



Bethesda Christian School

ACE

Parent Handbook

**BUT THE FRUIT OF THE SPIRIT IS LOVE, JOY, PEACE, PATIENCE,
KINDNESS, GOODNESS, FAITHFULNESS, GENTLENESS AND
SELF-CONTROL.**

GALATIANS 5:22-23A

Vickie Blair, A.C.E. Director

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-6. We select loving and energetic teachers who love the Lord and have a servant's heart. They offer their skills, gifts and mentorship through strategic, purposeful, fun and creative activities.

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 parents' 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 his or her 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 that for children to 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

3:10 STUDENT PICKUP

- ◇ ACE staff will go to classrooms and pickup students

3:30 SNACK TIME

- ◇ Students will be provided with a healthy snack

4:00-UNTIL COMPLETED MONDAY, TUESDAY, THURSDAY – HOMEWORK

- ◇ K-2ND cohort will be taken into a classroom to complete homework.
- 3-5TH cohort will complete homework in the living room.

4:15 OPEN STATIONS: CRAFTS, GAMES, SPECIAL ACTIVITIES

- ◇ Each cohort will have a project set up for the day

PLAYZONE- EACH COHORT WILL BE TAKEN TO PLAYZONE AFTER SNACK UNTIL PICKUP

Wednesday's K-2ND

Thursday's 3-5TH

5:45 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.

6:00 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 will learn how to apply lessons in ACE that can affect their character development.

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 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 inappropriate behavior and attitudes we practice “redirecting” student to a better situation. If inappropriate behavior/attitude persists student will have a time to reflect quietly in an “observation” chair. The child is spoken to privately so he/she will not feel 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 with 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
You may also pay via RenWeb
(Designate Student's Name on check)

All ACE service charges (Full-Time, Part-Time, Study Hall, and/or As Needed) are billed to your BCS account and are due on the 1st Monday of the month.

Late payments begin 10 days after billing

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 December 1

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).

***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 the school administration with any concerns. If the issue cannot be resolved to your satisfaction, please allow April Jones, our elementary 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 PICKUP WILL RESULT IN STUDENT BEING
TAKEN TO ACE AND CHARGED
THE DAILY RATE of \$20**

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 3:30) will be automatically enrolled into the ACE program. Requiring necessary paperwork to be completed and the full application fee to be paid.

\$1 Per Minute After

6pm

Late pick-up of all students including registered and non- registered. Students are subject to a premium late fee charge.