

PARENT HANDBOOK



Bethany Learning
Daycare LLC

Flocs # 12616 / 63823072

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Welcome Letter

Dear Parents and Guardians,

Welcome to **Bethany Learning Daycare**. We are honored that you have chosen our center to care for and educate your child. We recognize the trust you are placing in us, and we are committed to providing a safe, nurturing, and Christ-centered environment for every child.

At Bethany Learning Daycare, our **mission** is to enrich children's lives through high-quality early childhood education grounded in Christian values. Our goal is to foster each child's spiritual, social, emotional, physical, and academic development in partnership with parents.

Our **vision** is to prepare children to thrive in school and in life by building strong foundations of faith, character, and knowledge. We aim to nurture compassionate, confident, and Christ-led young learners who will positively impact their communities.

Our **values** guide every decision we make:

- **Love:** Every child is treated with kindness, patience, and respect.
- **Integrity:** We operate with honesty and accountability in all matters.
- **Excellence:** We strive to provide the highest standard of care and instruction.
- **Faith:** We integrate Biblical truth into daily learning and interactions.

We look forward to building a strong partnership with your family as we guide your child through these foundational years.

Sincerely,

Shelcie Stimpfil

Director, Bethany Learning Daycare

General Information

Name: Bethany Learning Daycare

Address: 6229 Winegard Road, Orlando, FL 32809

Phone Number: (407) 271-4711

Email: admin@bca-edu.org

Website: www.bca-edu.org

Hours of Operation:

Monday – Friday, 6:00 AM to 6:00 PM

Holidays and Closures:

The daycare will be closed on the following days each year:

- New Year's Day
- Martin Luther King Jr. Day
- Good Friday
- Memorial Day
- Independence Day (July 4)
- Labor Day
- Thanksgiving Day and the Friday following Thanksgiving
- Christmas Eve and Christmas Day

Additional closures include:

- **Teacher Workdays/Professional Development Days** (calendar will be provided annually).
- **Emergency Closures** due to weather, power outages, or safety concerns (parents will be notified via phone, email, and school communication system).

Enrollment & Admissions

Enrollment Process:

Enrollment is accepted year-round, based on classroom availability. All enrollment paperwork must be completed, all fees paid, and all required documents submitted prior to a child's first day. A child may not attend until the enrollment process is complete.

Required Documentation:

- Completed enrollment application form
- Copy of child's birth certificate
- Florida Certificate of Immunization (Form 680)
- Florida School Entry Health Form (Form 3040)
- Emergency contact list with at least two alternative pick-up persons
- Parent/Guardian photo ID (for verification)
- Applicable enrollment and supply fees

Age Groups and Classrooms:

- **Infants:** 6 weeks – 12 months
- **Toddlers:** 1 year – 2 years
- **Early Preschool:** 2 years – 3 years
- **Preschool:** 3 years – 4 years
- **VPK:** 4 years – 5 years (must have Florida VPK Certificate of Eligibility)

Tuition & Fees

Payment Schedule and Methods:

- Tuition is charged weekly. Payment is due **each Monday by 9:00 AM** for the upcoming week.
- Accepted payment methods: check, money order, debit/credit card, or approved electronic payment system.
- Families with scholarships (School Readiness, VPK Wrap-Around, Step Up) are responsible for co-payments and any portion of tuition not covered by funding.

Late Payment Policy:

- Payments received after Tuesday at 9:00 AM will incur a **\$25 late fee**.
- If tuition is not paid by Friday of the same week, the child will not be allowed to attend until the balance is cleared.
- Chronic late payment may result in disenrollment.

Registration and Supply Fees:

- A **non-refundable registration fee** is due at enrollment.
- An **annual supply/activity fee** is required each August to cover materials, curriculum, and classroom resources.

Withdrawal Policy:

- Parents must give a **minimum of two weeks' written notice** before withdrawing a child.
- Tuition and fees are non-refundable. Absences, holidays, or emergency closures do not reduce tuition.
- Parents who fail to provide two weeks' notice will be billed for that period regardless of attendance.

Daily Schedule & Routines

Drop-Off and Pick-Up:

- Drop-off begins at 6:00 AM. All children must arrive by 9:00 AM.
- Pick-up is no later than 6:00 PM. A late fee of **\$1 per minute** will be charged after 6:00 PM.
- Only adults listed on the **authorized pick-up list** may pick up a child. A valid photo ID is required every time.
- Parents must sign children in and out daily using the designated system.

Sample Daily Schedule:

- 6:00–8:00 AM: Arrival and free play
- 8:00–8:30 AM: Morning circle, prayer, Bible story, songs
- 8:30–10:00 AM: Learning centers and guided instruction
- 10:00–10:15 AM: Morning snack
- 10:15–11:30 AM: Outdoor play or large motor activity
- 11:30–12:00 PM: Lunch
- 12:00–2:00 PM: Nap/rest
- 2:00–2:30 PM: Afternoon snack
- 2:30–4:00 PM: Enrichment (art, music, literacy, math)
- 4:00–5:30 PM: Outdoor play or structured group activity
- 5:30–6:00 PM: Story time and dismissal

Attendance and Absences:

- Parents must notify the office by 9:00 AM if a child will be absent.
- Tuition is charged regardless of absence.
- Excessive unexcused absences may result in dismissal from the program.

Health & Safety

Immunizations:

Children must have a current **Form 680** and **Form 3040** on file. Updates must be submitted as required.

Medication:

- Only prescribed medication in original containers will be administered with a signed parent authorization form.
- Over-the-counter medication requires a doctor's note.
- Staff will log all medication administration.

Illness Policy:

Children must stay home if they have:

- Fever 100.4°F or higher
- Vomiting or diarrhea within the last 24 hours
- Contagious conditions (strep, flu, pink eye, chickenpox, etc.)
- Any unexplained rash or signs of illness

Children may return **only after 24 hours symptom-free without medication.**

Emergency Procedures:

- Fire, weather, and lockdown drills are conducted monthly.
- Parents will be contacted immediately in case of emergency evacuation or closure.

Security Measures:

- Access-controlled entry and surveillance cameras are in place.
- All visitors must sign in and show identification.

Meals & Nutrition

- VPK program (8:00 AM – 12:00 PM) does not include meals. Parents must provide snacks and lunch.
- Wrap-around care students are provided scheduled snacks and meals.
- All allergies must be documented in writing. Certain foods may be restricted for safety.
- Meals from home must be labeled with the child's name.

Behavior & Discipline

- Our philosophy is **positive, Christ-centered guidance**. We use redirection, praise, and problem-solving to encourage appropriate behavior.
- Physical punishment is strictly prohibited.
- Biting, aggression, or unsafe behavior will result in parent notification, documentation, and, if persistent, behavior plans or dismissal.
- PBIS principles may be integrated for consistency across classrooms.

Parent Communication

- Daily updates are provided through reports, apps, or notes.
- Parent-teacher conferences occur at least twice yearly.
- Parents are invited to chapel, classroom activities, and school events.

Program Curriculum

- We use **Learning Beyond Paper** and **Nemours BrightStart** for early childhood instruction.
- Daily lessons integrate Bible stories, prayer, and Christian character training.
- Children also participate in enrichment such as art, music, dance, and chapel (age-appropriate).

Clothing & Personal Items

- Children must wear comfortable play clothes and closed-toe shoes.
- A full set of labeled extra clothes is required and kept on-site.
- Toys, electronics, and valuables from home are not permitted.

Field Trips & Special Events

- Written parent permission is required for all off-site trips.
- Children are supervised at all times and transported according to safety standards.
- On-campus events (holiday programs, celebrations) are scheduled throughout the year and parents are encouraged to attend.

Termination of Services

Bethany Learning Daycare reserves the right to disenroll a child for:

- Non-payment of tuition/fees
- Repeated late pick-up
- Failure to maintain required documentation
- Ongoing unsafe behavior or refusal to follow daycare policies
- Lack of parent cooperation with staff and administration

Parents will receive written notice prior to termination, except in cases of immediate safety concerns.

**Bethany Learning Daycare
Parent Handbook Signature Form**

Student's Name: _____

Grade Level: _____

Parent/Guardian's Name: _____

Date Handbook Received: _____

By signing this form, I acknowledge that I have received and read the Bethany Christian Academy Parent Handbook. I understand that it is my responsibility to read and follow all the rules and policies outlined in this handbook. I also understand that this handbook may be updated, and I will be informed if there are significant changes.

I agree to support the school's mission, values, and rules as outlined in the handbook and to encourage my child to do the same.

Parent/Guardian Signature: _____

Date: _____

Student Signature (For Grade 4 and up): _____

Date: _____