



# Student Handbook 2021-2022

Good Beginnings Preschool & Kindergarten  
311 W. State Street  
Doylestown, PA 18901  
215-345-4210

Dear Parents,

Welcome to Good Beginnings! We are so glad that you have chosen our school to take on the important task of providing your child with a warm and loving environment in which to learn and grow. We look forward to a fun year of working with you and your child. Only by working together can a program truly succeed. If you ever have any questions, concerns, or suggestions, please feel free to talk with any of us here at the school. Our school does not discriminate on the basis of race, color, national, and/or ethnic origin in the administration of its educational policy.

This handbook has been prepared to help you get acquainted with the program and policies of our school. Please read through the handbook entirely, as it contains important information that you need to be familiar with before your child starts the school year.

We cannot stress enough how glad we are that you have chosen our school! We hope that this year will be fun and that your child's learning experiences will be happy ones.

Blessings,

Nancy Rivera  
School Director

We will not hide God's truth from their children; we will tell the next generation the praiseworthy deeds of the Lord, His power and the wonders He has done ... teach the children so the next generation would know...even the children yet to be born, and they in turn would tell their children. Then they would put their trust in God and not forget His deeds.

Psalm 78: 5-7

Index

Topic	Page Numbers
1. Mission Statement	4
2. Philosophical Overview	
3. Goals for Our School	
4. Goals for the Children	
5. Office Staff, Board & School Hours	5
6. Age of Child and Potty Training	6
7. Attendance (Kindergarten Students)	
8. Behavioral Issues	
9. Birthdays	7
10. Calendar	
11. Clothes (extra set of clothes)	
12. Conferences	
13. COVID-19	
14. Discipline Policy	
15. Dismissal of a Student	8
16. Drop Off/Pick Up Policy	
17. Enrichment Programs	
18. Electronic Funds Transfer	
19. Emergency Evacuation/Remind Text Messaging Service	
20. Field Trips/Special Events	9
21. Food	
22. Health	
23. IEP/IU Services	10
24. Infection Control	
25. Late Dismissal Procedure & Fees	
26. Leaving and Picking Up Children	
27. Licensing	11
28. Medication: Storage and Administering	
29. Parent Volunteers	
30. Pet/Animal Policy	
31. Records	12
32. Re-enrollment	
33. School Board	
34. Snow Days	
35. Student Withdrawal	
36. Toys	13
37. Transportation	
38. Tuition/Registration Fees (requesting tax documents)	
39. Weapons Policy	
40. Appendix: COVID-19 Health & Safety Plan	14-20

## **MISSION STATEMENT**

Good Beginnings is dedicated to promoting the emotional, physical, mental, social and spiritual growth of its students in a warm, loving and supportive environment. The staff of Good Beginnings is dedicated to teaching God's Word and ministering with the love of Christ to all the students and families attending our school. It is our strong belief that in order to accomplish the goals of our school, parents, teachers and children must work together at all times.

## **PHILISOPHICAL OVERVIEW**

Good Beginnings is a readiness and "exposure" program for young children. Our Kindergarten is a comprehensive, academic program for the preparation of first grade. It is our desire to see teachers, parents and children working together to complement these early learning years. Good Beginnings has a balanced program to meet the expectations of those parents who want the school experience to be primarily "fun" and those who expect more focus on academic preparation for future formalized education. Learning AND playing are the building blocks within a stimulating environment that enables children to develop at their own pace. Each child is special, learning in different ways and we believe in creating a multi-sensory environment to ensure a more successful learning experience.

It is our belief that God's Holy Word, the Bible, is our basic instruction for living. 2 Timothy 3:16 says, "All scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness." The Bible is used for teaching Biblical truths and principles in practical ways so that children learn to behave in a manner that is pleasing to God. Children are shown by example God's love to others. Obedience is expected not because "the teacher says so," but because God commands us to obey those in authority.

## **GOALS FOR OUR SCHOOL**

1. To provide a warm, loving, and understanding atmosphere where the teachers work together to provide the best possible environment for the growth and development of your child.
2. To provide the materials, equipment, and facilitation by our staff to encourage your child's mental, physical, social, emotional, and spiritual growth and development.
3. To provide a regular, structured daily program that gives your child a sense of security, but which is also flexible to encourage freedom of expression in individual and group activities.
4. To uphold the truths found in God's Word, the Bible, and to present them to your children by teaching Bible lessons, and by living as good examples, pleasing to God.

## **GOALS FOR THE CHILDREN**

1. To learn to love God and obey His Word.
2. To develop the skills necessary to become more independent.
3. To learn the rules for living a healthy and safe life.
4. To gain self-control, initiative, and self-confidence.
5. To develop a better understanding and sensitivity towards others and to develop a social awareness.
6. To develop and increase motor control and express one's self through motor activities.
7. To learn to respect the property of others.
8. To accept and follow directions, discipline, and delegated responsibilities.
9. To learn to listen and communicate what has been learned.

**OFFICE STAFF, BOARD & SCHOOL HOURS**

Director: Nancy Rivera (gbdirector@fbcdoylestown.org)  
Assistant Director: Pam Whalen (gboffice@fbcdoylesown.org)  
Office Assistant: Olga Afanador (oafanador@goodbeginningspreschool.org)  
Telephone: 215-345-4210  
School Website: [www.goodbeginningspreschool.org](http://www.goodbeginningspreschool.org)  
Facebook page: [www.facebook.com/GBPSDoylestown](http://www.facebook.com/GBPSDoylestown)  
Handbook password: gbhandbook

**Good Beginnings School Board Members through May, 2021:**

Nancy Rivera  
Pam Whalen  
Rodney Mileski (FBC Senior Pastor)  
Christie Bowles (parent)  
Lisa Chifokoyo (parent)  
Maggie Hierholzer (parent)  
Jackie Jones (parent)

**First Baptist Church Representative:** Rodney Mileski

**Good Beginnings Staff Representative:** Olga Afanador

**School Hours:**

<b>Office Hours:</b>	8am-2:15 pm
<b>Summer Hours:</b>	Tuesday – Thursday 9am-12pm Please call before as hours may vary during the summer
<b>Classroom Times</b> September-June	3's: 9-11:30am 4's: 9am-11:35am Kindergarten Readiness: 9am-11:45am Kindergarten: 9am-2pm Enrichment: 11:30am-2pm

School calendar (see page 6) will be emailed mid-late summer along with teacher letters introducing your child's classroom teacher.

**\*Please be advised that COVID-19 guidelines or recommendations may impact some of our routines/programming. Good Beginnings will update as needed**

### **AGE OF CHILD AND POTTY TRAINING**

- 2-day 3's – Children must be three years old by February 28<sup>th</sup> and **potty-trained** before starting the school year.
- 3-day 3's - Children must be three years old by Aug. 31<sup>st</sup> and **potty-trained** before starting the school year.
- Children may be in pull-ups until September 30<sup>th</sup>.
- If students are still in the process of potty training at the time of enrollment, parents should be in touch during the summer to let the office know about the student's progress. If the student is not expected to be potty-trained by the start of the school year, parents should notify the office promptly. Notification by **Thursday, June 24<sup>th</sup>** would be appreciated as to release the spot to another family on the waitlist. 50% of the first installment of tuition will be refunded if the office is notified by the 24<sup>th</sup>. After the 24<sup>th</sup>, there is no refund of the first installment.
- Please see the KidSafe section for bathroom policies.

### **ATTENDANCE**

It is important that your child attends regularly in order to fully benefit from the program. If a child is absent frequently, s/he may begin to feel unacquainted with the other children and will miss out on acquiring new skills and knowledge that build on previous lessons. Please make every effort, with the exceptions of illness and family emergencies, to ensure that your child has a good attendance record and is on time for school.

#### **Kindergarten Students**

- The Kindergarten program differs from our preschool program as absences and tardiness is tracked on the student's **official report card, which is sent to the school district**. Students are expected to be in the classroom by 9am and will be marked tardy after 9:05. Please be aware that the classroom door will be locked by 9:30 am. We are aware that bussing might affect arrival times.
- Repeated absences are disruptive to your child's learning and the collaborative spirit of the classroom community. Unless your child is ill or on vacation, every effort should be made to be in school every day. **Once again, be aware that absences will be marked on your child's record.**
- Kindergarten students who miss more than fifteen days of school should submit a note from a physician.
- Parents dropping off their children in the morning should do so promptly. Only parents who are volunteering should be staying in the classroom past 9:05.
- If you need to meet with the teacher, a time should be scheduled before or after school.

### **BEHAVIORAL ISSUES**

It is expected that all students follow the rules of the school. When a teacher observes that a student is having difficulty with class rules, the teacher will first communicate the problem to the parent and, if necessary, schedule a meeting to discuss solutions. The classroom teacher will maintain documentation. If behavioral issues continue to persist, a parent/teacher/director conference will be scheduled to discuss steps needed to achieve success. The teacher and parent will create and incorporate a behavioral plan for the child. Depending on the severity and persistence of the behavioral issue, members of the school board will be informed. Subsequently, an observation by the school director and/or school board member may be scheduled. If all steps are followed, yet progress is not made, the school director and board may decide on suspension or dismissal. If dismissal is necessary, tuition will be refunded effective the day of the student's release.

Please note that aggressive behaviors such as biting, scratching, hitting, etc. are not acceptable at any time. A time out situation will be used only once and there will be follow up communication with the parent and a conference may need to be scheduled. If aggressive behaviors persist, suspension or dismissal may occur.

## **BIRTHDAYS**

Parents are welcome to send in special treats for the class such as cookies, soft pretzels, or mini cupcakes for birthdays. When supplying treats for class, keep in mind that we are a nut-free school. Please check with your child's teacher for specific instructions regarding birthday celebrations. If your child has a summer birthday and would still like to celebrate, please set up a date with the teacher. Please do not allow your child to hand out birthday party invitations at school unless the entire class is invited to attend or either all girls or all boys. **Kindergarten** does not allow edible treats. A small token, such as a pencil, would be fine.

## **CALENDAR**

Our school emails a calendar for the current year in mid-late summer. The calendar can also be downloaded from our website. Please refer to this throughout the year for special events and days off. We follow the Central Bucks policy for weather related closings. Please look at the SNOW DAY section (page 11) for further explanation of this policy.

## **CLOTHES**

Please be mindful when dressing children for school that they will be using paint, markers, glue, etc. and even though children normally use smocks when painting, it is possible that clothing could get soiled. We also ask that you do not allow your child to wear flip flops or sandals that do not have a heel strap as this makes it difficult to run at recess. We will let you know about special days when children need to be dressed up. We continue to play outside until it starts getting very cold. Please dress your child warmly and send a coat so they are not uncomfortable.

- **EXTRA SET OF CLOTHES:** All students must provide the school with an extra set of clothing, which includes a shirt, pair of pants, underpants, and socks. Place the clothes in a large Ziploc bag and label the outside with your child's name. Please change clothing as weather dictates.

## **CONFERENCES**

Teachers will notify parents of exact date and time of conferences, which are held in March for 3d3's, 4's and Kindergarten Readiness. 2d3's will hold conferences in May. Kindergarten conferences are scheduled for December and March. Parents are requested to attend and meet with your child's teacher to discuss his/her progress. If you have a concern about your child's progress, please do not hesitate to request a meeting with your child's teacher at any time during the school year. It is preferred that you make child care arrangements for your child for the conference.

## **COVID-19**

Please be assured that the safety of our students/families and the staff is our top priority. All should be mindful that as long as there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a school population. The goal is to keep transmission as low as possible to safely continue school activities. The 2020-2021 COVID reopening plan has been added to the end of this handbook for reference. As this situation is so fluid, we ask for your patience as we look to CDC recommendations to help us make decisions that will work for our school community. Based on what is occurring within the community at any given time, these plans can change. Any changes will be communicated to you in writing as needed.

## **DISCIPLINE POLICY**

We believe that discipline involves LOVINGLY guiding a child toward appropriate Christ-like behavior. All children and situations are different; however, we have set general guidelines for positive reinforcement of appropriate classroom behavior. Children will always be given notice when behavior is inappropriate. If necessary, the child may be removed from the situation or activity and asked to "think about" what has happened. The student would then be encouraged to return to the activity. If two children are involved, where one has been hurt physically, or emotionally, the teacher will lead the children in a discussion about asking and offering forgiveness. Please refer to the BEHAVIORAL ISSUES section (page 5) for additional information.

### **DISMISSAL OF A STUDENT**

The school reserves the right to dismiss any child if s/he is unable to abide by the rules of the school because of aggressive or inappropriate behavior, distracting from the learning of other children or if there is a safety issue as deemed by the director. The school reserves the right to release a child when the class/school does not have the capability or capacity to best serve the student's needs. Other extreme reasons for dismissal are sometimes necessary and required. If the school makes the recommendation that a particular class is not in the best interest of the student, tuition will be refunded the day the student is discharged. Please refer to the BEHAVIORAL ISSUES section (page 5) for additional information.

### **DROP OFF/PICK UP POLICY**

Parents are responsible to park in the back lot and walk their student into the classroom at the start of the school day. *Please drive slowly through the parking lot and park only in designated spots, and please do not, at any time, park in the fire lane.* **Children are not permitted to enter the building for school without an adult.** They should never be dropped off at the classroom until the teacher has opened the door and has greeted the student. Parents should indicate on the attendance form with a check mark that the child has been dropped-off (conversely, if you come early to pick up your child, place a check in the "out" column). When picking up after school, parents should park and walk to the awning area just outside the double doors and wait for the teachers to dismiss the children to them. When picking up a child early during school hours, please send a note that morning indicating the time of pick up and come to the office at that time. The office staff will go to the classroom for the child to minimize disruptions.

### **ENRICHMENT PROGRAMS**

Enrichment classes are offered after the school day is over. Please see the Enrichment Form for more details about these classes. These programs are available in monthly sessions at an additional cost and run from September to May. Sign-ups begin prior to the start of the school year and can be done session to session or full year. **Pre-registration is required** for these classes and deadline dates are listed on the enrichment form. It is recommended that you sign up as early as possible as classes have filled prior to deadline dates. We do offer drop-in registration at the beginning of the week if space allows. Please note that a session may be cancelled due to lack of participation.

Completed enrichment forms and payment must be submitted together prior to registration. Because of high demand for these classes, we cannot hold spots. **Tuition must also be up to date before enrichment form/payment is accepted.**

Enrichment forms may be downloaded from our website or picked up outside the office door. Should three or more sessions be cancelled due to snow delays, a voucher will be offered for future sessions.

**Parents are expected to sign their children in for enrichment upon arrival.** A cart for lunch boxes will be in the lobby, along with the sign-in sheet. If your child is not staying for enrichment, please let the office know so we can notify parents on the wait-list.

### **ELECTRONIC FUNDS TRANSFER**

Tuition may be paid via EFT and is withdrawn on the 1st Tuesday of the month starting in September. The first installment due in June **MUST** be paid by check or cash. A completed and legible EFT form and voided check must be submitted at least three weeks before the next payment due to take effect. Please refer to the TUITION section of this handbook for more information about tuition and registration policies. Please note that the EFT form must be completed for renewal every year.

### **EMERGENCY EVACUATION/REMIND TEXT MESSAGING SERVICE**

The school is required to practice an emergency evacuation at least once every 30 days. This can cause stress for some children. The school provides age appropriate training drills to alleviate this stress, but parents are encouraged to talk about emergency evacuation procedures at home as well. In an actual emergency, children will be taken to an alternate location until a parent is able to pick up (locations will be communicated to you through REMIND text messaging service and will also be posted on the glass doors in the lobby). In the event that city officials notify the school that it would be unsafe for children to leave the building, children will be relocated to a room in the lower level for safety. In such an event, parents should not attempt to call the school, so phone lines can remain open for emergency communication. Information will be communicated via email and/or text (REMIND). Children will not be released until city officials give an all clear, or until a parent comes to pick-up. For more details about our

emergency evacuation plan, please feel free to stop by the office to review the GB Disaster Response Handbook.

### **FIELD TRIPS/SPECIAL EVENTS**

All events/assemblies for our preschool program are held on-site. The activity fee submitted upon registration covers these events.

In addition to the on-site events, the kindergarten class may participate in off-site field trips (nursing home, museum etc). Information and details about these trips will be communicated as they come up. Please be aware that staff members are not authorized to transport students. Drivers (other than family members) who are driving children from the school property to a field trip must have clearances. Chaperones on field trips who are responsible for children other than their own must also have clearances (please see the PARENT VOLUNTEER section on page 10 for more details).

### **FOOD**

All students should bring a small snack each day including a drink. Snacks should be nutritious and healthy, for example, a granola bar, small yogurt, small box of raisins, crackers and cheese, etc. **We are a nut-free school. Please do not send any nut products of any kind to school. We must ensure the safety of children in the school who have allergies. This can often be life threatening.** There may be children that have other allergies in your class. Your teacher will inform you if certain other foods can be a potential health risk to any students. Although we love to share, we do ask that you instruct your child not to share food with friends.

### **HEALTH: Based on current conditions, COVID-19 health screening procedures may apply:**

As a condition of enrollment and prior to the start of the school year, all students **must** provide a health assessment form completed by a physician including a list of the student's current immunizations and also a dental exam for kindergarteners, as mandated by the state of Pennsylvania.

If seeking a medical or religious/moral exemption from immunizations, parents must complete the blue exemption form, which can be picked up in the office.

Any student with special medical situations, including allergies, will be asked to complete an "Emergency Medication Dispensing Form" yearly, which also requires information to be completed by a physician. This form with detailed medication dispensing instructions **and** medication should be sent to the school office by **Thursday, July 22<sup>nd</sup>**, so that the staff is knowledgeable and can provide quality care for the student in an **urgent** situation. Please be aware that only medications indicated on the Emergency Medication Dispensing Form will be administered to children when they are in **clear distress**. We do not administer medication preventatively. If a child needs a dose of medication during school hours, a parent must come to the school and administer the medication. Please be aware that children MAY NOT begin school if emergency medications have not been submitted to the school.

We are depending on you to help us maintain a good health policy. If you see symptoms of illness, please do not send your child to school as you may expose the other students or teachers to sickness. If illness occurs during the school morning, the staff will attend to the child until a parent or guardian arrives. Before sending your student to school, ask these questions:

- Has your child been healthy for AT LEAST 24 HOURS?
- Has your child's temperature been normal (<100.4) for AT LEAST 24 HOURS (not needing medication for over 24 hours)?
- Is your child's runny nose clear, not yellow or green?
- Has your child stopped vomiting for AT LEAST 24 HOURS?
- Has your child been on an antibiotic for AT LEAST 24 HOURS?
- Is your child acting normal and not overly tired or lethargic?
- Is your child's cough infrequent and not constant?

If you answered "Yes" to all of these questions, we would be very happy for your child to attend school. We do not have a nurse on staff; therefore, each teacher has the authority to decline a sick child entrance

into the classroom. Office staff may be called to assess the situation if needed. If your child shows symptoms of illness, but are related to non-contagious issues, for example, asthma or allergies, the school may ask for doctor's note so we can assure staff and other families that it is safe to have your student around other children.

### **IEP/IU SERVICES**

A copy of your child's IEP must be submitted to the office by **Thursday, July 22<sup>nd</sup>** if you intend to have support personnel work with your child during school hours. Please note that you must sign an authorization form before support services can begin. Please advise all support personnel that the office does to see copies of clearances/online mandated reporter training or organization identification (BCIU, CBSD, etc.) before arriving at the school. Start date for all support services is Monday, September 20th. Please do not schedule any observations/visits before this date.

### **INFECTION CONTROL: Based on current conditions, COVID-19 health screening procedures may apply (see appendix:**

1. **Purpose:** To minimize the spread of contagious diseases.
2. **Methods**
  - a. Immunizations of children and staff working with children are required. (Non-immunization for medical or religious/moral reasons are considered but a waiver must be signed and submitted to the office.
  - b. Raise the awareness of staff about procedures for prevention and control.
  - c. Follow local health department guidelines regarding contagious diseases.
  - d. Encourage both those who have and those who do not have contagious diseases to treat others as they would want to be treated.
  - e. Review the policy and procedures yearly to ensure that they are up-to-date.
  - f. The director will oversee the above activities.
3. **Responsibilities of parents and guardians with regard to illness/disease**
  - a. **Immunizations:** Students must have a current health assessment from a physician before the beginning of the school year. Immunizations must also be current and a record of all immunizations must accompany the health assessment form. A child may not attend the Meet & Greet/Orientation or start school unless health (and dental for Kindergarten) forms are submitted to the office. (Non-immunization for medical or religious/moral reasons are considered but a waiver must be signed and submitted to the office).
  - b. **Minor Illnesses:** Please do not send your child to school if they seem ill. This would include, fevers (>100.4), thick or discolored nasal discharge, vomiting, and diarrhea.
  - c. **Other contagious diseases:** For things other than the minor illnesses mentioned above, follow recommendations of the family doctor about when to resume school.
  - d. Please inform the school office if your student has a contagious or major illness so appropriate measures can be taken (see HEALTH). Discuss with the director any precautions to be taken in the school setting.

### **LATE DISMISSAL PROCEDURE & FEES**

If you are running late, please do not sacrifice your safety to get to school for pick-up of your student. If your child is still here after the last parent has picked up their child, the teacher will take him/her back to the classroom. A late fee will be assessed starting when the last child is dismissed to their parent. The cost is \$10 for the first 15 minutes, \$1 per minute thereafter. Late fee bills are distributed promptly and should be paid upon receipt. Please call the office if you will be late picking up your child so we can inform the teacher.

### **LEAVING AND PICKING UP CHILDREN**

All children must be escorted into the classroom by a parent/responsible adult and left with the teacher, assistant teacher or staff member. **Please have your child visit the restroom prior to entering the classroom.** Your child will be sent home only with those persons known by the staff to be authorized to pick up your child, unless you have given direct permission either verbally or written. It is your responsibility to see that a

car seat is provided and correctly secured in the vehicle if your child is riding with another person designated by you.

Should a student be left at the end of their school time and the teacher has completed her day, the child will be brought to the office. The late fee policy will apply. Attempts will be made to contact all of those listed as a student's emergency contact. If after a reasonable time, as dictated by the director, a contact person is unable to be notified for the student, law enforcement will be notified.

### **LICENSING**

Good Beginnings is registered under the PA Dept of Education. We are committed to maintaining a high-quality facility and our teachers are required to complete yearly educational and training requirements. Curriculum is reviewed often to ensure that state standards are being met.

### **MEDICATION: STORING & ADMINISTERING**

Since the school does not have a nurse on staff, we do NOT administer medication (this includes cough drops, antibiotics, etc.). We do not administer medication as a preventative measure. If a dose of medicine is required during school hours, the parent must come to the school to administer it. If there is an **emergency situation, e.g. an allergic reaction and the child is in clear distress**, the following guidelines must be followed:

- If emergency medications are needed at school:
  - The medicine must be in the original box with the original prescription label
  - An "Emergency Medication Dispensing Form" needs to be completed by a parent as well as the student's physician and be on file at the school
  - Medicines will be stored for easy access, but away from children. If an Epi-pen is prescribed, the school will need two epi-pens to be stored in school. Parents will be contacted 1-2 months prior to medicine expiring for renewal.
- Staff will follow these guidelines:
  - Look at the dosage
  - Follow directions that are written by doctor on the blue Emergency Medication Dispensing Form
  - Call 911 if necessary
  - Call to inform parents

### **PARENT VOLUNTEERS**

Parents/family members who wish to volunteer at the school are expected to show the CBSD Volunteer Card or turn in copies of

- 1) Criminal background check
- 2) PA child abuse background check
- 3) FBI background check or signed affidavit (if PA residency exceeds 10 years). The affidavit is available in the office.

Copies of all documents must be submitted before being permitted to volunteer in the classroom. Volunteering at Good Beginnings begins in October. Please confirm with the office that all documentation has been turned in before starting to volunteer. Volunteering/classroom visits must be pre-arranged with the teacher.

**All volunteers must report to the office, sign the volunteer log and wear a volunteer badge before proceeding to the classroom.**

Volunteers are not permitted to open student folders or view any documents that concern students other than their own. Volunteers may not deliver any paperwork, checks, etc. to the GB office.

Volunteers are also not permitted to take children, other than their own, to the bathroom.

Parents who volunteer are expected to follow all the policies and guidelines set forth in the student handbook. Parent help is VERY much appreciated and adds to the quality of care given to the students. Although we do allow siblings to come with a parent volunteer, we ask that parents keep direct supervision over siblings and that they take every precaution to not allow disruption of the normal school routines and

activities. Every effort should be made to find care for sick siblings. If a sibling is sick and alternate arrangements cannot be made, parents should call the teacher and schedule another day to volunteer.

### **PET/ANIMAL POLICY**

No animals. Due to allergies, we do not allow pets in the classrooms or the building.

### **RECORDS**

The school keeps a confidential file of your child's application papers, attendance, health forms, and achievement reports. NO information may be released unless a release form is completed.

### **RE-ENROLLMENT**

Current families are given the opportunity to re-enroll for the following academic year prior to the community. Applications will be available and enrollment will begin late fall. Enrollment will be open to the community beginning in January. If there is an outstanding tuition balance, we cannot accept an application for the next school year until the tuition is current. Should tuition payments fall behind after application is made, the application will be put "on hold" until tuition is paid. If there is a waiting list for the class in which the student is enrolled, the child will be placed on the waiting list until a spot becomes available.

### **SCHOOL BOARD**

The Good Beginnings School Board is made up of the director, assistant director, pastor liaison, a church representative, a staff representative and parents of current students or parents of school alumni (please see page 2 for names of current board members). Members have a background in the educational field and/or business field. The board meets at least three times per year to discuss ALL aspects of the school and is called upon when help is needed with issues that arise including behavioral issues. The board works as a support system for the director, teachers and parents and will sometimes be called upon to observe teachers in the classroom and/or students if input is needed. Current board members are listed in the handbook with school staff. Feel free to talk to any members with questions or concerns.

### **SNOW DAYS**

Check the website of Central Bucks School District ([www.cbsd.org](http://www.cbsd.org)) for school closings. A notice will show up immediately on the CBSD website if school is closed.

2-hour delay hours:

- 3's – 11am-1:30
- 4's – 11am - 1:35pm
- Kindergarten Readiness – 11:00am – 1:45pm
- Kindergarten - 11:00am until 2:00pm (Bus transportation will still be provided by Central Bucks School District.
- Enrichment classes are cancelled if there is a 2-hour delay.

Early Closing: *In the event that CB would dismiss early, GB will dismiss at 11:45am and enrichment will be cancelled.*

We also use the REMIND text messaging service. All parents will be placed on the distribution list to receive these texts. Messages will only be sent to alert parents of weather-related closures or cancellation of events and school emergencies,

Check the internet site for Central Bucks School District or listen on the Radio 1060 AM, 1490 AM, 920 AM, or 1440 AM. Central Bucks code is 755.

School make up dates (after five weather-related cancellations): Dates TBD

### **STUDENT WITHDRAWAL**

In the event that a parent should withdraw a student from school, a **two-week notice, (handwritten note or email) addressed to the office, is required.** Tuition will be reimbursed after the two weeks is completed regardless of whether or not the student attends the two weeks. Number of weeks of school attended will be calculated and any remaining balance will be returned at the end of the two weeks. A book fee will be charged.

### **TOYS**

The school has an adequate supply of toys and equipment. **Please refrain from allowing your child to bring toys from home, with the exception of special occasions such as show-and-tell.** Teachers will tell children to keep toys in their school bag if one is brought from home. We have this rule because toys from home can get lost in the room, as well as present a "sharing" problem which is difficult for other children to understand when it is not a "school" toy.

### **TRANSPORTATION**

The state of PA requires all children under 8 years old to use an approved safety/booster seat while riding in the car. Kindergartener's attending field trips with Good Beginnings MUST abide by this law. **It is the parent/legal guardian's responsibility to make available and secure the car seat in the vehicle in which the student is riding.** Staff members are not permitted to transport students or to arrange transportation for their students. It is the responsibility of the **parent alone** to arrange transportation for their child to and from a field trip. If a child needs to return to the school, the responsible party is to transport the child back to Good Beginnings. Upon completion of the field trip, all parents/responsible parties will be told that the field trip is over and they are free to leave.

### **TUITION/REGISTRATION FEES**

- Registration fees are non-refundable
- Activity fees (3 day 3's – Kindergarten) offset costs of on-site assemblies and off-site field trips (K only)
- 1<sup>st</sup> tuition due Tuesday, June 1<sup>st</sup>
- Tuition Installments #2-10 due September 1<sup>st</sup>-May 1<sup>st</sup>
- Late fees/suspension:
  - \$30 for tuition received after the 5<sup>th</sup>
  - After the 10<sup>th</sup>, student may not return to school until balance is paid
  - Late notices will be sent if tuition is not received by the due date. If any tuition, fees or materials are still outstanding at graduation time, the school reserves the right to withhold the student's graduation portfolio until balances have been satisfied.
- Tuition should preferably be paid by check either sent in your student's folder in a sealed envelope with the student's name or put in the drop box outside the school office. Please make all checks payable to "Good Beginnings". If cash is necessary, a parent should place it in an envelope with the student's name and put it directly in the office drop box.
- Whether child is in attendance or not, parent/guardian is responsible for paying tuition on time.
- No adjustments in tuition are made for days missed because of illness, trips or observed days off. There are no "make-up" days.
- Aside from our holidays, we may also close due to an emergency, i.e. weather. These days would only be used in emergencies and tuition would be non-refundable. Make-up days may be added to the calendar if closures become excessive.
- Tuition must be up to date before enrichment forms can be accepted.

Financial burdens do occasionally arise and make it difficult to pay tuition on time. Please contact the office promptly to make special arrangements. If necessary, consult with the director to discuss scholarship information (financial assistance may be available for families in the current school year; however, applications must be submitted by the beginning of March for the following school year).

**Documents for tax purposes:** Requests for a receipt/statement for tax purposes should be made in writing (emails are acceptable). Please specify time period (quarterly, annually, etc.). Requests will be handled in the order in which they are submitted. Please allow five business days.

### WEAPONS POLICY

All weapons are prohibited anywhere on school property. Items considered weapons may include, but are not limited to, the following: guns, look alike guns, pellet guns, stun guns, splat guns, explosives, ammunition, mace, knives, clubs, metal knuckles, num-chucks, throwing stars, etc. Any item, even a pencil that is used as a weapon on school property, will also constitute a violation of the Weapons Policy.

**Costume Parade:** children should not bring weapons to school as part of their costume (swords, knives, etc.)

### APPENDIX:



# COVID-19 Health and Safety Plan

## Good Beginnings Preschool & Kindergarten

### 2020-2021

311 W. State Street  
Doylestown, PA 18901  
215-345-4210

Thank you for choosing Good Beginnings Preschool & Kindergarten as your child's preschool or Kindergarten home. Please be assured that the safety of our students/families and the staff is our top priority. All should be mindful that as long as there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a school population. The goal is to keep transmission as low as possible to safely continue school activities.

**We have outlined the expected reopening plan. As this situation is so fluid, we ask for your patience as we look to CDC recommendations to help us make decisions that will work for our school community.**

These plans are subject to change as new information becomes available. Any changes will be communicated to you in writing as soon as possible.

### **Re-opening Policies & Procedures**

Updated 9/1/2020

**Purpose:** To protect the health and safety of our staff, their families, the children of Good Beginnings and their families by mitigating the spread of COVID-19.

#### **Responsibilities:**

1. **Director/Assistant Director:** Responsible for administrating the following plan.
2. **Office Assistant:** Responsible for monitoring and ordering disinfection supplies as well as PPE.
3. **Head Teachers:** Ensure staff and children in classrooms follow the policies and procedures in this plan.
4. **All staff:** Follow all policies and procedures as outlined in this plan including: washing hands frequently, staying home if sick, reporting to director/assistant director if feeling sick, wearing a mask or facial covering as required.
5. **Families:** Follow all policies and procedures as outlined in this plan including:
  - a. Wear a mask or facial covering when dropping off and picking up child.
  - b. Be honest about family's health during screening.
  - c. Keep child home if s/he has a fever or respiratory symptoms. Monitor secondary symptoms as listed in the plan and keeping a child home if they are displaying 2 or more of those symptoms.
  - d. If child becomes sick at school, picking them up within 30 minutes.

**Arrival: Health Screening Procedures:**

1. Children will be screened before entering the building. This will include:
  - a. Temperature check
  - b. Parent/guardian answering a few questions about family health. Please be aware that if you answer "YES" to any of the following questions, you will be asked to go home.
    - i. Has your child had a fever?
    - ii. Has your child had a persistent cough?
    - iii. Does your child have shortness of breath?
  - c. Consultation questions – parents will be asked to monitor for symptoms (see 3d):
    - i. Has your child been exposed to COVID?
    - ii. Has anyone in your family been exposed to COVID?
  - d. Visual inspection
2. Child will **NOT** be admitted if s/he has:
  - a. **ONE** of the following:
    - i. Fever of 100.4 (F) or 38 (C)
    - ii. Persistent cough
    - iii. Shortness of breath
    - iv. Difficulty breathing

**OR**
  - b. **TWO** of the following:
    - i. Headache
    - ii. Chills
    - iii. Muscle aches
    - iv. Sore throat
    - v. New smell or taste problems
    - vi. Inexplainable fatigue
3. A child who is ill must follow these guidelines:
  - a. Symptomatic child **determined to have another cause for their illness** by a doctor:
    - i. Must stay home for 10 days (fever free for 24 hours) **OR**
    - ii. Bring a doctor's note with diagnosis if looking to return prior to the 10 days
  - b. Symptomatic child with a positive test **OR** Symptomatic child not tested:
    - i. Must stay home for at least 10 days with at least 3 of them fever-free;  
**AND**
    - ii. Have improved respiratory symptoms
  - c. Symptomatic child with a negative test:
    - i. Must stay home until he/she has been fever-free for 24 hours
  - d. Child exposed to COVID-19 but **no** symptoms:
    - i. Must wear a mask
    - ii. Monitor for symptoms
    - iii. Stay home if sick
    - iv. Students/teaching staff report to school and monitor for symptoms
4. Based on modified quarantine recommendations from the Bucks County Department of Health, if a child or staff member has a **confirmed diagnosis of COVID-19:**
  - a. Child/staff member will stay home for 14 days starting day symptoms began
  - b. Other children/staff may attend school but should monitor for symptoms
  - c. We will contact the Bucks County Department of Health
  - d. We will notify our families and staff

- e. We will close the classroom for 1 day of cleaning
  - f. Tuition is non-refundable (sick days/cleaning days)
5. Partial tuition may be charged for a mandated school closure (red phase) due to COVID-19

**The staff member doing the screening has the right to refuse to accept any child who shows any of these symptoms upon arrival. All parents should have alternative arrangements for their child in case of illness, emergencies, school closing, etc.**

**Please contact the school office if your child will be absent and why.**

**Families are required to report to the school if a child or family member has been diagnosed with COVID-19.**

**Arrival: Routines/Expectations/Procedures**

1. At this time, we will not be staggering arrival, but we do ask that parents/guardians wear a mask or facial covering and maintain a 6 ft social distance while waiting to have child's temperature taken. If we find that the morning is too congested, we may move to a staggered arrival.
2. Arrival time is between 8:40-9:25. We ask all families to arrive before 9:25 as we will be closing the temp station at that time. Entry into the school after 9:25 will be prohibited once the temp station has been dismantled.
3. There will be a bin outside to drop off tuition or other documentation for the office.
4. At this time parents are not allowed to enter the building. School staff will escort children to their classrooms.
5. **KINDERGARTEN ONLY:** As has always been our process, Kindergarten students taking the bus to school will be met by staff and escorted into the building. At this time, we do not know definitively what CBSD will be requiring for bus riders. We will check temperatures upon arrival. Students who have temperatures of 100.4 (F) or 38 (C) or higher will be isolated and a parent will be called to pick up the child. Based on CBSD policy, children may be required to wear masks or facial covering on the bus. It is assumed that if your child has boarded the bus, the answers to the questions listed in **ARRIVAL: HEALTH SCREENING PROCEDURES #1b are "NO"** and that s/he is not displaying any of the symptoms listed in the **ARRIVAL: HEALTH SCREENING PROCEDURES SECTION #2a & b.**

**Updated 11-17-2020**

6. **Backpacks:** All students will be permitted to bring backpacks.
7. **Snack/Lunch bags:** Any container is acceptable for a lunch box. Currently it does not have to be completely disposable.

**Dismissal Procedures:**

- Dismissal will be staggered and as follows. All parents should be waiting for their child at dismissal time. The playground and grassy area in front of the school are closed. We ask all parents to leave immediately upon picking up your child as the next set of parents will need to wait for their children.
  - o 11:25 – 3's classes
  - o 11:35 – 4's classes
  - o 11:45 – KR class
  - o 2:00 – K class

**Snack-time:**

1. All individuals will sanitize/wash hands before and after eating.
2. As has always been our policy, children will be reminded not to share snacks.
3. Children will be spaced out when possible.
4. Please send your child's snack in a labeled paper or Ziplock bag (all snack items should be disposable – no reusable containers).
5. Water fountains will NOT be used by staff or students. Please provide a small water bottle for your child.

### **Communication:**

An integral part of our program has always been the relationships that families and staff have developed through daily, personal interactions. Although parents will not be able to communicate with staff face-to-face during this time, please know that we will continue to make ourselves available to you.

1. Teachers will send weekly email updates about classroom activities.
2. Office staff will continue to update families as needed via email. We welcome calls at 215-345-4210 or emails: **gbdirector@fbcdoylestown.org** at any time. Office hours are 8 am-2:30 pm. For tuition/enrichment related questions, please email **gboffice@fbcdoylestown.org**.
3. Parents can request a phone call to discuss concerns with a teacher.
4. Teachers will create private classroom-specific Facebook pages to share pictures and information with families.

### **Classroom Procedures & Routines:**

1. Children are required to wear masks when entering and leaving the building and are encouraged to wear masks as long as they can **SAFELY** put them on and take them off. We will store masks in a container labeled with your child's name if they are unable to keep them on.
  - a. **"Safely"** means:
    - i. The child can independently put on and take off the mask without touching the cloth, handling it by the straps only.
    - ii. The child is able to reliably keep the mask on without touching it.
    - iii. Some children may struggle to do this, but if you believe that your child can safely put on and take off his/her mask as defined above, please let us know by emailing the school. We will do our best to support your efforts to have your child wear a mask.
    - iv. We intend to continue to implement this policy until we receive further guidance. Thank you for supporting us and understanding the need for flexibility during this tumultuous time.
    - v. A face shield is acceptable for children.
  - b. Teaching a child how to use a mask properly (taking them off and on) is the **sole** responsibility of the parent. Staff will not be spending time on this.
2. All staff will wear masks or face shields
3. Staff will wash hands or use hand sanitizer frequently.
4. Items from home: At this time, no toys may be brought from home.
5. When children are eating, they will be spaced out as much as possible.
6. Birthday snacks/treats – many of our parents like to celebrate birthdays by sending in a special snack or non-edible treat (Kindergarten). Only pre-packaged individual snacks/treats will be permitted.
7. Each student will be given an individual set of materials to use (which will be packaged and labeled for that child).
8. As has always been our structure, each class will have their own playground and recess time.
9. No visitors will be allowed in the building without prior approval from the director.
10. Windows will be open as much as possible when children are inside to allow for ventilation
11. Toys and materials will be rotated more frequently for cleaning and disinfecting.
12. Play food and dishes will be replaced with materials from our prop boxes (camping, vet office, post office).

13. Classroom stuffed animals will be washed weekly. Children should not bring stuffed animals from home.
14. Children will be spaced out when possible. If weather allows, teachers will be encouraged to hold more lessons outside.

**Cleaning/Disinfecting Procedures:**

1. Staff will wash hands upon entering the building
2. Children will use hand sanitizer before entering the classroom
3. Wash hands/use sanitizer:
  - a. After bathroom break
  - b. Before eating
  - c. After blowing nose, coughing or sneezing into hand.
4. Hand sanitizer use will be supervised and placed out of reach of children
5. Tables will be disinfected before and after snack.
6. All surfaces in classroom will be disinfected as needed throughout the morning and after school (counters, chairs, shelves, tables, doorknobs, light switches, faucet handles, sinks etc.)
7. All toys used during the day will be disinfected as directed during the morning as needed and after school.
8. All high touch areas in common areas will be disinfected frequently during the day (railings, door handles, bathrooms, office surfaces).

**Visitors:**

- Parent volunteer opportunities normally begin October 1<sup>st</sup>. Until further notice, we are restricting non-essential visitors and volunteers.
- If your child will be requiring I.U support, please discuss the possibility of at-home visits with the IU. At this time, no I.U personnel will be permitted inside the building.

**Enrichment:**

- Our enrichment classes are very popular and we hope to offer the program again this year. At this time, we are unsure of the start date.

**What if....**

All of us were affected by the sudden and shocking closure of all schools back in March when Governor Wolf placed all of Pennsylvania in the RED phase. Although we see things slowly getting back to what is being called a "new normal", the reality is that COVID-19 is still a threat and we may be forced to close once again. If we revert back to a RED phase, the following process will be put into place:

1. Preschool classes – will go remote for only three weeks. Tuition is non-refundable. After three weeks, tuition payments/instruction will be suspended until school resumes.
2. Kindergarten – will go remote for the duration of the closure. Tuition payments of 70% will be expected.



## Informed Consent

Thank you for choosing Good Beginnings for your child's preschool or Kindergarten home.

The novel coronavirus, COVID-19, has been declared a world-wide pandemic by the World Health Organization. COVID-19 is contagious and is believed to spread from person to person. As with the transmission of any communicable disease like a cold or the flu, your child may be exposed to COVID-19 at any time or in any place. Be assured that we have always followed best practices when it comes to maintaining a clean and safe environment for the children in our care. We will continue to do so.

These policies and procedures have been implemented to mitigate the spread of COVID-19 while maintaining a quality environment for children. They will not eliminate all risk to children or staff. We cannot guarantee that your child will not become infected with COVID-19.

I have read and understand these policies and procedures and agree to abide by them. We agree to be honest and transparent regarding our family health. We understand the risks of attending while our country is still in the midst of the COVID-19 pandemic and agree not to hold Good Beginnings or First Baptist Church of Doylestown responsible for any illness or injury stemming from or relating to or associated with COVID-19.

Name of child: \_\_\_\_\_

Name of child: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Printed name of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_