

## Bethany School

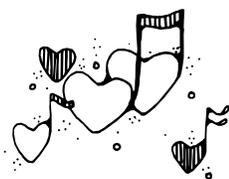
Bethany School, Bethany United Methodist Church's weekday program of preschool classes for young children, has a history older than much of the community it serves.

Begun with only a handful of children and a few loving teachers, Bethany School has grown along with the community. Our classrooms are filled each weekday with 160 enthusiastic children ready to play, learn and grow. With a variety of techniques and personalities, a dedicated staff of over 35 part-time teachers, aides, and administrators strive to nurture the development of the individual child:

- ❖ to build trust, confidence, and a sense of family in the classroom;
- ❖ to enhance physical development;
- ❖ to encourage cognitive learning;
- ❖ to foster social and emotional maturation through interaction with peers;
- ❖ to begin a personal awareness of the love of God.



**Bethany's school song** reflects the school's philosophy:



*"Bethany, Bethany, that is the place  
Where I go in the morning with a smile on my face.  
All our friends and our teachers will be there today.  
And the Lord will be watching us play."*

Bethany School uses a well rounded, research based curriculum focusing on the whole child. Using the *Texas Infant, Toddler and Three-Year-Old Early Learning Guideline*, the *Texas Prekindergarten Guidelines* and the *NAEYC's Developmentally Appropriate Practice* as our blueprint, Bethany teachers create intentional lessons and learning experiences for each student we teach. Bethany teachers know the strong academic value of purposeful play and structure the environment to enrich learning through age appropriate play and toys. Bethany has also adopted *Handwriting Without Tears* in the Prekindergarten class, but gross and fine motor skills are built beginning in our infant class to support the development of this program.

Preschool classes are an excellent choice for the child who is ready to experience an organized day, who is comfortable interacting in a group, and who can follow directions. Children who are 2 years and younger experience art & music in their classrooms each day. The 2  $\frac{1}{2}$  year olds and older have special classes in music, movement and creative science, as well as Chapel services or Sacred Circle Time each week. The preschool day is four hours in length every day except Thursday, which is three hours, (9-12).

Bethany School offers optional Enrichment Programs for children in the 2  $\frac{1}{2}$ , 3 and PreK classes which go beyond the regular preschool curriculum. Art & Spanish are offered to 3 & 4 year olds and held 3 times during the year in 8 week sessions. Lunch Bunch is offered to 2  $\frac{1}{2}$ , 3 & 4 year olds and held 3 times during the year in 2 - 6 week sessions & 1 - 7 week session. Children must be potty trained to attend enrichment classes.

Bethany School office hours are 9 a.m. until 1 p.m. Our telephone number is 512-258-6965. Our email is [kim.hinshaw@bethany-umc.org](mailto:kim.hinshaw@bethany-umc.org).

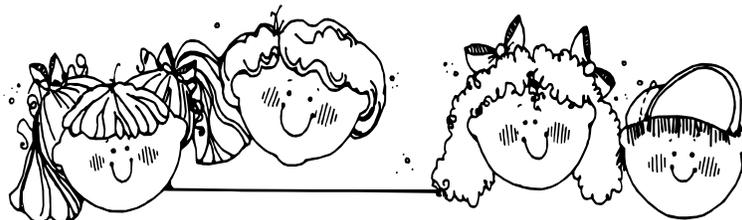
## CALENDAR

A copy of the school calendar will be given to all Bethany School families at the beginning of the school year. Bethany School considers days off taken by both Round Rock Independent School District and Leander Independent School District when setting their calendar. Bethany School follows a 9-month calendar, September through May. A copy is also available online at [www.bethany-umc.org](http://www.bethany-umc.org).

## REGISTRATION

Registration for the coming year opens in February for Bethany United Methodist Church members and for families of current Bethany School enrollees. Parents complete forms noting days preferred and return it along with a non-refundable registration fee of \$50.00 or \$35.00 for each additional child in the family plus a supply fee of: 1 day/\$90.00, 2 days/\$110.00, 3 days/\$130.00, 4 days/\$150.00, 5 days/\$170.00. Each applicant is notified shortly after the due date as to enrollment status and class placement. A non-refundable tuition deposit equal to one month's tuition accompanies the acceptance form, thereby completing the registration.

Following the first phase, registration opens to the general public. The registration includes a Bethany School t-shirt. Preschool children will be placed with Kindergarten entry age group (the cut off date is September 1).



## **ORIENTATION**

A Parent Orientation will be held one evening the week before Bethany School begins its regular session of classes. This orientation is split into 2 sessions. A general session will be held in the Worship Center to introduce parents to the school staff and update them on current school policies. The child's teacher will conduct the second part of the orientation in her classroom. She will inform parents of specific classroom procedures and collect required paperwork. Notification letters will be sent home several weeks prior to the start of school. Specific dates and times of orientation will be indicated in the correspondence.

Bethany School children will be invited to visit their classrooms one morning the week before school starts. At this time, the children will meet their teachers and the other children in their class. Each teacher will contact her students as to the day and time of this meeting.

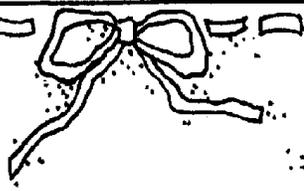
## **ENROLLMENT INFORMATION**

Each child must have a completed enrollment form on file before the child's first day of school.

Enrollment forms must have the following information:

1. Parents names, address and phone numbers where they can be reached during the school day
2. Names, addresses and phone numbers of persons to contact in the event of illness or emergency
3. Name and phone number of persons authorized to pick up child
4. Signed authorization for emergency medical attention





## PRESCHOOL CLASSES

Class is determined by child's age as of Sept. 1<sup>st</sup>

All classes meet 9am – 1pm everyday except for Thursday, which is 9am – 12 noon

A class for 12-17 month olds is offered M-Th and a class for 18-23 month olds is offered M-F, with the option to attend 1-4 or 1-5 days, as well as 6 classes for 2 year olds, 5 classes for 3 year olds, and 5 classes for 4 year olds as follows:

12-17 mo. olds <i>(can attend 1-4 days)</i>	M	\$132 mo.
	T	142
	W	147
	Th	132
18-23 mo. olds <i>(can attend 1-5 days)</i>	M	\$132 mo.
	T	142
	W	147
	Th	132
	F	142
2 year olds	TTh	221 mo.
	MWF	310
2 $\frac{1}{2}$ year olds	TTh	221mo.
	MWF	310
3 year olds	TTh	221mo.
	TWTh	305
	MWF	310
Pre K (4 year olds)	MWF	310mo.
	TWTh	305
	M-Th	368
	M-F	452

There is a \$5 per month reduction in tuition rates for:

- Bethany church members
- 2<sup>nd</sup> enrollee from a single family unit

## TUITION INFORMATION

Tuition is due the first of each month. Full payment is due each month. A late charge of \$10 will be assessed after the 10<sup>th</sup> **unless** prior arrangements have been made with the director or the administrator. An additional \$15 fee will be charged for insufficient checks.

Tuition is based on a nine-month program. Monthly tuition is one-ninth of the total tuition. Holidays observed during a month will cause no exception in amount due. Thus, tuition is the same each month and must be paid to continue enrollment in the program. Absence from class shall cause no exception in the amount due. Days cannot be made up or exchanged.

The tuition payment box is in front of the children's office. Checks are to be made out to **Bethany School**. Record check information on the accompanying payment sheet before placing the check in the box. If you prefer to use online banking, please arrange this through your financial institution. Designate BETHANY SCHOOL as the payee with your child's name in the memo section.

Families are not billed for monthly tuition. Statements are available upon request.

## WITHDRAWAL

You are responsible for payment of your child's monthly tuition. Bethany School requires 30 days written notice before withdrawing from our program. You will be charged for that month's tuition. The non-refundable May deposit is not transferable to the last month your child attends if withdrawing early.



## **ARRIVAL, DEPARTURE, AND PARKING**

In order for Bethany School to be in compliance with the Texas Dept. of Family & Protective Services, your child's arrival time is 8:55 to 9:05 a.m.; departure time is 12:55 - 1:05 or 11:55 - 12:05 on Thursdays.

Parents are expected to: walk children to the classroom,  
sign children in, and sign children out,  
pick up children at the classroom,  
inform teacher of arrival and departure.

Children are released ONLY to the parent or other individuals specifically listed in the child's file. Anyone who is not recognized by the classroom teacher will be asked to show their driver's license for identification purposes. The office must be notified, by the parent, of any changes in the individuals permitted to pick up a child.

There will be a late pick up fee of \$1 per child per 1 minute starting at 12:10 or 1:10 p.m. Please pay with cash or make the check payable to Bethany School. If there is an emergency, please notify the school office at 512-258-6965.

Please park in designated places and hold your child's hand when crossing traffic areas. Plan for your child to have had breakfast before arriving at school.

To avoid arrival apprehension, the parent should exhibit an attitude of happiness, confidence, and anticipation. Bring your child to the classroom, make a positive statement of leaving with an assurance of your prompt return at pick up time, and leave immediately without lingering. Distress at your departure is usually over within minutes of your leaving. Be assured the staff will call you if the need arises. DO make sure that you are on time for pick up so that you build a feeling of trust with your child.

Visiting with other parents is best done away from the classroom so that children may feel free to settle in and begin their school day.

## **LATE ARRIVAL OR EARLY PICKUP**

Parents who bring their child after the school day has begun or need to pick up a child before regular dismissal time are asked to come to the office with their request. A staff member will assist you in taking or collecting the child to avoid disturbing the class.

## **RELIGIOUS EDUCATION**

Children 2  $\frac{1}{2}$  years of age and older attend a 15 minute Chapel time led by Pastor Jessica approximately every other week in the Sanctuary. The Chapel service consists of singing songs, a Bible story and a prayer. Child and Staff birthdays are recognized each Chapel. Parents are welcome at Chapel anytime but encouraged to be present when their child's birthday is recognized. The weeks we do not attend Chapel, we have Sacred Circle Time in our classrooms. This is facilitated by Pastor Jessica but led by the teachers most of the time. Sacred Circle Time consists of a specific pattern for presenting a Bible story, prayer and an individual blessing of each child. After Christmas, the 2 year old classes join Chapel at the discretion of the Director. We encourage all children to wear their red Bethany School shirt on Religious Education days.

## **PARENT PARTICIPATION**

Parent participation is encouraged. Parents should feel that they are a part of Bethany School and parents and teachers are working in partnership for the best development of the child. We have many ways parents can volunteer in our program. At orientation parents will be given an opportunity to sign up as a volunteer. You may choose to help with parties, special events or celebrations, the book fair, share your skill, interest, or hobby with children in your child's classroom.

## **VISITORS**

Visitors are welcome at Bethany School but must sign in and sign out at the school office and must wear a visitor nametag while on campus. A member of the school staff will accompany the visitor while on campus.

Anyone visiting the school during school hours must come in and exit from the main doors of the Galilee (Children's) building. Other doors to the school are locked from the outside during school hours.

## **PARENT INFORMATION**

A newsletter will be sent via email and posted on the Bethany UMC website under Bethany School periodically to keep your family informed of school activities. Please read these carefully. Also, note the parent information board in front of the office and the individual class information by each classroom door. Like us on Facebook at *Bethany School Austin* for additional information which is posted weekly.

## **PARENT COMMUNICATION**

Please inform your child's teacher of any changes in your child's daily routine, such as family illness, death, or separation that may affect your child's day at school. Calling the office to let us know if your child will not be in school is greatly appreciated. The classroom teacher will telephone if a child is absent more than 2 days.

## **PARENT CONFERENCES**

Parents are invited to set up a conference time with the classroom teacher or with administrative staff at any time during the year. Pre K teachers will initiate parent conferences for every child in March or April. The teacher, parent, or administrative staff may set up other conferences as the need arises. Setting a specific time to talk to the teacher is much more rewarding for both parties than attempting to have a discussion as children and parents come and go or while the teacher's supervision is needed to guide the activities of the day.

## **PICTURE-TAKING POLICY**

Photographs or videotapes taken of Bethany School children are for personal use only, and shall not be posted on any social media on the internet without specific written permission by their parents, legal guardian, or authorized caregiver. At events that are more public such as Halloween parade, Thanksgiving feast & graduation, Bethany School cannot assume responsibility for pictures that may include your child which are taken by other parents and family members over which we have no control.

## CLASSROOM DIRECTORY

Bethany School publishes a classroom directory for personal use only. The directory is a private source of information provided for the convenience and use of Bethany School parents. Distribution of the information contained in the directory to any business or individual for solicitation or commercial use is strictly prohibited.



## HEALTH

Bethany School health policies are developed from guidelines set by the Texas Dept. of Family & Protective Services. Documentation of up-to-date immunizations and a current Certificate of Health are required to be in the individual child's folder **before the child's first day of school**. It is the responsibility of the parents to keep the school informed of changes in the child's medical records throughout the school year.

Parents are expected to keep their child home when the child:

- Has had vomiting, diarrhea, or fever within 24 hours
- Has sore or discharging eyes
- Gives evidence of a fresh cold

A child will not be admitted to school with a rash unless accompanied by a note from a physician stating that the rash is not contagious.

Should a child have an illness diagnosed by the doctor as a contagious disease, parents are expected to notify the office so that the other parents may be alerted.

If a child becomes ill while at school, parents will be called to pick the child up as soon as possible.

Bethany School staff follows the same health standards for attending school and have a recommended immunization policy in place.

## **FOOD ALLERGIES**

Children who have been diagnosed with a food allergy must supply their own daily snack, and must also send a bag of special snacks that their child can have when food for a special occasion, such as a birthday, is served. Please send each snack in a bag or container with the child's name on it.

In addition, we must have an emergency plan in place, signed by your child's doctor, in the event that your child is inadvertently exposed to a food allergen. Please see the school office for a copy of the "Bethany School Food Allergy Action Plan". All medications will be kept in the school office.

Please note that a classroom with an allergic child may have additional restrictions, as necessary, to insure the safety of that child.

## **MEDICATIONS**

No medication shall be administered to any child without written permission from the parent. Permission forms are available in the school office. Medication to be given must be brought in the original, appropriately labeled container in order to comply with the state health regulations. To simplify matters, parents are encouraged to set medication dosage times so they occur before and/or after school hours, thus retaining control and responsibility with the parent.

## **MEDICAL EMERGENCIES**

In the event of a serious illness or injury that requires the immediate attention of a physician the following will be done:

- Contact emergency medical services (911) and/or take the child to the nearest emergency facility
- Give the child CPR or First aid until EMS arrives
- Contact the parents, or emergency contact if the parents cannot be notified
- Contact the physician identified in the child's records
- Ensure the safety and supervision of other children

## LUNCHES

Good nutrition is an important part of your child's development. Lunches should contain non-perishable foods such as: sandwiches, cheese, fruit, and vegetables that your child is comfortable managing on his/her own. The parent, not Bethany School, is responsible for meeting the child's daily food needs & for providing food that has a good nutritional value. Bringing a nutritional lunch to school benefits your child physically, as well as teaching good nutritional choices through daily experience.

### Minimum Standards for Child Care Facilities Texas Licensing

Please note that this chart is written for 1/3 or 1/2 of their daily needs.

(a) The daily food needs for children 12 months through two years are included in the following chart:

Food Groups	Number of Servings to meet 1/3 Daily Needs	Number of Servings to meet 1/2 Daily Needs	Serving Size
Milk	1 and 1/3	2	4 oz. Milk or 1/2 oz. Cheese or 4 oz. Yogurt
Meat/ Meat Alternative	1	1 and 1/2	1/2 to 1 oz. Cooked lean meat or 1/2 to 1 Egg 1/4 c. cooked beans
Vegetables and Fruit	1 and 1/3 +	2+	2 to 3 Tb. Cooked vegetables or 2 to 3 Tb. Canned fruit or 1/4 Small fresh fruit or 1/4 c. Juice
Whole Grains	1 and 1/3 +	2+	1/2 Slice Bread or 1/4 c. Cooked cereal or 1/4 c. Pasta or Rice or 1 or 2 Crackers

(b) The daily food needs for children 3 years through five years are included in the following chart:

Food Groups	Number of Servings to meet 1/3 Daily Needs	Number of Servings to meet 1/2 Daily Needs	Serving Size
Milk	2/3 of One Serving	1	3/4 c. 1% Milk or 1 1/2 oz. Cheese or 3/4 c. Yogurt
Meat/ Meat Alternative	2/3 of One Serving	1	1 1/2 oz. Cooked lean meat or 3/4 Egg 1/4 c. cooked beans
Vegetables	1	1 and 1/2	1/2 c. Raw or cooked Vegetables or 1/2 c. Raw leafy vegetable
Fruit	2/3 of One Serving	1	1/2 c. Canned or chopped fruit or 1 Piece fruit or melon wedge or 1/2 c. Juice
Whole Grains	2	3	1/2 Slice Bread or 1/4 c. Cooked cereal or 1/2 oz. Ready to eat cereal or 1/4 c. Pasta or Rice or 3 to 5 Crackers

## **BREASTFEEDING**

Parents may provide breast milk for a child while they are at school. In addition, parents who want to breastfeed their child during school hours may use the nursing moms room (W108) in the Worship Center.

## **SNACK**

A midmorning snack of cookies, crackers, or a piece of fruit and water will be provided in the classroom.

## **CELEBRATIONS**

Bethany School classes will have parties to celebrate Halloween, Christmas, Valentine's Day, Easter, and the last day of school. Older classes celebrate Thanksgiving with a special chapel service followed by a Thanksgiving Feast in the Fellowship Hall. Teachers will ask for help from parent volunteers for these events.

## **BIRTHDAYS**

Simple recognition is given to each child on his/her birthday. No gifts are to be exchanged, but the honoree may give a book to the Bethany School Library to commemorate the occasion. The Librarian will prepare a nameplate for the book and read it for the birthday child's class. If you wish to have a special birthday snack, please communicate with your child's teacher prior to the event. Children who are having a birthday party away from school and wish to distribute invitations in the classroom may do so only if every child in the class is receiving an invitation.

## **SCHOOL PICTURES**

School pictures are taken twice a year. Individual pictures are taken in the fall; class (group) pictures are taken in the spring.

## CLOTHING

Children should wear clothing that is:

- ❖ comfortable, washable, suitable for play
- ❖ simple enough for the child to manage alone; especially in the bathroom
- ❖ appropriate for subjection to paint, glue, playground, etc.

Children should wear shoes that:

- ❖ fit correctly
- ❖ are closed

Open shoes scoop up sand and gravel and lead to frustration. Tennis shoes or sneakers are most appropriate for climbing and playing and for Movement class.

## OUTSIDE PLAY

Dress your child so that he/she will be comfortable to go outside to play. Children will be taken outside every day unless temperatures are lower than 45° by 9am or above 95° at noon, or if it is raining. On cold days, children should wear warm, outside clothes. Staff is not available to allow a child to stay indoors while the rest of the class goes outside. Before returning to school after an illness, your child needs to be well enough to play outside.

When weather is inappropriate for outside activity, we will play in the Fellowship Hall (Big Room), which is directly in front of the Children's Building. **Please label all outdoor clothing.**



### **Insect Repellent and Sunscreen Policy**

Bethany School requires a "Consent to Medicate" form for any sunscreen or insect repellent product. We will only use a product on a child if we have written consent to do so. This is for the protection of our children.

We encourage parents to apply these products at home before coming to school. However, with consent, we will apply on an as needed basis.

## **LOST AND FOUND**

Unidentified articles of clothing and other items will be placed on the file cabinet outside the school office until the end of the week. Then they are moved to the lost and found box in Fellowship Hall vestibule (Big Room). Items not claimed will be given to Hill Country Community Ministries. Identified articles will be placed in the child's classroom and sent home.

## **TOYS**

Toys are not to be brought to school with the exception of special occasions such as "show and tell" or "Happy Sack". Valued possessions from home cause problems with sharing and may be lost or broken. Anything brought from home will be put away at the teacher's discretion until dismissal time. Weapons and weapon-like toys or guns are not permitted. Aggressive behavior is discouraged.

## **TESTING FOR VISION AND HEARING SCREENING**

In January, a threshold hearing test is given to three and four year old children and a threshold vision test is given to four year olds. The results of these tests are placed in the child's file and shared with the parents through the conference or progress reports in the spring. If a need for further diagnosis is indicated at the time of the test, parents will be notified immediately.

## **WEATHER**

Bethany School will follow Round Rock Independent School District and Leander Independent School District's pattern of opening and closing during severe weather. However, when RRISD or LISD delays opening until mid-morning, Bethany School will remain closed. These days will not be made up.



## POTTY TRAINING

Children entering the three-year-old program need to be potty trained. Any extenuating circumstances should be discussed with the Director or Administrator.

For young children, being potty trained is a significant step toward independence, self-reliance, and personal responsibility. Achieving this developmental milestone can be an important indicator of readiness for preschool. Mastery of potty training enables the child and teacher to spend time fully engaged in the learning activities of the day.

Realizing that control of body functions is a developmental process, it is important to watch for signs of readiness, and use that window of opportunity for training. Signs of readiness include:

- ❖ being able to walk and take clothing on and off;
- ❖ understanding what is expected,
- ❖ interpreting body signals,
- ❖ expressing needs in words or gestures;
- ❖ showing an interest in toileting
- ❖ indicating discomfort when wet or soiled.

Additional information on potty training can be found in the school office.

A child who is not potty trained by the end of October in the 3 year old or PreK classes will be charged an additional \$10 per month per days attended for a maximum of \$50 per month. This will cover the additional personnel hired and supplies needed to change and care for these children.

When it is established that the child is potty trained and only having occasional accidents (two to three per 30 day cycle), the additional fee will be removed. This will be documented in the classroom by the aide who does the change each time. If three accidents happen within a 30 day span, the child will not be considered potty trained and the additional fee will be accessed through the office.

## **EMERGENCY PREPAREDNESS PLAN**

Bethany School has a response plan in place for emergencies. It is available for review upon request. All staff is trained on the emergency plan upon hiring, and training is reviewed each year, or as needed.

Fire Drill (includes fire, bomb threat, gas leak, or other events when the need is to evacuate the building)

- Drills are conducted once a month during school hours
- The Prayer garden is the designated meeting area
- The far end of the North parking lot is the relocation area

Severe Weather Drill (includes severe storms, tornadoes, or other incidents where the need is to be in one inside area)

- Drills are conducted once every 3 months during school hours
- The designated meeting area is in Disciple building room D101

Lockdown Drill (includes intruder with weapon or other incidents when the school needs to be locked down)

- Drills are conducted 4 times annually
- Outside doors are locked. Teachers and students remain in their classroom with the door shut until threat is over

Shelter in Place (used when we need to be clustered inside the building such as chemical spills, distant fires, smoke/fumes, etc.)

- Drills are conducted twice each year during school hours
- We will shelter in 4 designated rooms, G100, G105, G110, D124

## **CONSUMER PRODUCT SAFETY - RECALLED PRODUCTS**

A licensed child-care center is prohibited from having or using unsafe children's products that have been recalled by the Consumer Product Safety Commission (CPSC).

You may view a list of current recalls and notices on the CPSC website: [www.cpsc.gov](http://www.cpsc.gov), or the Department of Family and Protective Services website: [www.dfps.state.tx.us](http://www.dfps.state.tx.us). You can also sign up to receive notification of new recalls by going to [www.cpsc.gov/cpsclist.aspx](http://www.cpsc.gov/cpsclist.aspx).

## **GANG FREE ZONES**

The Texas Penal Code designates certain areas around child-care centers as "gang-free zones". This means that gang-related criminal activity or anyone engaging in organized criminal activity within 1000' of our school is in violation of this law and is subject to increased penalty

## DISCIPLINE

Bethany School uses a positive approach to discipline by directing children toward age appropriate behavior. Teachers help the children to develop self-discipline by:

- Redirecting the child when necessary
- Using patience, love, and understanding
- Setting clearly defined limits
- Talking about acceptable ways of handling situations as they arise
- Using positive reinforcement of appropriate behavior choices.

Bethany School reserves the right to request the withdrawal of a child who is unable to adapt to a group situation.

Bethany School follows the Texas Dept. of Family & Protective Services Guidance and Discipline policy as stated below:

- Discipline must be:
  - (1) Individualized and consistent for each child;
  - (2) Appropriate to the child's level of understanding; and
  - (3) Directed toward teaching the child acceptable behavior and self-control.
- A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
  - (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
  - (2) Reminding a child of behavior expectations daily by using clear, positive statements;
  - (3) Redirecting behavior using positive statements; and
  - (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.
- There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
  - (1) Corporal punishment or threats of corporal punishment;
  - (2) Punishment associated with food, naps, or toilet training;
  - (3) Pinching, shaking or biting a child;
  - (4) Hitting a child with a hand or instrument;
  - (5) Putting anything in or on a child's mouth;
  - (6) Humiliating, ridiculing, rejecting, or yelling at a child;
  - (7) Subjecting a child to harsh, abusive, or profane language;
  - (8) Placing a child in a locked or dark room, bathroom or closet with a door closed; and
  - (9) Requiring a child to remain silent or inactive for in appropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

## **POLICY FOR SUSPENSION AND EXPULSION OF STUDENTS**

Bethany School takes suspension and expulsion of children very seriously. It should always be a rarity. We work with children, on an individual basis when behavior is causing concern in the classroom.

1. Teacher works with child in the classroom and contacts parents when there is a recurring problem.
2. Child goes to Director's office.
3. Child goes to Director's office and parent is called.
4. Parent meets with Director (or teacher and Director) to form a behavior plan.
5. If child continues to hurt others, not listen, run away, etc. after the parent call, the child will be sent home for the remainder of the day after the next problem.
6. If continues, the child will be sent home for the remainder of the week.
7. When we have gone through the previous steps with no change in behavior, the child may be suspended from Bethany School.

## **POLICIES AND PROCEDURES**

Bethany School's policies are developed from guidelines set by the Texas Department of Family & Protective Services. The State Licensing Agency may be contacted by calling 512-388-6109. The Child Abuse hotline is 1-800-252-5400. The website for the Texas Department of Family & Protective Services is [www.tdprs.state.tx.us](http://www.tdprs.state.tx.us). A copy of the state's minimum standards and Bethany School's most recent licensing inspection report is available in the school office.

Parents will be notified via email of any policies that are updated or changed during the school year.

Questions or concerns of the policies and procedures of Bethany School should be addressed by calling the school office at 512-258-6965, or by meeting with the school director.

