

BETHEL PREP DRESS CODE

As expected, there are changes to the Uniform Code for the coming school year. The attached document outlines what our students are allowed to wear. Anything that is not listed in this document is not allowed to be worn to school.

Earlier this year Bethel Prep was approached by Flynn & O'Hara Uniforms for us to consider using them as a supplier of our uniforms. Flynn & O'Hara offers black and gold plaid and striped ties which has been something many of us have wanted. The decision was made to add them as an option for our everyday school uniform and as the only supplier of our dress uniforms and gym shirts. You are still able to purchase uniform shirts and take them to EmbroidMe for embroidering; you are still able to purchase uniform bottoms from a retailer of your choice; you are still able to purchase logo'd shirts from EmbroidMe.

That being said, gym shirts must be purchased from Flynn & O'Hara. The school is no longer providing gym shirts. Long sleeved gym shirts are now available.

The uniform code is now laid out in easy to read tables that tells you where you can purchase items.

The 2010-2011 school year marks the beginning of our Rhetoric School. In order for these upper grade students to distinguish themselves from the Grammar and Dialectic grades, their daily & dress uniforms will be different. Rhetoric students will wear blazers on designated Blazer Days during the regular school week (no tie for the young men on these days). Blazers are mandatory for Dress Uniform Days (with ties for young men and plaid skirts for young ladies).

Beginning in **September 2011**, all shirts must have the school's logo embroidered on them. We are giving you this advance notice so you can plan accordingly.

Below are some of the facts and benefits of purchasing your uniforms from Flynn & O'Hara:

PLEASE NOTE: Flynn & O'Hara will not be keeping in stock many of our logo'd items since this is our first year with them. They greatly appreciate our patience and understanding in this matter. Each logo will take approximately 15 minutes. You may either wait, have the items shipped to your home, or pick them up at a later time. They also suggest coming in towards the end of July before their busy time in August.

Convenient Ordering and Purchasing Options

• Mt. Ephraim Retail Location

- Our 2000 square foot Mt. Ephraim location is open year round to serve your parents.
- Our extended summer hours accommodate your parents and students with more opportunity to shop at their convenience.
- We offer evening and Saturday hours year round to accommodate busy working parents.
- Our stores are full service retail locations, with merchandise available year round.
- Special orders: If the store is out of stock in any item, the store will order that item in for the customer. The store will call the customer by the following Friday and they can pick the item up at the store.
- Items can also be shipped directly to the parent's home for a nominal shipping charge.

• Telephone

- Our committed customer service department is open Monday through Saturday year-round.
- We have 40 customer service representatives to assist customers during our peak season.
- In the winter of 2005 we implemented a state of the art phone system to provide customers with the newest technology and better customer service.
- Customers can place their orders over the phone and they will be mailed to their home or business for a nominal charge.
- We offer a toll-free number.

• Fax

- Parents can fax an order to us 24 hours a day, 7 days a week.

• Mail

- Any order can be placed through our mail order service.

• On-line Ordering

- You can link to our web page from your school home page so that parents and students can order on line or contact our customer service department with any questions or concerns.
- There is a web page for each school that will have the school's exact profile, grade requirements, and secure order form available on the web. Parents can order from the convenience and comfort of their home.

Policies and Procedures

• Refunds

- Full refunds are given on orders cancelled for any reason

• Exchanges

- Any item returned in its original condition may be exchanged for size, color, or for a full refund.

• School Year Warranty

- Every garment sold by Flynn and O'Hara is guaranteed for one full school year, if a customer is not happy with a garment, they may return it before June 1 of the current school year and we will replace the garment. The only exceptions on this policy are the knees in the boys' pants, which are guaranteed for 30 days.

• Status Reports

- We can provide each school with an up to date list of outstanding orders at the administrator's request.

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• Silk-screening and Embroidery Operations

- Our in-house embroidery and silk-screening operations enable customers to fulfill all of their needs in one location.
- Custom Embroidery ~ we offer an in-house embroidery operation, which is staffed year round and produces over 600,000 customized garments a year.
- We currently have 86 embroidery machines heads, which allowed us in the summer of 2008 to deliver all custom products within 5-7 business days.

• Remuneration

- Each school will receive a check representing 10% of the total sales at the beginning of each calendar year.

Bethel Prep Uniform Policy - Grammar School (Grades K-6)

Student and faculty dress reflects the seriousness, importance, and fun of learning and our pride in being members of this school community. Creating and maintaining Bethel Prep's Uniform Policy is part of the classical learning experience. Bethel Prep's Academy colors are gold and black. These are meant to represent the excellence of Christ impacting the darkness of the world as well as the power of a Biblical-classical education to overcome the ignorance of education that ignores the truth of Jesus Christ.

Homeroom or classroom teachers check students at the beginning of each school day. All uniform code violations must be corrected immediately. This may require students be sent to the Schoolmaster until parents can bring in the necessary items. Students who violate the dress code will receive the following additional consequences:

- First Offense: Uniform Violation form signed by parent or guardian and returned to homeroom or classroom teacher by the next day.
- Second offense within a marking period: after school detention.
- Third Offense within a marking period: out of school suspension
- Subsequent offenses will result in a parent meeting with the Schoolmaster.

The schoolmaster, staff, and/or School Board are the final interpreters and arbiters of the Uniform Policy. The Uniform Policy may be modified at any time.

This document outlines what our students are allowed to wear. Anything that is not listed in this document is not allowed to be worn to school. For example, but not limited too, hoodies, boots, leg warmers, holes in tights, footless tights/leggings, turtlenecks, sandals, Heelies, etc. Shorts under skirts are permitted but MUST be shorter than the length of the skirt.

If a student is unable to comply with the Uniform Policy temporarily for a legitimate reason, parents must notify the school in advance. If there are financial reasons why a student can not comply with the Uniform Policy please contact the Schoolmaster.

Uniforms are expected to be clean, in good condition, and each item labeled with the student's name.

BEGINNING IN SEPTEMBER 2011 ALL SHIRTS MUST HAVE THE SCHOOL LOGO EMBROIDERED ON THEM.

GENERAL POLICIES

- Students must always be dressed neatly and modestly according to this Uniform Policy. All uniforms must have all buttons, working zippers, and be free of holes/tears/stains.
- Hair must be clean and neat and not cover a student's eyes. For boys, hair may not be excessively long (i.e. covering the eyes or touching the shirt collar). No mohawks or similar hair cuts and/or styles are permitted.
- Hair accessories must be modest and compliment the student's uniform.
- Hair color must be natural and acceptable to the schoolmaster and/or staff. Hair must not be multicolored or distracting to the learning environment.
- Young men must be clean-shaven; sideburns are not to be below the middle of the ear.

Bethel Prep Uniform Policy - Grammar School (Grades K-6)

- Jewelry must be age appropriate and modest. Large earrings and long necklaces are not permitted. Young men are never permitted to wear earrings at school functions on or off campus. No other piercing is allowed. Young ladies may wear one set of pierced earrings on the ear lobes. No pins on sweaters, sweat shirts, blouses, or polos.
- Make-up may not be worn in Grammar School (K-6).
- Students are not permitted to wear any hats or hoods in the school building. No chains or metal studded bracelets or belts.
- No tattoos. No body art. No writing/drawing words, pictures, symbols, etc. on skin.

WHERE TO SHOP

You may purchase uniform tops and bottoms from any retailer of your choice. Please note that all items that are labeled as 'uniform' from a retailer may not comply with Bethel Prep's Uniform Policy . For example, Lands' End has Uniform Boys Cargo Shorts. Cargo shorts are not permitted even if a retailer labels them as 'uniform'.

Additionally, there are many different shades of khaki. Bethel Prep wears the tan colored khaki. If you need to see the shade you can refer to Flynn and O'Hara, Lands End, Gap Kids, or JC Penney to see the shade of khaki.

Flynn & O'Hara is a full service uniform company. They offer many services for our parents to make shopping easier. You can purchase uniforms at their Mt. Ephraim retail location, online (www.flynnohara.com), or by telephone. Bethel Prep receives 10% of total sales each year.

Land's End School Code: 900117581 (When you use this number Lands End credits 3% of your purchase to Bethel Prep) www.landsend.com Our logo is no longer available from Lands End but you can still purchase items from them without the logo and then take to EmbroidMe for logo placement.

EmbroidMe store is located at 1500 Almonesson Road, Deptford, NJ 08096, Phone 856-812-0509, or online at <http://www.embroidme-deptford.com>. You have the option of purchasing plain shirts and taking them to EmbroidMe to have the logo embroidered or you can purchase logo'd shirts at EmroidMe.

UNIFORM EXCHANGE

In order for clothing to be considered for donation:

- Undamaged (all buttons, working zippers, free of holes/tears/stains)
- Tights and socks may not be donated unless they are in their original packaging.
- No shoes.
- Please do not donate dirty, torn, or stained garments. Normal wear is expected.

After items are inspected and sorted according to size and gender, clothing is placed on sale for \$3.00 per item. All proceeds go directly back to Bethel Prep to benefit our children. Bethel Prep will not pay cash for any clothing donation and has no control over uniform availability or sizes. Sales are on a first come first serve basis. You do not have to donate items to shop at the Uniform Exchange. However, for the Uniform Exchange to be a success we need as many donations as possible. The Uniform Exchange is handled by parent volunteers.

Bethel Prep Uniform Policy - Grammar School (Grades K-6)

GIRLS DAILY UNIFORM - Grammar School (Grades K-6)					
			Where to Purchase		
Clothing Item	Style	Color	Flynn & O'Hara	EmbroidMe	Other
Shirt *	Long/Short Sleeve Polo	Black or White (Logo optional)	X	X	X
		Gold (Logo optional)	X	X	X
Blouse *	Long Sleeved Peter Pan Style	White w/Logo	X	X	X
Skirt	Uniform, Knee Length	Khaki or Black	X		X
		Plaid	X		
Skort	Uniform, Knee Length	Khaki or Black	X		X
Jumper (K-3 only)	Uniform, Knee Length	Khaki or Black	X		X
		Plaid	X		
Pants *	Uniform, Straight Leg	Khaki or Black	X		X
Sweaters	Cardigan, V-neck	Black (Logo optional)	X	X	X
	Pullover, V-neck	Black (Logo optional)	X	X	X
	Sweater Vest	Black (Logo optional)	X	X	X
Socks	Knee Length	Black or White	X		X
	Ankle Length	Black or White	X		X
Footed Opaque Tights	Plain, Ribbed, Cable Knit	Black or White	X		X
Shoes*	Closed Heel/Toe	Black, Brown, or Tan	X		X
	Sneakers	Any type (no light up sneakers)			X
Belt *	Solid Color	Black	X		X

* Beginning Sept 2011, ALL polos must have logo embroidered on them.

* Peter Pan blouses purchased at retailers other than F&O or EmbroidMe must be taken to EmbroidMe for logo placement.

* Pants may be worn in October, November, December, January, February, March, and April.

* Shoes: No high-heels (any heel over 1-inch).

* Beginning in 3rd grade all shirts must be tucked in and a belt if wearing pants or a skirt or skort has belt loops.

Girls Change Over Months										
	S	O	N	D	J	F	M	A	M	J
Uniform Skirts, Skorts, or Jumpers	X	X	X	X	X	X	X	X	X	X
Uniform Pants		X	X	X	X	X	X	X		
Gym shorts	X	X						X	X	X
Gym sweatpants		X	X	X	X	X	X	X		

Bethel Prep Uniform Policy - Grammar School (Grades K-6)

BOYS DAILY UNIFORMS - Grammar School (Grades K-6)					
			Where to Purchase		
Clothing Item	Style	Color	Flynn & O'Hara	EmbroidMe	Other
Shirt *	Long/Short Sleeve Polo	Black or White (Logo optional)	X	X	X
		Gold (Logo optional)	X	X	X
	Long sleeve Oxford	White w/Logo	X	X	X
Pants	Uniform, Straight Leg	Khaki or Black	X		X
Shorts*	Uniform, Knee Length	Khaki or Black	X		X
Sweaters	Cardigan, V-neck	Black (Logo optional)	X	X	X
	Pullover, V-neck	Black (Logo optional)	X	X	X
	Sweater Vest	Black (Logo optional)	X	X	X
Socks	Ankle length or longer	Black or White	X		X
Shoes	Closed Toe/Heel	Black, Brown, or Tan	X		X
	Sneakers	Any type (no light up sneakers)			X
Belt*	Solid Color	Black	X		X

* Beginning Sept 2011, ALL polos must have logo embroidered on them.

* Oxfords purchased at retailers other than F&O or EmbroidMe must be taken to EmbroidMe for logo placement.

* Shorts may be worn in September, October, April, May, and June.

* Belts: A belt must be worn when shirt is tucked in. Beginning in 3rd grade all shirts must be tucked in with a belt.

Boys Change Over Months										
	S	O	N	D	J	F	M	A	M	J
Uniform Pants	X	X	X	X	X	X	X	X	X	X
Uniform Shorts	X	X						X	X	X
Gym shorts	X	X						X	X	X
Gym sweatpants		X	X	X	X	X	X	X		

Bethel Prep Uniform Policy - Grammar School (Grades K-6)

Physical Education

BOYS AND GIRLS - All Schools					
			Where to Purchase		
Clothing Item	Style	Color	Flynn & O'Hara	EmbroidMe	Other
Shirt	Bethel Prep t-shirt	Gold	X		
Shirt	Bethel Prep t-shirt, long sleeved	Gold	X		
Sweatshirt	with logo	Black or Gold	X	X	
Pants	Sweatpants	Solid Black	X	X	X
Shorts *	Knee-length	Solid Black	X	X	X
Shoes	Sneakers	Any type			X

*Shorts are permitted in September, October, April, May and June only.

Dress Uniform Guidelines

Dress uniforms will be worn when requested by Schoolmaster for special occasions such as honor's chapel, concerts, productions, performances, school pictures, etc.

GIRLS DRESS UNIFORM - Grammar School (Grades K-6)					
			Where to Purchase		
Clothing Item	Style	Color	Flynn & O'Hara	EmbroidMe	Other
Blouse *	Peter Pan Style, long sleeve	White w/Logo	X	X	X
Jumper (K-3)	Knee Length	Plaid	X		
Skirt (4-6)	Knee Length	Plaid	X		
Tights	Footed Opaque Tights	Black	X		X
Shoes*	Closed heel/toe	Black	X		X

* Dress Uniform shirts purchased at retailers other than F&O or EmbroidMe must be taken to EmbroidMe for logo placement.

* Shoes: No high-heels (any heel over 1-inch).

BOYS DRESS UNIFORM - Grammar School (Grades K-6)					
			Where to Purchase		
Clothing Item	Style	Color	Flynn & O'Hara	EmbroidMe	Other
Shirt *	Oxford, long sleeve	White w/Logo	X	X	X
Pants	Uniform	Black	X		
Socks	Dress	Black	X		X
Belt	Solid	Black	X		X
Necktie	Solid	Black	X		
Shoes	Closed heel/toe	Black	X		X

* Dress Uniform shirts purchased at retailers other than F&O or EmbroidMe must be taken to EmbroidMe for logo placement.