

Bethesda Christian School

ACE

2011-2012

Parent Orientation & Information

But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.

- Galatians 5:22-23a

Student's Name _____

Color what this Bible verse means to you and how you can show some "fruit" in your life. Turn in to Mrs. Dunleavy your first week in ACE for a treat. Do your best and be creative.

4700 N BEACH ST. FORT WORTH, TX 76137 817-281-6446

ACE information can be found on the school website under "Current Families."

ACE MEDICAL / EMERGENCY / RELEASE / CONDUCT AGREEMENT

Student's Name _____

To provide service this form must be completed and return to the ACE administrator.

MEDICAL / EMERGENCY / RELEASE / CONDUCT AGREEMENT

1. CONDUCT AGREEMENT

after reading, please initial

Conduct and Character Ethics

___ To encourage character development, maintain quality and ensure safety, participants are expected to practice self control, have respect for Instructors and others while on the property and in the classroom.

___ ALL students are expected to participate and cooperate during hours of operation according to expectations and guidelines.

___ I have been given a copy of the discipline procedures. I will explain to my child what is expected and the consequences before classes begin.

___ My family has read in the Parent packet and understands how to resolve a conflict that may arise with my child or things we may be concerned about.

___ I have read and understand the difference in tuition payments for ACE.

___ I have read and understand: late fees, changes in enrollment status, deadlines for ACE and Monthly Workshop payments.

2. FOOD/SEASONAL ALLERGIES

SPECIAL INSTRUCTIONS

3. EMERGENCY PROCEDURES

If in the incident there was an emergency situation of any kind.

The numbers listed below will be the first line of contact.

EMERGENCY CONTACT

NAME _____ PHONE _____

NAME _____ PHONE _____

NAME _____ PHONE _____

Hospital of Choice _____ Phone _____

Doctor _____ Phone _____

I do authorize for a person on the BCS ACE or any person on the Bethesda Staff), to take my child to emergency Care Now on Beach Street 76137, in the incident the contacts above can not be reached and the situation is deemed critical and necessary to take my child to medical professionals (emergency room) and/or receive an ambulance.

Parents Authorization _____ Date _____

4. LIABILITY RELEASE

I agree that Bethesda Christian School, the ACE administrator, director, instructors and all personnel connected with the program, school, church and workshops have my child's best interest and up most safety as a priority, therefore I agree to release the above named from liability for any injuries suffered by my child or myself in connection with the participation in any activities during operation hours, arrival and pick-up.

___ I hereby give Bethesda Christian School, staff, enrichment administrator, director and Instructors permission to take my child and/or myself to the hospital or closest Care Now in case of emergency.

I have read the expectations, liability release and attached information and agree with all guidelines.

Parents/Guardians Signature _____

Note from the Heart of the ACE Administrator

After ~ hours Connections & Enrichment (ACE) is providing opportunity to grow in skills, character and purpose for students in grades K-6th. We select highly skilled professionals and certified teachers who love the Lord. They offer their skills, gifts and mentorship through strategic, purposeful, fun activities and creative activities.

ENRICH: to make rich or richer, to give more wealth to, and to give greater value, importance, effectiveness.

The Instructors and Administration that make up the **BCS/ACE** team are here to serve, minister, and love to impart skills that enrich for a lifetime! We think it is a privilege to serve your family and treat this privilege with the highest honor. We know that the Lord has purposed each one and in Him we are His “workmanship”. We pray and trust the Lord will show us insight into the uniqueness of your child that we may partner with you as you train up your child in His ways. God loves you and your child; we want to make room for that love to grow!

What We Believe

Purpose:

Our purpose is to provide structure, quality enrichment and loving care for school age children, that compliments and partners with parent’s convictions to raise-up their child as unto the Lord.

Mission:

The mission is to be instrumental in reflecting relationship and the message of Jesus Christ and the love of the Father in all our endeavors.

Philosophy:

Every child is a precious gift from God. Each one is his workmanship. Every child has been given a divine purpose in life. Opportunity is provided for every child to discover and develop their God given uniqueness, as well as, practicing Godly character and attitudes.

Goals:

Believers who know who they are and who they belong to become worshippers that are bright lights to the world and useful vessels in God’s Kingdom, the ultimate mission! Therefore, our goal is to allow children to come and experience the environment, activities and workshops to be built-up in character, knowledge and understanding, that they may come to know and grow in Jesus. We utilize our time together to help our students learn their identity in him. Arts, life-skills and entrepreneurship are opportunities we provide for discovery and growth.

We understand for a child to really believe God loves them they need to be able to feel it. Therefore, we desire to create an atmosphere and develop the mission in such a way that every child participating feels loved, valued and a sense of belonging. Once a child begins to feel these things in a safe environment their heart opens to learn and ultimately be ministered to through word, prayer and relationship with Jesus.

ACE DAILY ROUTINE

3:30-3:40 STUDENTS SIGN IN QUIETLY

- Teachers drop off the students K-6TH and students 7TH grade and up sign in by 3:45
- K-6th grade choose a station: homework, library, and/or puzzle

3:30- 4:00 STUDENTS MANAGE THEIR OWN FOLDERS, CHARTS, HOMEWORK

- Scripture verses and extra activities that can be added to student's personal charts for extra credit are done at this time. "Extra" activity sheets stay in each student's folder until one on one review time with ACE instructor.
- Students are quiet and wind down from the day
- 7th grade and up are in Study Hall and are to remain quiet until all homework is complete, they can then choose quiet activity such as: chess, read articles provided or bring their own book

4:00-4:15 NUTRITIOUS SNACK, SHARE AND PRAYER TIME FOR K-6TH GRADES

- Students are expected to sit like ladies and gentleman, and quietly during snack time
- We talk about resolving conflicts, go over daily activity choices, etc...
- Learn to respect each other while listening to others
- Taught how to accept each others differences, yet stay true to personal convictions
- Discuss what the bible says about things, everyone has opportunity to share
- These 15 mins. can change some students lives

4:15-5:00 OPEN STATIONS: CREATIVE, GAMES, BUILDING, SCIENCE, "SPECIAL ACTIVITY"

- This is when small groups, one on one, and special projects happen
- Sometimes we break up into teams or partners to develop skills
- Teams/partners rotate around through the week so students can know each other
- Students learn variety of new and exciting games and activities
- Older students often help the younger
- Students learn to relate to all ages, not just their own (like a family)
- Students are provided lots of choices and can go into different stations

5:00 CLEAN UP TIME

- Students are not allowed to fold or move tables
- Everyone can help or designated servers are assigned
- Clean and close out stations one at a time while students are finishing final game or activity

5:10 ACE FAMILY ACTIVITY: GAME ~ STORY ~ AND / OR OUTSIDE

- Room is clean, and then all students come together for ACE Family Game time.
- Outside Option (we wait until 5:00 before going outside), we follow BCS rules on the playground
- Parents know if the lights are out and it is 5:00 or after we are on the playground

5:30 CLOSE

DISCIPLINE PROCEDURES

Discipline: is training that develops self-control, character or orderliness and efficiency... it is training of mind, body and character.

The instructors for ACE prepare the atmosphere in a positive light by making the guidelines clear, upfront.

- We make our expectations clear.
- We have daily incentives that show appreciation and reward for a student making positive choices, such as a word of praise, recognition and stickers.
- Students are going to learn how to apply lessons in ACE that can affect their character development. These lessons

RULES

**Students are to respect and obey their instructors
and to follow the BCS Code of Conduct.**

CONSEQUENCES FOR UNRULY BEHAVIOR

A clear choice from the student to disobey is removal from the current activity.

Once the environment is set up for a student to succeed if a problem occurs, the student will be reminded of our ACE goals and guidelines. If the student is still struggling with appropriate behavior and attitudes we practice “redirecting” student to a better situation. If in the case inappropriate behavior/attitude persists student will have a time to reflect quietly in an “observation” chair. Children are spoken to one on one to not shame or bring embarrassment in front of others. When and if necessary the administrator/or principal will “step in” so the instructor can continue with the activity in progress.

In the case of an incident and there is no improvement, the parent will be asked to come and pick up the student.

In the case of repeated offenses, the student may be removed from the program.

PAYMENT PROCESS FOR ACE

ACE Payments

Make all ACE/BCS

checks to: ACE

(Designate Students Name
on check)

All ACE service charges (Full Time, Part Time, Study Hall, and/or As Needed) are billed to your BCS account and due at the time of your monthly school tuition payment. To ensure credit is given to your ACE billing, do not combine your ACE tuition payment with your school tuition payment. Write separate checks.

Late payments are subject to late fee charges per BCS policy.

Per Semester: Enrollment status and charges will not change without a written "change in program" notice. Current enrollment status will roll over to the second semester unless a written notice is turned in. First Semester enrollment status can be changed with no additional charges if written notice is given by Dec. 1st for Second Semester enrollment status. To avoid additional fees, dead line for changes to second semester enrollment is Dec. 16, 2012.

Changes made within a semester time period (First semester: Aug-Dec and Second semester: Jan -May) are applied from the date notice is received. All enrollment status changes within a semester enrollment will have a \$50 service fee applied for changing enrollment status once the student's initial paperwork has been processed.

To manage, maintain quality, and be efficient in our ACE program, there are no adjustments or acceptations to the program options. Please consider the program options carefully and find which one best fits your family's needs for enrichment. (If your family is experiencing a hardship, please submit a letter and briefly describe your need).

Full tuition due at time of registration. First come-first served, register month by month.

***Thank you for choosing
the BCS~ACE
programs. It is a
privilege to serve your
family!***

CONFLICT RESOLUTION

Matthew 18 is our model we teach to the students and follow for misunderstandings, and conflict resolution.

Please, contact Julie Dunleavy for any concerns and if the issue cannot be worked out to your satisfaction, please allow Vicki Vaughn our BCS Principal to be your second contact with an issue concerning ACE and Workshops. We endeavor to keep the bonds of peace, safety and your child's best interest at heart.

In honoring our Lord, if there is anything that questions our integrity before Him, please do not hesitate to come forward and address an issue, in doing so, it may release the Love of our Lord in a great measure and foster deeper understanding.

LATE PICK-UP of Non-Registered Students

NON-Registered ACE Students

**LATE PICK-UP CHARGES INCLUDE A
\$2 FEE
PLUS THE DAILY RATE**

\$2 up to 3:45
\$4 up to 4:00
\$6 up to 4:15
\$8 up to 4:30
\$10 up to 5:00
\$12 up to 5:30

Quality Care And Safety Precautions

For the ACE standards to be met every student in ACE needs a Registration Form and the vital information it gives to best care for your child. Therefore the following guidelines are being implemented for your child's best interest:

Students who are not registered but have repeated late pick-ups (after 3 late pick-ups or one late pick up after 4:15) your child will be automatically enrolled into the ACE program requiring necessary paperwork to be completed and full application fee to be paid.

\$1 Per Minute After 5:30

ACE is not a daycare; we must close by 5:30. Late pick-up of all students (including) registered and non-registered students are subject to a premium late fee charge.

**WANT TO AVOID LATE STUDENT PICK-UP FEES
OR PROVIDE A SAFE PLACE DURING AFTER-SCHOOL HOURS?**

Monday ~ Friday 3:30-5:30
Refer to ACE Registration Form for more details