



BAYSHORE Early Education

FIRST BAPTIST

CHURCH ON BAYSHORE

2025-2026 Family Handbook

850.729.6915

churchonbayshore.org/bee

“Wisdom is like honey for your life; if you find it, your future is bright.”

Proverbs 24:14

Welcome to Bayshore Early Education (BEE)! We are so excited that you have chosen our program. We hope this year will be a valuable time of learning and development for your child.

We take seriously the trust you place in us. We are blessed to have your family as a part of our program. Please feel free to ask questions or make any suggestions.

**In His Love,
Dana Van Sant
BEE Director**

PURPOSE STATEMENT

Our purpose at Bayshore Early Education is to teach children about Jesus and to love them as He loves them. Our goal is to help children develop spiritually, mentally, physically and socially with age-appropriate activities and guidance. We strive to meet the needs of children and to encourage parents through participation and education. BEE is a ministry of Church on Bayshore.

ENROLLMENT

The following forms, along with the registration/supply fee, are due upon enrollment.

- **REGISTRATION FORM** - This form must have at least two local emergency contacts. Please notify us if any of this information changes (e.g., new address, phone number, pick-up change, etc.)
- **MEDICAL RELEASE FORM** - This form must be signed.
- **IMMUNIZATION FORM (FL FORM 680)** - This form must be updated when your child is due for vaccinations. (Some children may not have current immunizations. Remember, new students have 30 days to turn in immunization forms.)
- **PHYSICAL FORM (School Health Entry Form)** - This is good for two years unless your child's health history changes. Please note that the reverse side of the physical form, parents must sign and complete.

*** By law, students are not allowed in school with expired immunization or physical forms. ***

CALENDAR

A general school calendar is available upon registration. A detailed calendar is provided at Orientation in the fall. Our schedule will closely follow the Okaloosa County School District (OCSD). In case of inclement weather or emergencies, we will be closed when OCSD is closed. We will contact parents in the event of an unannounced closure if OCSD is not also closed.

TUITION

Yearly tuition is divided into 9 equal monthly payments. August tuition is due the first day of school and covers August and September. At the time of enrollment, a non-refundable registration fee and supply fee of \$175 is due. This fee includes a BEE t-shirt, school bag, and classroom supplies. This payment ensures your child's enrollment. VPK students must have a VPK certificate instead.

Monthly tuition is as follows:

- 1's and 2's (2 days/week): \$270
- 3's (3 days/week): \$365

- 4's (4 days/week): \$450

Tuition **must be received on the first school day** each month. **If tuition is not received by the 8th**, a **\$25 late fee** will be added. **After the 15th of the month**, the account will be delinquent and referred to the Church Financial Office. Please understand that BEE reserves the right to ask that you make alternative arrangements, for the care of your child, should your tuition remain unpaid. Monthly rates are constant, regardless of holidays, school closings, and absentee days. Please make checks payable to Church on Bayshore. There is a \$20 service charge for all returned checks.

Fees can also be paid online at churchonbayshore.org/give. In the memo area, select BEE School. If paying in cash, please pay in the BEE Office. Two-week notice is required for withdrawing your student. Summer tuition is non-refundable.

ATTENDANCE

If your child will be late or absent, please email dana@churchonbayshore.org or send a Remind message to Director before 9:15 AM. We will contact you if we are not notified of an absence.

ARRIVALS & DEPARTURES

For safety reasons, we ask that all parents park in the designated walk-in parking area or use the assigned car rider drop off line. At drop off and pick up, you are required to sign your child in with your first and last name and annotate the time. VPK parents will sign the *Child Attendance and Parental Choice Certificate* monthly verifying their child's attendance, during the month listed on the form. If someone else will pick up your child, please let the teacher know. This person must be on your pick-up list and will be required to show identification.

All changes to persons authorized to pick up your child must be in writing and signed by you. Anyone picking up a student should be prepared to show their ID (after staff are familiar with individuals who pick up, this will not be necessary). BEE staff are not allowed to drop off or pick up students, unless related by blood or marriage. If outer doors are locked, please call 850-729-6915; if no answer, call 850-678-4621.

YOUNG BEES: (1s and 2s)

Please arrive between 9:00 AM and 9:10 AM. Sometimes children are upset when parents leave; this is a normal reaction. Here are a few tips that may help your child adjust to their new school: Speak positively about "school". Say "goodbye" and reassure your child that you will return. Leave promptly, even if your child begins to cry. Should your child continue to be unhappy for an extended period, we will contact you. Plan to pick up your child promptly at 1:00 PM.

OLDER BEES: (3s and VPK)

To prepare your student for elementary school, older BEE classes will be dropped off as car riders. Teachers will explain drop-off procedures at Orientation. Three-year-old students are dropped off at 9:10 AM and picked up at 1:10 PM. VPK students are dropped off at 9:00 AM and picked up at 1:20 PM. We reserve the right to remove VPK students from our program that do not attend school regularly (i.e., students that do not attend 80% of school days for two months).

PARKING LOT

Parents are responsible for their children in the parking lot. Please hold your child's hand between the school and your car. Parents are responsible for utilizing child safety seats in their vehicles and children will not be released unless the appropriate child restraint device is provided. Parents are responsible for not leaving any children unattended in their vehicle in our parking lot. Our school does not monitor the parking lot. Therefore, total responsibility rests with the parent.

SECURITY

Our doors are locked for safety. If you need to check out your child before dismissal or need to drop an item off, you may call 850-729-6915 and someone from the BEE Office will assist you. If you are unable to reach this number and it is urgent, please call our church office at 850-678-4621. Everyone on campus must sign in.

LATE FEE

A \$10.00 late fee is assessed, beginning 15 minutes after assigned pick up time and an additional \$10.00 every 15 minutes thereafter. Children will be in the BEE Director's Office in the event you are more than 15 minutes late. Please call our office when you arrive, and we will bring your child to the outer door. If late fees are delinquent or tardiness in picking up your child continues, we will re-evaluate your child's enrollment status. In the event of an emergency, please call us at 850-729-6915.

WHAT TO BRING FOR SCHOOL

Please bring a full change of clothes to be kept in the classroom. A school bag is provided, so backpacks are not necessary. See Food and Nutrition below. **PLEASE LABEL EVERYTHING with first and last name! Younger BEEs:** Please send disposable diapers or pull-ups, and a security item if needed.

FOOD AND NUTRITION

Please send your child's lunch with an ice pack and drink. Send an extra water bottle for your child to drink on the playground. We encourage children to bring a thermos with a spout that will accommodate a straw, as opposed to a juice box or bag. No soda or bottles please. Drinks must be labeled with **first and last name**. This is a state requirement. Plastic name bands are suggested. To encourage independence, send drinks and food items that children can open and eat on their own. Do not send food that needs to be heated. DCF policies state that children under age 4 are not allowed to have whole/round hot dogs, popcorn, chips, pretzel nuggets, whole grapes, nuts, cheese cubes and any food that is of similar shape and size of the trachea/windpipe. **All food for 1s and 2s must be cut into ½ inch pieces.** We reserve the right to require alternate food choices if we have students with severe allergies in your child's classroom. We will notify you, in advance, if your child will be offered any food other than what you have provided (e.g., parties, learning activities, etc.).

POTTY TRAINING

Until your child is fully potty-trained, please send them to school in a pull-up. This is necessary to keep our school sanitary. Cloth diapers are not allowed.

BIRTHDAY CELEBRATIONS

We look forward to celebrating each of our student's birthdays. If you would like to send a special snack or small treat for your child's birthday, please let us know a week in advance, so we may adjust our schedule. To comply with the rule set forth by the Health Department, please send **store bought**, individually-wrapped treats or bakery items.

CLOTHING

Please dress your child for active play in clothing that fosters independence and confidence. Belts with difficult buckles or overalls may make using the bathroom difficult and frustrating. On cool days, please send a jacket or sweater. **Tennis shoes** are best for play. Flip-flop sandals without heel straps are not safe for play. Bracelets or necklaces are not allowed. Your child will be given a school t-shirt which will be worn on Tuesdays and other special occasions.

FIELD TRIPS (VPK)

Our VPK students will have an educational field trip. This trip is contingent on the participation of our parents. Car seats or booster seats are required. Parents/Guardians will be informed of field trips in advance. If parents are unable to attend, they must sign a form to give permission for their child to ride with another parent.

PARENT CONFERENCES

Teachers will meet with the parents of VPK students, at least once each year, to discuss their child's progress. If you have any questions concerning your child, please do not hesitate to call.

COMMUNICATION

We will be communicating with parents through the Remind App. Parents may sign up to receive messages through the App, text or email. The BEE Office sends weekly updates on Thursdays and other reminders during the month. Teachers will also send a newsletter or calendar monthly.

PHOTOS AND VIDEO

By signing our liability release, you have given us permission to photograph your child. Photos may be shared with your class on Remind. Images of children, families, or staff at BEE should never be posted on social media sites without the express permission of the individual(s) involved. Several times during the year, our school hosts events that are open to families. Individuals may take photos during these events and are asked not to share on social media sites. Please be aware that BEE cannot control the actions of enrolled families. If you wish to avoid the possibility of your child's photo being taken, please do not bring your child to these events.

Video cameras are monitoring our campus. Be aware that they do not cover all areas and are never installed in restrooms. Cameras are not continuously monitored and do not guarantee safety and/or security. Cameras record and store video.

DRILLS

We perform monthly fire drills. Our teachers prepare students before our first drill occurs to alleviate any

fear. We also perform inclement weather and lock-down drills.

SCHOOL EMERGENCY

In case of an emergency, we will notify and update you through Remind. If the emergency requires us to relocate, we will first attempt to find a safe location in another part of our church. If none are available, we will relocate to Crosspoint Fellowship Hall.

SICK CHILD PROCEDURE

The Department of Children and Families (DCF) has set forth the following regulations:

Children will be sent home immediately with any of the following: diarrhea, vomiting, undetermined rash, fever, head lice, pink eye, severe cough, difficulty breathing, stiff neck, open skin lesions, unusually dark urine, gray or white stool, yellowish skin or eyes, or and other communicable disease symptoms.

▪ **For your child to return, these guidelines must be followed:**

- **Fever:** fever free, without aid of Tylenol, Advil, etc., for 24 hours
- **Diarrhea and Vomiting:** symptom free, without medication, for 24 hours
- **Head Lice:** free from lice and nits (checked by Director), and have empty treatment container, signed note from parent stating they were treated or doctor's note.
- **Pink Eye:** free of irritation, free from drainage, and have been on medication for 24 hours.

Please respond promptly to any communication from BEE concerning the needs of your sick child. Please notify us immediately if your child becomes sick with any contagious disease(s).

MEDICINE

Our teachers are not allowed to administer medications. Diaper ointment and sunscreen are considered medications. Please apply sunscreen before school. Epi-pens are allowed but require special paperwork available in our office.

ACCIDENT

Any time a student is injured at school, an Ouch report is filled out. Upon pickup, teachers will ask for a parent signature and give parents a copy of the report. If the incident is more serious, a parent will be called. If we are unable to contact the parents, the emergency pickup list will be used. 911 will be called if needed. A staff member will remain with the student until the parent or emergency contact arrives.

BITING POLICY

Our program recognizes that biting is, unfortunately, a natural developmental stage that many children go through. We will do everything we can to protect all children and prevent biting to the fullest extent possible. When biting occurs, we:

1. Care for the child who was bitten (The area will be cleaned with soap and warm water. Ice will be placed on the area to reduce swelling.)
2. Help the child who bit learn an alternative behavior.
3. Work with the child, teacher, and parents to stop the biting.

An ouch report will be provided to both families. Names are not shared. Every case will be dealt with on an individual basis considering severity and frequency. If all attempts to stop the biting fail, we reserve the right to dis-enroll the child from our program.

DISCIPLINE

Proper behavior is taught through example and positive reinforcement. If misbehavior does occur, students are taught how to better respond to the situation in the future. The use of physical punishment is not permitted. Discipline is directed toward the “act” or “behavior”, not the child. A firm, calm voice is used. Staff and volunteer are not to yell at students. If a child is very upset and cannot be calmed or pacified, the Director is contacted. She may choose to call the parents to pick up the child. Discipline will not be associated with food, rest, or toileting and children will not be denied outdoor/active play because of misbehavior. Preschoolers are always handled gently and with love. BEE reserves the right to dis-enroll a student after multiple disciplinary infractions.

Sequence of Discipline-

- 1. Redirection** - A child may not engage in any activity that may cause harm to themselves, others, or the church facility. If a child behaves in an inappropriate manner, they will be redirected and given acceptable alternatives.
- 2. Removal from activity** - If the child continues to be disruptive, they will be removed from the group or activity to stop the inappropriate behavior. For the short time, a child is removed from the group, he/she is expected to remain quiet and refrain from any activity. A child should only be expected to remain quiet for one minute per year of age.
- 3. Removal from classroom** - If the same behavior is repeated, then the child will be removed from the classroom to the Director’s Office. If inappropriate behavior continues to be disruptive and hinders the operation of the class, parents/guardians will be contacted by the Director.
- 4. Parental/Guardian involvement** - In extreme cases of continued inappropriate behavior, parents/guardians will be contacted and asked to pick up their child.

BABYSITTING/CHILD RELEASE POLICY

BEE staff are not allowed to babysit students in their class unless the staff member is related by blood or marriage to the child. Teachers are not allowed to drop off or pick up any BEE students, unless they are related by blood or marriage. BEE is committed to the welfare of the children in our care, as well as the welfare of the teachers in our employ. BEE has, and accepts, no liability for any occurrence that results from your failure to adhere to this policy.

COURT ORDERS

For BEE to comply with court orders, custodial parents must supply BEE with a copy of the court orders. Without a court order, we are not legally permitted to refuse the release of a child to a parent; such refusal is a crime.

Smoking, vaping, use of alcohol or drugs, and guns are not allowed on campus.

It is the policy of Church on Bayshore BEE School to prohibit discrimination in acceptance of students to its program based upon race, color, gender, national origin or religious preference. Reasonable accommodations will be made for children with disabilities.

For the sake of this document, parent means parents, legal guardians, grandparents or any other family member of the enrolled child.