



BEECC Family Handbook

2023-2024 School Year



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Administration and Educators

The BEECC Office is located just inside the entrance of the school wing, the Leader Education Center. You can contact us at beeccinfo@bethemeth.org or at 703-860-4515 x114. You can also reach out directly to our administrative team:

Renee Williams, Operations Director:	renee@bethemeth.org
Meghan Keyes, Education Specialist:	meghan@bethemeth.org
Marcy Mandel, Judaic Education Specialist:	marcy@bethemeth.org

Our faculty is comprised of professional early childhood educators. Our Educators have a combination of formal education and classroom experience to provide warm, joyful, and safe experiences for our students and their families. Our classroom teams are comprised of two educators using a Co-teacher model; each classroom will have a @bethemeth.org email address for parents to be able to communicate with their child's teaching team. We provide and support ongoing professional experience for our teachers to maintain and enrich their own experience.

All faculty members have a comprehensive background check on file with the state of Virginia. All teachers are encouraged to be fully vaccinated for COVID-19 and comply with CDC and Virginia Department of Health recommendations for future boosters.

Allergies and Special Dietary Needs

Parents of children with any serious allergies and/or special dietary needs must notify the BEECC administrative team. Parents of a child with a severe food allergy must complete Food Allergy Action Plan Form and provide a photograph to be kept with that form. If applicable, parents must also complete the Epi-Pen Authorization form. This will inform the teachers and administrators of the appropriate response in the event of a reaction by your child during school hours. This form must be completed prior to the first day of school. One copy will be kept in the school office; another copy will be kept in the child's classroom.

An allergy list, recording all children with food allergies enrolled in BEECC with their respective allergens, will be posted in each classroom. Children with special dietary needs (allergies or sensitivities) may elect via the Food Section of the Authorizations Form to bring their own snack to school. Parents may leave a supply of these snacks with the teacher to ensure availability when needed. Parents will be informed when this supply needs to be replenished.

BEECC is a nut-free school. BEECC will not serve any food items/snacks that contain nuts or traces of nuts during school hours. All food brought into BEECC, including student lunches, must be nut-free. There will be no food sharing among the students.

Arrival and Dismissal

Arrival for families enrolled in Early Care begins at 8am. Adults will park their cars and escort their child into the building to drop off in the designated Early Care classroom.

Morning drop-off begins promptly at 9:00 A.M. Parents/caregivers will park and bring their children to the school door, which will be staffed by a member of the BEECC administrative team. Children will be welcomed into the building and escorted to their classroom by one of our BEECC educators. The front door will be open between 9:00-9:15pm.

Adults may also park at the curb to help their child out of the car, but please be mindful of other cars and families coming in behind you. Drivers may not pull around cars that are in front of them in line. Driver cell phone use is not permitted in the parking lot.

For late arrivals, parents/caregivers must park and escort children into the building.

Afternoon Dismissal

Half-day classes dismiss at 1:00pm. Core classes dismiss at 3:30pm. All parents/caregivers/individuals authorized to pick up children must park and enter the building. If you arrive prior to 1:15pm, please wait in the hallway until the teachers dismiss the class for the day.

Children enrolled in After Care will be brought to the designated After Care classroom(s) by their core class teacher(s).

Authorized Pickups

Each family will be asked to provide a list of individuals who are authorized to pick up their child from school. This list must include names and phone numbers for each individual. Personal photo identification may be requested through verification with the list of approved drivers submitted by parents at the start of the school year. This procedure is performed to ensure the safety and security of the children. Personal photo identification will be checked any time an unfamiliar driver arrives to pick up a child.

If a child is to go home with someone other than the regular driver, the child's parent must contact the BEECC office prior to dismissal on that day and provide written notice of the individual who will be picking up the child.

No student will be released to an unauthorized adult under any circumstances.

Early Pick-up

If you or your caregiver is picking up your child early from school, you must check in with the BEECC office before proceeding to your child's classroom. Your child will be released only to an authorized adult.

BEECC Parents' Association

There is a Parents' Association (BEECC PA) open to all parents. This group provides a multi-faceted program to connect our BEECC families. It consists of a social component for parents and students, an educational component for parents, and a fundraising component. At the beginning of the school year, the Parents' Association will provide further information, including how to get involved with the PA. You can contact the PA at thebeccpa@gmail.com.

Behavior Support

BEECC educators use positive reinforcement and modeling to encourage prosocial behavior among our students. Teachers work with love, patience, and understanding in order to foster a kind and welcoming environment in each of our classrooms. Through the normal course of child development, children will hit, bite, yell, kick, or otherwise test limits and boundaries. We know that children come to understand acceptable and unacceptable classroom behaviors through positive guidance and loving relationships.

Our educators do not scold, shame, or ostracize children under any circumstances. They do use soothing techniques, such as holding a lovey, deep breathing techniques, mental exercises, and/or redirection as developmentally appropriate practices. Young children understand and learn expected behaviors and social norms through close relationships and connections with their teachers and peers.

Your child's classroom teachers will communicate with you if your child is involved in a biting incident or serious physical altercation. We will keep the other child's name confidential for privacy reasons. We will also share with you if we have determined if our educational strategies in the classroom have meaningfully engaged the child, or if we would like to open up further communication to partner with you about strategies at home and at school. If you have concerns about your child's behavior at home or at school, you are welcome to contact the BEECC administrative team for resources or advice.

Calendar

BEECC follows the Fairfax County Public Schools calendar for most federal holiday closings. As a Conservative Jewish preschool, BEECC is closed on the following holidays: Rosh Hashanah, Yom Kippur, Sukkot, Shmini Atzeret, Simchat Torah, Pesach (Passover), and Shavuot. For specific open/closed dates, refer to the school year calendar posted on the BEECC website. We do not celebrate Halloween or Valentine's Day (the history of these holidays include Christian saints); please do not send items (i.e., candy or cards) to distribute related to these holidays.

Class Placement

Decisions on class placements are made by the BEECC administrative team and the BEECC teaching faculty based on the individual needs of each child and the school as a whole. While we cannot promise to honor personal requests for a child to be placed with a specific teacher or other student, we are interested in your ideas regarding what is best for your child. Please share your thoughts with the BEECC administrative team.

Clothing at School

All children should wear clothing that allows them to be comfortable in a busy, messy environment every day. Please be mindful to not send your child(ren) in clothing that you don't want to get dirty, as children will often be digging in the garden, playing in the sand areas, painting, and/or other activities that involve getting a little messy. We strongly recommend footwear that allows for active play such as sneakers or other closed-toe shoes; please do not send in flip flops, dress shoes, or any elevated shoes.

We strongly recommend keeping at least one full set of backup clothes, including shoes, in your child's cubby, making sure that this backup set is seasonally appropriate throughout the year. Classroom teachers will review what else should remain in your child's cubby during your child's Welcome Day visit.

Children who are in the toilet training process should have additional sets of clothing at school as necessary. Clothes that are soiled or changed out of for other reasons will be sent home that day in a plastic bag. Should this occur, please remember to send in a new set of backup clothing the next day.

Being in nature is a cornerstone of our Reggio-inspired educational approach. Research confirms that playing and exploring in nature supports gross motor and cognitive development and encourages problem-solving and social-emotional growth. With this in mind, all BEECC classes spend large amounts of time outdoors, including time on our playground as well as across the expansive CBE campus. To support this goal, we recommend that families consider sending in an extra pair of rain boots and a raincoat to stay in their child's cubby to ensure that our students have many opportunities to go outdoors in myriad weather conditions.

Communication

The BEECC administrative team will compile and send a weekly newsletter to all enrolled BEECC families throughout the school year. This newsletter will include reminders about upcoming events or dates, important information, and any upcoming CBE or community events that may interest our families.

Each BEECC class will be sending out regular communication to families as a Storyboard using the Kaymbu app. Families will be provided with the information to download the free Kaymbu family app. You will receive an email or alert in the app to view highlights from your child's class, notes to parents, and information about upcoming class events. The storyboard may not be a comprehensive summary of the day but will feature major elements of the classroom's ongoing explorations and activities.

Parents are encouraged to reach out to their child's teaching team via the class email address to communicate any non-information that they would like to share with you. They may also want to schedule a phone call. Please note that teachers are not checking their phone or email during their teaching hours. For any timely matters or urgent messages, please contact the BEECC office directly at 703-860-4515 x114. The administrative team will make sure to share the message with your child's teachers.

BEECC teachers will do their best to respond to your emails in a timely matter. Please note that teachers are not expected to check/reply to emails outside of normal working hours and will not reply to any emails that are sent over Shabbat (sunset on Friday to sundown on Saturday) or holidays during which BEECC is closed. For ongoing/fluid conversations between parents and teachers, pick up is a good time for little pieces of information going back and forth. For longer or more in-depth conversations, please connect with the BEECC administrative team for help finding a time to schedule a meeting with your child's teachers and/or the BEECC administrative team.

Parent/Teacher conferences are scheduled twice a year, once in the fall and once in the spring. These two meetings are a cornerstone of the school year, and we encourage all parents to attend. At the conferences, teachers will present a summary of each child's experience in the classroom. Teachers are expected to share insights into the child's development, their interests, friends, and struggles.

Facilities

Congregation Beth Emeth (CBE) is located at 12523 Lawyers Road in Herndon, Virginia. It is a one-story physical plant of approximately 21,000 square feet. The original structure was completed in 1988, and

the addition was completed in 1997. CBE has twelve permanent classrooms and the Flex Space for music and exercise. We also use these multi-purpose areas on inclement weather days for gross motor activities, and we have an outdoor fenced-in playground area. We are limited to a combined total maximum daily enrollment of one hundred children. All areas of the premises that are accessible to the children are free of obvious injury hazards. There is cushioning material under the playground equipment, replaced as necessary.

Family Code of Conduct

Our Family Code of Conduct provides a mutual understanding of clear standards and expectations for all adult members of our community, including faculty, parents, guardians, and visitors. These standards apply to all BEECC facilities and all BEECC events. Our priority is to provide the most appropriate and secure environment for children that encourages growth, learning, and development.

The foundation for good family-faculty relationships is frequent and open communication, mutual respect, honesty, and a willingness to work together to discover what is best for each individual child. As such, the BEECC code of conduct is based on three general areas:

- Respect (Kavod)
- Cooperation (Shituf P'ulah)
- Safety (B'tiyachut)

Any concerns families may have about BEECC educators, educational decisions, or the below expectations must be addressed with the BEECC administrative team so they can be dealt with fairly, appropriately, and effectively for all.

Respect (Kavod)

All BEECC families are expected to behave in a manner consistent with decency, courtesy, and dignity at all times. Disruptive behavior that interferes or threatens to interfere with BEECC operations, including in classrooms, hallways, the playground, the parking lot, and all other BEECC spaces, is not permitted. Defamatory, offensive, or derogatory comments made to or about any member of the BEECC community will not be tolerated. Arrival and dismissal times are significant transitions throughout the preschool day. It is not always possible or effective to discuss issues "on the spot." Families should contact the BEECC administrative team to coordinate a time to meet with the teaching team for an extended conversation, which may include, but is not limited to, behavior patterns, the impact of significant life changes, or other ongoing concerns. As a Jewish community, BEECC values *B'tzelem Elohim*, which holds that all people are created in the image of God. Individual differences in children and adults are to be valued and honored at all times.

Cooperation (Shituf P'ulah)

BEECC families are expected to work in cooperation with BEECC faculty to achieve common goals in the best interest of all students. Families should share information about any diagnoses, behavior patterns, or significant events in their child's life. Certain behaviors or struggles are expected parts of early childhood. The BEECC administrative team and educators will provide all possible support while at school and will make recommendations as to how those support methods could be implemented at home. Families must make a good faith effort to implement those recommendations. There are some behaviors or patterns that are more persistent or severe that may be outside the scope of the support

BEECC can provide. If BEECC faculty makes a recommendation for additional assessment, evaluation, or support, families are expected to follow through on those recommendations.

Safety (*B'tiychut*)

All forms of bullying (physical, verbal, written, emotional, or cyber bullying), harassment, and abuse are unacceptable. This includes comments or actions that are intentional or hurtful between two children, an adult and one or more children, or two or more adults. To protect the health and safety of all members of the BEECC community, families are expected to follow all requirements in the Health and Wellness section of the BEECC Family Handbook. This includes not sending children to school when they have any of the symptoms laid out in the illness subsection, even if they are symptom-free with the use of medication. Threats of any kind will not be tolerated. This includes, but is not limited to, threatening to do bodily harm to any member of the BEECC or CBE community and threatening to damage BEECC or CBE property or the property of any member of the BEECC or CBE community. At no time is any person, other than an active-duty law enforcement or contracted security officer with jurisdiction, permitted to carry any type of firearm, ammunition, and/or weapon of any kind on BEECC grounds for any reason. Violation of this policy will result in immediate dismissal from the program.

Violations of the Code of Conduct

A written notice may be provided after the first violation. The BEECC administrative team and CBE Executive Director reserve the right to release any family from BEECC programs whose behavior violates the letter or spirit of this Code of Conduct.

Food at School

BEECC provides morning snack for all classes each day. We will also provide an afternoon snack for all children enrolled in the core-day program. Our snacks are well balanced and may include fresh fruit/veggies, a carbohydrate (such as a cracker or pita), and a fat/protein. All children must bring a lunch each day; please do not send lunch items that require refrigeration or heating.

Congregation Beth Emeth maintains a kosher environment, including all classrooms and common spaces used by BEECC. Any food that BEECC provides will follow these standards, as we ask that all families follow these standards when sending in food to be consumed while at school:

- All food for snacks and lunches must be dairy or pareve (neither meat nor dairy); we do not allow meat, poultry, or shellfish in our classrooms
- All food provided at BEECC must be either prepared in school or store-bought
- All beverages are considered kosher and do not need a kosher symbol
- All fresh fruits and vegetables are considered kosher and do not need a kosher symbol

Allergens

BEECC is a nut-free school. Foods containing peanuts or any tree nuts, including coconut, are not allowed at BEECC. We ask that parents do not send in peanut butter, or other nut butter, in any form. Soy butter and sunflower seed butter are great substitutes; please label these so we know they are safe. If there is another child in your class that has a significant food allergy and that allergen cannot be used in the classroom, all families will receive this information at the beginning of the school year.

We appreciate your desire to send homemade goodies; however, the synagogue kosher policy prohibits bringing in food for general consumption that has been made in private kitchens, even kosher ones.

Health and Wellness

Your child's health form (Commonwealth of Virginia School Entrance Health Form) must be completed and signed by the child's doctor and returned to the school no later than September 1st. The physician must have completed the health form no earlier than 90 days prior to your child's initial admission to BEECC. You must submit update immunization records each year thereafter. We ensure that all children at BEECC are in compliance with the provisions of Commonwealth of Virginia code 32.1-46 regarding the immunization of children against certain diseases. In accordance with Virginia law, no child will be permitted to attend school without this form on file. In addition, you must complete, submit, and keep current the Emergency Information and Release Form, Child and Family Questionnaire, and Authorizations Form, which are also kept on file at school.

You are also required to provide proof of your child's identity and age upon enrolling them in BEECC. Proof may include a certified copy of your child's birth certificate, notification of birth (hospital, physician or midwife record), birth registration card, or passport. This proof is required only for initial admission into BEECC and not for each subsequent year. It must be submitted on or before the first day of class for your child.

Illness

Children who are exhibiting one or more of the following symptoms may not attend school or must be sent home if the symptoms develop while at school:

1. Fever (100.1° or higher, or at the discretion of school administration)
2. Vomiting
3. Diarrhea
4. Sore throat/swollen glands
5. Eye drainage or thick mucus or pus around the eye
6. Abnormal discoloration of the skin or body rash
7. Redness or crust around the eye
8. Any other symptom of a contagious illness
9. Any other symptom of not feeling well, including lethargy, respiratory problems, persistent bleeding, etc.

Children who have tested positive for COVID-19 must remain home for 5 days from the date of the positive COVID test. After 5 days, the child may return to school if they are symptom-free (without the aid of fever-reducing or other medication) for 24 hours.

If your child has symptoms of illness while at school, the teacher will call you to pick up your child. If neither parent can be reached, we will contact the local person listed on the emergency form. For the sake of your child's comfort, please respond promptly. Ill children must be picked up within an hour.

It is our desire to provide a healthy and safe environment for students at BEECC. We ask for your cooperation, good judgment, and consideration of the other children and their families when deciding if your child is well enough to attend school. Unless a physician's note states otherwise, your child should

remain home from school, BEECC PA, and synagogue functions until symptom-free for at least twenty-four hours without the use of symptom-reducing medication.

You must notify the school if your child contracts an infectious disease (i.e., strep throat, hand foot and mouth, pink eye, etc.). These illnesses are common in childhood, especially in a communal setting. Notification of an infectious disease will be sent to all families in the BEECC community, without disclosing the name of the child who received the diagnosis. To return to school, your child will need to be symptom-free without the use of symptom-reducing medication for at least 24 hours or you must provide a note from a licensed healthcare provider approving their return to school.

Lice

Lice is common and expected among children. It is not a reflection on a child's hygiene, living conditions, or cleanliness. Any child determined to have head lice will be sent home from school immediately. Parents who have a child with head lice must inform the BEECC administrative team immediately. A notification will be sent out to all families in the child's class but will not identify the child in any way. The sooner lice are detected, and the school is notified, the less chance there is of it spreading.

To be readmitted, the child's head must have been appropriately treated and all nits removed.

Medication

BEECC educators do not routinely administer medications. Special circumstances must be addressed to the BEECC administrative team. In the event your child must take medication during school hours, you must complete and submit the Medication Authorization Form. All medications, including over the counter and prescriptions, must be in their original container with the prescription (if applicable) and administration information attached. These medications must be accompanied by the Medication Authorization Form signed by both a parent/guardian and the child's licensed healthcare practitioner.

Emergency Rescue Devices

If your child has prescribed emergency rescue devices, such as an EpiPen or AuviQ, you must provide BEECC with at least two non-expired devices. One device will be in your child's class bag, which is with the class at all times, as well as one device stored in the school office. Families must provide BEECC with a copy of the child's action plan for what steps should be taken in the case of exposure to an allergen. If your child begins to show signs of anaphylaxis, a teacher certified in Medication Administration Training (at least one teacher in every class is required to be certified) will administer the emergency device then will call 911 immediately. A member of the administrative team will contact the child's parents/guardians immediately.

Injuries

If your child sustains a serious injury, one of their educators will immediately call 911 and will inform BEECC administration. An administrator will call the child's parents/guardians immediately. One of the child's educators will stay with the child, providing comfort and first aid as necessary. For routine (i.e., scrapes, bruises, falls, etc.) injuries, educators will provide comfort and first aid to the child as necessary. For all injuries, serious and otherwise, one of the child's teachers will complete an incident report that will remain on file in the office. While incident reports are not automatically sent home, a parent/guardian may request a copy.

Prevention of Child Abuse/Neglect

All BEECC teachers are required to participate in annual training for recognizing, reporting, and responding to suspected or known instances of child abuse. Any faculty member who knows or has reasonable cause to suspect that an enrolled child is, has been, or is in immediate danger of being an abused or neglected child is required to make an immediate report to BEECC leadership and Fairfax County Child Protective Services.

Inclement Weather

BEECC closings and delays are determined by the BEECC Operations Director in consultation with the CBE Executive Director. BEECC may be cancelled, delayed or closed early on any day that we feel the safety of our students and faculty members is in jeopardy. This may be related to weather, health or safety issues within the building, or other unforeseen circumstances.

BEECC inclement weather closings and delays are determined independently of Fairfax County Public Schools. Notifications of closings and delays will be:

- Sent via text message to BEECC families
- Emailed to BEECC families
- Posted on the BEECC Website

In the case of a delay, BEECC will open at 11:00 AM. BEECC will dismiss as normal. In the case of an early dismissal, all students will be dismissed and must be picked up at 1:00pm.

Inclusion

Our Jewish values and our Reggio-inspired educational approach teach us that all children are *b'tzelem elohim*, made in the image of God. Children's developmental journeys are to be celebrated and supported, including the ways in which each child is unique in their development. Inclusion is much more than acceptance – it requires implementing specific support structures necessary for success. Support structures may include modifying and individualizing a teaching practice, learning strategies and using tools to address challenging behaviors, creating a culture of difference and acceptance, and collaborating with clinicians who support our students.

Students with developmental and/or learning differences may require a modified teaching practice specific to their individual needs. This could include environmental alterations, visual supports and flexibility within classroom norms/rules. Creating a culture where there is a clear understanding of difference and acceptance will be critical in maintaining a homeostatic atmosphere in the classroom community.

While some children come to us with known developmental differences and a plan for support in the classroom, many do not. We are often the first to recognize that a child needs support, especially as they enter a classroom setting for the first time. If your child has suspected or diagnosed developmental delays or disorders, please contact the BEECC Director. We are committed to providing a supportive, welcoming experience for all of our children and families.

Licensure

Under Section 63.1 – 196.3 of the Code of Virginia, which exempts child day centers operated under the auspices of a religious institution, BEECC is exempt from licensure. In order to maintain this exemption, we comply with filing the annual documentation with the Virginia Department of Social Services. The manual containing all Virginia codes and requirements is maintained in the school office.

Nap/Quiet Time

Per state regulations, all children enrolled in the core-day program are provided with a rest period of at least 30 minutes. Each child will be provided with an individual mat. Families will send in bedding (crib sheet and blanket) for their child. All bedding will be sent home to be laundered on Fridays or the last day of school before a break.

Outside Employment of BEECC Faculty

Any employment transaction (babysitting, transportation, etc.) between a faculty member and a family is a private transaction and occurs outside of the employee's relationship with CBE. As such, BEECC does not serve as a point of connection between families and faculty for potential private employment.

Photos at School

Throughout the school day, our educators take pictures of the children to document their explorations, activities, and learning. While the primary purpose of these pictures is for internal classroom documentation and reflective learning, each class will be able to share pictures of the children to their families. These pictures will be uploaded to the Kaymbu app and will be included in regular communications from the teachers to the families. Pictures will also be used for documentations shared with the BEECC community, in our classrooms and in our hallways.

Marketing/Publicity

BEECC and CBE include updated pictures of programs, events, and classes in school-wide communications as well as public-facing social media, websites, and outside media coverage. Photographs of all children may be used for internal communications as well as in classroom and school-wide documentations. Families are able to indicate on the Authorizations Form if they do or do not give permission for pictures of their child to be used publicly.

Security

Congregation Beth Emeth is equipped with an electronic security system. This system includes cameras and an intercom system, which are located at the four primary entrances of the synagogue – the front entrance, the school entrance, the playground, and the back kitchen entrance. When BEECC is in session, all doors are locked. To gain entry to the building, please push the intercom button next to any of the primary entrances. When asked, please identify yourself with both your first and last names. Unfamiliar people must identify themselves and state the nature of their business before entering the building.

We provide emergency response training to all BEECC faculty and faculty members throughout the year, and we conduct regularly scheduled fire drills. CBE is in partnership with security experts and consultants throughout the year.

Toileting

Children are welcomed into BEECC at any stage of their toileting journey. Please communicate with your child's teachers about your child's toileting needs. Our classroom teachers will review specific class policies and needs around toileting and bathroom procedures. If your child still wears diapers and/or pull-ups, you will be asked to send in a supply to keep in your child's classroom or designated toileting area. Your child's teacher and the BEECC administrative team are available to discuss toileting strategies and celebrate your child's progress.

Tuition and Other Fees

Tuition is charged on a school year basis; however, payments may be made in annual, bi-monthly, or monthly installments. Ten percent of the annual tuition is non-refundable. The first payment (less tuition deposit) is due by September 15 and the last payment by May 15. Payments are due on the fifteenth of the month. A late fee of \$15 per month is charged for tuition payments made after the 25th of the month. A fee of \$25 is charged for each check returned by the bank for any reason. All BEECC payment checks, including electronic ones, should be made payable to BEECC (Beth Emeth Early Childhood Center).

In the event that payments are late or not remitted in full, the BEECC Operations Director and CBE Executive Director reserve the right to limit your child's attendance until tuition payments, as well as any assessed late fees, have been paid in full.

If your CBE membership status changes during the year, the adjusted tuition rates become effective the following month. If tuition has been paid in full for the year, the difference in tuition between member and non-member rates will be reimbursed to the parents or paid to BEECC, based on the change in membership status. It is the responsibility of the parents to inform the BEECC administrative team of a change in membership status.

Building Maintenance Fees

Non-member families of Congregation Beth Emeth must pay an annual building maintenance fee of \$200, which is non-refundable and must accompany the first tuition payment. Non-congregants with two or more children enrolled in BEECC will pay one building maintenance fee. If your membership status changes during the school year, this fee will be pro-rated.

Program Fee

Families must pay an annual program fee of \$180 for each child. This fee is non-refundable.

Late Pick-up Fees

A faculty member is responsible for your child until a parent, guardian, or caregiver arrives. If a custodial adult has not picked up your child within five minutes of the end of their designated pickup window, you will be charged a base fee of \$18. You will be charged an additional \$10 for each five-minute block until

your child has been picked up. The fee is to be paid at the time of pick-up to the on-site administrator. Additional fees may be charged for families who are consistently late for picking up their child(ren).

Withdrawals

In the event that a child is withdrawn from BEECC, tuition payments are expected for the term of the contract. You must give BEECC written notification by completing the BEECC Student Withdrawal Notification Form. If, however, BEECC is able to fill the opening created by withdrawal, you will be notified in writing and released from the remaining tuition installments.

In order to reserve your child's place during a period of extended absence, tuition must be paid in full during this time.

If your family moves and is no longer within a reasonable commuting distance, as determined by BEECC, after giving BEECC 30 days written notice of the withdrawal of your child, you will not be responsible for the tuition period following the date of withdrawal.