

Section Two – School Operation

School Office / Medication / Transportation / Fire Drills / Snack-Lunch

SCHOOL OFFICE

Parents are welcome in the school. When you desire to visit a class, please call the school office in advance and make arrangements for the visit. Do not go into the classroom without prior arrangements. Lunch, homework, books, etc., may be left in the school office to be delivered, but may not be taken directly to the student. All visitors to the school must sign in in the school office and wear a visitor's badge. Visitors must sign out when leaving the school building.

MEDICATION

Any medication is to be administered by the school secretary or principal during the school day and must be accompanied with a note signed by a parent explaining dosage amounts and times. All prescription medication must be in the original Rx container and will be kept and dispensed by the school secretary or principal. A physician's signature is required for all prescription medication.

TRANSPORTATION

In accordance with Pennsylvania School Transportation Law, transportation to each BCS campus is provided at no cost by some Public School Districts for families who reside in those Districts. Each District has its own method of providing this service, and specific information can be furnished by each campus office. Bethlehem Christian School does not provide transportation. Parents should request bus transportation at the time of registration.

FIRE DRILLS

Fire drills will be held periodically during the year. Fire drill procedures are posted in each classroom. Students will be instructed by their teachers of these procedures and are expected to follow them.

SNACK - LUNCH

Kindergarten children will be served a light snack daily (cookie or cracker, raisins, etc.) by the school followed by a brief recess time.

Students in grades Full-day K - 8 are expected to bring their own nutritious lunch each day of the week. The students may purchase milk/juice at school or bring their own beverage.

A hot lunch program is available to students. Hot lunch forms will be sent home on a monthly basis. Parents may purchase these lunches for their children. Lunch forms must be returned to school on or before the designated date. No late orders will be accepted. All checks should be made payable to "Bethlehem Christian School." No refunds are given for snow days or absences unless the student has been absent due to illness for three or more consecutive school days which should be verified by a physician's excuse. Lunch aides, along with parent volunteers, will monitor and assist the students during lunch time. Good table manners will be stressed and enforced. Recess precedes or follows lunch.