

NURSERY AND PRESCHOOL HANDBOOK



LEADERSHIP TEAM

Jesus Christ

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PLAN OF SALVATION

God loves you! God loved the world so much that he gave his one and only Son so that whoever believes in him may not be lost, but have eternal life. **(John 3:16)**

God has a wonderful plan for your life! I say this because I know what I am planning for you, says the Lord. —I have good plans for you, not plans to hurt you. I will give you hope and a good future. **(Jeremiah 29:11)**

Because of our sin, we are separated from God and His plan for our life. Everyone has sinned and fallen short of God's glorious standard. **(Romans 3:23)**

Our sins lead us to death; the exact opposite of what God offers us life! The payment for sin is death. But God gives us the free gift of life forever in Christ Jesus our Lord. **(Romans 6:23)**

Although we deserved the punishment for our sins, Jesus Christ took our place! He took our suffering upon Himself and felt our pain for us. We saw his suffering and thought God was punishing him. But he was wounded for the wrong *we* did; he was crushed for the evil *we* did. The punishment, which made us well, was given to him, and we are healed because of his wounds. We all have wandered away like sheep; each of us has gone his own way. **(Isaiah 53:4-6)**

By taking our place on the cross, Jesus Christ offers us the free gift of salvation. It is a gift that He wants us to accept. How do you accept this gift?

- 1) Recognize that you are need of forgiveness.
- 2) Confess your sins to God.
- 3) Repent of your sins.
- 4) Believe that Jesus Christ is the Son of God who died and rose again for your sins.
- 5) Pray to God asking Him to forgive you of your sins and asking Him to become Lord of your heart and life.
- 6) Rejoice your salvation and live the rest of your days for Jesus Christ.

2015-2016 NURSERY-K4 SCHOOL CALENDAR

MONTH	DATE	DAY	INFORMATION
JULY	4 th	FRIDAY	4th of July-No classes, before or after care.
AUGUST	1 st	FRIDAY	First tuition payment and classes start at 8:00 am.
AUGUST	13 th	THURSDAY	Open house 5:30pm-6:30pm
SEPTEMBER	7 th	MONDAY	Labor Day-No classes, before or after care.
OCTOBER	12 th	MONDAY	Columbus Day-No classes, before or after care.
NOVEMBER	11 th	WEDNESDAY	Veteran's Day-No classes, before or after care.
NOVEMBER	25-26 TH	WED-FRI	Thanksgiving Break-No classes, before or after care.
DECEMBER	18 TH	FRIDAY	Last day of classes-early release. School closes at 12:00pm.
DECEMBER	21-JAN 1 ST	MON-FRI (2WEEKS)	Christmas Break-No classes, before or after care.
JANUARY	4 TH	MONDAY	Resume classes.
JANUARY	18 TH	MONDAY	Martin Luther King Jr Day-No classes, before or after care.
FEBRUARY	15 TH	MONDAY	President's Day-No classes, before or after care.
MARCH	1 ST	TUESDAY	Re-enrollment window opens. Contact school office for registration.
MARCH	21-25 TH	MON-FRI	Spring Break-No Classes, before or after care.
MAY	25 th	MONDAY	Memorial Day-No classes, before or after care.

INTRODUCTION

Welcome to the IBCK Educational Center! We are a Christian-centered school. It is our goal to pour into the hearts of every student the love, passion, and care that GOD has instilled in us. We want to partner with parents in investing valuable time in the training up of each child spiritually, emotionally, physically, and academically. In our Parent/Student handbook we have set guidelines, policies, and procedures that will help us achieve our goal. Each guideline, policy, and procedure has been prayerfully and carefully set in place to ensure safety, structure, and security for students and parents. By reading, understanding, and applying these guidelines, policies, and procedures we will have the blessing of having a harmonious partnership that will help us achieve our common goal for our students.

ORGANIZATIONAL STRUCTURE

The IBCK Educational Center is a ministry of the Iglesia Bautista Central de Kissimmee (Central Baptist Church of Kissimmee). The Pastor of church works with the men and women of the School Board to establish the guidelines, policies, and procedures that are to be implemented and adhered to in the school, develops long-term plans for the IBCK Educational Center, and creates more opportunities to better our school and the student's holistic development (body, mind, and spirit). The school board, teachers, and staff carry out the daily operation of the school.

ADMINISTRATIVE PREROGATIVE

The purpose for this handbook is to give the overall guidelines, policies, and procedures that we expect all students and parents to adhere to while being part of the IBCK Educational Center. Although we have this handbook full of guidelines, policies, and procedures to help in the handling of different situations, we know that there will be new situations that may arise that are not covered within the handbook. The school board reserves the right to exercise administrative prerogative in responding to these new situations.

THE SCHOOL WILL NOT BE RESPONSIBLE FOR ANY SITUATIONS OR EVENTS THAT ARE NOT OFFICIALLY SANCTIONED BY THE SCHOOL BOARD.

IBCK EDUCATIONAL CENTER MISSION AND VISION STATEMENT

MISSION STATEMENT

IBCK Educational Center is a Christ-centered mission school whose sole purpose is to equip all students of the community in the ways of the Lord Jesus Christ by providing a strong biblical, spiritual, academic, emotional, social, physical and professional foundation.

VISION STATEMENT

The vision of IBCK Educational Center is to share the Gospel of Salvation to all students and their families so that they may have a personal encounter with Jesus Christ. We seek to be a beacon of light within our community and strive to provide an excellent and solid Christian education to all students who come through our doors.

GOALS

Our goals are:

1. To provide excellent, Christ-centered education that will teach students how to apply Biblical truths to the knowledge that is acquired through their daily subjects.
2. To pour into each child the love, passion, and care that God has poured into us.
3. To encourage students to identify their God-given talents and abilities and to use them in serving the Lord.
4. To help students develop a genuine relationship with God by teaching them who God is and what His word teaches us on a daily basis.
5. To teach students how to become independent by depending on God's wisdom, guidance, and strength.
6. To equip students to become world changers for God's glory.
7. To continuously reflect on the effectiveness of our programs and implement changes for school improvement.

THE FOUNDATION OF THE IBCK EDUCATIONAL CENTER

Founded: April 2012

First Year of Operation: August 2013

SCHOOL HISTORY

This institution is a vision born in the heart of God which He spoke to the pastor of Iglesia Bautista Central de Kissimmee (IBCK), Edgar A. Vasquez. Pastor Edgar A. Vasquez communicated this vision to the church. God inspired a group of His faithful servants to join the Pastor in making God's vision a reality. In accordance to God's vision, IBCK Educational Center was built and opened its doors in August 2013. It is a ministry of Iglesia Bautista Central de Kissimmee (Central Baptist Church of Kissimmee).

IBCK Educational Center offers students the opportunity to receive excellent Christian education that will not only develop them academically, but also spiritually, emotionally, and physically. It was founded April 2013 by the direction and provision of God with the purpose of being a beacon of light within the community and for reaching students and families with the gospel of salvation through Jesus Christ.

SCHOOL COLORS

The colors that represent our school are: **Gold** (which represents the Glory of God), **Green** (which represents God's anointing over His people), **Red** (which represents the salvation that God gives through His death on the cross), and **Blue** (which represents the freedom we have in God's grace).

SCHOOL MASCOT

Humble Lambs. Throughout the Bible, God uses the lamb to exemplify certain characteristics that His children should possess.

- (1) **Docile Nature:** Sheep are always receiving the guidance of the Shepherd. We must have a teachable spirit. Always looking to God's Word to receive instruction, guidance, and wisdom for every situation and every stage of our developing lives. Psalm 143:10, "Teach me to do what you want, because you are my God. Let your good Spirit lead me on level ground."
- (2) **Follower's Heart:** Sheep always hear and follow the Shepherd's voice no matter where they are or what they are doing. We must always have a heart that is open to hear and follow God's call in our lives no matter where we are or what we are doing. John 10:27, "My sheep listen to my voice; I know them, and they follow me."
- (3) **Big Appetite:** Sheep are always following their Shepherd to find new pastures and good water to feed upon. We must always seek God's Word to feed our spirits with His truth for our lives, in so doing we will find freedom, life, and success. Joshua 1:8, "Always remember what is written in the Book of the Teachings. Study it day and night to be sure to obey everything that is written there. If you do this, you will be wise and successful in everything."

PHILOSOPHY OF EDUCATION

IBCK Educational Center recognizes God as our authority and ultimate source of truth. We believe that a true Christian Education should be Bible-based, Christ-centered, Holy Spirit-controlled, student related, and socially oriented. The Bible is the foundation of all knowledge. Our precepts are established upon the Bible. “All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction of righteousness” 2 Timothy 3:16.

Jesus Christ is our foundation. He is our wisdom, knowledge and stability. Our primary goal is to bring a child to the knowledge of Jesus Christ. Teaching them of Christ’s saving grace, helping them grow in their trust of Him and equipping them to serve Him. “Now this is eternal life: that they know you, the only true God, and Jesus Christ, whom you have sent” John 17:3.

We acknowledge the work of the Holy Spirit in the lives of our staff, teachers, students and parents. We believe that with His guidance we will be able to impart the truth to our students effectively. We rely on the power of the Holy Spirit to think as Christ does and communicate the truth as we educate our students.

We understand that parents have a primary responsibility in educating their children. We believe in forming a partnership with parents to help them fulfill their Biblical responsibilities. Therefore we require that teachers and school personnel be actively involved and work in conjunction with parents in the education of their children.

In order to lead and instruct our students effectively it is imperative that our Christian teachers be fully trained and knowledgeable in his or her subject area. Most importantly we believe that our teachers must have a personal relationship with Jesus Christ, have the ability to integrate Biblical truth in their academic subject and exemplify a Christ-like character.

We believe that the true education of a child is teaching about God’s creation and His providence. We not only address the main academic areas of study which consist of language arts, mathematics, science, and history, but also how God reveals Himself through each of these areas. We teach our students how to interact and relate with the world. Through a lifestyle of faith and Biblical values, we teach a worldview that includes God in everything and that there is no separation of secular and spiritual.

As a Christian school, we pray that through our faithfulness, living in truth, and openness of the gospel of Jesus Christ, our students will be inspired to become world changers for Christ's glory.

STATEMENT OF DOCTRINAL BELIEFS

GOD: We believe that there is only one, true, living God who created all things and that sustains all that exists. We believe that He is a triune God— Father, Son, and Holy Spirit. The function of the Father is that of Creator, the function of the Son is that of Savior, and the function of the Holy Spirit is that of Counselor-convicting the world of judgment and sin. We believe that God is the only being worthy to be worshipped and praised. He is the only source of faith, truth, and wisdom. (Jeremiah 10:10, 1 John 5:7-8, Revelation 4:11)

JESUS CHRIST: We believe that Jesus is God. He was conceived by the Holy Spirit and born of a virgin. We believe that He lived a life free of sin, performed many miraculous works, suffered and died on a cross as the perfect sacrifice for our sins, was buried, and physically resurrected on the third day. We believe that He ascended into heaven, reigns as King of the Universe, and that He will return to gather His church in glory and power. (John 1:1-14, John 10:30, Colossians 1:12-20)

HOLY SPIRIT: We believe that the Holy Spirit is God. He is the one who convicts us of sin and judgment, and carries out the work of sanctification in our lives. We believe that He is our helper; He reminds us of what the Bible says, leads us to worship the Lord in spirit and truth, and gives us the words to pray. (John 16:4-15, Romans 8:26, Galatians 5:16-26)

THE SCRIPTURES: We believe that the Bible in its entirety is the Word of God. We believe that God, through the inspiration of the Holy Spirit, moved men to write the 66 books of the Bible. We believe the Bible to be the absolute truth of God and, therefore, make it the only guide for our daily living. (2 Timothy 3:16-17; 2 Peter 1:20-21)

MANKIND: We believe that God created man from the dust in His own likeness and image and breathed the breath of life into his nostrils. We believe that mankind was originally created to live in perfection with God to worship Him. (Genesis 1:26-28, Genesis 2:7-8; 18-22,)

SIN: We believe that Adam, the first man, sinned by disobeying God. Due to his disobedience, sin entered in this world, leading us to physical and spiritual death. (Genesis 3, Romans 3:10-23; Romans 6:23)

SALVATION: We believe that salvation is a gift given to us by God through the death and resurrection of Jesus Christ. We believe that salvation is not earned by human works but by grace through faith in Jesus. (Ephesians 2:8-10; 2 Timothy 1:9-10)

ACTIONS WORTHY OF CHRIST

At the IBCK Educational Center we believe that all directors, faculty, staff, parents/guardians, and students must live up to the life that God has called us to (**Ephesians 4:1**). In order to do so, we must always be humble, gentle, and patient in accepting each other in love (**Ephesians 4:2**).

We recognize that call that God has placed upon us as parents/guardians and educators to train up each child in the Lord's ways one step at a time. Each step that is taught must reflect Christ-like conduct:

1. Love God above all things (**Deuteronomy 6:5**)
2. First-time obedience to God and those in authority (**Hebrews 13:17**)
3. Always give your best to God (**Colossians 3:23**)
3. Love others and treat them kindly as you would want to be treated (**Matthew 7:12**)
4. Never stop trying—keep going until it's finished (**Philippians 3:13-14**).

NON-DISCRIMINATORY POLICY

IBCK Educational center admits students of any race, sex, color, national or ethnic origin to all the rights, privileges, programs and activities accorded or made available to our students. IBCK Educational Center does not discriminate on the basis of race, sex, color, national or ethnic origin in the administration of educational policies, admission procedures, financial policies, or school administered programs. However, we do reserve the right to deny admission to, or to dismiss from the school, any individual whose personal lifestyle is not in harmony with the stated mission and vision of IBCK Educational Center, or who, in the opinion of the School Board does not reflect the spirit of the school by not adhering to school guidelines, policies, and procedures.

IBCK Educational Center is a Christian school and ALL instruction is based on the principles established in the Bible.

PARENT COOPERATION

The IBCK Educational Center's mission involves working closely with parents in training up each student in the ways of the Lord one step at a time through Christ-centered education. Therefore, it is essential for parents to work together with the school by agreeing to support and cooperate with the IBCK Educational Center in the holistic (mind, body, and spirit) instruction and development of students. This includes supporting the educational process as well as the religious philosophy of this school. It is imperative for parents/guardians to acknowledge and agree that their conduct can jeopardize the enrollment and/or re-enrollment status of their child.

LIFESTYLE POLICY

The IBCK Educational Center believes in creating stability for our students, which entails a home environment that is supportive and up to par with the school environment. We are not only training up our students academically; we are also training them up spiritually. Our responsibility as a Christ-centered school is to form a partnership with the home to provide an environment that will promote spiritual growth and the development of a Christ-like character in each child. There are occasions in which the home environment or conduct is at odds or in direct opposition to the Biblical lifestyle that the IBCK Educational Center teaches. This includes, but is not limited to, sexual immorality, homosexual orientation, drug/alcohol use, or inability to support the moral principles of the IBCK Educational Center. At the IBCK Educational Center, we expect parents/guardians to refrain from conduct or lifestyles that go against the beliefs and values taught at the school. The IBCK Educational Center reserves the right to refuse admission of an applicant or to discontinue the enrollment of a student.

CHANGE TO SCHOOL POLICIES

The Board of Directors of the IBCK Educational Center reserves the right, in its sole discretion, to alter, amend, repeal, or adopt new policies when it determines it to be in the best interest of the students. When such changes take place, the school will notify families through a written letter.

ADMISSION PROCESS

IBCK Educational Center's admission/registration process is made simple. Here is what needs to be done.

- 1.** Fill out an IBCK Educational Center registration form at the Visitor Center and any applicable scholarship.
- 2.** After registration form is printed and submitted to the office personnel, go ahead and submit additional documentation that is essential for your child's registration process.
 - a.** Official State of Florida Immunization Record or Immunization Waiver
 - b.** Proof of School Physical
 - c.** Copy of Birth Certificate
 - d.** Copy of latest Report Card (except for kindergarten)
 - e.** Proof of Residence (Utility Bill, Rental Agreement, etc.)
 - f.** Copy of picture identification (driver's license, passport, etc.)
 - g.** Any Official Court documentation (Custody agreements, Foster/Adoption, Restraining Orders etc...)
 - h.** Release of Records Form (allowing the school to get important student information from previous school)
 - i.** Copy of student IEP or 504 plans
 - j.** Copy of Official High School Transcripts (High School students only)
- 3.** Family Interview: At least one parent/guardian and student(s) will be required to attend the interview with the Head of School or Principal. At the interview, the family will be able to learn more about the school and what they are looking to find. Also, any questions that parents/guardians may have will be answered.
- 4.** Tuition: Parents/guardians will work with the Finance Department to create a payment plan for tuition.

Because the student teacher ratio is important at IBCK Educational Center, class size is limited. For this reason, we allow our current families priority registration each year. After priority re-enrollment is complete, applications are accepted on a first-come, first-served basis.

IBCK Educational Center Enrollment Age Guidelines

Nursery— Children entering Nursery must be 6 months old.

Pre-Kinder— Children entering pre-kinder must be 2 years old on or before September 1st of the current school year.

Kindergarten— Children entering Kindergarten must be 5 years old on or before September 1st of the current school year.

RE-ENROLLMENT PROCESS

1. Complete renewal application for applicable scholarships and turn in award letter to office.
2. Complete new application form.
3. Update all information (personal, medical, emergency, etc.)
4. Re-sign permission/consent forms (pictures/video, etc.)
5. Work with the finance department to set up a payment plan for the tuition.

WITHDRAWAL PROCESS

Parents considering withdrawing a student from school permanently should make direct contact with Office Personnel at the Visitor Center with at least 3 days prior to the withdrawal date. The parent/guardian must complete the withdrawal form and will be supplied with a checklist of items that must be cleared prior to withdrawing. Records will not be forwarded to the new school until all items on the checklist are cleared, all outstanding fees and fines are paid, and a parental release form has been received from the new school. The receiving school initiates the actual release of records.

FINANCIAL PROCEDURES

The following is the financial procedures for non-scholarship students.

1. The registration fee is due in full at registration. These fees are non-refundable once they have been paid, even if your child does not attend IBCK Educational Center.
2. Curriculum fees are due on August 1st. If you register after the due date then the curriculum fee will be due in full at registration. These fees are non-refundable.
3. Tuition may be paid annually by August 1st or in 10 monthly installments beginning August 1st. This first payment is non-refundable and non-transferable. If your child does not attend IBCK Educational Center or withdraws during the school year, you will be responsible for all fees and tuition accrued through the month in which you withdraw your child. There are no refunds other than the payments made over and above the fees and tuition charged through the month of withdrawal.
4. Monthly payments are due to IBCK Educational Center by the first of each month. A late fee of \$25.00 will be applied when accounts are not paid by the 5th of the month. If the 5th falls on a weekend, please pay by the Friday before that weekend. **STUDENTS WILL NOT BE ALLOWED ON SCHOOL CAMPUS UNTIL PAYMENT HAS BEEN MADE OR ARRANGEMENT ESTABLISHED.**
5. If any check is returned for —Insufficient Funds or other reasons, a fee of \$30.00 is charged to the account. If the bank returns two checks, the account will be placed on a —cash only basis.
6. Payments may be made with cash, check, debit card, credit card or money order.
7. I agree to pay all of our financial obligations to IBCK Educational Center on or before the due date. If am ever unable to do so, I will notify the School Office immediately.
8. Tuition Schedule: Our mission at IBCK Educational Center is to serve parents and children by providing a high quality biblically based instructional program marked by spiritual focus, academic excellence, and respect for the individual and personal service.

The following is the financial process for students who have been awarded a scholarship (PLSA).

1. Scholarship award letter must be turned in to the office with registration.
2. Sign payment agreement form.

3. You **MUST** sign the scholarship checks once they are received at school to avoid interruption of your child’s education.
4. If parents are unable to sign the check for any reason, they **MUST** complete an affidavit authorizing a designated person to sign the check in their stead.
5. Any expenses not covered by the scholarship will be the responsibility of the parent to cover out of pocket.

2015-2016 NURSERY-K4 TUITION SCHEDULE

Part of our mission here at IBCK Educational Center is to serve parents and children by providing a high quality, Biblically-based, instructional program marked by spiritual focus, academic excellence, and respect for the individual and personal service.

REGISTRATION FEE	CURRICULUM FEE (NON-REFUNDABLE)
Per Student/Non-refundable	Per student/Includes all textbooks and workbooks for the year.
1st Child: \$100.00 2nd Child and more: \$50.00 *Due at time of registration Re-enrollment fee per student \$50.00	\$150.00 *Due June 1 st *If registering after the due date, the fee is due at time of registration.

ANNUAL TUITION		
7:30AM—3:00PM	\$350.00 MONTHLY	Breakfast is NOT included. W/O snack and lunch
7:30AM—3:00PM	\$420 MONTHLY	With morning snack and lunch
7:30AM—6:00PM	\$500 MONTHLY	After school care, snacks and lunch are included.

Nursery Tuition Schedule and Fee

3 Month to 1 Year Old 7:00am—6:00pm	\$150.00 weekly	Parents need to provide milk, formula baby food and personal items such as diapers, wipes and extra clothes.
1 Year Old to 24 Month 7:30am—6:00pm	\$130.00 weekly	Parents need to provide, food, juice or milk, personal items such as diaper, wipes and extra clothes.

STUDENT RECORD POLICY

The school maintains complete record, including a cumulative academic, for each student. All material in these records is treated as strictly confidential and is available only according to the following policy:

- No report card or student records will be released to parents or to another school if the family is delinquent in tuition payments or has a debt of any kind with the school.
- Parents or guardians have the right to inspect and review all official records, files and data directly related to their child's academic progress, including all material that is incorporated into their student's cumulative record folder.
- Parental requests to inspect and review official records relating to a child shall be made in writing to the administration. Such request will be honored within ten (10) school days following receipt of the request. All records will be reviewed or inspected in the presence of the Guidance Counselor or Principal so that proper explanation can be given.
- Parents shall have an opportunity for a hearing with the Head of School to challenge the content of their student's school records to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, and to provide an opportunity for the correction or deletion of any such inaccurate or misleading information.
- There will be no release of a student's personal records or files or any data in those records without the written consent of a parent or guardian to any individual, agency or organization other than the following:
 1. Staff members of the school who have legitimate educational interest
 2. Court or law enforcement officials, if the school is given a subpoena or court order
 3. Certain federal, state, or local authorities performing functions required by law
 4. Officials of other schools in which the student intends to enroll.
- Release of report cards, etc., to non-custodial parents:
 1. Non-custodial parents have equal access to report cards, teacher conferences, etc., together with the custodial parent. **By law, both have joint input into the education of the child as provided by the Shared Parent Responsibility Act of October 1, 1982, State Statute 61.13, —Dissolution of Marriage; Support; Custody.**

2. If the final judgment and/or settlement agreement stipulates otherwise, the custodial parent must submit a copy of that judgment or agreement to the Principal, if the school is to comply. Such documents shall be placed in the student's regular file.
3. Whenever a request by a non-custodial parent is made for information, appearance at a teacher's conference, etc., the custodial parent may be notified by the school of the non-custodial parent's request for information.

CAMPUS VISITORS

At IBCK Educational Center student safety is paramount. For this reason, all unauthorized school personnel **MUST** present themselves to the Visitor Center. Parents/guardians need to complete a Consent for Therapist Treatment form in the Visitor Center at least three days in advance of session to allow time for a background check to be done. The Visitor Center will then communicate directly with the therapist to set up a time and place for the sessions. No therapist will be allowed on campus without Principal or Head of School approval. **ALL** visitors **MUST** sign in and receive a Visitor's badge in order to be on campus. **ALL** therapists **MUST** complete a Student Therapy Counseling form.

SCHOOL VOLUNTEERS

We value the help of volunteer workers. It is together that we can achieve even greater things for the kingdom of God. Due to the fact that our ministry involves students, we want to ensure that every volunteer is approved to be on campus. Therefore, all who are interested in volunteering at IBCK Educational Center must complete an application at the Visitor Center. Once an application is received, detailed instructions will be provided for fingerprint and background checks. Fingerprints must be run at the Osceola Sheriff's Department and background check requested online at caps.fdle.state.fl.us. Fees may apply. Once we receive the background clearance, volunteers may begin helping on campus. **ALL** approved volunteers **MUST** sign in and receive a Volunteer badge and report to designated area on school campus. Any person who violates school rules will be barred from volunteering on school campus.

BIRTHDAYS AND CLASS PARTIES

IBCK Educational Center allows parents to bring simple birthday snacks to recognize their child's birthday. Any food items brought to the school must be store bought. Food items that contain nuts or seafood, including fish, are NOT allowed due to student safety. Parent/Guardian must request approval to celebrate the student's birthday during snack or lunch time at the Visitor Center at least a week prior to the student's birthday. Once it has been approved, parent/guardian MUST coordinate with the student's teacher. Parent/guardian MUST sign in at the Visitor Center and receive a Visitor badge in order to be on school campus.

CHILD ABUSE AND NEGLECT

Any IBCK Educational Center staff member or employee who knows or has reasonable cause to suspect that a child has been abused or neglected, as defined in 39.201.Stats, shall immediately take steps to notify the county welfare agency, or local law enforcement agency in compliance with 39.201. It is requested that staff members inform the Principal and/or Head of School about the incident to ensure good communication. Staff members will log all suspected signs in the medical log books.

COMMUNICATION

COMMUNICATION POLICY

Training up each child in the ways of the Lord one step at a time requires a strong partnership between the home and the school. The best way to create a strong partnership is by having good communication along with a strong drive by both parents and teachers to ensure that their students get the best education possible. The IBCK Educational Center believes that through the agenda, email, written reports, phone calls, and conferences, parents will be kept up-to-date on situations involving their students. The school encourages notes, e-mails, phone calls, or dropping by the office if you have any questions.

COMMUNICATION OBJECTIVES

1. To inform parents/guardians of the student's progress in school
2. To inform teachers of how the student is handling life outside of school
3. To work hand in hand with school and family to help students reach their full potential.
4. To show students that both school and family are working together for their betterment.

COMMUNICATION PROCEDURES

Parent Support: If your child comes home complaining about a policy, discipline, or staff member, please follow this procedure:

- Give the staff the benefit of the doubt
- Realize that your student's report may be emotionally based, without all the information
- Realize that we have reasons for all rules and that they are enforced without favoritism
- Support the staff and call the staff member for all the facts

Conferences: Parent/Teacher conferences will be held on an as-needed basis. Teachers will contact parents via a phone call or agenda to discuss any failing grades or lack of academic performance of a student. It is the goal of each teacher to meet with every parent/guardian of students in their classroom in the first quarter of school. Conferences will be set up via a phone call or agenda.

Phone: All messages to students must go through the school office. During the school day, the office phone may be used only with an office / phone pass from a teacher stating the reason for the use of the phone (emergencies only). It may not be used to call for forgotten assignments or other items or for social planning (staying for a game, going to a friend's home, etc.). After school, students may not use the phone until 3:15 p.m.

Messages to Teachers: Messages may be left for teachers at the School Office. Teachers will check their phone messages by 8 a.m. and after 3 p.m. Parents can also send messages to the teacher via student school planners.

COMPLAINT POLICY

At IBCK Educational Center we are aware of that fact that from time to time problems, complaints, misunderstandings, or offenses may arise within the school setting. We seek to always resolve any issues through prayer and Biblical application. Our process of problem solving is based on **Matthew 18:15-17** and **I Corinthians 11:17-19**.

GENERAL GUIDELINES

Act expediently whenever an issue arises, do not let the issue linger.

- Do not speak of the issue with people that are not directly involved. This will prevent unsubstantiated truths and/or gossip to spread throughout the school and parent community.

PROBLEM-SOLVING PROCESS

1. You should go to the person with whom you have an issue and resolve this issue privately between each other. If the issue is not resolved, then proceed to the next step.
2. You should then meet with the Principal and with the person you are having an issue with and resolve this issue privately. If the issue is not resolved, then proceed to the next step.
3. You should go directly to the Head of School. An appointment can be set up through the School Office. This is the highest level of appeal in the IBCK Educational Center system

ATTENDANCE

At the IBCK Educational Center we believe that regular attendance is essential for the holistic (spirit, mind, and body) development and growth of our students. We believe that irregular attendance will decrease the student's opportunities of expanding their learning experience.

GUIDELINES FOR REPORTING ABSENCES

- 1) Call the school on the morning of an absence due to illness. Absence calls should be between 7:30 a.m. and 8:30 a.m. If parent(s) or legal guardian(s) do not call, the school secretary will place a call seeking that information.
- 2) Absence due to a family emergency should be reported in the same fashion. In cases of extended absence due to illness, it is not necessary for the parent(s) or legal guardian(s) to call each morning; however, when extended absence is anticipated, please inform the office as to the expected duration of the absence.
- 3) Planned absences: If a parent/guardian knows that their child is going to be absent for reasons other than illness it is the parent/guardian's responsibility to contact the teacher and the office before the planned absence.
- 4) Bring a note: When a student returns to classes following an absence, the parent/guardian is required to present a note to the secretary before school on the day the student returns. This note is to document the date(s) of absence and the reasons for the absence. The parent(s) and/or legal guardian(s) must sign the note.

EARLY CHECK-OUT PROCEDURE

1. Parents/guardians or authorized adults must come to the school's front office to pick up a student before the end of the school day (3:00pm).
2. Parents/guardians or authorized adults must sign the student out. This will be done on a sign out form that will need a time, reason for the early check out, and whether the student will be returning before the end of the school day.
3. Parents/guardians, or authorized adults are not allowed to go to the classroom to pick up a child. They are to wait while the office personnel calls the teacher to prepare the student for the early check-out.

HEALTH AND MEDICAL REQUIREMENTS

Immunization Requirements for the state of Florida: —Prior to entry, attendance or transfer to preschools, schools (K-12), licensed childcare facilities, and family daycare homes, each child shall have on file a Florida Certification of Immunization, DH 680 Form (see Section IV), documenting the following:

A. Public/Non-Public Schools K-12 (children entering, attending, or transferring to Florida schools):

Four or five doses of diphtheria, tetanus, and pertussis vaccine

Three, four or five doses of polio vaccine

Two doses of measles, mumps, and rubella vaccine

Two or three doses of hepatitis B vaccine

One dose of varicella vaccine (kindergarten effective school year 2001/2002, then each year an additional grade)

Two doses of varicella vaccine (kindergarten effective school year 2008/2009, then each year an additional grade)

B. Public/Non-Public Pre-K2 (age-appropriate doses as indicated):

Diphtheria, tetanus, and pertussis vaccine

Polio vaccine

Measles vaccine

Mumps vaccine

Rubella vaccine

Hepatitis B vaccine

Varicella vaccine (effective school year 2001/2002)

Haemophilus Influenzae type B (HIB) vaccine

Clarifications/Exceptions to Immunization Requirements: —Temporary Medical Exemption (DH 680 Form Part B): Any child who has incomplete documentation of vaccination for the required number of doses should be admitted after the first dose(s) and issued a Temporary Medical Exemption (DH 680 Form Part B) and scheduled for the next dose(s) according to age and dosage spacing.

NOTE: If at all possible, medication should be given at home. **NO MEDICATION WILL BE ADMINISTERED BY SCHOOL PERSONNEL WITHOUT A WRITTEN AUTHORIZATION SIGNED BY BOTH PARENT AND PHYSICIAN.** All medicine must be in the original bottle, labeled with the child's name, the name of the medication, and the dosage to be given. Copies of the authorization form have been sent home to each family, and additional copies are available in the office.

If you want your child to take any over-the-counter medication during the school day a note must be sent, signed by the parent/guardian, with the medication. The school will not give any medication without your written permission. Aspirin, Tylenol, cough medicine, or cough drops are over-the-counter medications. A child may keep cough drops with them and take when needed with a parent's/guardian's note of permission. We do not have adequate facilities to care for sick children at school. If your child is too sick to stay in the classroom, you will be called and requested to come and get your child.

ILLNESS

Germs spread quickly in a preschool environment. All children and staff stay healthier when sick persons stay home. Common sense must prevail in the case of a cold, which can range from a mild case of sniffles to a full blown sinus infection or deep cough. We use emergency forms to contact parents or another designated adult if your child develops symptoms of illness while in class. We will isolate your child in a comfortable, supervised place until he/she can be picked up.

If one or more of the following symptoms is present in your child, we will call you to pick up your child from preschool.

- Temperature higher than 99 degrees Fahrenheit
- Loss of appetite
- Nausea or vomiting
- Red, pink or crusted eyes
- Stomach ache
- Earache
- Diarrhea
- Red rash/infection of skin
- Pale or flush face
- Headache
- Thick or greenish mucous from the nose
- Cough
- Loss of energy/decrease in activity/falling asleep
- Sore throat

GUIDELINES FOR RETURNING FROM ILLNESS

If your child is not well enough to participate in all aspects of the daily schedule, please keep your child at home.

24 hour rule: any child who has shown signs of illness in the previous 24 hours may not attend class.

- **Fever** - Bodily temperature must be below 100 for a period of 24 hrs. If child has taken medication for the fever, they must be medicine free for a period of 24 hrs.
- **Diarrhea and/or Vomiting** - These must have stopped for a full 24 hrs without medication.
- **Sore Throat/Strep Throat** - Your child must have a special test done to determine if they have strep throat. The student can return 24 hrs after beginning their antibiotic treatment.
- **Pink Eye (Conjunctivitis)** – Your child can return after the doctor has cleared him/her.

MEDICAL EMERGENCY FORM AND THE EMERGENCY CONTACT FORM

At the beginning of each school, all parents are to complete the Medical Emergency Form and the Emergency Contacts Form that can be found in the school's front office. These forms are to be turned in to the student's teacher. The medical emergency form includes the name and phone number of the doctor to be notified in case of a medical emergency, as well as any allergies and conditions that may exist. In the emergency contact forms parents will fill out the names, addresses, and phone numbers of themselves and alternate people to be notified if parents cannot be reached.

ACCIDENT AND INJURY

At IBCK Educational Center, your child's safety is very important to us. In the event of an accident or injury sustained on campus, your child will be taken and treated by a licensed nurse and/or doctor at the IBCK Family Health Care Center.

LUNCH POLICIES AND PROCEDURES

At IBCK Educational Center we believe in serving not only our students' minds and souls, but also their bodies. We offer hot, nutritious lunches to satisfy our students' hearty appetites. Lunch will be provided at an extra cost for each student through the IBCK Deli. Prices vary based on food item. Parents can request a copy of the menu items and prices at the Visitor Center. Parents or student MUST complete an order form the day before or by 9:00am the day of service with payment. Payment can be made in cash, credit/debit card or check. Students that do not purchase school lunch MUST bring lunch to school. A full belly will help students concentrate on their academics.

LUNCH ROOM HOME-LUNCH GUIDELINES

1. *This school is a Peanut-free, Shellfish-free, and Seafood-free school.*

Parents/guardians, please make sure that ALL packed snacks and lunches does not contain peanut, shellfish or seafood.

2. Make sure ALL lunches are in microwave safe bowls or cups.
3. Students MUST bring a fork or spoon.
4. Students must not bring microwavable dinners that take more than 3 1/2 minutes to heat up. This will create a traffic line for microwave use and it will lessen the amount of time they have to eat.

LUNCH ROOM SNACK GUIDELINES

1. *This school is a Peanut-free, Shellfish-free, and Seafood-free school.*

Parents/guardians, please make sure that ALL packed snacks and lunches does not contain peanut, shellfish or seafood.

2. Students must bring their own snacks from home each day.
3. Students' snacks must be healthy such as fruits, vegetables, crackers, cereal bars, etc.
4. Students' will not bring in candy as a snack. **NO CANDY IS PERMITTED.**

FOOD ALLERGIES

We understand and are sensitive to the fact that students may have certain food allergies. Parents **MUST** inform the Visitor Center and teacher if a student has a particular food allergy, ***This school is a Peanut-free, Shellfish-free, and Seafood-free school.*** ALL packed snack or lunch, must **NOT** contain peanut, shellfish, or seafood.

Families can help ensure that our school stays peanut-free by reading packaging labels and reminding children not to share food with other children at school. We need to make sure that there is little opportunity for a child to be exposed to foods that could harm him/her.

TRANSPORTATION POLICY

Our children's safety is of utmost importance; therefore, we have established a traffic plan and procedures to help ensure the safety of every child. IBCK Educational students must either be brought by parent/guardian or by the transportation services provided by the school.

Here at the IBCK Educational Center we understand that time is of the essence. Therefore, we have established arrival and dismissal procedures to minimize the time required to drop off and pick up your child.

1. Each student or student sibling group will be assigned a number.
2. A car tag with the student number will be provided to the cars registered at the Visitor Center.
3. Students are gathered in the cafeteria.
4. Security will contact school personnel of the student numbers assigned to the car in the pick-up line.
5. School personnel will call the student numbers and student will be escorted to car.

TIMES AND DROP OFF/PICK UP PROCEDURES

(Arrival: 7:30am - 8:00am) Supervision begins at 7:30 am in the sanctuary (IBCK church building). Therefore, no student will be dropped off before 7:30 am. It is important for parents to follow traffic signs/cones that indicate the flow of traffic for drop off.

(Dismissal: 2:50pm - 3:15pm) Students leave the school building at approximately 2:45pm. Parents must follow the traffic signs/cones that indicate the flow of traffic for pick-up.

Students will be with their teacher and the teacher will walk them to their car once their number is called to ensure safety.

CAR LINE SAFETY AND ETIQUETTE

1. Be patient, careful, and watchful
2. Go slowly
3. Face forward when moving
4. Stop at least six feet from the car in front of you
5. No cell phone use as this can be a significant distraction
6. Do not pass cars unless directed to do so by school person
7. Stay in your car and allow school personnel or their designee to assist your child in or out of the vehicle.

DRESS CODE

Shirts: Boys and Girls must wear plain grey school t-shirt with IBCK logo.

Pants: Boys and Girls must wear plain black shorts or sweat pants.

Socks: Boys and Girls must wear white or black socks.

Shoes: Boys and Girls must wear black, navy, or white sneakers/tennis shoes. No opened toe shoes (i.e. sandals, flip flops).

Hair: Students should have clean and neatly styled hair.

Boys' hair should be tapered (close cut) above the middle of the ear, not obscuring the eyebrows, and not hanging below the collar in the back. Shaving above the ears, cutting designs into the hair, bleaching or dyeing unnatural colors are NOT allowed.

Girls' hair should not be bleached or dyed in unnatural colors, highlights are not allowed. Hair should be kept in natural color. No extreme hairstyles are allowed.

Accessories: Boys - They are allowed to wear one watch and one bracelet. No chains are allowed. **Girls** - Earrings are to be no larger than a dime. Girls are allowed to wear one watch and one bracelet. No chains/necklaces are allowed. ***The only chains allowed are those worn for medical purposes.*** **Rings:** Only one ring will be allowed. Must have flat surface and the design must be in accordance with the school principles.

Piercings: Boys are not permitted to have any kind of piercings. Girls are allowed to have only one piercing in each ear.

ACADEMICS

INTEGRATION OF BIBLICAL TRUTH IN CURRICULUM

IBCK Educational Center is a Christ-centered school. It is imperative that we focus on Biblical truths and implement them throughout every subject that is taught in the classrooms. The Bible provides a solid source of wisdom for every subject that is taught. **2 Timothy 3:16-17** tells us that, “All Scripture is inspired by God and is profitable for teaching, for rebuking, for correcting, for training in righteousness, so that the man of God may be complete, equipped for every good work.” Therefore, parents, students, and staff must take the time to understand the importance of holding everything that is taught up to the light of Scripture. **Psalm 119:130** says, “The revelation of Your words brings light and gives understanding to the inexperienced.”

A BEKA BOOK CURRICULUM

At IBCK Educational Center we utilize the A Beka Book curriculum to instruct our students from Kindergarten to Twelfth grade in conjunction with supplemental resources. We chose A Beka Book after doing extensive research due to their excellent reputation and high standards in scholastic material. The following is an excerpt from their website. “Three decades ago, ABeka Book began with the mission of providing Christian schools with high-quality textbooks and teaching aids to help each school fulfill its educational goals. The hundreds of traditional educational materials from A Beka Book have been developed and refined over a period of 50 years in the classrooms of Pensacola Christian Academy, one of America’s largest and most respected Christian schools. As a result, throughout the nation A Beka Book is recognized as the standard of excellence in the publishing of textbooks and other scholastic materials... Our materials reflect sensible theory that is firmly anchored to practicality.”

www.Abeka.com

IBCK LAB CURRICULUM

Meeting the needs of our special needs population is very important to us. We utilize the A Beka Book Curriculum, hands on materials, visuals and other research based learning materials to enhance student learning and meet their learning goals.

NURSERY DAILY SCHEDULE

7:30 am – 8:00am	Drop Off Time
8:00 am — 8:50 am	Breakfast
8:50 am — 9:20 am	Bible Time
9:20 am —10:20 am	Inside Play
10:20 am — 10:40 am	Snack Time
10:40 am — 11:00 am	Language Development (Monday, Wednesday, Friday) Numbers (Tuesday, Thursday) Skills Development (Monday through Friday)
11:00 am — 11:45 am	Play Outside
11:45 am — 12:00 pm	Bathroom/Water Break
12:00 pm — 1:00 pm	Lunch
1:00 pm — 2:30 pm	Nap Time
2:30 pm — 3:00 pm	Dismissal Time

SCOPE AND SEQUENCE OF K3 AND K4

K3 Grade Course Scope and Sequence	Quick Overview of Subject
Bible	Lessons such as Creation, Noah, Boy Samuel, Daniel, Boyhood of Jesus, Zacchaeus, Good Samaritan, etc.
Language Arts	<p>Recognition of name, sound and picture for short vowels and consonants, formation of vowels and consonants in upper and lower case.</p> <p>Language Development and listening skills that include color words, shapes, animals, transportation, countries, community helpers, health, safety, manners, science</p>
Numbers	Simple counting 1-30. Number concepts 1-15
Music/ Arts & Crafts	Colors, shapes, following directions, eye-hand coordination.

K4 Grade Course Scope and Sequence	Quick Overview of Subject
Bible	Lessons such as Creation, Noah, Boy Samuel, Daniel, Boyhood of Jesus, Zacchaeus, Good Samaritan, etc.
Language Arts	<p>Phonics and Reading Recognition of name, sound, and picture of long and short vowels and consonants Sounding of blends and one-and two-vowel words Reading of sentences and stories with one- and two-vowel words</p> <p>Cursive Writing Formation of letters, blends, and words Writing of first name</p> <p>Poetry Twenty-six poems and finger plays committed to memory</p> <p>Language Language development and listening skills that include color words, shapes, animals, transportation, countries, community helpers, health, safety, manners, science</p>
Numbers	Number recognition and counting 1-100

K4 Grade Course Scope and Sequence	Quick Overview of Subject
	Number concepts 1–20 Numbers before and after 1–20 Numbers largest and smallest 1–20 Addition facts $1 + 1$ $5 + 1$ $2 + 1$ $6 + 1$ $3 + 1$ $7 + 1$ $4 + 1$ $8 + 1$ $9 + 1$
Music/ Arts & Crafts	Development of motor skills in drawing, coloring, cutting, and gluing

DISCIPLINE PHILOSOPHY

Our philosophy of discipline is an essential part of Christian living and this is evident throughout Scripture. God disciplines those whom He loves so that they can become better men and women of God. At IBCK Educational Center we believe that discipline establishes order and keeps our hearts in check with God’s Word. Discipline and behavior guidance used by each caregiver will, at all times, be constructive, positive and suited to the age of the child.

It is the teacher’s responsibility to, as much as possible; prevent discipline problems through behavior guidance that helps the child to acquire a positive self-concept. They will model appropriate behavior through vocal tone and action. They will also make sure that classroom activities are interesting and stimulating to encourage child participation.

Positive reinforcement in the forms of praise or tangible rewards, such as stickers, will be used to encourage cooperation and achievement. When necessary, redirection, setting clear limits, and time away will be used to remove an uncooperative child from a situation. In the event that time away is used, a staff member will always be within sight and hearing of the child.

A time-away will be used when a child is in danger of causing injury to him/herself or to others. When spitting, hitting, biting, and kicking happen, it will be discussed, time-away will be used and both children will be given an opportunity to express their feelings. The maximum time allowed for a time-away will be five minutes for children three years and older.

Time away will NOT be used for children under three years old.

Prohibited punishment for misbehaviors include, but are not limited to:

- Spanking and/or hitting

- Other corporal punishment
- Verbal abuse or derogatory remarks
- Tying, binding, or confining
- Withholding or forcing food or naps
- Punishing for lapses in toilet training even at the request of a parent.

For recurring and/or severe behavior problems, parents must meet with the administrator and teachers to discuss the problem and possible solution. All will sign a form outlining the problem and the steps to be taken in the future. If the behavior problem still cannot be resolved, other actions can be taken or the child can be dismissed from the center as decided by the administrator.

POSITIVE GUIDANCE TECHNIQUES

- 1. Ignoring:** We understand that sometimes a child’s negative behavior is a product of attention seeking. This negative behavior stops when it is not given attention. We will use this technique unless the child or the children around them are in harm’s way.
- 2. Redirecting:** Instead of constantly telling a child “No” or “Don’t do that”, we believe in turning their attention away from the negative behavior by focusing on a different activity.
- 3. Verbal Intervention:** We use our words to explain why the behavior is negative and to demonstrate the correct way to handle the situation.
- 4. Immediate Consequences:** We believe that if a child repeats a negative behavior after the first three methods have been applied, they will have the consequence for their actions. The consequence might be having the toy removed from them or by removing them from the activity.
- 5. Reflection Time:** We believe that teaching a child to stop and think about their choices will help them build awareness of their actions and to develop self-control. During this time the teacher will sit one on one with the child to allow them to calm down and then talk through the situation or behavior at hand.
- 6. Positive Recognition:** We believe in encouraging a child’s positive behavior through verbal praises. Through positive recognition, the child will develop a child’s desire to choose to do what is right.

TOILET TRAINING

Toilet training will not be coerced. Generally, staff will assist you in carrying out the toileting routine upon which you have decided. However, please discuss this with your child's teacher to ensure that the teacher is comfortable implementing the plan.

Children will wash their hands with liquid soap and running water after being toileted. Staff members will also wash their hands with liquid soap and running water after assisting children with any toileting routine. Individual paper towels shall be used to dry hands.

When handling clothing soiled with feces, urine, vomit, or blood, staff members will wear gloves and bag clothing in sealed plastic bags, storing them apart from other items. Be sure to bring in extra clothing during this transitional period.

PERSONAL BELONGINGS

Children are welcome to bring things from home to share at show and tell times. However, the center cannot assume responsibilities for loss and damage to these items. Parents are asked to help the child understand that it is not wise to bring toys that he/she may not want to share. There may be certain times when your child has something special to show on a certain day. Please talk to your child's teacher before doing so.

Children's clothing looks very much alike and it is very important that you clearly mark all clothing with your child's full name. Please be sure your child is dressed appropriately for the weather for outside play time. An extra set of clothing is desirable "just in case".

***** LABEL ALL CLOTHING PROMINENTLY WITH YOUR CHILD'S NAME *****

Parent will be asked to provide the following:

- bottles, formula and baby food (if you choose not to accept center provided formula/food)
- diaper and baby wipes
- appropriate attire for outdoor activities for each day
- an extra set of clothing, including underwear and socks
- back pack to take home child's projects

STUDENT PHOTO AND VIDEO USE POLICY AND AGREEMENT

IBCK Educational Center often has the opportunity, during the school year, to photograph and/or videotape our students in a variety of school-related activities. As such, these photographs and/or videotape footage may be used in the school's communication tools such as the school website, annual report, and end of the year celebration video montage, local newspapers, social media and other mediums of communication. Highlighting the achievements and celebrating the successes in our school is an integral part of responsible reporting to our community as well as a way of sharing in the success of our school and students. However, it is our goal to respect your privacy as well. Therefore, parents/guardians are requested to indicate their wishes regarding the school's use of student photographs, videotapes or images at the beginning of each school year or student enrollment on the Photograph/Videotape Release form.

***Photographs, videotapes or images including four or more students in a picture are exempt from this policy, (i.e. group or team photos). Permission can only be revoked by written request.**