

NOTICE OF RECEIPT

I have read and understand the policies, rules and obligations of the Handbook for Students and Parents. I agree to support and assist BHPS and individual teachers when possible.

Student Name/Signature:

Parent/Guardian Signature:



Handbook for Students and Parents

1815 N. Meridian Road
Tallahassee, FL 32303
Phone: 850.422.2464
850.297.0049
Fax: 850.422.1369

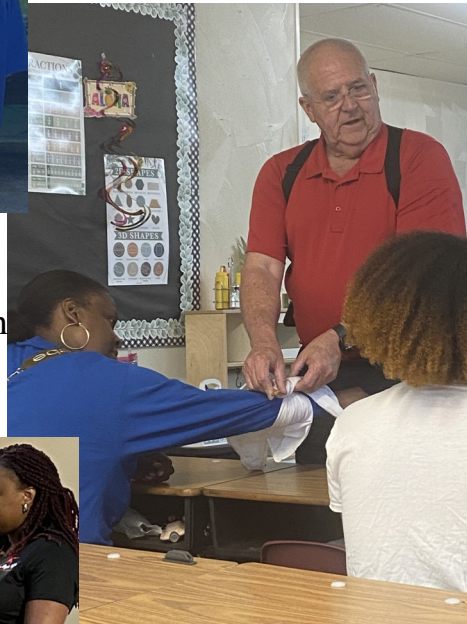
www.bettonhills.com
info@bettonhills.com

Department of Children and Families Licensed Child Care Provider License
#C02LE0369



Celebrating Kindergarten Graduation

First Aide and CPR Training with Tommy Baker



Proud of Student Accomplishments



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Betton Hills Forever Friendships!!

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Complaint Procedures

If parents have any questions or have concerns, we ask that the following procedures be enforced.

First: go directly to the person with whom you have a difference (the teacher, another parent, or other staff member). Address the issue in a non-confrontational manner and attempt to reach a resolution. **It is not acceptable to discuss an issue with any persons not directly involved.** If the parent feels that the issue was not properly addressed, or it was dismissed, then:

Second: the concern should be addressed with the Director. The Director will then work with the parents in an attempt to resolve the problem.

Remember: Problems can be avoided by going directly to the person(s) involved when issues arise.

Class Dojo

Schoolwide and class announcements can be shared with teachers and parents. Classroom messages can be shared between parents and teachers. Daily behavior for students will be encouraged and rewarded. The app can be downloaded and parents are encouraged to join. This app is free and does not require payment to use.

Babysitting

BHPS discourages its staff from baby-sitting for parents of the school, unless such baby sitting is performed at the residence of the parents. Staff members are not permitted to baby sit at their own places of residence or at the school, and are not allowed to “pick-up” and or “transport” a student, from the school to the place of residence of the student for baby sitting purposes .

Parents agree that if they engage a staff member of the school to baby sit for them, that the parents are holding Betton Hills Preparatory School harmless from any liability which may occur by reason of their performing baby sitting services. Prior to any staff member providing baby sitting services, the parent(s) must sign a specific “release of liability” for the school and that form must be on file in the office (Release of Liability form may be obtained in the office). Any school staff member providing baby sitting and/or child care services for a parent of the school without complying with the above requirements could be subject to immediate termination of position for cause.

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PHILOSOPHY

Our Philosophy at Betton Hills Preparatory School is to stress academic excellence while nurturing and molding students with love, patience, and support so that each child is able to reach his or her intellectual, emotional, physical, and social potential.

Intellectually your child will be stimulated and challenged by our curriculum and high expectations. Along with the Wonders and World of Wonders Curriculum, we adhere to the Florida Standards and the Preschool Standards set for in the Florida Prekindergarten Education Standards.

In order to enhance the emotional, physical, and social growth of our children, we will provide warm, loving, and supportive surroundings. At Betton Hills, the children can feel the security necessary to explore, discover, create, and flourish. The faculty promotes, teaches, and models basic social values such as love, compassion, empathy, cooperation, courtesy, and respect. These values enable children to develop positive self-esteem and interact effectively and responsibly with others.

Newsletter

The school's newsletter, *Faust's Friday Facts*, is sent to all parents on the last day of each academic week. *Faust's Friday Facts* serves as the communication medium for important school announcements and updates parents on past, current, and upcoming events. The newsletter is also available on our school website and Class Dojo. Classroom teachers will send home newsletter that keep families updated on what is going on in the classroom. Elementary students will also receive their spelling words and any required homework weekly.

Web Site/ Facebook/X/Pinterest/InstaGram

The Betton Hills Preparatory School web site is located at www.bettonhills.com. Please check the web site for school wide and classroom activities, BHPS announcements, and forms.

Betton Hills Preparatory School also has a Facebook page, Pinterest, X and InstaGram account. We update the sites regularly with current activities.



MISSION STATEMENT

Betton Hills Preparatory School is committed to excellence in early childhood education by nurturing children to become highly motivated, knowledgeable, and successful students.

Toys/Share Day

Please have your child leave his or her toys at home. Teachers will assign share days for each child. We cannot take responsibility for items brought to school. Any toy that is brought to school without permission will be put away by the teacher and given to the parent at the end of the school day.

Naps

There is a designated rest period during the school day for all full day preschool children. Children must have a kinder-mat. A child may have a small blanket or towel during the rest time. The blanket will be sent home each week for laundering. **At any time a mat becomes torn it will be required to replace it promptly.**

Parent Involvement

Volunteers

The school needs and appreciates all volunteers. Family members and friends are strongly encouraged to participate in the school's academic and social activities. Upon arrival, all volunteers are required to sign the volunteer form provided by the school.

Room Parents

Room parents are needed for each class in order to help coordinate events, parties and other activities during the school year. If a parent is interested, please contact your child's classroom teacher.

Parents are encouraged to be involved in their child's educational experiences.

Some suggestions for involvement include:

- Have lunch with your child
- Participate in seasonal events
- Sharing a talent (music, art, sewing, etc.)
- Donating items for classrooms

RESPONSIBILITIES

School Responsibilities

- Help each child learn that he or she is an individual.
- Encourage creativity and exploration.
- Help each child develop confidence through successful experiences.
- Guide each child to develop socially acceptable behavior.
- Help each child to share, respect, and cooperate with others.
- Foster a desire to learn and provide a nurturing environment.
- Provide opportunities for each child to develop personal goals.
- Involve parents/guardians in helping students to reach academic and behavioral goals.

Parent or Guardian Responsibilities

Note: Please note that throughout this handbook, any reference to the student's parent is understood as parent/guardian/custodian of the child.

- Have the student present at school every day, on time, unless the child is ill or has a communicable disease.
- Become acquainted with your child's teacher(s).
- Join Class Dojo to allow communication with staff.
- Work with school staff to alleviate any disciplinary and academic problems your child may exhibit.
- Encourage mutual respect for adults and students.
- Be involved with your child's progress and the activities at school.
- Attend conferences and school functions (e.g., testing meetings, open houses, class plays, etc).
- Make sure that your child is dressed appropriately for academic and play time. We encourage sneakers and closed toe shoes. No flip-flops or backless shoes are allowed. Children who wear "Crocs" must be fitted properly and the strap of the shoe must fit securely on the child's ankle.

- Keep up with information provided in teachers' letters, any information sent home, Friday Facts, Class Dojo and Website.
- Please message your child's teacher if a child will be absent. A written note or email must be submitted for each absence.
- All children must be signed in and out on a daily basis! Please ask all persons you authorize to bring or pick up your child in your absence, to do the same.
- Each child must have two complete changes of clothes in their cubbies. (If a child does not have a change of clothes and is in need, the parent will be called to provide them.)

Student Responsibilities

- Be respectful to fellow students, teachers, staff, themselves and property.
- Know and follow classroom rules.

ADMISSION REQUIREMENTS

Non-Discrimination Policy

Betton Hills Preparatory School does not discriminate based on gender, race, national origin, religion, or sexual orientation. **This school is unable to accommodate students who cannot function in a traditional setting (academically and/or behaviorally).**

Pre-K 2/3 Admission

Students must be toilet trained. Students should be able to take care of their own personal hygiene. Students must be able to respond to their name, be respectful of authority and be able to follow classroom rules. Any possible exceptions must first be discussed with the office and approved by the Director and/or Principal.

VPK Admission

Student must be four years of age on or before September 1st for admission to the VPK program.

Lunch

Parents must provide a nutritious lunch for their child on a daily basis. All food groups should be represented. **Carbonated sodas and/or candy are not allowed in a child's lunch at school.** Please do not send to go cup with lid to school. (This is too easy to be spilled). The school is not equipped to handle lunches requiring refrigeration and/or heating. We suggest that parents place an ice pack in their child's lunch box to keep the items cool. Parents are also encouraged to provide a thermos to help keep food warm, if desired.

Snacks

Children are required to bring a nutritious morning snack. You should label the morning snack "a.m." and place your child's name on the bag and/or container. If the school must provide a morning and/or afternoon snack for your child, a fee of \$.75 will be due at pick up for each snack provided. If your child is participating in the afterschool program, your child will need to bring an nutritious afternoon snack. You should label the afternoon snack "p.m." and place your child's name on the bag and/or container.

Birthdays

We welcome the celebration of birthdays at school. We ask if you are bringing a birthday treat for the class that you make prior arrangements with your child's teacher.

We cannot have birthday parties at school during the school day. If you want to plan a party, please make arrangements outside of school.

Birthday invitations may be sent home with class, only if all children in the class are invited.

Fire Exit Drills

Fire drills are conducted every month. Parents are encouraged to assist the school by instructing the child in fire safety and prevention at home. Evacuation plans are posted in each classroom and by all emergency exits. If a parent is on campus during a fire drill, you must exit accordingly.

Severe Weather Conditions

Hurricane/Tornado Drills

Hurricane/Tornado Drills will be conducted periodically. These drills are held prior to the opening of the hurricane/tornado season.

Bad Weather Days

Listen to local radio/television stations for information. Announcements will be made regarding school closure due to inclement weather.

Betton Hills Preparatory School follows the decisions of the Leon County School Board regarding closure due to inclement weather.

Threats of Violence

Lockdown Drills

Lockdown drills are conducted periodically to familiarize students with procedures in case of such an emergency.

GENERAL INFORMATION

Daily Schedule

Each class has a schedule that will be followed on a daily basis. This schedule is posted in each classroom. Some adjustments may need to be made to the daily schedule in order to accommodate the ever changing needs of the children.

VPK Certificate of Eligibility

A State of Florida, voluntary Pre-Kindergarten Education Program, Child Eligibility and Enrollment Certificate issued by the Early Learning Coalition of the Big Bend Region is required for all children participating in the State of Florida's Voluntary Pre-Kindergarten program. The phone number for Child & Family Services is (850)385-0504 and the address is 2939 N. Monroe St. Building C Tallahassee, FL 32303. The hours of operation for the Early Learning Coalition are Monday to Thursday 7:00 a.m. – 6:00 p.m. They are closed on Friday.

Pre-K 4 Admission

A student who does not qualify for admission to the VPK program (this would be a student who turns four years of age after September 1st) may be accepted in the Pre-K 4 program by submitting a request to the office and approved by the Director and/or Principal.

Kindergarten/ First and Second Grade Admission

BHPS does not have a minimum age to enroll in Kindergarten, First or Second Grade. Each child will be evaluated to be sure he/she is ready for the curriculum being taught at each level.

Enrollment Fee

A non-refundable enrollment fee for new students is payable at the time of application. Refer to Tuition and Fees Schedule.

Registration Fee

The non-refundable registration fee is payable for all returning students at the time of registration. Refer to Tuition and Fees Schedule.

Academic and Program Fee

The annual academic and program fee helps covers the cost of materials used in school for your child’s education. Fees may be paid in one, or two installments, as agreed at Registration. Refer to Tuition and Fees Schedule.

Field Trip Fee

Elementary students have a Field Trip Fee to cover the cost of field trips. Refer to Tuition and Fees Schedule.

Hours of Operation

Betton Hills Preparatory School is open from 7:00 a.m. to 6:00 p.m.. A daily schedule will be sent home the first week of school and posted in each classroom. If you have any questions or advice concerning either the center’s schedule, or your child’s daily schedule, please feel free to contact the Director/Principal. We are partners in your child’s life and we want to give the best care possible catering to his or her needs.

Before and After School Program Fees

Students must be pre-registered to attend before and/or after school programs.

The before school program hours are 7:00 a.m. to 8:30 a.m. for Kindergarten, First and Second Grade.

The before school program hours are 7:00 a.m. to 9:00 a.m. for PK2/3 and PK4.

The after school program hours are 3:00 p.m. to 6:00 p.m..

Refer to Tuition and Fees Schedule for Pre-arranged Drop in Fees for before and/or after school program fees.

Half Day Students

Any student enrolled in the Half Day program that is picked up between the hours of 12:15 p.m. and 6:00 p.m. may be charged a per day extended care fee. Please refer to Tuition and Fees Schedule.

Rilya Wilson Act

The Rilya Wilson Act is explained in detail on the flyer located on the Parent Information Board. If you have any questions or concerns feel free to discuss them with the center’s Director.

Custody and Contact Documentation

Custody documentation and any legal statement of allowable contact or restricted contact by non-custodial parent or family member (if applicable) must be on file in the office.

Cell Phone Use

For safety reasons and to enhance parent communication, we ask that you refrain from using your cell phone while dropping off or picking up your child.

Procedures for Environmental Emergencies

Building Emergencies

Betton Hills Preparatory School has a fire alarm. The local police are nearby and are familiar with the hours and activities of the program. Monthly fire drills are conducted to train the staff and the children on how to have an orderly and quick exit from the buildings, should the situation arise.

The local fire department inspects the school annually by checking the expiration dates of all fire extinguishers, checking the fire alarm, checking the exit lights, and checking to see if the teachers follow the correct evacuation procedure through the use of unannounced fire drills.

If a major electrical outage occurs where the heating or cooling systems are not functioning for a lengthy period of time, parents will be notified to come and pick up their children. The same applies to a major water shut down.

Emergency Policy in Case of Failure to Pick up Child

In the event that a child is not picked up by 6:00 p.m., staff shall use **all contact information** in attempting to arrange for the earliest possible pick up of any child remaining in the center. Staff shall contact the Director in the event that parents are unreachable and when an alternate pick up might need to be arranged. If we have not had phone contact with the parent by 6:10 p.m., we will begin calling emergency contacts. If we release a child to one of the emergency contacts and staff then leaves for the evening, the information will be left on the parent's voicemail if possible.

If a child has not been picked up by one hour after closing time or notification of emergency evacuation, and all attempts to reach parent have been unsuccessful, staff shall **call the police or sheriff** (depending on the jurisdiction of where the child lives) and request that they assist in locating a responsible adult to pick up the child. **If the police report that they are unable to locate a responsible adult, then staff must immediately call Department of Children and Families Protective Services and request that they arrange to have someone from Protective Services pick up the child from the center as soon as possible.**

Staff will document all efforts, including names and times, throughout this process and provide documentation to the Director the following day.

Child Abuse and Reporting

All Teachers and child care personnel are mandated by Florida law to report any suspicions of child abuse, neglect or abandonment, to the Florida Abuse Hotline in accordance with section 39.20 (F.S.) of the Florida statutes.

Academic Day Students

A late fee will be assessed if a parent does not pick up the child by 3:15 p.m.. Refer to Tuition and Fees Schedule.

Late Pick up Fee

If your child is not picked up by 6 p.m. a Late Fee will be charged. Late Fee must be paid before child is dropped off the following day. A child cannot be left at the school without staff supervision. It is very inconvenient and costly for staff to have to stay after hours. If you know you are going to be late, please have the courtesy to call and advise the school of your impending late pick up. Please refer to the Tuition Fees and Schedule to determine Late pick up charge.

Immunization and Health Records

Betton Hills Preparatory School follows all Leon County standards for Immunizations.

Immunizations Required for Preschool Entry (age-appropriate doses as are medically indicated):

- Diphtheria-Tetanus-Pertussis Series
- Haemophilus Influenza type B (HIB)
- Hepatitis B
- Measles-Mumps-Rubella (MMR)
- Polio Series
- Varicella

Immunizations Required for Kindergarten/First Grade Entry (age-appropriate doses as are medically indicated):

- Diphtheria-Tetanus-Pertussis Series
- Haemophilus Influenza type B (HIB)
- Hepatitis B
- Measles-Mumps-Rubella (MMR)
- Polio Series
- Varicella*

*Kindergarten students must have an additional dose of varicella vaccine.

(Some children in our care may not have current immunizations.)

Forms Required for Immunization Documentation

Department of Health Immunization Form 680
(must be an original, signed and dated by
a physician).

School Entry Health Exam Form DH3040 (This
Form is only valid for two years from the date of the
Physical, not the date it was completed.)

Birth Certificate

A copy of the birth certificate is required for all students enrolled in Betton Hills Preparatory School before admittance.

ACADEMIC POLICIES

Academic Year (180 days/10 months)

Our center operates year-round, with a 180 day academic session and a summer session, which combines academics with summertime activities. Holidays and teacher planning weeks are scheduled to coincide with the Leon County Public School system calendar. Tuition for the academic year includes the payment of: all teacher planning days, teacher planning weeks prior to the start of the academic year and the week after the close of the academic year, Federal holidays, winter and spring breaks.

Attendance

The academic day begins at 9:00 a.m. for preschool students and 8:30 a.m. for elementary students. Please have your child here on time in order for him or her to benefit most from the learning process. Please review and become familiar with the attendance policy and procedures. **A written note should be submitted to the office and/or classroom teacher when a child is absent.**

We expect all children to arrive before the academic day starts in order to be prepared to participate, and avoid disruption to the class.

PLEASE DO NOT LEAVE YOUR CAR PARKED ON SCHOOL PROPERTY AND LEAVE THE ENGINE RUNNING! IT IS EXTREMELY DANGEROUS!

Children leaving school at 12:00 p.m. and 3:00 p.m. will be escorted by a staff member to the front office. Parents must park in a designated parking spot and pick-up their child in the office. Any children not picked up by 12:15p.m. or 3:15 p.m. will be placed in the afternoon program and the appropriate fees will be assessed and must be paid at the time of pick-up or before dropping your child off.

Sign In and Sign Out & Child Pick Up Policies

Signing your child in and out is required by licensing, and will be enforced. Children are not allowed to sign in or out.

No children will be released to an unauthorized person. Each child must be signed in and out on the Daily Sign-Out roster. Each child must also have a Pick-up Authorization Form on file indicating those individuals (who must be over the age of 18) authorized to remove the child from Betton Hills Preparatory School. Exceptions will only be made per the parent(s) written request. Such special authorization must be given prior to the actual pick-up time. The special authorization will be valid only for that date, therefore prohibiting continued pick-up privileges (unless his/her name has been added to the child's pick-up authorization form.)

Until the staff becomes familiar with authorized individuals, photo ID will be required to verify name and identity upon pick up.

Parents are required to leave three contact person names and telephone numbers in case of emergency.

Security Considerations:

Address or Telephone Changes

Parents are to notify the school immediately of any changes of address or telephone numbers (home, cell, or business).

It is imperative that the office has this information in case of emergency.

Student Drop-off and Pick-up Procedure

For security reasons, there is a strict school policy regarding the drop-off and pick-up of children. Children will only be allowed to leave school grounds with parents, guardians, or other *authorized* persons. Parents must notify the office in writing (may be by email or Class Dojo), if someone other than a previously authorized person is picking up the child. A photo identification is required for anyone not known to the school picking up a child.

Children arriving at school between 7:00 a.m. and 9:00 a.m. may be dropped off in the office, where staff members assist with sign-in and will escort the children to their respective classrooms or playground.

Children dropped off after 9:00 a.m. must be escorted to their classroom by staff. Please remember to sign both the sign-in and sign-out attendance sheet. We do not want take away academic time from other students and this will reduce this distraction in the class.

Parents are instructed to supervise their children when arriving and leaving the school building and in the parking lot. No child is allowed to enter or leave the school building unless they are accompanied by an adult. Please hold your child's hand in the parking lot area.

If your child will be absent, you should notify the school by a phone call, Class Dojo message, or email. If the staff has not been notified, the classroom teacher will call the parent.

Attendance Sheets

For the safety of your child, parents must sign their children in and out on a daily basis. Parents who participate in the State of Florida Voluntary Pre-Kindergarten program are required to sign the Student Attendance and Parental Choice Certificate at the end of each month.

School Readiness

Parents who participate in the Early Learning Coalition's School Readiness program are required to sign their child in and out. If your child is absent, a written excuse must be provided via Class Dojo or email.

Step Up For Students Scholarship/Florida Tax Credit/Family Empowerment Unique Abilities Scholarship/Family Empowerment Scholarship EO

Parents who participate in the scholarship programs are required to sign their child in and out on a daily basis. If your child is absent, a written excuse must be provided via Class Dojo or email.

Parents are responsible for electronically approving the payments for Family Empowerment Scholarship EO and the Florida Tax Scholarship when notified by Step Up for Students. This is done four times a year.

Parents are responsible for approving payments for the Step Up For Students Family Empowerment UA Scholarship when requested. Invoices are completed quarterly.



Holiday Calendar 2025/2026

Our center operates year round with 180 academic days and a summer session. Holidays and Teacher planning days coincide with Leon County's School calendar.

June 9– First Day of Summer Camp

June 19– Juneteenth Observance

July 4- Fourth of July Holiday

August 4-8–Teacher Planning

August 8– Orientation

August 11– First Day of School

September 1-Labor Day

October 2-Fall Holiday

October 13-Teacher Planning Day

November 11– Veterans Day

November 24-28-Thanksgiving Holidays

December 22-31 -Winter Holidays

January 1-2-Winter Holidays

January 5-6- Teacher Planning

January 19– Martin Luther King Day

February 16– President's Day

March 16-20– Spring Break

March 23-Teacher Planning Day

April 3– Spring Holiday

May 22– Last Day of School

May 25– Memorial Day

May 26-29- Teacher Planning

June 1-5– Teacher Planning

June 8– First Day of Summer Camp

June 19– Juneteenth Observance

July 3– Fourth of July Holiday



Symptoms Requiring Isolation

Students who become seriously ill shall be moved to the isolation area to be closely observed. Children who are suspected of having a communicable disease or who have a fever of 100 degrees or higher in conjunction with any other signs of any of the following: diarrhea, rash, lice, pink eye, vomiting, or skin infection shall be placed in our isolation area. The condition shall be reported to the parents or legal guardian as soon as possible and the child must be removed from school as soon as possible. **Such students should not return to school without medical authorization.**



Dress Code

While we do not require a rigid dress code, certain attire is inappropriate for school and certain limitations must be imposed. The following guidelines must be adhered to while on school grounds and at school sponsored functions:

- **All students:** Flip-flops or strapless sandals are not allowed. Athletic shoes and socks must be worn on playground during recess periods.
- **All students:** Shoes with high heels and platform shoes are not allowed.
- **All Students:** While we do not have a strict dress code, we do ask that students come to school dressed for the school activities. Our students will paint and even though we provide paint smocks, occasionally paint may get on clothing. Our paint is washable if treated before washing.

BHPS has a defibrillator in case of a cardiac arrest on campus. Emergency use of this device is mandatory, unless parent provides a doctor statement, that the use is prohibited for medical reasons. (Yellow form “Do Not Resuscitate Order”).

Allergies

Parents are required to inform the Administration of Betton Hills Preparatory School of any confirmed allergies in their registration packet and through an official letter from their child’s pediatrician. If your child is accepted into the program and they have an allergy, BHPS will work with parents, on an individual basis to develop a plan of action. However in the case of severe allergies BHPS may not be able to accommodate that child.

Permission for Food-related Activities

We are a State of Florida licensed childcare center, we adhere to the Florida Statutes concerning food. A parent must complete “Permission for Food-related Activities and Special Occasion Food Consumption Form.” Food items that will be shared with the child’s class must be pre-approved by the child’s parent before the child can participate in the stated activity. Under no circumstances will the child be allowed to participate in the activity if the parental permission slip is not signed and turned in before the activity.

Communicable Disease

Mandatory Reporting:

Betton Hills Preparatory School is mandated by the State of Florida (Chapter 64D-3, F.A.C.) to report any suspected outbreak of a communicable disease immediately to the Leon County Health Department (850)245-4444.

A suspected outbreak occurs when two or more children or employees have the onset of similar signs or symptoms, as outlined in subparagraphs (1)(a)1.-10., within a 72 hour period or when a case of a serious or reportable communicable disease is diagnosed or suspected on a child or employee.

Attendance Policy:

Excused Absences

Please remember that, for health reasons, all students need to be free from fever, vomiting and diarrhea for at least 24 hours before returning to school following an illness.

Documentation is required for the following:

- 1) ILLNESS AND/OR MEDICAL CARE -a note from a parent is required after an absence due to an illness. A doctor’s note may be required after three consecutive days absence due to an illness.
- 2) DEATH IN THE FAMILY - note from a parent is suggested
- 3) LEGAL REASONS -Parent note and supporting legal documentation is suggested.
- 4) APPROVED RELIGIOUS HOLIDAYS -a note from a parent is suggested.
- 5) PREARRANGED OR OTHER CIRCUMSTANCE ABSENCES OR TARDIES -a written request should be submitted by the parent to the Director/Principal at least 1 week in advance to determine if absence is excused or unexcused.

Unexcused Absences

Absences may be considered unexcused if they are not listed above and documented.

Tardies

Elementary—Any arrival to the classroom after 8:30 a.m. is considered tardy. The office will issue a tardy slip for the student. Reasons other than those listed above are considered unexcused. The number of days that a student is tardy will be noted on the child’s permanent school record. After three tardies, a written notice may be sent home for Parent signature.

Make Up Work

Assignments: If your child is absent, teachers will send home missed assignments to be turned in by date determined by absence. (For example, if your child is absent 1 day; they will return work 1 day after returning to school. If your child is absent 2 days; they will return work 2 days after returning to school, etc...).

Tests: If your child is sick and misses a test, your child will take the test when they return to school. If a test is scheduled for the date that your child returns, your child can take the test the following day only if a doctor's excuse is provided the morning of drop off.

PK2/3-4-VPK4 Screenings/Assessments

Preschool screenings/ assessments will be administered in the fall, winter and spring of each school year. Individual results will be sent home and conferences are encouraged. Teachers will use Ages and Stages and PALs.

Florida's Assessment of Student Thinking (FAST)

VPK students will be assessed with FAST using the Star Early Literacy. This coordinated screening and progress monitoring program will be used to assess student achievement of early literacy and mathematics.



Hepatitis	Home for seven days after the onset of jaundice (yellow skin or eyes) and diarrhea. Authorized release is required to return to school.
Impetigo	Home until antibiotic treatment is given and lesions are crusted and healed.
Measles	Home for four days after the onset of rash or rash disappears.
Meningitis	Home until child is well. Authorized release is required to return to school.
Mumps	Home for nine days after swelling appears or until swelling is gone.
Ringworm	Home until treatment begins. Infected areas must be covered at all times. Stress frequent hand washing to prevent the spread of infection.
Rubella	Home for four days after onset of rash.
Scabies	Home until treatment begins. Parent must present proof of treatment.
Strep Throat	Home for 24 hours after treatment begins.
Staph Infections	School must be notified immediately. Home until antibiotic treatment is given and lesions are crusted and healed. A doctor's note is required prior to returning to school.
Tuberculosis	Home for 14 days after treatment begins.
Vomiting	Home until vomiting stops. May return if no vomiting for 24 hours.
Whooping Cough	Home for two weeks after antibiotic treatment begins.

Medical Emergency Procedures

Some staff members are trained in CPR, First Aid and Automated External Defibrillator (AED). Each classroom is equipped with a first aid kit, which is carried out onto the playground.

Notification to Parent

We will notify you as soon as possible if your child becomes sick at school. **You are required to pick up your child within one hour of being notified unless other arrangements are made with administration.** If we are unable to reach you we will contact the next person on your child's emergency list.

We will notify you of any unusual or serious accident/incident your child may have during the course of a day. An accident/incident report will be filled out to notify parents in such a case. The parent needs to sign the form when they arrive and leave the original with the office.

If your child had any symptoms of illness during the night (e.g. nausea, vomiting, diarrhea, or fever), you should keep him or her at home for at least 24 hours after symptoms are gone and temperature has returned to normal, without the use of medication.

Students who have the following illnesses should be excluded from school for the designated period time:

Chicken Pox	Home at least seven days after the onset of the rash and until all lesions are crusted .
Conjunctivitis	Home until eyes clear (at least 24 hours after treatment.)
Covid—19	If positive test, must quarantine. May Return after meeting the following Requirements: 10 days since onset of Symptoms, 72 hours with no fever, all Symptoms have improved, negative test.
Diarrhea	Home if the child has a fever or has had two watery stools in a 24 hour period. May return if no diarrhea within 24 hours.
Fever	Home for the length of fever and the 24 hours following without the use of medication.
Head Lice	Home until medicated shampoo is used and all nits are removed. You must show proof of application and head must be checked by staff.

Standardized Testing

Standardized tests are required, and are administered to Elementary students during the fall, winter and spring of each school year. Betton Hills Preparatory School utilizes the MAP testing. Individual results will be sent home, by mail, in June.



Parent Conferences

Parents are invited to speak with classroom teachers or staff at any scheduled time concerning school matters and/or your child's development. It is best to talk directly to your child's teacher if you have concerns regarding your child or your child's classroom and to the Director, if you have concerns about a staff member, school policy, or procedures.

We strongly encourage ALL parents to sign up for a conference at the designated time for fall, winter and spring assessments. A parent conference needs to be held whenever a parent, teacher, or Director feels it is necessary. Failure to meet with school staff at a mutually convenient time when requested, regarding your child's well-being could be grounds for additional concern.

Conferences will be scheduled for the month of October following the screening. A progress report will be sent home in January after an assessment in December. A telephone conference may be scheduled during the month of February. The Florida Voluntary Pre-Kindergarten assessment and NWEA will be administered in May for our Pre-K4 students with written reports being mailed to the parents at the end of the academic year.

HEALTH AND SECURITY

Health Consideration:

Medication

The staff requires written permission and instructions for medication to be administered to the child. Medication must come to school in the original bottle and be labeled with the child's name. Over-the-counter medication must also be sent in its original bottle (e.g. pain relievers), along with the child's name and instructions. All medications must be given to the office and a permission form signed. **The school is not able to administer any over the counter cold and cough medicines to children under the age of six.**

Medications of any kind, including ointments, pills, cough drops, vitamins, or liquids should not be placed in a student's lunch box, pocket, or backpack for self medicating or to be delivered to the office. If a student is found to have any medication, the item will be removed from the student and locked in the office for pick-up by a parent only.

Notification to School

Please call the school office if your child is sick and cannot attend school. Remember a written note may be required for any day that a child is absent from school. In case of communicable disease, a doctor's written permission may be required for the child to return to school. There will be no exceptions. We cannot allow students to stay inside during playtime. If a child is too ill to play outside, then the child should remain at home until he or she can resume his or her normal activities unless approved by administration.

There may be instances of extreme or serious behavior in which one or more of the levels of the discipline policy may be by-passed, and suspension or expulsion may be assigned as the first consequence. Some of these instances include physical fighting, biting, violent acts, inappropriate language and/or behavior, stealing, verbal or non-verbal threats to fellow students, staff or self, possession or use of illegal substances, destruction of school property, and possession of any object that may be deemed a weapon.

Suspensions and/or Terminations Policy

The policies outlined in the handbook are to be enforced to provide fairness to all parties that render and receive services. It is therefore important that each parent carefully reviews the conditions listed below:

1. Failure to pay for services rendered (fees) or failure to pay on time.
2. If receiving tuition assistance or VPK voucher, failure to maintain eligibility requirements and/or re-determination requirements.
3. Failure to provide updated Health and Immunization Records for each child as required.
4. Failure to abide by Betton Hills Preparatory School rules and regulations.

Report Cards/Progress Reports

Elementary: There are four grading periods during the school year. Progress reports will be sent home midway through each grading period. Report cards will be sent at the end of each grading period. Parent-Teacher conferences *are scheduled* during the 1st grading period. Other conferences may be scheduled as needed.

Grading Scale

Kindergarten/First Grade

A	=	90-100
B	=	80-89
C	=	70-79
F	=	69-Below

These grades reflect student's grade level performance.

A– student has learned and can use at least 90% of the skills/concepts taught during the nine weeks and daily work consistently meets high quality standards.

B– student has learned and can use at least 80% of the skills/concepts taught during the nine weeks and daily work consistently meets high quality standards.

C– student has learned and can use at least 70% of the skills/concepts taught during the nine weeks and daily work consistently meets acceptable standards.

F– student has learned and can use at least 69% or less of the skills/concepts taught during the nine weeks and daily work in inconsistent in meeting acceptable standards.



Visitation Policy

Betton Hills has an open door policy of visitation. Prospective and current parents are welcome anytime during our hours of operation. Visitors must check in at the office upon arrival. In order to create minimal disruption, observation times should be limited to 15 minutes, unless previously arranged with the administration.

Confidentiality

The school's policy is to protect the privacy of our students and staff. We do not release the address, phone number, academic, or personal records of any child or staff without written request and/or authorization of the parent. Upon written request, to send records, to a successor school, BHPS will send to that school our entire file, retaining only the "Request for file" from that school. Archiving of those files become the responsibility of the requested school.

Photographs of the students taken by the school will only be taken and used for classroom or school purposes. Written permission is required from parents for photographs to be used for any publication and/or public exhibitions.

SUPPORT SERVICES

Developmental Screenings

All preschool children whose parents give permission will be screened during the first 45 days of enrollment and those screening results may be shared with the parents in a conference. All parents will be asked to acknowledge the results of the Ages and Stages Questionnaire and Phonological Awareness and Literacy Assessment when they sign their conference form.

All screening information will be kept confidential. If a child scores below the cut off score in any given area, a referral to the Early Learning Coalition's Warm-Line will be recommended to the parents. Students participating in VPK and School Readiness are required to participate in the screenings.

DISCIPLINE POLICY

It is our belief that discipline lies within the individual, and that children must learn to govern themselves. To maintain order within the school and create a positive learning environment, a few simple rules are enforced. Classroom specific rules are sent home when school starts. We believe that it is the parent's responsibility to work in conjunction with the school staff to ensure that their child understands and observes all school rules.

All students are to be treated with respect and in turn expected to learn to respect one another, themselves, and all adult members of the school. In order to grow in their self-discipline, children are guided, encouraged, corrected, and rewarded. Inappropriate behavior will be dealt with in a manner consistent with the age of the student. Refer to the discipline policy below.

Children who attend Betton Hills Preparatory School will not be subjected to discipline which is unquestionably severe, humiliating, frightening, or associated with food, rest, or toileting. Betton Hills Preparatory School does not administer or allow corporal punishment on its campus.

Our discipline policy has three levels.

Level 1: Most rule infractions are dealt with by the teacher.

Level 2: When a student does not appropriately modify behavior, he or she will be referred to the office. Parents will be sent a notice from the teacher and/or office personnel.

Level 3: If the problem continues, the student will again be referred to the office. Parents will be notified by telephone and in writing from the teacher and/or office. A conference with parents, teacher, and director/principal may be required in order to agree on a specific course of action.

Betton Hills Preparatory School has a zero tolerance policy for all violent behaviors.

Summer Camp Fees

Registration Fee	\$75
PK2/3, PK4, Kindergarten, 1st & 2nd Grade	
8:00 am—3:00 pm	\$200 per week
7:00 am—6:00 pm	\$250 per week



Hearing and Vision Screenings

The Early Learning Coalition offers free hearing and vision screening for any parents who wish to have one completed on their child. If you are interested, please ask the Director. A specialist from the Early Learning Coalition would come to the school to screen your child.

FINANCIAL POLICY

Tuition is based on a ten month academic year. Tuition is due on the first day of the month and is late after the 10th day of the month. Late payment is subject to a late fee of \$25. In the case of a check returned to the school for any reason, the parent shall repay any costs incurred by the school charged by the bank of the school. All financial accounts must be kept current. **If student's account is not paid by the 15th of the month, the student may not return to school until account is current. Delinquent accounts may result in a student's dismissal from school if not resolved. Student's records, including assessments, may not be released until all outstanding balances are paid in full.** Necessary legal actions may be taken to collect balances due. Summer session tuition payments are separate and apart from the academic tuition payments.

No refunds will be given due to vacation or sick days.

Payment options

We accept the following forms of payment: cash, check, money order and credit card payments.

If you would like to keep a credit card on file for monthly payments, please complete the Credit Card Authorization form.

TUITION AND FEES SCHEDULE

(Based on ten month calendar August—May)

Registration Fee

Current Student	\$100
New Student	\$125

Full Day Tuition (8:30 am—3:00 pm)

PK2/3 Tuition	\$770 per installment
VPK4	\$540 per installment
PK4 (Non-VPK)	\$820 per installment
Kindergarten & First Grade	\$825 per installment

VPK4 Half Day (9:00a.m.—12:00 p.m.)

(The State of Florida Pays for the VPK Program)

PK2/3	\$540 per installment
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Extended Care Options

Early Morning Care (7:00a.m.-8:30a.m.)	\$65/month
After School Care (3:00 p.m.-6:00p.m.)	\$120/month
Both Early Morning & After School	\$175/month

Resource/Program Fee

PK2/3, VPK, PK4	\$110
Kindergarten and First Grade/Second Grade	\$275
Class Party Fee	\$30
Elementary Field Trip	\$100

Additional School Fees (Pre-K—2nd grade) —when applicable—

- Late Payment Fee \$25
- NSF Fee *Amount Charged by BHPS Bank*
- Late pick up fee after 6:00 p.m. \$1 per minute
- Pre-arranged Drop in Fee \$15 per day
- Tutoring Fee \$35/hour
- Additional School T-Shirt \$10 Child
\$13 Adult
- Replacement Mat \$10

Withdrawal Procedure

BHPS requests at least a two week notice of intent to withdraw student.

PAYMENT PLANS

Tuition Agreements need to be executed prior to the child's first day of school.

Payment Policy

Private Pay—Bi-weekly, monthly, and yearly

Subsidized payment through:

- School Readiness
- State of Florida's Voluntary Pre-Kindergarten
- Step Up For Students Scholarships (Family Empowerment EO, Family Empowerment UA, Florida Tax Credit)

The parents of children who are receiving tuition assistance are responsible for paying their parent fee (the amount of tuition that is not paid for by the state). If this creates special hardships, please speak with the Director(s) ONLY, to address the situation.