff. We will follow their instructions in order to ensure your child's safety.

Reporting Concerns

If you have a concern please feel confident to talk to your child's teacher or to the school Director. If you have an unresolved concern please call DELC at **1-800-556-6616** or submit an online complaint form at the website: Oregon.gov/delc

Security System

Our building is equipped with a security system which includes locks and cameras looking at the parking lots. If you arrive and find the doors are locked, simply use the doorbell at the upstairs entrance. We will come and let you in. If you are dropping your child off after 9:10, please enter at the upstairs door.

Snacks for Preschool

Snacks for Pre-school are provided by families. The classroom teacher makes a snack schedule for each month so that families know when it is their turn.

Due to DELC regulations, we cannot serve **home prepared snacks**. **Choose food items from two different food groups and a beverage from the lists below.** Some brand names are included on this list because we know they **do not list peanuts or tree nuts on the ingredient list.**

We are an allergy aware school and we ask families to send items for snack or lunch that **do not contain peanut and tree nut products. **It is important to READ ingredient labels.** Products with any peanut or tree nut ingredients listed, any "traces" of peanuts or tree nuts listed, or any statement that the product was manufactured on machinery or in a facility that also manufactures peanuts or tree nut products will be returned to families.**

Choose 1 item from 2 different categories:

Fruit / Veggie List

Applesauce jars, cups, pouches
Fruit or Veggie pouches
Bananas, Berries, small Oranges
Raisins, small whole Apples
Pre-Cut Melon, Apples (must be store packaged, not home cut)
BARE Dried Apples
Kirkland Real Fruit - freeze dried
Sugar Snap Peas
Whole Cucumbers

Dips (optional):
Hidden Valley Ranch
Bolthouse Farm Ranch
Bolthouse Cucumber Dill

Protein List

Cream Cheese
Pre-sliced packaged Cheese
Hummus
Yogurt
Sliced Turkey or Ham
Baby Belle Cheese
String Cheese

Grain List

Mini bagels (**NO** Thomas Bagels)
Goldfish crackers
Rice Crackers
Graham crackers
Nutri Grain Bars
Wheat Thins
Cheez-its
Pirate's Booty
Ritz Crackers (**NO** Ritz Bitz)
Triscuits
MadeGood Granola Bars / Minis
Nature's Bakery Bars
Popcorner's FLEX Protein Crisps
Lundberg Organic Rice Cakes
Annie's Cheddar Bunnies
Annie's Chewy Granola Bars
Freeyum Honey Apple Soft Baked Bars
Hippeas Puffs
Veggie Straws

Choose 1 beverage:

Beverage List

Water - 1 gallon / non-distilled
Milk - no chocolate milk

Children with Food Allergies

The parents of each child with food allergies are asked to provide the snack for their child. Please work with your child's teacher to:

- bring a snack from home each day;
OR
- provide a plastic "shoe box" labeled with your child's name - with snacks for a few weeks

Snacks must include 2 food groups.

For special cooking projects, your child's teacher will be in contact with you regarding details.

Tuition Payments

At registration the enrollment fee is due. In May, you were billed a tuition deposit which is applied to your child's last month of attendance. After that, the remainder of tuition may be paid either in a lump sum payment in September or in nine monthly payments beginning in September and ending in May. Tuition is due on the 1st of the month and is considered late after the 10th. Monthly Invoices are emailed close to the first of each month. Late payments are subject to a \$25.00 charge. For your convenience, you may put tuition payments in the mail slot labeled "Tuition" in the reception area or in the locking mailbox at the entrance of our driveway. Tuition can also be paid by Zelle, ACH or credit card. See the bookkeeper for more information on these payment options.

Tuition Schedule

Enrollment Fee	Paid at the time of enrollment
Tuition Deposit	Paid in May or at time of enrollment
Tuition payment #1	Due September 1
Tuition payment #2	Due October 1
Tuition payment #3	Due November 1
Tuition payment #4	Due December 1
Tuition payment #5	Due January 1
Tuition payment #6	Due February 1
Tuition payment #7	Due March 1
Tuition payment #8	Due April 1
Tuition payment #9	Due May 1

Weather Closure

During severe weather, it is sometimes necessary to close the school. We do try to remain open whenever possible. However, because our staff and school population come from all over the Portland area, it is sometimes not possible. When this occurs, we inform parents in the following ways if possible:

- An alert on our Bloomz app
- A posting on our Facebook and Instagram account
- Call 503-638-0725 and listen to the voice mail message

Health / Medical Information

Allergies, Asthma, and Other Medical Conditions

If your child has allergies, asthma, or another medical condition, please inform your teacher and the director. We will need information on what to do in case your child has an allergic reaction, asthma attack, or other unexpected reaction. Most families keep an emergency supply of medication at school. Please see the Medication Authorization section on page 18 for procedures about administering medications.

Communicable Conditions

Following is a list of communicable conditions. Please refer to the Communicable Disease Information from the Oregon State Health Division on our website. It will list information about each communicable condition.

AIDS/HIV	Hepatitis A, B, C & E	Pin Worm
Athletes Foot	Impetigo	Pink Eye
Chicken Pox	Influenza	Ringworm (scalp & skin)
Common Cold/Cold Sores	Measles	Scabies
Covid-19	Meningococcal	Shingles
Diarrhea	Mononucleosis	Staph
Fifth Disease	Mumps	Strep Throat & Scarlet Fever
Hand, Foot and Mouth Disease	Pertussis/Whooping	Tuberculosis
Head Lice	Cough	

Please notify the staff immediately if your child comes in contact with or contracts a communicable condition. We reserve the option to ask you for a statement from your doctor that it is acceptable for your child to return to school after an illness or disease.

We will continue to monitor local health data to assess implications for child care operations and potential adjustments to the plan. We will keep our Health and Safety Plan current with all updates. As we update our plan, we will continue to communicate relevant changes to staff and families. The health and safety of our school is our top priority. Because of generous donations from parents, we installed UV lights in our furnace system. We also have air filters for each classroom and an electrostatic sprayer for sanitizing.

Head Lice

Children must be louse- and nit (egg)-free to be in class. Children who have had head lice must be checked by the Directors or acting director before re-entering class. All parents of children in class affected by head lice will be informed. All parents are asked to help us stop the spread of head lice by keeping us informed when their children are exposed elsewhere.

Illness Policy and Procedures

We work hard to provide a safe and sanitary environment. To be effective, we need the help of parents. To reduce the spread of illness among our children and staff, please refer to the **Symptoms-Based Exclusion Guidelines** on the following page.

The State of Oregon requires that all children who become ill at school be picked up **immediately**. If you are called, you are expected to come right away or make arrangements for someone else to pick up your child. Sickness, fever, etc., requires that your child be isolated from the rest of the class. If your child has not been picked up within one hour of you being contacted, we may contact your child's physician and/or the nearest hospital for medical advice regarding your child's symptoms. If necessary, we will transport your child to receive medical treatment at your expense.

Medication Authorization







In order to give your child any kind of medication, we must have your written permission. For every day that your child needs medication, you are responsible for filling out a medication form and giving it to a staff member. Please note this includes items such as sunscreen, chapstick, Vaseline, triple antibiotic ointment, and cough syrup. Additional information will be mailed to families with children needing medication at preschool.

**Jesus said,
“Let the little children come to me,
and do not forbid them;
for of such is the Kingdom of Heaven.”
Matthew 19:14**

SYMPTOMS-BASED EXCLUSION GUIDELINES

PLEASE KEEP STUDENTS WITH SYMPTOMS OUT OF SCHOOL

This list is school instructions, not medical advice. Please contact your health care provider with health concerns.

SYMPTOMS OF ILLNESS	THE STUDENT MAY RETURN AFTER...
 Fever: temperature of 100.4°F (38°C) or greater	<p>*The list below tells the shortest time to stay home. A student may need to stay home longer for some illnesses.</p> <p>*Fever-free for 24 hours without taking fever-reducing medicine.</p>
 New cough illness	<p>*Symptoms improving for 24 hours (no cough or cough is well-controlled).</p>
 New difficulty breathing	<p>*Symptoms improving for 24 hours (breathing comfortably). <i>Urgent medical care may be needed.</i></p>
 Diarrhea: 3 loose or watery stools in a day OR not able to control bowel movements	<p>*Symptoms improving for 24 hours (no more than two bowel movements more than normal and no longer having accidents) with orders from doctor to school nurse.</p>
 Vomiting: two or more episodes that are unexplained	<p>*Symptom-free for 24 hours OR with orders from doctor to school nurse.</p>
 Headache with stiff neck and fever	<p>*Symptom-free OR with orders from doctor to school nurse. Follow fever instructions above. → <i>Urgent medical care may be needed.</i></p>
Skin rash or open sores	<p>*Symptom free, which means rash is gone OR sores are dry or can be completely covered by a bandage OR with orders from doctor to school nurse.</p>
Red eyes with colored drainage	<p>*Symptom-free, which means redness and drainage are gone OR with orders from doctor to school nurse.</p>
Jaundice: new yellow color in eyes or skin	<p>*After the school has orders from doctor or local public health authority to school nurse.</p>
Acting differently without a reason: unusually sleepy, grumpy, or confused.	<p>*Symptom-free, which means return to normal behavior OR with orders from doctor to school nurse.</p>
Major health event , like an illness lasting 2 or more weeks OR a hospital stay, OR health condition requires more care than school staff can safely provide.	<p>*After the school has orders from doctor to school nurse AND after measures are in place for the student's safety. Please work with school staff to address special health-care needs so the student may attend safely.</p>



Parent Handbook Addendum for Kindergarten/First Grade 2025 - 2026

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Kindergarten/First Grade



2025-2026 School Calendar

SEPTEMBER 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

HAPPY NEW YEAR

JANUARY 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2025

- 1 Labor Day- No School
- 2 Open House
- 3 First Day of School
- 11 Back to school picnic

October 2025

- 6-7 School Photos
- 9 No School - Goal Setting Conferences
- 10 No School - Goal Setting Conferences
- 16 Half Day 11:45a - Staff Inservice

November 2025

- 11 No School - Veterans Day
- 21 Half Day 11:45a - Staff Work day
- 24-28 No School - Thanksgiving Break
- 27 Thanksgiving

December 2025

- 11 Half Day 11:45a - Staff Lunch
- 22-31 No School - Christmas Break
- 25 Christmas

January 2026

- 1 New Year's Day
- 1-2 No School - Christmas Break
- 5 Staff Work day - No School
- 6 School Resumes
- 19 No School - Martin Luther King Jr. Day

February 2026

- 12 Half Day 11:45a - Staff Inservice
- 16 No School - President's Day

March 2026

- 19-20 No School - Spring Conferences
- 23-27 No School - Spring Break
- 30 Staff Work day - No School
- 31 School Resumes

April 2026

- 3 Good Friday
- 5 Easter
- 16 Parent's Day 10:30a - Parent's Appreciation
- Half Day 11:45a - Staff Inservice

May 2026

- 14 Half Day 11:45a - Staff Lunch
- 25 No School - Memorial Day

June 2026

- 4 Kindergarten Graduation & First Grade awards - 10:30a
- 5 Last Day of School Half Day 11:45a

	First day of school/ Last day of School
	Important dates
	NO SCHOOL
	Half school days dismissal at 11:45a
	*Each class will have additional dates for class specific special events and field trips

FEBRUARY 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

K/1 OVERVIEW

Kindergarten students are challenged to problem solve, think deeply, and enjoy learning in a respectful, safe environment. Literacy is a large part of kindergarten, therefore, reading God's word, memorizing scripture, and discovering unique God given talents will play a major role in each child's experience at Stafford Academy. Chapel, songs, drama, and art activities will further instill a deep knowledge and love for our Lord. Stafford Academy uses cognitive and social strategies to develop each child. Curriculum in Language Arts, Phonics, Math and Science are integrated into fun individualized lessons created by our licensed teacher. We prepare our students to enter first grade with the skills required for a successful experience along with a deep love for learning. Our goal is to create an environment that promotes a high level of self-worth. We use Bob Jones University curriculum.

Kindergarten/1st Grade Schedule

8:45-8:55	Journals
9:00-9:15	Song and salutes and prayer ... Bible Story and Bible verse of the day
9:20-9:30	Calendar
9:30-10:30	Literacy Block
10:30-11:00	Snack and recess ****Wednesday****Chapel
11:00-11:50	Literacy Block & Daily Five
11:50-12:00	Clean up for Lunch
1:00	Silent reading for 10 minutes / ****Wednesday****Science
1:15-2:00	Math
2:00	Art/Science/History
2:30	Clean up for end of day / Snack and Recess
3:15	Dismissal

Attendance/Tardiness

Parents are urged to establish patterns of consistent and punctual attendance for their students. Reliability and faithfulness are important qualities and are fundamental to school success, where most learning is incremental and cumulative. Tardiness means that a student has missed an important start to his/her learning day and a portion of the curriculum. By regularly arriving on time, students learn an important life-lesson of punctuality that can carry over into all aspects of life. A student will be marked Tardy if they arrive past 8:50am. If your child will be tardy, absent or picked up early, please notify the school office directly, as messaging your students teacher may not be received or seen by the teacher until the end of the day.

Grading

At Stafford Academy, our report cards recognize academic achievement along with individual effort and the personal development of each student. In obedience to the Lord and His Word, Stafford Academy strives to develop individual excellence in each of these aspects and to report how well a student is using the talents given him/her. (Matthew 25:14-30) It is understood that all learning is built on the foundation of positive learning behaviors; thus, at each level, they are emphasized and evaluated on an age-appropriate basis.

The following policies are generally accepted by educators as being applicable to grading procedures. They should serve as a framework within which each teacher will detail his/her own specific grading procedures:

1. Each student's performance in the educational program of the school is his/her major responsibility.
2. Achievement of the class objectives should determine grades.
3. Minimum standards should be such that all students enrolled in the class can accomplish them. However, a minimum accomplishment will deserve a minimal passing grade.
4. Minimum standards of citizenship goals and objectives will be established for each course and explained to the student.
5. The relative value of class work, assignments, tests, and examinations will be established in relation to expectations for grade levels.
6. Midterm progress reports will be sent home indicating the direction of the student's achievements.
7. Class absence and tardiness may naturally result in less instruction time and will potentially have a negative impact on the mastery of the curriculum.
8. The letter grades A, B, C, D, and F are used (along with Pass / No Pass for some subjects) to designate approximate achievement standing for grades 4th and above. The teacher may use a "+" or "-" at his/her discretion, but these are not included on the permanent record. The letter grade represents the following achievement levels:

A=Excellent or superior work	(100-93%)
B=Above Average	(92-83%)
C=Average	(82-73%)
D=Below average	(72-63%) *Minimum passing grade
F=Failing	(62%-)

The F grade is given to any student who makes NO effort to master the subject areas or who has not accomplished a minimum amount of work. Sufficient communication to the parents will precede any failing grade.

9. For grades 1-3, number grades 1, 2 and 3 are used in conjunction with letter grades E, S+, S and N to designate approximate achievement standing as follows:

1 = Above Grade Level	E=Excellent or Superior Work
2 = At grade Level	S+=Above Average
3 = Below Grade Level	S=Average
	N=Below Average, Needs Improvement
10. The letters E, S, D, and N are used to designate achievement standing in Kindergarten as follows:

E = Excellent
S = Steady Growth
D = Developing the Skill
N = Needs Improvement

Promotion to Next Grade

All promotions to the next grade will be based upon the approval of your child's current Stafford Academy Teacher and the Administration.

Homework Philosophy

Homework is an integral and beneficial part of the school program. Teachers assign homework using professional judgment and in consideration of the grade level taught. Obviously, students who are less efficient in the classroom may have class work to complete in addition to assigned homework and may work at a slower pace than is average. Students are required to complete and return homework in compliance with the due dates given.

Homework is given for the following purposes:

- *Drill* - Most students require regular drill to master essential material.
- *Practice* - Following classroom instruction and explanation, illustration, and drill on new material, homework is given so the skill may be repeatedly rehearsed, increasing the likelihood of student mastery.
- *Remedial Work* - As instruction progresses, various weak points in a student's grasp of a topic become evident. Homework is given to aid the student to have additional rehearsals in and thereby overcome such difficulties.
- *Special Projects* - Book reports, compositions, special research assignments and projects are some of the activities useful in extending and enhancing learning beyond the limitations of the study of the basic text and classroom discussion only.

Conditional Enrollment Status

When a student enrolled at Stafford Academy struggles scholastically, modifications to and/or adaptations of the school's regular curriculum may be appropriate and desirable. These changes can be needful for a short time or for the entire duration of enrollment. The aim in all cases, however, shall be to stimulate growth of any given student to his/her full potential, with the ultimate hope that many will be sufficiently helped to be enabled to return to the rigors of the standard program of study.

When it is agreed by the classroom teacher and administrator that long-term alterations are advisable, however, the school and student's parents will enter into an Accommodated Curriculum Agreement. This agreement both provides for the student's needs at school and also insures specific support (i.e., insuring homework will be completed and returned as assigned, timely daily arrival to class, reduced absences, etc.) from the parents as determined beneficial on a case-by-case basis.

At this point, the student's enrollment becomes conditional, with long-term registration contingent on the cooperative efforts as listed in the agreement.

Curriculum Accommodation Process

When it becomes apparent that a student would benefit from alterations in the regular curriculum for more than occasional assignments, teachers will notify parents and progress through the following documented process:

1. Notify administrator of concern for specific student.
2. Teacher will contact parent personally and send home a completed Adaptations/Modifications notice. A copy of said notice will be provided to the school office for the student's file.

3. If insufficient improvement is noted, the administrator is updated no later than two weeks before the end of the current grading period. The advisability of requiring an Accommodated/Modified Curriculum Agreement which establishes conditional enrollment is determined by a panel including the parties above and an additional member of the Stafford Academy School Council.

4. If recommended, a meeting with the student's parents to sign the aforementioned agreement is arranged. Participants include the classroom teacher and administrator. The agreement is temporarily filed in the student's school folder. Grades earned for the period the agreement is in effect will be starred on the child's report card indicating "Grade is reflective of growth in accommodated curriculum which may or may not be at grade level."

5. A review of progress and adherence to the agreement is scheduled on 4 week intervals for the duration of the school year. The agreement and conditional admission will remain in effect as long as necessary.

Code of Conduct

Respect for God and parents, other people - including authorities, and safety are the fundamental considerations for all guidelines of conduct at Stafford Academy. Likewise, honesty, dependability, cooperation, cleanliness and individual responsibility are encouraged. Our hope is that the following rules help students to rehearse and value positive actions and attitudes, leading to admirable behaviors both in and out of school. (See Romans 13:1-2, Phil. 1:2-4, Prov. 17:17, and Prov. 12:17)

Therefore, students are expected to:

- Use good manners and Christ-like actions and words.
- Treat one another with kindness and friendliness.
- Obey the teachers and staff of Stafford Academy.
- Respect school and church property.
- Behave safely by keeping their hands, feet, and other objects to themselves and by following playground rules.
- Respect the learning environment by using "inside" (quiet) voices and walking in the classrooms and hallways.

Dress Code

Stafford Academy strives to create a comfortable and non-distracting environment where children can learn. In order to enhance this, we ask that parents assist by supervising their child's appearance. Romans 12:2 encourages us not to be conformed to the world, but to be separate from it. Therefore, students are expected to dress modestly and neatly. Cleanliness is always encouraged.

In addition, parents are encouraged to consider the activities of the classroom; for example, painting may be a regular activity in your child's class. For these times, and when outside activities are scheduled, warmer or more basic attire may be necessary.

While perhaps appropriate at other times and settings, please avoid the following for school:

- Any clothing or jewelry with gang inferences
- Spaghetti straps or halter tops
- Baggy pants
- Clothing that promotes lifestyles, entertainment, or attitudes not in alignment with Scriptural mandates
- Clothing that reveals undergarments or midriffs
- Excessively tight clothing
- Unnecessarily torn or dirty clothing
- Immodestly short clothing
- Hats and sunglasses are not to be worn in the building
- Flip-flop shoes (unsafe on playground)

Corrective Procedures

According to Proverbs 3:12, "For the Lord corrects those He loves," correction is actually an expression of Christian love. When a student's action demonstrates a lack of love for God, his neighbor, and/or himself, correction calls him to change his mind (repent) and respond to God's love with a different attitude and/or behavior (behavior is an outgrowth of attitude and thinking). The final objective is loving submission to Christ as Lord and to those whom He provides to give us educational leadership. Misconduct has been classified into three levels, depending on the severity of the violation.

Level 1: These offenses are typically, those that are associated with non-rebellious behaviors, yet prevent or impede order and instruction in the classroom.

- **Corrective Action:** Most of these situations will be handled in the classroom as they occur. Offenses may result in additional work, loss of privileges, a parent-teacher conference, student-administrator conference, or Level 2 consequences for recurrent offenses.

Level 2 (Minor Offenses): These are activities and attitudes that show a lack of respect for authority, or may be frequent violations of Level 1 rules. For example: Excessive talking, failure to turn in homework, writing and passing notes, repeated inappropriate behaviors, small damage of property, disrespect for adults, threats, discourtesies or insolent behavior toward others, scoffing, cheating, violation of dress code, etc.

- **Corrective Action:** When a child's behavior continues to prevent classroom instruction or constitutes a more serious offense, the administrator will become involved. The student will have a conference with the administrator and the student's parents will be notified of their actions. In the unfortunate event that a student's behavior does not improve, more serious consequences will follow in accordance with the offense(s) that are taking place.

Level 3 (Major Offense): These are activities that are in violation of federal, state or city laws; that seriously threaten the safety of other students; that show blatant lack of respect for authority or property; or that violate Biblical moral codes and conduct. For example, theft, cheating, possession of illegal substances or weapons, immoral behavior, fighting, **threatening or bullying**, pornography, blatant disrespect etc. Frequent and repeated violations of Level 2 rules would also be considered a major offense.

- **Corrective Action:** These problems will result in some type of suspension and, if deemed appropriate by the administrator, may result in immediate expulsion. The length of suspension varies according to the severity of the offense, attitude and repentant spirit of the offender, frequency of problem, and student's school behavioral records such as citizenship, attendance, tardy infractions, etc. Parents will be notified immediately of the nature of the offense. It is the intent of the school to involve the parents in the disciplinary process of all major offenses.

Personal Property

In order to insure a climate in our school which maintains safety and welfare for all, Stafford Academy does not tolerate the presence of illegal or dangerous items (see below). Desks, lockers and cabinets belong to the school and students are allowed to use these appropriately for their convenience, but never to store illegal, unsafe, or disruptive items. Though students are assured of their rights as individuals, these rights will always be balanced with the needs of the school and student body. Therefore, the following procedure will be observed:

1. A search of a student's belongings and person is occasioned but limited to a situation where there is probable reason to believe that the student is secreting evidence of an illegal act or school violation.
2. Illegal items (firearms, tobacco, drugs, weapons, etc.) or other dangerous possessions will be seized by school officials.
3. Items, which may be used to disrupt or interfere with the educational process, may be temporarily removed from a student's possession.
4. All personal electronics are prohibited from being at school.

Conflict Resolution

At Stafford Academy we believe that the Bible commands us to make every effort to live at peace and to resolve disputes with others in private or within the Christian Church. (I Cor. 6:1-8; Matt. 18:15-20).

1. Matters of concern should first be handled between the individuals involved in accordance with the Lord's commands in Matthew 18.
2. Beyond this, if necessary, matters of concern should be handled by verbal and/or written notification to the Administrator
3. Further examination may be requested from the School Council in cases involving serious disagreement, to determine the necessity for external mediation. Step #3 is appropriate only when Steps #1-2 have failed to bring resolution to the matter.
4. External mediation will be sought through steps suggested by the Christian Legal Society. This would include an agreement to binding arbitration between the parents and the school, should an impasse arise that cannot be resolved.

Flag & Bible Pledges

It is a regular practice in all classrooms to say a pledge to the American Flag, Christian Flag, and the Bible each morning. The words to the pledges are as follows:

American Flag - 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.

Christian Flag - I pledge allegiance to the Christian Flag, and to the Savior, for whose Kingdom it stands. One Savior, crucified, risen and coming again, with life and liberty to all who believe.

Bible - 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 its words in my heart that I might not sin against God.

Sign-Out Procedure

Stafford Academy is a closed campus and students are expected to remain on the Stafford Academy campus from their time of arrival until the end of the day. Students leaving during the school day for any reason require parent permission in advance of leaving and must be signed out by the parent at the front office. Any exceptions to this policy require administrative approval. Any student leaving and then returning to school during the school day must be signed back in by the parent at the front office upon returning to school.

Snacks for K/1

Stafford Academy will allow a nutritional snack time for the students each day during school hours. Because of allergies and special diets, we ask that parents furnish snacks for their child on a daily basis. This should be something which does not require refrigeration and can be eaten in about five minutes. All snacks need to be healthy. **We are an allergy aware school and we ask families to send items for snack or lunch that do not contain peanut and tree nut products. It is important to READ ingredient labels.** Products with any peanut or tree nut ingredients listed, any "traces" of peanuts or tree nuts listed, or any statement that the product was manufactured on machinery or in a facility that also manufactures peanuts or tree nut products will be returned to families.

Student Records

Each teacher will keep records of attendance and tardiness. All academic records are kept in the school office. Parents of all new students (Elementary) need to complete a "Records Request" form to have their student's records transferred to Stafford Academy. All students must have an up-to-date immunization record on file to be admitted to class.

Supplies

Each student is expected to furnish his/her own basic school supplies. It is unfair to count on borrowing pencil, paper, etc. from other students. It is the student's responsibility to inform parents when supplies begin to run low, as teachers will expect students to be equipped for work at the start of each class. During the summer (July or August), you will be mailed a supply list for your child's class.

Certain supplies (Kleenex, glue sticks, etc.) may be collected by the teacher and used throughout the year as a collective classroom supply.