

## The Bon View School-General Information

The **Bon View School for Early Childhood Education** is the Preschool Ministry of the Bon Air United Methodist Church. The school is located in the educational wing of the church which is situated at the corner of Buford Road and Bon View Drive. The school draws the majority of its students from the Bon Air/Midlothian areas.

### History and Mission Statement

In March 1971, the Administrative Board of the Bon Air United Methodist Church approved the creation of a half-day, weekday preschool ministry. The school was named The Bon View Nursery School and was placed under the direction of two Church members- Jeanne Jones and Mary Pettey. During our first year, 1971-72, Bon View served two groups of four/five year olds with two teachers/directors and one assistant teacher. Jeanne and Mary guided this growing ministry through the spring of 78; Mary rejoined the Chesterfield Public Schools in the fall of 1978, and Bon View continued under Jeanne's direction.

A program for three year olds was added in 1978-79, and the school's name was changed during the 1985-86 school year to The Bon View School for Early Childhood Education- a name which was more reflective of this preschool ministry. In the winter of 1989 work was begun for the addition of two-year olds, and when our 1989-90 Session began, our 2's Program was in place.

In July 1991, Jeanne Jones approached the Administrative Board with the proposal that the Bon View School become the official preschool ministry of the Bon Air United Methodist Church. A task force was appointed by the Board Chairman to develop guidelines detailing the Church's responsibilities and to provide the Board with a recommendation of action to be taken. At the February 1992 Administrative Board meeting, the Bon View Task Force's report was accepted along with the motion to make the Bon View School for Early Childhood Education the official preschool ministry of the Bon Air United Methodist Church.

In December 1992, after a two-year intensive self-study of every phase of Bon View's operation and programming, the school received its NAEYC Accreditation, and was reaccredited in 1995, 1999 and 2004 by NAEYC. In June of 2007 the Bon View staff voted to pursue Excellence in Accreditation through the National Accreditation Association; our 2007-08 school session was devoted to Self Study of every phase of our operation through that accrediting body. In May of 2008 two NAC Validators observed in our classrooms and reviewed our documentation; in July we were awarded Accreditation by NAC (7/23/08-7/23/11) for our Excellence in Early Childhood Education.

Jeanne Jones, Executive Director and Founder of Bon View School retired after forty years of service to Bon View School's children and families on July 1, 2011. She passed the leadership of the school to Lisa Zambito, Director of Education, and Julia Dorsey, Director of Operations, beginning with the 2011-2012 Session of this weekday preschool Ministry of Bon Air United Methodist Church.

With over 40 years in the field of Early Childhood Education, we have served thousands of children. Annually the school serves almost 200 students and their families, with experienced college degreed classroom teachers and their well qualified assistant teachers providing excellent staff-child ratios and outstanding early childhood education. The staff's dedication and commitment to young children and their families has contributed to Bon View's continuing Accreditations and other recognition such as %BEST Preschool+ and %Preschool Favorite+in *Family Style Magazine* over the past decade.

**Today, Bon View School continues to serve as an outreach ministry for young children, ages two to six, in our Church and community with the mission of providing an environment for Social-Emotional-Physical-Cognitive-Aesthetic and Spiritual development formed and shaped by Judaic-Christian values and God's LOVE and unconditional acceptance of us all.**

## Philosophy and Goals

The goal of the preschool programs of Bon View School is to provide nurturing classroom environments and a wide variety of experiences which enhance children's growth in the major developmental areas and in their spiritual and aesthetic development as well.

The preschool day is made up of periods of independent play, child-directed activities, teacher-directed group activity and individual/group instruction in the curricula areas of art, cooking, health, language/literacy, physical development, music, math, science and social studies.

It is our belief that the young child learns best **By Doing, supported by the research of Piaget**. Therefore, Bon View is well equipped with appropriate manipulatives to accommodate children- two to six years of age. The environment includes areas for the following centers of interest: art, blocks, books, cooking, dress-up, home living, fish/other living creatures, puzzles, rhythm instruments, cassettes and CDs, table games, and sand/water/sensory play. The playground contains a variety of surfaces and outdoor equipment which encourage balancing, climbing, digging, jumping, running, sliding, swinging, throwing, catching and the important domain of **Socialization**.

**Fine Motor Skills** are developed through coloring, cooking, painting, modeling with clay and play dough, cutting, pasting, sensory play, using manipulatives and working with blocks and puzzles. **Gross Motor Development** is fostered by numerous activities indoors and on the playground which encourage balancing, climbing, crawling, hopping, galloping, jogging, running, throwing, catching and kicking.

## Instructional Goals

The main goal of our **Language Instruction** is to enhance the development of **Language and Literacy**. Components of our program include: **Print Rich Classroom Environments, Development of Expressive Language Skills, Phonemic Awareness, Print Awareness, Letter Recognition and Writing**. We encourage the children's emerging interest in writing (scribbling, drawing, copying, and inventing their own spelling).

Students are given opportunities to make up and dictate their own stories, read books independently and with their teachers and classmates, bring items for sharing time, talk about their activities, thoughts and feelings and engage in problem solving throughout the school day. Many Books- small books, big books- books rich in sound, predictive books, outstanding selections in children's literature are read to the children to expand the children's thought processes. Memory building and sequencing are further developed with games, music and rhythmic movement activities. Strategies for letter and sound identification are incorporated in our programs throughout each school day. The children's own stories and illustrations are frequently displayed in the classrooms and have been included in the school's newsletters and other publications.

**All Curricula are integrated with art, music, movement and drama and presented using a hands-on, multi-sensory approach to learning.**

The goal of our **Math, Science and Social Studies Instruction** is to expose the children to information about their environment. The children's Mathematic and Science experiences emphasize **exploration and discovery** and include a variety of **hands-on activities** in classifying, comparing, counting, matching, measuring patterning, predicting and sorting. Our own Bon View families, of varied ethnic groups, help us enhance the children's understanding of, appreciation for and respect for other cultures and their people. Special holidays and seasons are celebrated as they occur during the year.

**Spanish** has been taught in the 4<sup>th</sup> and 5<sup>th</sup> Programs since 1988. We believe that Spanish instruction enhances the children's understanding that all people do not speak the same language or have the same customs.

Another prime goal of Bon View is to create an environment in which learning and discovery are fun. Learning is a Life Time Adventure, and we are **Life Long Learners**. The most important GOAL in our school, however, is the development of positive **Social Skills** which are needed for the boys and girls to work and play effectively together in a group situation. We also place a strong emphasis on developing in each child; Self Discipline, Self Expression, Self Reliance and a healthy Respect for each of God's creatures and the beauty and enormity of God's World. The children are taught that God is **LOVE** and that He commands us **to Love and Care for One Another**- these concepts are the cornerstones upon which is built this Most Important Goal- the development of **Positive Social Skills**. Monthly Chapels highlight God's Love for us.

### **Parent Participation**

Our early childhood education programs are planned to give your children newer and broader opportunities for learning that may be enriched and enlarged upon when they enter elementary school. It is during these early childhood years that the children strengthen the foundation upon which is built their storehouse of understandings, knowledge, skills and attitudes- all remaining a part of the children throughout their total school experiences.

We believe that **parents are the most important influence** in the development of their children, and we encourage parents and staff to work together as **partners** in

achieving the optimal development of each child. Because of the extensiveness of our programs, there are many opportunities available for parent involvement.

**Parents**, we welcome **your child**, and we welcome **you**—our doors are always open to you! We sincerely believe that **each of you** has some special talents or interests that you could share with us in making the Bon View school year the richest and most rewarding experience your child could possibly have.

**Thank you** for your fine response to our **Parent Surveys**; we look forward to working with your child and in working with you throughout the year!

**NEEDED ARE:**

1. At least **one** Room Parent is needed for each group who will coordinate the special parties and activities during the year with the assistance of the other parents in the group and to assist the teacher with emergency telephoning. All parents will be invited at Orientation and the Open House to sign up for the various parties and activities. **Together we will make this a beautiful year for each child!**
2. There will also be a **Patrons' Committee** which will consist of one parent representative from each group in the Bon View School.
  - a. The committee will be headed by four or five Co-Chair.
  - b. The purpose of the committee will be to assist with Parent Events— including the 4<sup>th</sup>/5<sup>th</sup> and 5<sup>th</sup> Christmas and Spring Open Houses following the 4<sup>th</sup> and 5<sup>th</sup> music programs and will assist with the annual Staff Appreciation Week and other desired Patron<sup>s</sup> Committee activities.
3. Included in this Handbook is your child<sup>s</sup> Needs List & Classroom Schedule.
4. At the Orientation and Open Houses your child<sup>s</sup> teacher will have a **Sign Up Sheet** for volunteers. We also have had some parents who have served as Resource People throughout the years. If you have an interesting job or hobby and would like to share aspects of these with our groups, please note this on the **Sign Up Sheet** for your child<sup>s</sup> group
5. **Parent Volunteers** must abide by the following Bon View<sup>s</sup> policies regarding volunteers.
  - a. Volunteers work under the direction of the classroom Teachers.
  - b. Teachers are responsible for classroom management.
  - c. Parent volunteers are asked to use positive, encouraging language with the children and staff respectfully.
  - d. At Bon View we value and respect the CONFIDENTIALITY of students, staff and parents. Volunteers are also expected to adhere to this policy.
6. **Playground Workdays are scheduled for each Fall and Spring. You will find the dates in your child's Activities Calendar. Your help is greatly appreciated!**

## Policies and Procedures

1. **ACCIDENTS**-ALL accidents occurring at school requiring treatment will be reported on an Accident Form and on the school's Accident Log. The **Accident Form** will be sent home with the child on the day of the accident **and should be returned to the child's teacher on the following day with the parent's signature.** In the event of a serious injury, the staff will notify the parents or emergency contact person immediately.
2. **ADMISSION REQUIREMENTS**- Admission is made to Bon View School without regard to race, creed or nationality.
  - a. Priority in enrollment is given to current/previous Bon View families and member of Bon Air United Methodist Church as space is available.
  - b. A child must be toilet trained prior to his/her entrance in the school for any program other than those for our Two and Young Three year olds.
  - c. A Virginia Health & Immunization Form completed by the child's parents and the child's physician based on a current physical examination must be submitted to the school prior to the child's first day at Bon View.

**If your child's Annual Physical Examination is scheduled during the fall months coinciding with his/her birthday, we will accept a form based on the previous physical. However, an updated Form based on the child's new Examination should be given to his/her Teacher following the child's Examination.**

3. **ATTENDANCE**- Regular attendance is expected unless the child is ill. Parents are requested to send a note by the child the day that he/she returns to school following an absence stating the nature of the illness or reason for the absence if the child was not ill.
  - a. **Please contact the school office on Field Trip days if your child is ill and/or unable to attend school that day.**
  - b. Also contact the school office if your child contracts a communicable disease (i.e. chicken pox). Also, notify the child's teacher of the disease.
4. **BRINGING THINGS TO SCHOOL**-We are eager for the children to share special discoveries which they make at home or on trips with their families ( i.e. picture post cards, interesting nature specimens, shells, etc.)
  - a. Your child should not, however, be made to feel that it is necessary to bring something to school every day. Some days we will share thoughts, ideas and feelings- which are always very interesting!
  - b. Please **do not allow** your child to bring the following to school:  
**Chewing gum...Money... Toys or Weapons.** Thanks for your assistance!
5. **BULLETIN BOARD**-Bon View's **Bulletin Board** is located in the main hall outside Room 101 in the Education Building. It contains important school information and a section on parenting with current newsletters and flyers about upcoming parenting opportunities to keep you informed and to support you in your important role as a parent.

6. **CALENDAR**- A copy of your child's Program Calendar is included in this **Handbook** for your information.
7. **CHILD ABUSE and/or NEGLECT**-Our staff is legally responsible for reporting any suspected cases of child abuse and/or neglect to the appropriate local **Child Protection Agency**. For the safety and protection of all children served by its children's ministries Bon Air United Methodist Church developed a Child Protection Policy in the 1990's. The Policy was revised, and the changes were approved by the Bon Air United Methodist Church Council in June 2007.
8. **CLOTHING and PERSONAL BELONGINGS**-Parents are urged to dress their children comfortably and in clothing APPROPRIATE for both the season and weather.
  - a. **Play Clothes and Tennis Shoes** are recommended.
  - b. On rainy days please send your child to school in a raincoat with a hood. For safety reasons, please do NOT send an umbrella with your child.
  - c. On cold days jackets and mittens are recommended; **we do go outside during the Winter months.**
  - d. Also, it is suggested that children's names are included on all their belongings. This will enhance the children's ability to take care of their personal belongings.
9. **COMMUNICATION**- Communication between home and school is essential for the optimal development of the young child. It is important for parents to contact the teacher with their concerns, and the teacher will be in touch with them to discuss concerns she might have in regard to their child.
  - a. It is also very important for parent to share with us any information which might affect their child (i.e. death of a family member or pet, separation, move, etc.) or any behavior changes you are observing at home.
  - b. **It is also imperative that you advise your child's teacher and the Director of any address or telephone changes including new work telephone numbers.** This is important information for our records.
  - c. A monthly **Dates & Notes** will be sent home the first of each month (beginning in October) to keep you informed of the happenings and important dates in your child's group. A school Newsletter will also be sent home the middle of each month; it will contain information of school activities and events and Parenting Articles/Information.
  - d. Weekly notes will also be sent home by our 3's/4's/5's Teachers sharing information about your children's groups.

**Parent Participation in this process is important-by reading the school's communications you will become informed about school happenings and special events.**

**A sturdy Pocket Folder will serve as a Communications' Vehicle between home and school, so please check your child's folder each day.**

10. **CONFERENCES**-At Bon View School Parent Conferences may be scheduled as needed by parents and/or teachers. However, our **Conference Plan for all groups** includes the following:
- A Fall Telephone Conference** will be scheduled with each home during the Mid October to Mid November time frame in order for the teachers to share with the parents information about the children's adjustment to school and their developmental progress. Parent input will also be invited and is invaluable.
  - Winter Parent-Teacher Conferences** will be held during the months of January and February at school during the school day and will be scheduled by the Group Teachers. Your Conference will afford you the opportunity to meet with your child's teacher to review the child's Social, Emotional, Physical, Language, Cognitive and Aesthetic Development. Again, Parent input will be invited and is invaluable.
  - In Mid May the Group Teachers provide each family with a **Summative Report** of their child's progress across the developmental domains.

**Again, additional Conferences may be scheduled during the year as needed**

11. **CONDITIONAL ENROLLMENT**- The teacher carefully evaluates the compatibility of each child in the group. If any child enrolled is unable to profit from the Program, the parents will be called for a Conference. After every effort has been made to work with the child and to help him/her to adapt and benefit from the Program, the director has the authority to withdraw the child from the school.
12. **DISCIPLINE/GUIDANCE**- At Bon View our Discipline Plan consists of a few basic rules which are clearly, positively and consistently stated to the children by the staff **with the goal of guiding the children to manage their own behavior.**
- Our **Discipline Plan** revolves around **Positive Expectations** of the children which are communicated to them by their teachers who emphasize using their brains to make **good choices**. It is expected that the children will treat each other and the staff with kindness and respect. Children are taught that is not okay to hurt others physically or verbally.
  - The **Discipline Plan** consists of rules designed for indoors and on the playground. For example, when we are in the building, we will use our ~~walking~~ feet and ~~indoor~~ voices, but when we are on the playground, it is okay to use our ~~running~~ feet and our ~~outdoor~~ voices.
  - Our staff uses **positive reinforcement** and **encouragement** along with **planning ahead** and **redirection** to achieve positive behavior and to minimize problems.
  - Children are taught to **Problem Solve and to Negotiate** with each other in resolving disagreements. They are encouraged to use words rather than force as a means of solving problems and to use their brains to make ~~good~~ choices.
  - ~~Time Out~~ is used when a child needs to ~~gain~~ control of his/her behavior- not as a punishment. One minute of ~~Time Out~~ for each year of the child's age (If the child is two years, two minutes of ~~Time Out~~) is recommended.

13. **EVACUATION DRILLS-** Fire Evacuation Drills are conducted throughout the school year on a monthly basis; Storm Drills are conducted twice a year- in the fall and spring of each school year. Please refer to the Code Red Evacuation Plan (pg. 8A) for our plans to evacuate the Church building. Drills are reviewed annually by the staff at the Fall Staff Retreat.
14. **EVALUATION-** In late April through May of each school year Bon View School parents are invited and encouraged to Evaluate the School and its Effectiveness in Meeting Their Children's Needs. This is an opportunity Bon View has offered its parents since the very first school year in 1971-71. We have found the Parent Questionnaires to be most helpful to us through the years with our own Self Evaluations. They continue to provide us with excellent suggestions and ideas that we use to improve our programs and overall school operations.

In addition to the annual Parent Surveys, **Parent input about the school is invited throughout the school year. Concerns about the operation of the school should be brought to the attention of the Director as they occur.**

15. **FIELD TRIPS-** Field Trips will be taken throughout the year in all the Programs to enrich and enlarge upon classroom experiences.
  - a. **Parents will provide transportation for their children on all field trips.** Parents making transportation arrangements with other families in the group to transport their children should advise the teacher of the persons who will provide this service for their children. **Parents are responsible for restraining children in the proper state required equipment on all field trips.**

**\*\*Please note that some of the field trips scheduled in the 4<sup>th</sup> and 5<sup>th</sup> Programs may not be age appropriate for younger siblings; parents are, therefore, asked to make other arrangements for their younger children.**
  - b. For all field trips occurring outdoors (ie. Chesterfield Berry Farm, Metro Richmond Zoo, etc.)-**If the weather is questionable at 8:30 a.m.** on the day of the trip, the field trip will be canceled. If we are able to reschedule the trip, you will be notified of the new date and time.
  - c. Please sign the enclosed **Field Trip Acknowledgment Form**. Your child's Field Trip Schedule is also listed on the Calendar in your Handbook.
16. **HEALTH POLICIES-** The school will make every effort possible to protect the Health and Safety of the children in our care. The assistance of the parents in helping prevent the spread of communicable diseases is of great importance. The Bon View School will notify parents of cases of communicable diseases and any body infestations (i.e. head lice) in the school as they occur.
  - a. All students and staff members will have on file a Health Form based on a current physical examination; **those students with Health Forms based on**

**the previous year's examinations should provide the school with an updated form following their current physical exams.**

- b. The Virginia Health Form shall also contain an up-to-date listing of all immunizations appropriate for the child's age.
  - c. For the child's own protection as well as others in the school, **Sick Children Should Not be brought to school even though they wish to attend.**
  - d. Please do NOT bring your child when he/she is ill or has any of the following symptoms and/or diseases:
    - Temperature above 99 degrees
    - Vomiting or diarrhea within 24 hours prior to the school day
    - Thick nasal discharge, yellow or green in color
    - Heavy bronchial cough
    - Any eye inflammation or discharge
    - Ear ache or discharging ear
    - Sore throat or enlarged glands
    - Head Lice or Nits
    - Scabies
  - e. If a child becomes ill during the school day, the staff will notify the parents of emergency contact person if parents cannot be reached. We do expect the child to be picked up immediately. the sick child will wait in the school office (Room 103) for the parent/contact person; the names of those leaving early due to illness will be recorded by the Business Administrator.
  - f. In the event of Head Lice, the child identified as having lice or nits may **only return to school with a doctor's statement** that the child is free of both the lice and nits.
  - g. If the child has **Allergy Related Symptoms**, we must have a written note from the child's physician stating this.
  - h. If your child has had a communicable disease, we will need to have a note from the physician stating that the child is no longer contagious.
  - i. Health Requirements concerning Blood Contamination state that in the event of a severe bloody nose or injury, you will be contacted to pick up your child immediately. **ALL WOUNDS should be covered until they heal.**
17. **LATE FEE-** Please note that there is a Late Fee for children who are picked up fifteen minutes or more past their program's dismissal time.
  18. **LATE OPENING OR CLOSING-**For the safety and protection of each child, parent and staff member, in Inclement Weather Bon View will follow the Late Openings and Early Closings of the Chesterfield County Public Schools for it is the county in which we are located. **When the Chesterfield Public Schools announce a delayed opening, Bon View School will follow the plan below.**

CPS-1 hour late-Bon View will open at 10:30 a.m. with regular closing hours.

CPS-2 hours late-Bon View will open at 11:30 a.m. and close at 1:15 p.m. for 2<sup>nd</sup> Program, 1:30 p.m. for all other 2-day and 3-day Programs and at 2:00 p.m. for all 5-day Programs.

**When the Chesterfield County Public Schools close early, Bon View will:**

CPS to close at NOON-Bon View will close at 11:30 a.m.

CPS to close later than noon, Bon View will close at the scheduled time.

**During inclement weather or an extraordinary event**, please listen to the radio or Television (ie. WRVA at 1140 AM or Channel 12) for an announcement from the Chesterfield Public Schools with regard to closings, late opening or early closing. Then follow our policy as stated above. If our plans differ from Chesterfield County's we will announce our plans on Channel 12.

19. **MEDICAL EMERGENCY PLAN**-In the event of a medical emergency, the Director will contact 911 first and then notify the parents of the emergency.
  - a. Please assist your child's teacher by supplying her and the school's director with the following information and keeping it up-to-date:
    - Home telephone number, cell phone or pager numbers.
    - Work numbers/s
    - TWO Emergency Names and telephone numbers (in the Richmond area) in the event that the parent/s cannot be reached.
  - b. **Information Form-Part B** contains **Medical Release** information which needs to be signed by one parent (preferably both) and dated.
  - c. If the child needs to be transported to the hospital, transportation will be provided by Emergency (EMS) personnel or the child's parent/s.
  
20. **MEDICATION ADMINISTRATION**- In order for any Medication to be administered a Permission to Administer Emergency Medication Form must be completed and signed by the child's physician with the name of the medication and instructions for administering it. This must be brought to the school office (Room 103) by the child's parent along with the Emergency Medication which must be in the original container, bear the name of the child and the physician's medication instructions and will be current. Emergency medication Procedures will be followed as outlined below:
  - a. Medication will be administered by a MAT trained staff person or RN and **only in emergency cases**. Medication must be labeled and kept in a locked cabinet in Room 103.
  - b. The **Permission to Administer Emergency Medication Forms** will be kept in the school office (Room 103). After administering the medication, the MAT person/RN will record the child's and her name, the name of the medication, the amount, the date and time it was given on an Emergency Medication Administration Log {Also kept in Room 103}.
  - c. **The only emergency medications that Bon View will administer include: the Epipen, Inhaler, Nebulizer or medication prescribed for sever allergies; the medication date must be current.**
  - d. The Bon View School WILL NOT administer any other prescription drug or over the counter medication.
  
21. **MESSAGES**- Verbal messages from the children (i.e. change in car pool arrangements for the day) cannot be accepted by the teachers. Parents please send a note with your child stating any change in the transportation arrangements for the day;

your child's pocket folder may be used for this purpose. \*\*\*Teachers may not leave the classrooms to take messages during the school day unless they are Emergency Messages; their first responsibility is to the children they serve.

22. **ORIENTATION OF NEW STUDENTS TO BON VIEW SCHOOL**-Families enrolling their children in the Bon View School are given several opportunities to orient them to the school; they include:
  - a. Tours of the school prior to and after their enrollment.
  - b. The Spring Enrollee's Program
  - c. A letter from the teachers welcoming the children in their groups to school and to their classroom groups.
  - d. The Fall Back-to-School Open Houses afford the children and their parents another opportunity to visit in the classrooms, meet the teachers and some of the other children a few days prior to the first day of school.
  
23. **PARENT GRIEVANCE POLICY**-In resolving grievances pertaining to their children, parents should first confer with the classroom teacher, then the Director and if needed, the Bon View School Board. When the issue to be resolved concerns the general operation of the school, parents should first confer with the school's Director and then if needed, the matter will be referred to the Bon View School Board. It should be noted that the School Board is composed of Church, Staff and Parent Representatives.
  
24. **PARENT ORIENTATION**-prior to the beginning of each school year, a Parent Orientation is held for all parents of enrolled children.
  - a. At this meeting the **Parent-Student Handbooks** are distributed along with activities/information for the upcoming year.
  - b. The staff is presented to the parents at this meeting, and time is allocated for parents to meet with their children's teachers. The teachers will share their expectations of the children, policies and plans for the school year.
  - c. During this meeting of group parents, the teacher will give parents an opportunity to volunteer for various classroom activities.
  
25. **PARENT RESOURCES**- The school office (Rm. 103) houses an excellent selection of Parent Resources which may be borrowed by the parents.
  
26. **PARENTS VISITING**-Please stop by the school office if you are visiting in your child's room to sign in and pick up a badge. While you are always welcome in this school, please remember that the first and most important responsibility of each teacher is to the children she serves.
  
27. **PARKING**-During the school day, parking areas on the Vietor and Logan Street sides of the church are available to Bon View parents. Parking places in front of the Education Building parallel to Bon View Drive will be reserved for church staff including Bon View staff and church members and those conducting business with the church during the school day. Parents are asked not to park in this area. During the school day for the security of your children, entrance to the Church building will be limited. If you are walking your child into the building, please enter through the double doors which are at the rear of the hallway adjacent to the Fellowship Hall.

28. **PARTIES**-At the fall Parent Orientation and Open Houses each family will be given an opportunity to sign up to assist at one of the holiday parties during the school year. This system of giving each family the responsibility for one holiday party ensures that every family is able to participate in one of these events and eliminates overcrowding in the classrooms on party days.
29. **RESOURCE PEOPLE**- In addition to student Field Trips, the children will also be visited by interesting Resource People who enhance and enrich our classroom experiences. Most of these people/groups charge a fee for their services which will be deducted from the Student Activity Fund; the families contribute to this fund with the Activity Fee paid in September.
30. **SCHOOL MAIL BOX**-A school mail box located outside Room 103 may be used to deposit school mail including monthly tuition payments- checks only please!
- There is also a Parents Mail Tray available in the school office for receiving fees and other student data which are processed by the Director.
  - Parents need to come into the school office with cash payments as they require written receipts.
31. The School's mailing address is the following:

The Bon View School  
 P.O. Box 35088,  
 Richmond, VA 23235-0088

## 32. **SCHOOL'S PROGRAM INFORMATION**

### **Five's Program**

The Five's Program is composed of children who turn five by the Fall of the year enrolled; preference in enrollment is given to those children who turn five by September 30 of the year enrolled. Although these children are chronologically old enough for Kindergarten, their parents' objective in enrolling them in this program is to give them the gift of time for further development across the developmental domains prior to entering kindergarten. The children are assigned according to chronological age in these two groups. The hours of this program are 9:30 AM to 1:00 PM Monday through Friday.

### **Four's Program**

The Four's Program consists of two formats; 3-day (2 classes) and 5-day (1 class). The 3-day Four's attend on Monday, Wednesday and Friday from 9:30 AM to 12:30 PM. The children in this format are assigned to their groups according to chronological age. Preference for enrolling in these groups will be given to the children who turn four by August 1 of the year enrolled. The 5-day Four's attend school Monday-Friday from 9:30 AM to 1:00 PM. Preference in enrolling in this group will be given to the children who turn four by June 1.

### **Three's/Young Four's**

The Three's/Young Four's Program consists of four different groups- three 3-day groups and one 2-day group; all attend from 9:30 AM to 12:30 PM. It is an expectation that all of the children enrolled in this program will be **toilet trained** by the first day of school. Enrollment in the Young 3's Program is the appropriate placement for children not yet toilet trained. The Monday/Wednesday/Friday and Tuesday/Thursday/Friday groups were created for the young four year. First preference for the M/W/F group will be given to children who are four by December 31 of the year enrolled. Those enrolling in the T/Th/F group must turn four no later than May 1 of the year enrolled. The Monday/Tuesday/Thursday and Tuesday/Thursday Groups are designed for three year olds who turn three no later than July 31 of the year enrolled.

### **Two's Program**

The Two's Program consists of two different groups- both attend from 9:30 AM to 12:15 PM. The Tuesday/Thursday and Wednesday/Friday groups were created for two year olds; preference in enrolling is given to those children who are two and a half when school begins in September. It is not a requirement that these children will be toilet trained prior to their entrance into school.

33. **SECURITY**-The safety and security of each child, parent and staff member is of great importance to the Bon Air United Methodist Church, Bon View School staff and the Bon View School Board.
- a. During the school day the front portico doors will be locked after the morning admission of the children and remained locked until the afternoon dismissal of the children. The only doors open will be the main office doors and the double doors adjacent to the Fellowship Hall.
  - b. All visitors to the school (including parents) will report to Room 103 in order to sign-in and receive a visitor badge to wear during their visit.
  - c. The school will abide by the Bon Air United Methodist Church Child Protection Policy.
  - d. The teachers will position themselves throughout the day in order to observe the children's interaction and will also be careful during the day to position themselves so as not to be hidden from observation. The classrooms have sufficient lighting for the children and staff to work and be seen.
  - e. It is a policy of Bon View School that children will not be allowed to leave the school with anyone except parents or the car pool drivers without written permission from the parents. If your child is to leave with someone other than those you have authorized, you must send his/her teacher a note stating the date and arrangements. This is for your child's own protection.
34. **SNACK/LUNCH TIME**-Food is provided for each child by his/her parents. Every two-day and three-day group will include a Snack Time in the daily schedule; each five-day group will include Lunch Time in its daily schedule.
- \*\*Snack and Lunch Time provide an excellent opportunity to discuss good nutrition with the children as an ongoing topic throughout the school year. Parents are encouraged to support this by sending nutritional snacks and lunches with their**

children. Ice packs or blue ice in lunch boxes may be needed to keep some food cold. Food that the children bring is NOT shared with others.

**\*\*A prime goal of this school is to meet the needs of the children. Parents are asked to help achieve this goal in relation to food allergies which may exist in a classroom. In groups with children having severe allergies, parents may be asked to support the allergic child by NOT sending the identified food allergens with their children.**

**\*\*A blessing will be recited or sung prior to snack and/or lunch in every classroom to give thanks to God for His many blessings and presence in our lives.**

35. **SNOW DAYS**-The Bon View School will close when the Chesterfield Public Schools close on account of snow or bad weather/road conditions. Please listen to the radio and television announcements with regard to Chesterfield Public Schools Snow Day/Inclement Weather Closings.
- In the event that the Chesterfield County Public Schools remain closed for an extended period of time, the Bon View School may reopen if the roads are clear in our part of the county (Bon Air/Midlothian). If this should occur, parents will be contacted by the Group Telephone Tree System for each Bon View group; this information will also be posted on the home page of Bon View's web site- [bonviewschool.com](http://bonviewschool.com) and announced on WWBT, NBC Channel 12.
  - It is a policy of this school to make up Snow Days as follows:

For our 5-day classes Snow Days in excess of five days will be made up

For our 3-day classes Snow days in excess of three days will be made up

For our 2-day classes Snow Days in excess of two days will be made up

36. **"SPECIAL DAY" CELEBRATIONS**-In stressing the importance of each child in our school, we will plan a Special Day+Celebration for each boy and girl. Parents are requested to work with us in planning a simple event+for your child and family. This is an excellent way to introduce your child's class to some of your family's traditions; your favorite story, songs, dances, games, etc.
- Due to parent requests on previous surveys, we ask that NO food, favors or balloons be brought for children's Special Days.+
  - We like for the emphasis to be on the "Special Day Child"**. a poster about the child, the Special Day Child+is a great way to share information about the child, the family and the things the child enjoys doing.
  - Parents are welcome to plan an activity the child enjoys to share with the group or sing or play a musical instrument or simply read a story.
  - Instead of favors, a book or game for the child's group would be something that the children could enjoy in the classroom. Your child's teacher will be happy to offer suggestions of a book or game.
  - Parents are requested to mail birthday invitations for ~~at~~ home+parties instead of bringing them to school to send home.

37. **TOILET TRAINING**-It is an expectation of Bon View that all children who are not toilet trained prior to their entrance date are placed in the Young 3's or Two's Program. Our Two's and Young 3's Teachers will work with both the children and families during the toilet training process. Please send children who are not yet toilet trained to school in diapers. No pull-ups please

38. **TRANSPORTATION**-No transportation either to or from school or on Field Trips will be furnished by the Bon View School. It is the parents responsibility to provide transportation and to secure their children in a proper state required child restraint when traveling to and from school and on field trips.

39. **TRANSPORTATION SYSTEM-AM/PM Delivery/Pick Up System (carpool)-**

- a. Parents are requested to enter the parking lot off Logan St. located at the back of the church.
- b. The first car to arrive should drive to the corner of the sidewalk directly in front of the doors leading to the Fellowship Hall (on Buford Rd.). When unloading/loading begins (at 9:30/12:00/1:00) the first car should drive slightly beyond the portico with all other cars following. It is important for cars to remain in a single line and wait patiently for their turn.
- c. Staff will help children out of the cars in the morning and into the cars in the afternoon. Please have your child ready to exit the car when you reach the portico in the morning. This process may take longer at the beginning of the school year as the children require practice to become familiar with the unloading/loading system.
- d. For afternoon pick-up, each car will display a carpool sign bearing the number assigned to your child. This sign needs to be used each afternoon when arriving to pick up children. The carpool sign should be displayed in the front passenger window so it is visible to staff recording the order of the cars. If more than one child is in the carpool you will need to display each child's carpool number.
- e. While in carpool line it is important to allow church staff, members and guests sufficient space to get in and out of parking spaces. Also, parents in the 1:00 carpool line should not arrive before 12:50 to allow the 12:30 dismissal line to finish.
- f. Children must remain in the vehicle. They should not be allowed to hang out of windows or sun roofs while waiting in line. This is for the safety of your child.
- g. It is Bon View's policy that children will not be allowed to leave the school with anyone other than parents, carpool drivers or those listed in the student information notebook without written permission from the parent. If the student is to leave with someone other than those you have authorized the parent must send in a note stating the date and arrangements. This is for your child's protection.

40. **TRANSPORTATION SYSTEM-INSIDE (Inside delivery/pick up)**

- a. Parents walking their children into/out of the building are to park in the Vietor St. or rear parking lots only. Follow the sidewalk to the back of the church building (between the Christian Life Center and the utility fence). Enter the building through the double doors and wait in the hallway for the doors to open at the beginning and end of the school day.
- b. Those coming inside to pick up children in the afternoon or at other times during the day will need to sign the clipboard on the hall desk noting the child's name, adult name and the time. During carpool, adults are asked to remain at the desk and staff will bring the child to you. This does not apply to the

- 2¢/Young 3¢ who are dismissed and picked up from their classrooms. In those groups, the child's name will be checked off as he/she is picked up.
- c. **Late Pick Up+Policy**-Please note that late fees are assessed for children who are picked up fifteen minutes or more beyond the program's dismissal time.
  - d. Please note that the portico doors are locked after carpool and remain locked during the school day. If you are late arriving in the morning, please enter through the rear doors which are adjacent to the Fellowship Hall and walk your child to his/her classroom.
41. **TUITION**-For your convenience tuition may be paid three different ways as outlined on your Enrollment Contract-by the **year, semester or installment plan**. For those paying by the year, this payment is due by September 15. If you are planning to pay by semester, the due dates are September 15 and January 15.

For those electing to use the installment plan, your first payment is due by September 15 and the last payment is due on April 1. Your promptness in making these payments by the first of the month and no later than the fifteenth will be greatly appreciated.

If mailing your payment, please remember to mail your check and coupon to:

**Bon View School for E.C.E.  
P. O. Box 35088  
Richmond, VA 23235-0088  
Attention: Mrs. Julia Dorsey**

- a. The collection of tuition installment payments is NOT a responsibility of the group teachers or their assistants. The following have been set up for your convenience:
  - (1) Deposit payment in the ParentsqTray in the school office (room 103).
  - (2) Deposit in the mailbox outside the school office.
  - (3) Mail payment to above address.
- b. The following are fees associated with late payments and non-payments of tuition:
  - (1) A \$10.00 late fee should be added to your tuition installment payment if it is mailed or brought to the school office after the 15<sup>th</sup> of the month unless prior arrangements have been made with the director.
  - (2) Those whose payments are made after the 15<sup>th</sup> of the month will be billed for the late fee if it is not included with the payment.
  - (3) There will be a \$25.00 fee charged for any check which is returned for insufficient funds; **NO exceptions will be made**. If more than one NSF check is received, a family will be asked to make the remainder of their payments in cash.
- c. Other policies in regard to the children's tuition are:
  - (1) Nonpayment of fees will be handled by the Director of Operations and then referred to the Bon View School Board as needed to collect any money owed to the school.
  - (2) Scholarship Aid is available to those according to need. A Scholarship Form must be completed by those requesting assistance. We also require documented proof of income and the most current tax return. These forms will be reviewed by the Bon View School Board and will be approved according to need and as funds are available.