



EST. *The* 1971
Bon View
School

2018-2019 Parent-Student Handbook

of

**The Bon View School for Early Childhood Education
Weekday Ministry of Bon Air United Methodist Church**

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Table of Contents

History and Mission Statement.....	p. 3
Philosophy and Goals.....	pp. 4-5
Parent Participation.....	pp. 5-6
School Information and Policies.....	pp. 7-20

The Bon View School-General Information

The **Bon View School for Early Childhood Education** is the Preschool Ministry of the Bon Air United Methodist Church (BAUMC). The school is located in the educational wing of the church which is situated at the corner of Buford Road and Bon View Drive. The school draws the majority of its students from the Bon Air/Midlothian areas.

History and Mission Statement

In March 1971, the Administrative Board of the Bon Air United Methodist Church approved the creation of a half-day, weekday preschool ministry. The school was named The Bon View Nursery School and was placed under the direction of two Church members—Jeanne Jones and Mary Pettey. During our first year, 1971-72, Bon View served two groups of four/five year olds with two teachers/directors and one assistant teacher. Jeanne and Mary guided this growing ministry through the spring of '78; Mary rejoined the Chesterfield Public Schools in the fall of 1978, and Bon View continued under Jeanne's direction.

A program for three year olds was added in 1978-79, and the school's name was changed during the 1985-86 school year to The Bon View School for Early Childhood Education—a name which was more reflective of this preschool ministry. In the winter of 1989 work was begun for the addition of two-year olds, and when our 1989-90 Session began, our 2's Program was in place.

In July 1991, Jeanne Jones approached the Administrative Board with the proposal that the Bon View School become the official preschool ministry of the Bon Air United Methodist Church. A task force was appointed by the Board Chairman to develop guidelines detailing the Church's responsibilities and to provide the Board with a recommendation of action to be taken. At the February 1992 Administrative Board meeting, the Bon View Task Force's report was accepted along with the motion to make the Bon View School for Early Childhood Education the official preschool ministry of the Bon Air United Methodist Church.

In December 1992, after a two-year intensive self-study of every phase of Bon View's operation and programming, the school received its NAEYC Accreditation, and was reaccredited in 1995, 1999 and 2004 by NAEYC. In June of 2007 the Bon View staff voted to pursue Excellence in Accreditation through the National Accreditation Association. In July 2008, we were awarded Accreditation by NAC for our Excellence in Early Childhood Education. Our accreditation was renewed in August 2011. We are currently accredited through October 2018.

Jeanne Jones, Executive Director and Founder of The Bon View School retired after forty years of service to Bon View School's children and families on July 1, 2011. She passed the leadership of the school to Lisa Zambito, Director of Education, and Julia Dorsey, Director of Operations, beginning with the 2011-2012 Session of this weekday

preschool Ministry of Bon Air United Methodist Church. In 2017, Lisa Zambito consolidated the two positions to become the Director of the Bon View School.

With over 40 years in the field of Early Childhood Education, we have served thousands of children. Annually, the school serves almost 200 students and their families. Experienced college degreed teachers and their well qualified assistant teachers provide an outstanding early childhood education. The staff's dedication and commitment to young children and their families has contributed to Bon View's continuing Accreditations and other recognition such as "BEST Preschool" and "Preschool Favorite" in *Family Style Magazine* over the past decade.

Today, Bon View School continues to serve as an outreach ministry for young children, ages two to six, in our Church and community with the mission of providing an environment for Social-Emotional-Physical-Cognitive-Aesthetic and Spiritual development formed and shaped by Judaic-Christian values and God's LOVE and unconditional acceptance of us all.

Philosophy and Goals

The goal of the preschool programs of Bon View School is to provide nurturing classroom environments and a wide variety of experiences which enhance children's growth in the major developmental areas and in their spiritual and aesthetic development as well.

The preschool day is made up of periods of independent play, child-directed activities, teacher-directed group activity and individual/group instruction in the curricula areas of art, cooking, health, language/literacy, physical development, music, math, science and social studies.

It is our belief that the young child learns best By Doing, supported by the research of Piaget. Therefore, Bon View is well equipped with appropriate manipulatives to accommodate children—two to six years of age. The environment includes areas for the following centers of interest: art, blocks, books, cooking, dress-up, home living, fish/other living creatures, puzzles, rhythm instruments, cassettes and CD's, table games, and sand/water/sensory play. The playground contains a variety of surfaces and outdoor equipment which encourage balancing, climbing, digging, jumping, running, sliding, swinging, throwing, catching and the important domain of Socialization.

Fine Motor Skills are developed through art, cooking, painting, play dough, cutting, pasting, sensory play, using manipulatives and working with blocks and puzzles. Gross Motor Development is fostered by numerous activities indoors and on the playground which encourage balancing, climbing, crawling, hopping, galloping, jogging, running, throwing, catching and kicking.

Instructional Goals

The main goal of our Language Instruction is to enhance the development of Language and Literacy. Components of our program include: Print Rich Classroom

Environments, Development of Expressive Language Skills, Phonemic Awareness, Print Awareness, Letter Recognition and Writing. We encourage the children's emerging interest in writing (scribbling, drawing, copying, and inventing their own spelling). Students are given opportunities to "make up and dictate" their own stories, read books independently and with their teachers and classmates, bring items for "sharing time," talk about their activities, thoughts and feelings and engage in problem solving throughout the school day. Many books—small books, big books, books rich in "sound," predictive books, and outstanding selections in children's literature are read to the children to expand the children's thought processes. Memory building and sequencing are further developed with games, music and rhythmic movement activities. Strategies for letter and sound identification are incorporated in our programs throughout each school day. The children's own stories and illustrations are frequently displayed in the classrooms and have been included in the school's newsletters and other publications.

All Curricula are integrated with art, music, movement and drama and presented using a hands-on, multi-sensory approach to learning.

The goal of our Math, Science and Social Studies Instruction is to expose the children to information about their environment. The children's Mathematic and Science experiences emphasize exploration and discovery and include a variety of hands-on activities in classifying, comparing, counting, matching, measuring, patterning, predicting and sorting. Our own Bon View families, of varied ethnic groups, help us enhance the children's understanding of, appreciation for and respect for other cultures and their people. Special holidays and seasons are celebrated as they occur during the year.

Spanish has been taught in the 4's and 5's Programs since 1988. We believe that Spanish instruction enhances the children's understanding that all people do not speak the same language or have the same customs.

Another prime goal of Bon View is to help children become Life Long Learners by creating an environment in which learning and discovery are fun. The most important GOAL in our school, however, is the development of positive Social Skills which are needed for the boys and girls to work and play effectively together in a group situation. We also place a strong emphasis on developing in each child; self discipline, self expression, self reliance and a healthy respect for each of God's creatures and the beauty and enormity of God's World. The children are taught that God is LOVE and that He commands us to Love and Care for One Another—these concepts are the cornerstones upon which is built this most important goal—the development of positive social skills. Monthly Chapels highlight God's Love for us.

Parent Participation

Our early childhood education programs are planned to give your children newer and broader opportunities for learning that may be enriched and enlarged upon when they enter elementary school. It is during these early childhood years that the children strengthen the foundation upon which is built their storehouse of understandings, knowledge, skills and attitudes—all remaining a part of the children throughout their total school experiences.

We believe that parents are the most important influence in the development of their children, and we encourage parents and staff to work together as partners in achieving the optimal development of each child. Because of the extensiveness of our programs, there are many opportunities available for parent involvement.

Parents, we welcome your child, and we welcome you—our doors are always open to you! We sincerely believe that each of you has some special talents or interests that you could share with us in making the Bon View's school year the richest and most rewarding experience your child could possibly have.

Some opportunities for involvement include:

1. At least one Room Parent is needed for each group who will coordinate the special parties and activities during the year with the assistance of the other parents in the group. All parents will be invited at Orientation and the Open House to sign up for the various parties and activities. Together we will make this a beautiful year for each child!
2. There will also be a Patrons' Committee which will consist of one parent representative from Groups A-E in the Bon View School.
 - a. The committee will be headed by parent volunteers with one parent serving as chairperson.
 - b. The purpose of the committee will be to assist with Parent Events- including the 4's/5's and 5's Christmas and Spring Receptions following the 4's and 5's music programs and will assist with the annual Teacher Appreciation Week and other desired Patron's Committee activities.
3. At the Orientation and Open Houses your child's teacher will have a Sign Up Sheet for volunteers. We also have had some parents who have served as Resource People throughout the years. If you have an interesting job or hobby and would like to share aspects of these with our groups, please note this on the Sign Up Sheet for your child's group.
 - a. Parent Volunteers must abide by the following Bon View's policies regarding volunteers.
 - b. Volunteers work under the direction of the classroom Teachers.
 - c. Teachers are responsible for classroom management.
 - d. Parent volunteers are asked to use positive, encouraging language with the children and staff respectfully.
 - e. At Bon View we value and respect the CONFIDENTIALITY of students, staff and parents. Volunteers are also expected to adhere to this policy.
4. Playground Workdays are scheduled for each Fall. You will find the dates in your child's Activities Calendar. You can sign up for these at your Parent Orientation or Open House. Your help is greatly appreciated!

Policies and Procedures

1. **ACCIDENTS**-ALL accidents occurring at school that require treatment will be reported on an Accident Form and on the school's Accident Log. The Accident Form will be sent home with the child on the day of the accident and should be returned to the child's teacher on the following day with the parent's signature. In the event of a serious injury, the staff will notify the parents or emergency contact person immediately.
2. **ADMISSION REQUIREMENTS**- Admission is made to The Bon View School without regard to race, creed or nationality.
 - a. Priority in enrollment is given to current/previous Bon View families and members of Bon Air United Methodist Church as space is available.
 - b. A child must be potty trained prior to his/her entrance in the school for any program other than those for our Two and Young Three year olds.
 - c. A Virginia Health & Immunization Form completed by the child's parents and the child's physician based on a current physical examination must be submitted to the school prior to the child's first day at Bon View.

If your child's Annual Physical Examination is scheduled during the fall months coinciding with his/her birthday, we will accept a form based on the previous physical. However, an updated Form based on the child's new Examination should be given to his/her Teacher following the child's Examination.

3. **ATTENDANCE**- Regular attendance is expected unless the child is ill. Parents are requested to send a note by the child the day that he/she returns to school following an absence stating the nature of the illness or reason for the absence if the child was not ill.
 - a. Please contact the school office on Field Trip days if your child is ill and/or unable to attend school that day.
 - b. Contact the school office if your child contracts a communicable disease (i.e. chicken pox).
4. **BRINGING THINGS TO SCHOOL**-We are eager for the children to share special discoveries which they make at home or on trips with their families (i.e. picture post cards, interesting nature specimens, shells, etc.)
 - a. Your child should not, however, be made to feel that it is necessary to bring something to school every day. Some days we will share thoughts, ideas and feelings—which are always very interesting!
 - b. Please do not allow your child to bring the following to school: chewing gum, money, toys or weapons. Thanks for your assistance!
5. **BULLETIN BOARD**-**Bon View's Bulletin Board** is located in the vestibule found in the School's main entrance. It contains important school information and a section on parenting with current newsletters and flyers about upcoming parenting opportunities to keep you informed and to support you in your important role as a parent.

6. **CALENDAR**- A copy of your child's Program Calendar is included in this Handbook for your information.

7. **CARPOOL SYSTEM-AM/PM Delivery/Pick Up System-**

- a. Parents are requested to enter the parking lot by turning off Buford Road onto Vietor St. and then turning left onto Logan St. which is located at the back of the church.
- b. The first car to arrive should drive to the corner of the sidewalk just past the Memorial Garden (on Buford Rd.) and stop there. When unloading/loading begins (at 9:45/12:45/1:15) the first car should drive slightly beyond the Bon View entrance with all other cars following. It is important for cars to remain in a single line and wait patiently for their turn. For the safety of the children and our staff, please do not drive around cars in front of you. There will be signs to direct you until everyone learns the system.
- c. Staff will help children out of the cars in the morning and into the cars in the afternoon. Please have your child ready to exit the car when you reach the portico in the morning. This process may take longer at the beginning of the school year as the children require practice to become familiar with the unloading/loading system.
- d. For afternoon pick-up, each car will display a carpool sign bearing the number assigned to your child. This sign needs to be used each afternoon when arriving to pick up children. The carpool sign should be displayed in the front passenger window so it is visible to staff recording the order of the cars. If more than one child is in the carpool you will need to display each child's carpool number.
- e. While in carpool line it is important to allow church staff, members and guests sufficient space to get in and out of parking spaces. Also, parents in the 1:15 carpool line should not arrive before 1:05 to allow the 12:45 dismissal line to finish.
- f. Children must remain in the vehicle. They should not be allowed to hang out of windows or sun roofs while waiting in line. This is for the safety of your child.
- g. It is Bon View's policy that children will not be allowed to leave the school with anyone other than parents, carpool drivers or those listed in the student information notebook without written permission from the parent. If the student is to leave with someone other than those you have authorized the parent must send in a note stating the date and arrangements. This is for your child's protection.

8. **CHILD ABUSE and/or NEGLECT**-Our staff is legally responsible for reporting any suspected cases of child abuse and/or neglect to the appropriate local Child Protection Agency. For the safety and protection of all children served by its children's ministries Bon Air United Methodist Church developed a Child Protection Policy in the 1990's. The Policy was revised, and the changes were approved by the Bon Air United Methodist Church Council in June 2007.

9. **CLOTHING and PERSONAL BELONGINGS**-Parents are urged to dress their children comfortably and in clothing appropriate for both the season and weather.
- a. Play Clothes and Tennis Shoes are recommended.
 - b. On rainy days please send your child to school in a raincoat with a hood. For safety reasons, please do NOT send an umbrella with your child.
 - c. On cold days, jackets and mittens are recommended; we do go outside during the Winter months.
 - d. Also, it is suggested that children's names are included on all their belongings. This will enhance the children's ability to take care of their personal belongings.
10. **COMMUNICATION**- Communication between home and school is essential for the optimal development of the young child. It is important for parents to contact the teacher with their concerns, and the teacher will be in touch with them to discuss concerns she might have in regard to their child.
- e. It is also very important for parents to share with us any information which might affect their child (i.e. death of a family member or pet, separation, move, etc.) or any behavior changes you are observing at home.
 - f. **It is also imperative that you advise your child's teacher and the Director of any address or telephone changes including new work telephone numbers.** This is important information for our records.
 - g. A school Newsletter will be sent home the first week of each month; it will contain information of school activities and events and Parenting Articles/Information.
 - h. Weekly newsletters will also be sent home by our teachers sharing information about your children's groups.

Parent Participation in this process is important-by reading the school's communications you will become informed about school happenings and special events.

A sturdy Pocket Folder will serve as a Communications' Vehicle between home and school, so please check your child's folder each day.

11. **CONFERENCES**- Parent conferences may be scheduled as needed by parents and/or teachers. However, our Conference Plan for all groups includes the following:
- a. Fall Parent-Teacher Conferences will be scheduled during Mid-October to Mid-November at school during the school day in order for the teachers to share with the parents information about the children's adjustment to school and their developmental progress. Parent input will also be invited and is invaluable.
 - b. Mid-Year Parent-Teacher Conferences will be held during the months of February and March at school during the school day and will be scheduled by the Group Teachers. Your Conference will afford you the opportunity to meet with your child's teacher to review the child's Social, Emotional, Physical, Language, Cognitive and Aesthetic Development. Again, Parent input will be invited and is invaluable.

Again, additional conferences may be scheduled during the year as needed.

12. **CONDITIONAL ENROLLMENT-** The teacher carefully evaluates the compatibility of each child in the group. If any child enrolled is unable to profit from the Program, the parents will be called for a conference. After every effort has been made to work with the child and to help him/her to adapt and benefit from the Program, the director has the authority to withdraw the child from the school. The school has the right to refuse services at any time for any reason or for no reason at all. The school also has the right to terminate services at any time for any reason or for no reason at all.

13. **DISCIPLINE/GUIDANCE-** At Bon View our Discipline Plan consists of a few basic rules which are clearly, positively and consistently stated to the children by the staff with the goal of guiding the children to manage their own behavior.

- a. Our Discipline Plan revolves around positive expectations of the children which are communicated to them by their teachers who emphasize using their brains to make good choices. It is expected that the children will treat each other and the staff with kindness and respect. Children are taught that it is not okay to hurt others physically or verbally.
- b. The Discipline Plan consists of rules designed for indoors and on the playground. For example, when we are in the building, we will use our “walking feet” and “indoor voices,” but when we are on the playground, it is okay to use our “running feet” and our “outdoor voices”.
- c. Our staff uses positive reinforcement and encouragement along with planning ahead and redirection to achieve positive behavior and to minimize problems.
- d. Children are taught to problem solve and to negotiate with each other in resolving disagreements. They are encouraged to use words rather than force as a means of solving problems and to use their brains to make “good choices.”
- e. “Time Out” is used when a child needs to “gain control” of his/her behavior—not as a punishment. One minute of “Time Out” for each year of the child’s age (If the child is two years, two minutes of “Time Out”) is recommended.

14. **EVACUATION DRILLS-** Fire Evacuation Drills are conducted throughout the school year on a monthly basis; Storm Drills are conducted three times a year. Please refer to the Code Red Evacuation Plan (below) for our plans to evacuate the church building. Drills are reviewed annually by the staff at the fall staff meeting.

15. **EMERGENCY EVACUATION PLAN-** In the event of an emergency related to weather, a Homeland Security Emergency, or other emergency requiring evacuation, Bon View will implement our Emergency Evacuation Plan.

a. Should we need to Evacuate the School Building, two possibilities exist:

1. Evacuate to the Gymnasium
2. Evacuate to the rear of the playground

b. **Should we need to evacuate the Bon Air United Methodist Church plant and/or grounds, we will travel with the children down Bon View Drive making a right turn on Buford Road to Bon Air Christian Church located**

at 2071 Buford Rd. Their phone number is: 272-6228. Parents will be notified by their child's teacher.

- c. The Director is responsible for all phases of the Evacuation, including being the designated Media Spokesperson. In the Director's absence, the Business Administrator shall assume responsibility.
 - d. When such an Emergency occurs, the Director and Business Administrator will visit each classroom and advise of the Disaster/Situation.
 - e. Teachers will work to keep the children calm and will use cell phones to contact and alert parents of our plans.
 - f. We will remain in the building until the emergency no longer exists.
 - g. Public announcements on radio will be monitored closely by the Administrative staff and every effort will be made to keep all children safe and calm.
 - h. In the event of a Homeland Security Emergency Directive to "shelter in place," Bon View students and staff will be in a lockdown in their classrooms with the heat and air conditioners off and windows and doors closed. The objective is to keep the children calm and safe. The children will be kept at school until "All Clear" information is broadcast by radio and/or television.
 - i. Emergency supplies (snacks, water, etc.) are kept in each classroom and updated as needed.
16. **EVALUATION-** In late April through May of each school year parents are invited and encouraged to evaluate the school and its effectiveness in meeting their children's needs. This is an opportunity Bon View has offered its parents since the very first school year in 1971. We have found the Parent Surveys to be most helpful to us through the years with our own self evaluations. They continue to provide us with excellent suggestions and ideas that we use to improve our programs and overall school operations.

In addition to the annual Parent Surveys, **Parent input about the school is invited throughout the school year. Concerns about the operation of the school should be brought to the attention of the Director as they occur.**

17. **FIELD TRIPS-** Field Trips will be taken throughout the year in all the programs to enrich and enlarge upon classroom experiences.
- a. **Parents will provide transportation for their children on all field trips.**
Parents making transportation arrangements with other families in the group to transport their children should advise the teacher of the persons who will provide this service for their children. Parents are responsible for restraining children in the proper state required child restraint on all field trips.

****Please note that some of the field trips scheduled in the 4's and 5's Programs may not be age appropriate for younger siblings; parents are, therefore, asked to make other arrangements for their younger children.**

- b. For all field trips occurring outdoors (ie. Chesterfield Berry Farm, Metro Richmond Zoo, etc.)-If the weather is questionable at 8:30 a.m. on the day of the trip, the field trip will be canceled. If we are able to reschedule the trip, you will be notified of the new date and time.
- c. Please sign the enclosed Field Trip Acknowledgment Form. Your child's field trip schedule is also listed on the calendar in your handbook.

18. **HEALTH POLICIES-** The school will make every effort possible to protect the Health and Safety of the children in our care. The assistance of the parents in helping prevent the spread of communicable diseases is of great importance. The Bon View School will notify parents of cases of communicable diseases and any body infestations (i.e. head lice) in the school as they occur via email.

- a. All students and staff members will have on file a Health Form based on a current physical examination; those students with Health Forms based on the previous year's examinations should provide the school with an updated form following their current physical exams.
- b. The Virginia Health Form shall also contain an up-to-date listing of all immunizations appropriate for the child's age.
- c. For the child's own protection as well as others in the school, sick children should not be brought to school even though they wish to attend.
- d. Please do NOT bring your child when he/she is ill or has any of the following symptoms and/or diseases:
 - Temperature above 99 degrees, within 24 hours of the school day
 - Vomiting or diarrhea within 24 hours prior to the school day
 - Thick nasal discharge, yellow or green in color
 - Heavy bronchial cough
 - Any eye inflammation or discharge
 - Ear ache or discharging ear
 - Sore throat or enlarged glands
 - Head Lice or Nits
 - Scabies
- e. If a child becomes ill during the school day, the staff will notify the parents or emergency contact person if parents cannot be reached. We do expect the child to be picked up immediately—the sick child will wait in the school office (Room 108) for the parent/contact person; the names of those leaving early due to illness will be recorded by the Business Administrator.
- f. In the event of Head Lice, the child identified as having lice or nits may only return to school with a doctor's statement that the child is free of both the lice and nits.
- g. If the child has Allergy Related Symptoms, we must have a written note from the child's physician stating this.
- h. If your child has had a communicable disease, we will need to have a note from the physician stating that the child is no longer contagious.

- i. Health Requirements concerning Blood Contamination state that in the event of a severe bloody nose or injury, you will be contacted to pick up your child immediately. ALL WOUNDS should be covered until they heal.

19. **INSIDE PICK-UP**

- a. Parents walking their children into/out of the building are to park in the rear parking lot. Follow the sidewalk to the back of the church building (near the playground). Enter the building through the red double doors and wait in the hallway for the doors to open at the beginning and end of the school day.
- b. Those coming inside to pick up children in the afternoon or at other times during the day will need to sign their child out noting the child's name, adult name and the time. During carpool, adults are asked to remain behind the desk at the double doors and staff will bring the child to you. This does not apply to the 2's/Young 3's who are dismissed and picked up from their classrooms. In those groups, the child's name will be checked off as he/she is picked up.
- c. "Late Pick Up" Policy-Please note that late fees are assessed for children who are picked up fifteen minutes or more beyond the program's dismissal time.
- d. Please note that ALL doors remain locked during the school day. If you are late arriving in the morning, please enter through the rear doors which are adjacent to the Fellowship Hall and check in at the office.

20. **LATE FEE-** Please note that there is a Late Fee for children who are picked up fifteen minutes or more past their program's dismissal time.

21. **LATE OPENING OR CLOSING-**For the safety and protection of each child, parent and staff member, in Inclement Weather Bon View will follow the Late Openings and Early Closings of the Chesterfield County Public Schools (CCPS) for it is the county in which we are located. **When the CCPS announces a delayed opening, Bon View School will follow the plan below.**

CCPS-1 hour late-Bon View will open at 10:45 a.m. with regular closing hours.

CCPS-2 hours late-Bon View will open at 11:45 a.m. and close at 1:30 p.m. for 2's Program, 1:45 p.m. for all other 2-day and 3-day Programs and at 2:15 p.m. for all 5-day Programs.

When the Chesterfield County Public Schools close early, Bon View will:

CCPS to close at NOON-Bon View will close at 11:30 a.m.

CCPS to close later than noon, Bon View will close at the scheduled time.

During inclement weather or an extraordinary event, please check NBC Channel 12 for an announcement from the CCPS with regard to closings, late opening or early closing. If our plans differ from Chesterfield County's we will announce our plans on Channel 12 and on Facebook.

22. **MEDICAL EMERGENCY PLAN**-In the event of a medical emergency, the Director will contact 911 first and then notify the parents of the emergency.
- Please assist your child's teacher by supplying her and the Director with the following information and keeping it up-to-date:
 - Home telephone number, cell phone and work numbers.
 - TWO Emergency Names and telephone numbers (in the Richmond area) in the event that the parent/s cannot be reached.
 - Student Information Form contains Medical Release information which needs to be signed by one parent (preferably both) and dated.
 - If the child needs to be transported to the hospital, transportation will be provided by Emergency (EMS) personnel or the child's parent/s.
23. **MEDICATION ADMINISTRATION**- In order for any Medication to be administered an EMAT Medication Consent Form must be completed and signed by the child's physician with the name of the medication and instructions for administering it. This must be brought to the school office (Room 108) by the child's parent along with the Emergency Medication which must be in the original container, bear the name of the child and the physician's medication instructions and will be current. Emergency medication procedures will be followed as outlined below:
- Medication will be administered by an EMAT trained staff person or RN and only in emergency cases. Medication must be labeled and kept in a locked cabinet in the school office (Room 108).
 - The EMAT Medication Consent Forms will be kept in the school office (Room 108). After administering the medication, the EMAT person/RN will record the child's and her name, the name of the medication, the amount, the date and time it was given on an Emergency Medication Administration Log {Also kept in Room 108}. We are required to call Emergency Services when an Epipen is administered.
 - The only emergency or life sustaining medications that Bon View will administer include: the Epipen, Inhaler, Nebulizer or oral medication prescribed for severe allergies or illness; The medication date must be current and not expire during the course of the school year.
 - The Bon View School WILL NOT administer any other prescription drug or over the counter medication.
24. **MESSAGES**- Verbal messages from the children (i.e. change in car pool arrangements for the day) cannot be accepted by the teachers. Parents please send a note with your child stating any change in the transportation arrangements for the day; your child's pocket folder may be used for this purpose. ***Teachers may not leave the classrooms to take messages during the school day unless they are Emergency Messages; their first responsibility is to the children they serve.
25. **ORIENTATION OF NEW STUDENTS TO BON VIEW SCHOOL**-Families enrolling their children in the Bon View School are given several opportunities to orient them to the school; they include:
- Tours of the school prior to and after their enrollment.
 - The Spring Open House

- c. A letter from the teachers welcoming the children in their groups to school and to their classroom groups.
 - d. The Fall Back-to-School Open Houses afford the children and their parents another opportunity to visit in the classrooms, meet the teachers and some of the other children a few days prior to the first day of school.
26. **PARENT GRIEVANCE POLICY**-In resolving grievances pertaining to their children, parents should first confer with the classroom teacher, then the Director and if needed, the Bon View School Board. When the issue to be resolved concerns the general operation of the school, parents should first confer with the school's Director and then if needed, the matter will be referred to the Bon View School Board. It should be noted that the School Board is composed of Church, Staff and Parent Representatives.
27. **PARENT ORIENTATION**-prior to the beginning of each school year, a Parent Orientation is held for all parents of enrolled children.
- a. At this meeting, the Parent-Student Handbooks are distributed along with activities/information for the upcoming year and a brief overview of the handbook is given.
 - b. The staff is introduced at this meeting and time is allocated for parents to meet with their children's teachers. The teachers will share their expectations of the children, policies and plans for the school year and parent resources.
 - c. During this meeting, the teacher will give parents an opportunity to volunteer for various classroom activities.
28. **PARENT RESOURCES**- The school office (Rm. 108) houses an excellent selection of Parent Resources which may be borrowed by the parents.
29. **PARENTS VISITING**-Please stop by the school office if you are visiting in your child's room to sign in and pick up a badge. While you are always welcome in this school, please remember that the first and most important responsibility of each teacher is to the children she serves.
30. **PARKING**-During the school day, parking areas on the Vietor and Logan Street sides of the church are available to Bon View parents. Parking places in front of the Education Building parallel to Bon View Drive will be reserved for church staff including Bon View staff and church members and those conducting business with the church during the school day. Parents are asked not to park in this area. During the school day for the security of your children, entrance to the building will be limited. If you are walking your child into the building, please enter through the gate at the back parking lot and follow the sidewalk to the double doors in the courtyard.
31. **PARTIES**-At the fall Parent Orientation and Open Houses each family will be given an opportunity to sign up to assist at one of the holiday parties during the school year. This system of giving each family the responsibility for one holiday party ensures that every family is able to participate in one of these events and eliminates overcrowding in the classrooms on party days.
32. **POTTY TRAINING**-It is an expectation of Bon View that all children who are not potty

trained prior to their entrance date are placed in the Young 3's or Two's Program. Our Two's and Young 3's Teachers will work with both the children and families during the potty training process. Please send children who are not yet potty trained to school in diapers. **No pull-ups please.**

33. **RESOURCE PEOPLE-** In addition to student Field Trips, the children will also be visited by interesting Resource People who enhance and enrich our classroom experiences. Most of these people/groups charge a fee for their services which will be deducted from the Student Activity Fund; the families contribute to this fund with the Activity Fee paid in September.

34. **SCHOOL MAIL BOX-**A school mail box located outside Room 108 may be used to deposit school mail including monthly tuition payments—checks only please!

- a. There is also a Parents' Mail Basket available in the school office for receiving fees and other student data which are processed by the Director.
- b. Parents need to come into the school office with cash payments as they require written receipts.

35. **SCHOOL'S MAILING ADDRESS** is the following:

The Bon View School
1645 Buford Rd.
N. Chesterfield, VA 23235

36. **SCHOOL'S PROGRAM INFORMATION**

Five's Program

The Five's Program is composed of children who turn five by the Fall of the year enrolled; preference in enrollment is given to those children who turn five by September 30 of the year enrolled. Although these children are chronologically old enough for Kindergarten, their parents' objective in enrolling them in this program is to give them the "gift of time" for further development across the developmental domains prior to entering kindergarten. The children are assigned according to chronological age in these two groups. The hours of this program are 9:45 AM to 1:15 PM Monday through Friday.

Four's Program

The Four's Program consists of two formats; 3-day (2 classes) and 5-day (1 class). The 3-day Four's attend on Monday, Wednesday and Friday from 9:45 AM to 12:45 PM. The children in this format are assigned to their groups according to chronological age. Children must turn 4 by September 30 of the year enrolled. The 5-day Four's attend school Monday-Friday from 9:45 AM to 1:15 PM. Preference in enrolling in this group will be given to the children who turn four by summer of the year enrolled and to current Bon View students.

Three's/Young Four's

The Three's/Young Four's Program consists of four different groups—three 3-day groups and one 2-day group; all attend from 9:45 AM to 12:45 PM. It is an expectation that all of the

children enrolled in this program will be **potty trained** by the first day of school. Enrollment in the Young 3's Program is the appropriate placement for children not yet toilet trained. Placement in these groups will be based on age ranges of current children enrolled. These decisions are made at the discretion of the Director.

Young Three's Program

The Young Three's Program consists of two different groups—both attend from 9:45 AM-12:45 PM. There is a Monday/Wednesday group and a Tuesday/Thursday group. Both groups are designed for children who turn 3 in the summer and fall of the year enrolled. It is not a requirement that these children will be potty trained prior to their entrance in school.

Two's Program

The Two's Program consists of two different groups—both attend from 9:45 AM to 12:30 PM. The Tuesday/Thursday and Wednesday/Friday groups were created for two year olds; preference in enrolling is given to those children who are two and a half when school begins in September. It is not a requirement that these children will be potty trained prior to their entrance into school.

37. **SECURITY**-The safety and security of each child, parent and staff member is of great importance to the Bon Air United Methodist Church, Bon View School staff and the Bon View School Board.
- a. During the school day, ALL doors will be locked. Parents or other visitors should enter the school building from the rear of the church (park in the rear parking lot, follow the sidewalk near the playground to the double red doors) and must be buzzed into the school.
 - b. All visitors to the school (including parents) will report to the school office in order to sign-in and receive a visitor badge to wear during their visit.
 - c. The teachers will position themselves throughout the day in order to observe the children's interaction and will also be careful during the day to position themselves so as not to be hidden from observation. The classrooms have sufficient lighting for the children and staff to work and be seen.
 - d. It is a policy of Bon View School that children will not be allowed to leave the school with anyone except parents or the carpool drivers without written permission from the parents. If your child is to leave with someone other than those you have authorized, you must send his/her teacher a note stating the date and arrangements. This is for your child's own protection.
38. **SNACK/LUNCH TIME**-Food is provided for each child by his/her parents. Every two-day and three-day group will include a Snack Time in the daily schedule; each five-day group will include Lunch Time in its daily schedule.
- **Snack and Lunch Time provide an excellent opportunity to discuss good nutrition with the children as an ongoing topic throughout the school year. Parents are encouraged to support this by sending nutritional snacks and lunches with their children. Ice packs or blue ice in lunch boxes may be needed to keep some food cold. Food that the children bring is NOT shared with others.**

****A prime goal of this school is to meet the needs of each child. Parents are needed to help achieve this goal in relation to food allergies which may exist in a classroom. In groups with children having severe allergies, parents must support the allergic child by NOT sending in the identified food allergens with their children.**

****A blessing will be recited or sung prior to snack and/or lunch in every classroom to give thanks to God for His many blessings and presence in our lives.**

39. **SNOW DAYS**-As it is the policy of BAUMC to close when Chesterfield County Public Schools close due to inclement weather, The Bon View School will be closed when Chesterfield Schools are closed. Please tune to NBC 12 for announcements regarding Chesterfield County Public Schools' snow day/inclement weather closings. As a five day preschool, we are usually unable to offer make-up days when school is missed.
40. **"SPECIAL DAY" CELEBRATIONS**-In stressing the importance of each child in our school, we will plan a "Special Day" Celebration for each boy and girl. Parents are requested to work with us in planning a "simple event" for your child and family. This is an excellent way to introduce your child's class to some of your family's traditions; your favorite story, songs, dances, games, etc.
- a. We ask that NO food, favors or balloons be brought for children's "Special Days."
 - b. We like for the emphasis to be on the "Special Day Child"—a poster is a great way to share information about the child, the family and the things the child enjoys doing.
 - c. Parents are welcome to plan an activity the child enjoys to share with the group or sing or play a musical instrument or simply read a story.
 - d. Instead of favors, a book or game for the child's group would be something that the children could enjoy in the classroom. Your child's teacher will be happy to offer suggestions of a book or game.
 - e. Parents are requested to mail birthday invitations for "at home" parties instead of bringing them to school to send home.
41. **SUGGESTIONS** – Parent suggestions are always welcome and can be mailed to The Bon View School or dropped off in the office or tuition mailbox.
42. **TRANSPORTATION**-No transportation either to or from school or on field trips will be furnished by the Bon View School. It is the parents' responsibility to provide transportation and to secure their children in a proper state required child restraint when traveling to and from school and on field trips.
43. **TUITION**-For your convenience, tuition may be paid two different ways as outlined on your Enrollment Contract-by the **year, or installment plan**. For those paying by the year, this payment is due by September 10.

For those electing to use the installment plan, your first payment is due by September 10 and the last payment is due on April 1. Your promptness in making these payments by the first of the month and no later than the tenth will be greatly appreciated.

If mailing your payment, please remember to mail your check and coupon to:

**Bon View School for E.C.E.
1645 Buford Rd.
N. Chesterfield, VA 23235**

- a. The collection of tuition installment payments is NOT a responsibility of the group teachers or their assistants. Payments can be made by check in the following manner:

- (1) Deposit payment in the Parents' Basket in the school office (Room 108).
- (2) Deposit in the mailbox outside the school office.
- (3) Mail payment to above address.

Payments made in cash should be handed directly to the Director or Business Administrator.

Debit or credit card payments can be made on the Bon View website. A nominal convenience fee will be added to any online payments. Please note we cannot accept debit or credit cards over the phone or in person.

- b. The following are fees associated with late payments and non-payments of tuition:

- (1) A \$10.00 late fee should be added to your tuition installment payment if it is mailed or brought to the school office after the 10th of the month unless prior arrangements have been made with the Director.
- (2) Those whose payments are made after the 10th of the month will be billed for the late fee if it is not included with the payment.
- (3) There will be a \$25.00 fee charged for any check which is returned for insufficient funds; **NO exceptions will be made.** If more than one NSF check is received, a family will be asked to make the remainder of their payments in cash.

- c. Other policies in regard to the children's tuition are:

- (1) Nonpayment of fees will be handled by the Director and then referred to the Bon View School Board as needed to collect any money owed to the school. If an account owes more than two months' tuition, it will result in termination of the child's enrollment.
- (2) Scholarship Aid is available to those according to need. A Scholarship Form must be completed by those requesting assistance. We also require documented proof of income and the most current tax return. These forms will be reviewed by the Bon View School Board and will be approved according to need and as funds are available. Please note: Scholarships are not available for our 2's program

44. **WITHDRAWAL/REFUNDS**-In enrolling a child in The Bon View School, according to the Enrollment Contract which each family signs, it is understood that the child is enrolled for the entire school year unless the child sustains a serious illness or injury verified by the child's physician or the family is transferred out of the greater

Richmond area. In the event of any of these occurring, the Director should be contacted immediately.

- a. It is our policy that parents give a written thirty days' notice to the school's director if one of these situations makes it necessary for a parent to withdraw a child.
- b. No refund may be made within an installment period.
- c. During the school year the Tuition Deposit may not be used as a month's tuition unless the child enrolled moves out of the greater Richmond area, and the school receives written notice by February 1st.
- d. Parents will be responsible for the year's tuition if their move out of the greater Richmond area occurs after February 1st.