

# Brunswick Christian Academy

## Preschool Parent/Student Handbook



4231 US Highway 17 N  
Brunswick, GA 31525  
(912) 264-4546

\*Revised April 2016

## TABLE OF CONTENTS

Our History	1
Our Philosophy	1
Our Mission	1
Our Goals	1
Our Affiliations	2
Our Non-Discriminatory Policy	2
Our Financial Operations	2
Our Statement of Faith	2
Our Parent’s Code	3
Our School Spirit	3
General Information	3

Hours of Operation & Fee Schedule	4
Tuition & Daycare Payments	4
Daycare & K4 Age Requirements	5
Enrollment Procedures	5
Account Balances	5
Association and License	6
Attendance Requirements	6
Bathroom Habits	6
Biting Policy	6
Change of Address, Phone Number or Employment	7
Classroom Structure/Order	7
Curriculum	7
Damaging Property	8
Discipline	8
Dress Code and Appearance Regulations	9
Early Registration	11
Exceptions to Rules and/or Regulations	11
Field Trips	11
Fire Drills/Severe Weather Drills	11
Forbidden/Restricted Items	12
Fundraising Efforts	12
Holding A Spot/Space	12
Holiday & Summer Daycare	12
Illness	12
Lunches	13

Medication Policy	13
Minor Injuries	14
Nap Time Needs	14
Outdoor Play	14
Parent/Guardian Information/Communications	14
Parent/Guardian Teacher Conferences	14
Partial Week Attendance	15
Problem Resolution	15
Re-Enrollment of Students	15
Reporting	15
Rule/Policy Changes	16
Serious Injuries	16
School Accident Insurance Coverage	16
School Closings	16
Significant Events/Happenings	16
Smoking Policy	16
Student Searches	16
The Bible and Our Preschool/Daycare	17
Toys	17
Vacation Weeks	17
Videos	17
Visiting Campus	17
When Others Must Pick Up Your Child	17
Weapons/Firearms	17
Withdrawing/Transferring Students	18

***“Train up a child in the way he should go and when  
he is old he will not depart from it.”***

Proverbs 22:6

**Brunswick Christian Academy  
Preschool/Day Care Policies and  
Procedures**

## **Our History...**

Brunswick Christian Academy was founded in 1974 as an educational ministry of the First Free Will Baptist Church of Brunswick, Georgia. We are a 501 © (3) corporation under the National Association of Free Will Baptist, Inc.

As the school has maintained the goal of providing a quality Christian education, the Lord has provided growth in facilities, staff, and enrollment as He has seen fit. The school consists of a daycare, preschool, elementary, middle school, and high school.

Realizing that it is the Christian home to which God has given the authority and power to train successful young people, it is the goal of BCA to assist the home in the training process. Apart from divine leadership and wisdom, it would not be possible to attain these goals.

## **Our Philosophy...**

The purpose of Brunswick Christian Academy is to provide conditions whereby students can receive the Truth. Jesus instructed His disciples in John 8:32, *“And ye shall know the Truth and the Truth shall make you free.”* It is our objective to teach the Truth, but also to teach our students how to apply the Truth wisely to their own lives. In John 16:31, we are promised that *“...when He, the Spirit of Truth, is come, He will guide you into all truth.”*

BCA has the responsibility to provide the best possible education. A biblical viewpoint in the vital areas of life - spiritual growth, education, personal self-discipline, and patriotism must be strongly stressed to each student during his years of training. *“Train up a child in the way he should go...”* and *“bring them up in the nurture and admonition of the Lord.”* (Proverbs 22:6, Ephesians 6:4). We desire to minister to the needs of the whole child and to promote spiritual and moral growth, academic and intellectual progress, and physical and social development.

We, as Christian educators, desire to train each student to accept individual responsibility to God for his actions and challenge him to glorify God in every facet of his life.

## **Our Mission**

Brunswick Christian Academy is a Bible-centered educational ministry of the First Free Will Baptist Church designed to educate children in truth and righteousness, to prepare them for life by pursuing excellence, and to support the Christian family and the Bible-believing church.

## **Our Goals...**

**Spiritually-** *“Let the Word of God dwell in you richly.” (Col. 3:16a)*

- To lead each child to personal acceptance of Jesus Christ as Savior
- To enrich each child’s devotional life
- To develop a well-balanced and Christ-like personality
- To awaken a realization that God has a purpose and plan for each life
- To develop from Scripture that ability to find help independently
- To give knowledge, love, and understanding of the Bible
- To instill a sense of responsibility for the lost that will lead to intelligent witnessing

**Mentally-** *“Let this mind be in you which was also in Christ Jesus.” (Phil. 2:5)*

- To develop a mind-directed life and not a feeling-directed life
- To develop a positivity in reactions to life
- To discover and develop individual aptitudes
- To cultivate analytical thinking and a priority-directed life
- To impart a command of common knowledge and skills

**Emotionally-** *“Be strong in the Lord and in the power of His might.” (Eph. 6:10)*

To build a Christ-like controlled personality

To establish an emotional balance

To enable the child to adjust easily to situations in which he is found

To develop aesthetic interests and abilities

**Socially-** *“None of us liveth to himself.” (Romans 14:7)*

To instill a loyalty to Jesus Christ in all things and at all times

To develop an understanding of the student’s place and obligations in the family

To help the child share his Christian responsibility as a citizen for the welfare of every group to which he belongs

To awaken and foster missionary responsibility toward all men

**Physically-** *“Present your bodies a living sacrifice...unto God.” (Romans 12:16)*

To develop a respect for the body as the temple of the Holy Spirit

To teach intelligent care of the body

To encourage the yielding of the body as an instrument of God’s use

## **Our Affiliations...**

Brunswick Christian Academy holds very high standards in curricula, academics, and discipline. BCA is a member of the **Georgia Association of Christian Schools (GACS)** and the **American Association of Christian Schools (AACS)**. Our high school is accredited by GACS through the **Georgia Private School Accreditation Council (GAPSAC)**. It is by these associations that we are able to further teacher development and remain abreast of current methods and materials. Our students also benefit by enhanced and varied opportunities to compete and cooperate with students from other Christian schools.

## **Our Non-Discriminatory Policy...**

Admission to Brunswick Christian Academy is open to any young person who meets the entrance requirements. BCA admits students of any race, color, or national origin to all of the rights, privileges, programs, and activities generally accorded or made available to students at the school. BCA does not discriminate on the basis of race, color, or national origin in administration of its education policies, admission policies, and athletic or other school administered programs.

## **Our Financial Operations**

Brunswick Christian Academy is a private, non-profit organization. Income from the tuition is insufficient to fully cover the cost of operating the school. Interested individuals are invited to contribute to the operation of the school via gifts for general expenses or by providing scholarships for deserving students who would otherwise be unable to afford such training. School fundraising projects may be planned throughout the year as the needs arise.

## **Our Statement of Faith...**

Brunswick Christian Academy places primary emphasis upon living the Christian life and focusing upon developing positive Christian character. For this reason, we affirm each of the following truths:

1. The Bible is the inspired, God-breathed, infallible, and authoritative Word of God. It is also the Christian’s final word on faith and practice (II Timothy 3:16).
2. The birth of Jesus Christ is evidence of His deity in that He was virgin-born and was God in the flesh (Matthew 1:20).
3. The blood of Christ shed on Calvary is the only atonement for man’s sin (Hebrews 9:22, 1 Peter 1:18-19, 1 John 1:7).
4. The death, burial and bodily resurrection of the Lord Jesus Christ and His ascension into Heaven are truly a reality. (1 Corinthians 15:1-4, Acts 1:11).

5. The existence of the Godhead as a trinity (Father, Son, and Holy Spirit) has been from eternity, three distinct persons yet one in substance and nature (Matthew 28:18-19, Mark 12:29).
6. True believers in Christ are called to a life of consecration as giving evidence to the world that the Lord Jesus Christ saves and satisfies (Romans 12:1).
7. Jesus Christ will return to the earth literally, bodily, and visibly to judge the living and the dead (Acts 1:11, Revelation 20:11-15).
8. Sin has separated all of mankind from God. Until a person is convinced through the Holy Spirit of God that he is guilty of breaking God's law, repentance is impossible. Once a person acknowledges his sins against God, repents, confesses his sins to God, and exercises faith in Jesus Christ's sacrificial death, he receives salvation. Spiritual birth takes place the instant that repentance, confession, and faith is exercised in Jesus Christ. The conversion experience will bring out a definite, noticeable change in a person's lifestyle (called the work of sanctification) through the Holy Spirit (Romans 5:12 and 8:29, II Corinthians 5:17).

### **Our Parent's Code...**

Our parents play a vital part in the total program of Brunswick Christian Academy. Emphasis again and again has been placed upon the importance of parents cooperating with the school for the education of the child. We like to believe that the following code, when subscribed to by all of our parents, would make BCA a school which would truly honor the Lord and produce the finest education possible.

1. I will pray regularly for the teachers and administration.
2. I will cooperate fully in the educational function of BCA, doing my best to make Christian education effective in the life of each of my children, that they may love and serve the Lord and receive the finest education possible.
3. I will pay all my financial obligations to the school on or before the date they are due. If I am ever unable to pay on time, I will notify the school in advance, giving reasonable explanation for the delay and stating when the payment can be made.
4. I will support the school by gifts in addition to my tuition payments as the Lord enables me.
5. I will assume volunteer duties and responsibilities as opportunities arise and as God provides the strength and time.
6. I will attend periodic meetings and parents' functions of the school.
7. If I become dissatisfied with BCA in any respect, I will try to resolve the matter with the person or persons involved rather than seeking to spread criticism or hold a negative attitude in my heart. *I will not criticize the school before my children.* I will follow the biblical information found in Matthew 18:15.
8. I will seek the advancement of BCA in all areas: spiritually, academically, and physically.
9. As a BCA parent, I recognize it is my privilege and responsibility to strive diligently to observe the above as God enables me by the power of His Holy Spirit.

### **Our School Spirit...**

**Colors-** Navy and White

**Mascot-** American Bald Eagle

**Team-** Eagles

### **General Information...**

Brunswick Christian Academy is a ministry of the First Free Will Baptist Church of Brunswick, Georgia. We respect and appreciate those of other denominations who have placed their children in our care. BCA will endeavor in principle and practice to "keep the unity of the Spirit in the bond of peace" with those of like faith. However, the First Free Will Baptist Church, through the BCA School Oversight Committee, maintains the right of control over all aspects of Brunswick Christian Academy to include its existence and continued operations.

The BCA Oversight Committee consists of the pastor and members of the First Free Will Baptist Church appointed to serve on this committee. The principal serves as chairman. The Administrator is accountable to

this committee through the principal. While not usually involved in the day-to-day operations of the school, it is the BCA School Oversight Committee that helps set the policies and procedures outlined in handbooks and policy manuals, as well as the financial management of BCA.

The BCA Oversight Committee may review recommendations for the hiring and dismissal of employees.

Parents, guardians and employees are encouraged to seek the Principal, Daycare Director, or Administrator’s guidance should any problems or questions arise. However, if satisfaction cannot be obtained at the administrative level, parent/guardians and employees may request a meeting with the BCA School Oversight Committee. This may be arranged through the front office.

**HOURS OF OPERATION & FEE SCHEDULE**

(Effective August, 2009)

Monday through Friday (Except for holidays)

7:00 a.m. – 6:00 p.m.

<b><u>Description</u></b>	<b><u>Hours</u></b>	<b><u>Rate</u></b>
Early Care (Day Care or K4 Students)	7:00-7:30	\$ 2.50 per day
2 year old (Full-time/ 3 or more days)	7:30-6:00	\$135.00 per week
2 year old (Part-time)		\$ 95.00 per week
3 year old (Full-time/ 3 or more days)	7:30-6:00	\$125.00 per week
3 year old (Part-time)		\$ 85.00 per week
K4 (Full-time)	7:30-6:00	\$125.00 per week
K4 (Half Day)	7:30-12:00	\$ 85.00 per week
Second Child – Day Care or K4 (Part-time)	8:00-12:00	\$ 75.00 per week
Second Child – Day Care or K4 (Full-time)	7:30-6:00	\$115.00 per week

**Other Fees:**

Registration Fee- Non-Refundable, Non-Transferable	\$ 75.00 per student
Book & Supply Fee – 2 yr. old Day Care	\$ 75.00 per student
Book & Supply Fee – 3 yr. old Day Care	\$125.00 per student
Book & Supply Fee – K4	\$150.00 per student
Late Payment Fees	\$ 15.00 per late payment
Returned Check Fees	\$ 40.00 per item
Lunch for Half-Day K4 Student	\$ 2.00 per day

**Half day students must be picked up by 12:00 p.m.; Full-day students must be picked up by 6 p.m. The charges are as follows for your child being picked up late:**

**Late Pick-up Fees:**

Five (5) minutes	\$2.50
Ten (10) minutes	\$5.00
Each Additional Minute	\$1.00

**TUITION AND DAY CARE PAYMENTS**

**Account payments are due in advance on Fridays** for the following week. Accounts not kept current are subject to being charged a **\$15.00 late fee** (per late payment), and/or your child may not be allowed to return to class until the parent/guardian has made mutually suitable payment arrangements with the school Finance Office.

## DAYCARE AND K4 AGE REQUIREMENTS

Students must be at least 2 years of age. The student's age as of September 1<sup>st</sup> of the current school year is used in determining class assignments for each school year. (Sorry, no exceptions.)

## ENROLLMENT PROCEDURES

BCA gladly accepts applications regardless of race, color, or national origin. However, **we cannot accept students who have been expelled or suspended from any other school, or child care facility.**

1. Request and complete an "Application for Enrollment". All requested information must be provided. Altered, blank, or unsigned applications will not be considered.
2. Return the completed application with the following:

- A. **Birth Certificate** (Certified copy from the County of Birth)  
**Certificate of Immunization** (Form 3231)  
**Social Security Card**

**Note:** All students are required to have scheduled immunizations, unless parents have provided a religious exemption certificate.

- B. **Registration Fee** (See Fee Schedule)

**Note:** Registration fees are non-refundable and non-transferable

3. Attendance at BCA is a privilege, not a right. We retain the right to accept or reject any application without explanation. Decisions concerning the applications are to be considered final.
4. Once the application is received, the following must be done before enrollment is complete:
  - A. Pay the book/supply fees.
  - B. Pay the first tuition payment.
  - C. The school must have all required forms in hand. If a form has been requested, but you have not yet received it, (for instance, an out of state birth certificate, etc.) we may extend a conditional acceptance of the student for up to 30 days until the document arrives. However if all documents are not received within the 30 day period, student may not attend class until all documents are received. **It is the Parent/Guardian's responsibility to secure all required paperwork and to see that the school is given valid copies.**

## ACCOUNT BALANCES

Parents may check account balances by calling the main office during their normal office hours (8:00 a.m. – 3:45 p.m.). It is the parent's or guardian's responsibility to keep their child's account current. **Account payments are due in advance on Fridays** for the following week. Accounts not kept current are subject to being charged a **\$15.00 late fee** (per late payment), and/or your child will not be allowed to return to class until the parent/guardian has made mutually suitable payment arrangements with the school.

Tuition is not discounted or adjusted if the student is serving suspension, out sick (unless hospitalized for two or more days), if days are missed due to weather related closings (as long as care was available for two or more days in that week) or holidays unless the center is closed more than three days.

## **ASSOCIATIONS AND LICENSE**

Brunswick Christian Academy holds very high standards in curricula, academics, and individual conduct. For more than 40 years, BCA has held membership with both the Georgia Association of Christian Schools and the American Association of Christian Schools. BCA's Preschool/Daycare is licensed with Bright From the Start and complies with the requirements of Glynn County Health Department.

## **ATTENDANCE REQUIREMENTS**

Prompt, regular attendance for Pre-K is mandatory. These classrooms have an academic setting and begin promptly at **8:00** a.m. K-3(3 year old classes) and the 2 year old academics also begin at **8:00** a.m. In order to have all children get the most out of the curriculum and, mainly, not to interrupt the teaching going on, it is requested that your child be here on time. The only exception to the late arrival would be a doctor's office visit. When your child is late, the class is interrupted, and your child has also missed out on the work that the class has done. Promptness also teaches children responsibility, integrity, and priorities. It is the parent/guardian's right and responsibility to ensure that the child attends school regularly and arrive on time.

## **BATHROOM HABITS**

Parent/Guardians are encouraged to help their child become independent concerning proper bathroom habits and personal hygiene. We realize that occasional accidents happen, but these should occur on an infrequent basis. If your child is having daily or weekly accidents, BCA reserves the right to ask you to make other day care arrangements.

## **BITING POLICY**

Children biting other children are one of the most common and most difficult behaviors in group child care. It can occur without warning, is difficult to defend against, and provokes strong emotional responses in the biter, the victim, the parent/guardian, and the caregivers involved.

For many toddlers, the biting stage is just a passing problem. Toddlers try it out as a way to get what they want from another toddler. They are in the process of learning what is socially acceptable and what is not. They discover that biting is a sure-fire way to cause the other child to drop what they are holding so the biter can pick it up. However, they experience the disapproval of the adults nearby and eventually learn other ways of gaining possession of objects or expressing difficult feelings.

For other children, biting is a persistent and chronic problem. They may bite for a variety of reasons: teething, frustration, boredom, inadequate language skills, stress or change in the environment, feeling threatened, or to feel a sense of power.

No matter what the cause, biting in a group situation causes strong feelings in all involved. It does help, however, to be aware of the potential problem before it happens, and to form a plan of action if it does occur. The staff of the Center, after consulting child care experts and manuals, has developed the following plan of action to be used if and when biting occurs in any of our rooms.

For the biter:

1. The biter is immediately removed with no emotion, using words such as "biting is not okay – it hurts." Avoid any immediate response that reinforces the biting or calls attention to the biter. The caring attention is focused on the victim.
2. The biter is not allowed to return to the play area and is talked to on a level that the child can understand. "I can see that you wanted that truck, but I can't let you hurt him. We don't put our teeth on people."
3. Redirect the child to other play.
4. Write an accident report and notify the parents of the biter.

For the victim:

1. Separate the victim from the biter.
2. Comfort the child.
3. Administer first aid.
4. Write an accident report and notify parents of the victim (in writing).

#### **If biting continues:**

1. Room staff meets with the director on a routine basis for advice, support and strategy planning.
2. Chart every occurrence, including attempted bites, and indicate location, time, participants, behaviors, staff present, and circumstances.
3. Let all parents know that there is a problem and the procedures that will be followed to deal with it.
4. "Shadow" children who indicate a tendency to bite: Head off biting situations before they occur. Teach non-biting responses to situations and reinforce appropriate behavior. Adapt the program to better fit the individual child's needs.
5. "Shadow" children who have a tendency to be bitten: Head off biting situations, Teach responses to potential biting situations: "No" or "Don't hurt me!"
6. Work together as partners with the parent/guardian of both biting children and frequent victims to keep all informed and develop a joint strategy for change.
7. Hold a conference with the parent/guardian of the biting child to develop a written plan of action. Schedule follow-up meetings or telephone conversations as needed.
8. Prepare the parent/guardian of the biting child for the possibility that the child may have to be removed from the Center and help them to make contingency plans.
9. If it is deemed in the best interest of the child, center, and other children, terminates the child from Center enrollment for the duration of the biting stage. Written warning will be given to the parents before this action will be taken,

### **CHANGE OF ADDRESS, PHONE NUMBER OR EMPLOYMENT**

To insure that you may be reached anytime that your child is in our care, **Georgia State Law requires that we have current addresses and phone numbers for your home and work place.** This also includes cell phones and those listed to contact in an emergency. Changes should be given to the Preschool/Daycare Director. You may send this by mail, email, or take it to the Director's office. This needs to be done as soon as the changes are known. **Failure to update this information may keep us from reaching you in the event of an emergency. It can also result in loss of daycare until the information is turned in.**

### **CLASSROOM STRUCTURE/ORDER**

In order for classes to operate smoothly, there must be structure and order. Though classroom rules may seem strict on the surface, they are essential for the overall smooth operation of the school. If every child were to "do their own thing" chaos would result. Teachers work under a structured lesson plan for each school day to ensure that each child is presented with the information required by the curriculum.

Efforts will be made to help slower children or those who have never worked in a structured environment. However, we will not tolerate disruptive, uncooperative and unruly behavior. **Students who cannot adapt to a structured environment will be dismissed from BCA.**

### **CURRICULUM**

BCA's curriculum materials are secured from leading Christian publishers. On occasion, we use learning aids and resource texts from secular publishers. We do, however, insist on top quality materials which support a Christian world view and philosophy. Most of our curriculum is purchased from the A BEKA book program.

Reading by phonics is strongly stressed in this program. The A BEKA curriculum is based on over 40 years of practical academic experience presented in the traditional classroom setting with active student/teacher interaction.

This curriculum provides a challenging and sound basic educational experience. Many of our K4 students are able to read by the end of the year! More importantly, **BCA's curriculum encourages respect and honor for God, parents, and country. BCA teaches respect for the Bible as the word of God.**

It is hoped that our students will continue their higher education with Christian high schools, colleges, and universities. However, the quality education received at BCA should enable a student to qualify for both Christian and secular schools of higher education.

## **DAMAGING PROPERTY**

In the event that a student damages property or renders it otherwise unusable due to misuse, abuse or negligence, parents/guardians will assume financial responsibility for suitable repairs or replacement. The school reserves the right to decide reasonable compensation for anything damaged or rendered unserviceable and to add such charges to the student's account. (Such charges will reflect actual replacement cost of the total loss incurred)

## **DISCIPLINE**

BCA is not a "Reform School" for the unruly or a place for uncooperative students. Discipline at BCA is not designed to reform problem students, but to provide a good environment in which a student may perform at their best. "Discipline" is from the same root word from which we get "Disciple." It is a form of teaching that rewards as well as punishes, while demonstrating an attitude of loving concern for the one being disciplined.

BCA understands the need to let "kids be kids." However, the Bible clearly warns that, "...a child left to himself bringeth his mother shame" (Proverbs 29:15). Therefore, the school will endeavor to balance age-appropriate expectations with suitable rewards and/or punishments. A loving concern for students demands that we encourage them to strive for excellence, even in their conduct.

Effective discipline usually occurs at three levels: the home, the institution, and the heart/conscience of the individual. It is our desire to fulfill our roll. However, BCA's staff cannot replace the influence of a good home or change the heart of the child. In the event that there is a lack of cooperation from the home or an unwillingness to cooperate from the child, the student will not be allowed to continue attending BCA.

## **FORMS OF DISCIPLINE IN DAY CARE**

With many children, simply a look of disapproval is sufficient in order to gain compliance. Screaming at a child is not acceptable; however, both tone and volume may be changed in order to get the child's attention, stop them from dangerous or destructive behavior, or to prevent an injury.

Redirection, loss of play time, or loss of participation in a special event or activity may be used to correct improper behavior. If three efforts to correct a generally negative behavior fail, or if a student brings harm to a teacher or another child they will be referred to the Director's office.

When a discipline problem occurs and the child has not responded to the attempts of the teacher, the following steps will take place.

1. A behavior note will be sent home by the teacher. A student will be allowed three notes for the same continued behavior.
2. After the third note, the child will automatically be sent to the Director's office. The director will call the parents and inform them of their child's behavior.

3. When the child is sent to the Director's office for the continued behavior for a second time, the parent/guardians, teacher and director will schedule a conference. At the conference a plan of action will be set up along with a re-evaluation date.
4. If after the conference and the re-evaluation the child continues with the behavior the child will be suspended for an agreed amount of time with the director and teacher.
5. After 3 suspensions the child will be expelled from BCA due to severe discipline problems.

### **BEING SENT TO THE DIRECTOR'S OFFICE**

This will be reserved for serious or chronic problems. In the event that a student is sent to the office, the parent may be contacted by note and/or phone call. The following behavior is unacceptable and will usually result in a student being sent to the office.

Willful Disobedience/Defiance	Conveying Threats
Serious Disrespect	Unsafe Conduct
Fighting, Pushing, Hitting	Improper Play
Pinching, Biting, Scratching	Dress Code Violations
Theft/Unauthorized "Borrowing"	Poor Attitude
Using Profanity or Foul Language	Throwing Tantrums
Lying and/or Cheating	"Talking Back"
Having Unauthorized Items at School	Disrupting Class
Damaging the Property of Others	Mistreating/ Antagonizing Others
"Horseplay" Resulting in Injury	Throwing/"Shooting" Objects
Sexually Suggestive Gestures/Behavior/Language	
"Bullying" or Intentionally Intimidating Others	
Intentionally Trying to Humiliate Others ("Making Fun Of")	

### **SUSPENSION AND EXPULSION**

Suspension is a form of discipline in which the student is restricted from attending class from 1-3 days. Expulsion is when the student is no longer allowed to attend BCA. The severity and type of offense will determine if the student is to be suspended or expelled. The Director will decide which of these is appropriate.

A student may be expelled without prior warning or prior discipline problems. An expelled student will not be allowed to enroll at BCA the following year even if they had been accepted prior to expulsion. (Registration paid is non-refundable.) Prepaid weekly tuition will not be refunded if the student attended class during any portion of the week for which the tuition was paid. If the student did not attend any of the week for which tuition was prepaid, it will be refunded in full.

### **IMMEDIATE SUSPENSION**

Bringing harm, physically or verbally, to fellow classmates or a teacher is unacceptable and will result in immediate suspension.

This includes, but is not limited to, fighting, kicking, punching, using any item as a weapon, bullying, any sexually suggestive gestures, behavior, or language, throwing uncontrollable tantrums, running away from a teacher.

### **DRESS CODE AND APPEARANCE REGULATIONS**

Our Dress Code and Appearance Regulations are intended to promote modesty and distinction between the sexes. God intended that men/boys would look like men/boys, and that women/girls would look like women/girls. Attempts to make girls appear masculine and boys effeminate will not be tolerated. (See Deuteronomy 22:5.)

## **The following standards apply to all Day Care and K4 students:**

**Jewelry:** Girls (only) may wear one post-style earring in each ear. Multiple sets, or “hoop-style” earrings are not allowed. Boys or girls may wear a Medic Alert Bracelet as needed. For safety reasons, **no other jewelry will be allowed.** (No bracelets, necklaces, watches, etc., are allowed.)

**Boys’ haircuts** will be conservatively short, off the ears and collar, and out of the eyes. Tapered, modified block styles, crew cuts, or flat tops are acceptable. No extreme “bowl cuts,” shaving the head with a razor (except for medical necessity), “rat’s tails,” pony tails, or braids. Bleaching, coloring, or other “fad” haircuts are not allowed. Shaving designs, words, letters, or logos on the head, is not allowed. Neatness is the standard.

**Girls’ hairstyles** will be in keeping with feminine styles. No boys style haircuts or other extremes allowed. Hair bows, clips, etc., must not be gaudy, or excessively ornate. Hair must be kept out of the eyes. Neatness is the standard. Beads should be kept to a minimal.

**All students are required to have a clean, complete change of clothing available at school. (This would include an outfit, socks, and underwear.) All clothing and accessories must be labeled with student’s name in permanent ink.**

**Accessories:** BCA does not permit school accessories (books, belts, shoes, book bags, etc.) with objectionable messages/pictures. (Objectionable messages/pictures would include any weird, grotesque, or bizarre depiction, “monsters”, gargoyles, etc. Also, please avoid Power Rangers, Ninja/martial arts, Pokémon, Harry Potter, Simpsons, wrestlers, etc.)

### **Day Care Students’ Dress Code**

**Clothing** should be age-appropriate and comfortable for play. No tank tops, mesh jerseys, or sleeveless shirts or dresses are to be worn. Shorts (knee-length required) may be worn during hot weather. Short-shorts will not be allowed.

Clothing with nature, wildlife scenes, Christian messages, appropriate sports logos/scenes, etc., is acceptable. BCA does not permit clothing, or school accessories (books, belts, shoes, book bags, etc.), with objectionable messages/pictures. (Objectionable messages/pictures would include any weird, grotesque, or bizarre depiction, “monsters”, gargoyles, etc. Also, please avoid Power Rangers, Ninja/martial arts, Pokémon, Harry Potter, Simpsons, wrestlers, etc.)

**Shoes** should be comfortable and suitable for play. The following footwear will not be allowed: cleats, cowboy boots, sandals (or any open-toed shoes), “jellies”, and steel-toed shoes or boots.

### **K4 Uniform Policy**

Purpose: The wearing of school uniforms has a dramatic, positive effect upon students. It contributes to an atmosphere that is conducive to learning. It frees parents and students from pressure to compete or conform to those who may try to make fashion statements. In addition, the uniform policy is much more cost effective and prevents many uncertainties as to whether or not a certain outfit meets dress code.

**BCA requests that all students purchase their school uniforms from the school or French Toast or has the French Toast name brand. If it is impossible for you to do so, uniforms must be approved by the administration. Uniforms not meeting standards outlined in the student handbook or approved by the administration will not be allowed.**

## **Guidelines which apply to both boys & girls:**

**Pants** must be straight-legged, long pants, or knee-length walking shorts. Girls pants/shorts must be pleated at the waist. Elastic waist in the back is acceptable. We recommend a heavy weight cotton-twill type pant for durability. Bell-bottom, flared or pants gathered at the ankle will not be allowed. Suspenders are not allowed. Pants must be solid Khaki without print or pattern. Cargo pants, jeans, cords, jams, sweats, or exercise pants are not authorized for daily wear.

**Belt** A solid black or brown belt with standard buckle must be worn.

**Shirts** will be Navy blue pullover polos with the approved white embroidered BCA logo on the front left chest. Short or long sleeves are acceptable. Polos must have a color and at least two buttons at collar opening. All shirts must be tucked in unless participating in recess, in which case, they are to be tucked in when the student returns to class.

**Shoes** may be leather, simulated leather, canvas or any combination of these. The style may be either dress, casual dress (i.e. loafers, oxfords, docksides, etc.) or casual sneakers or walking shoes. Shoes without a logo or brand name are preferred. However, a small logo or small brand name may be on the shoe as long as the logo or brand name is not an objectionable sign, symbol, word or phrase. The following footwear will not be allowed: cleats, cowboy boots, sandals (or any open-toed shoes), "jellies," and steel-toed shoes or boots, hiking boots, snow boots, or rain boots.

**Socks** will be solid navy blue, black, khaki or white.

## **EARLY REGISTRATION**

This is offered in the spring and is open to students with a good standing current account who are currently enrolled in BCA. Students must be re-enrolled for each school year. No student is automatically enrolled or guaranteed re-enrollment. All applications for early enrollment will be considered on an individual, first come-first served basis.

## **EXCEPTIONS TO RULES AND/OR POLICIES**

Every effort will be made to enforce rules and policies fairly, across the board, and without partiality. Parents and guardians should not expect BCA personnel to compromise standards, rules or policies. Parents should not expect special allowances or privileges based upon payment of tuition, personal net worth, and standing in the community or for any other reason.

## **FIELD TRIPS**

The Pre-K and 3 year old classes occasionally take field trips to local points of interest. A note will be sent home explaining the trips. A properly signed permission slip/note must be received by the school before any student will be allowed to attend a field trip. Parent/guardians who wish to accompany their child's class should notify the teacher. Parent/guardians are expected to wear proper dress for the trips.

Parent/Guardians are responsible for providing a proper car seat for their child.

## **FIRE DRILLS/SEVERE WEATHER DRILLS**

The school will conduct periodic fire and/or severe weather drills. Every effort will be made to conduct drills in an informative manner without intentionally trying to instill fear or anxiety.

## **FORBIDDEN/RESTRICTED ITEMS**

Some of the items listed below are considered to pose a real threat to the safety of our children. For this reason, **Students are not allowed to** possessed, carry or otherwise conveyed to school or to any school-sponsored function. Students found with any of these will have the item confiscated until the end of the day and face possible disciplinary action. (Any specific exceptions for an approved school activity will be clearly stated by BCA in advance.)

CDs/CD Players	Videos/Video Games	IPads, Smart Watches
Matches/Lighters	Water Guns	Playing Cards
Noise Making Devices	Action Figures	Magazines
Non-sport Trading Cards	Comic Books	Cell phones
Catalogs	Listening Devices	Stink Bombs
Practical Joke Devices	IPods	Fire Arms, Knives
Alcoholic Beverage	Ammunition	Dangerous Chemicals
Controlled Substances	Martial Arts Devices	Explosives, Fireworks
Drug Paraphernalia	Pornography (Any Form)	Sexually Explicit Items
BB/Pellet Guns, Slingshots	Occult Items/Paraphernalia	Radios, TVs

## **FUNDRAISING EFFORTS**

Tuition fees are designed to offset the cost of operation, i.e. salaries, utilities, maintenance, repairs, etc. However, tuition alone will not cover all expenses. It is therefore necessary that we have additional fundraising activities to supplement tuition.

The school will hold at least two fundraising activities a year. Families who participate in fundraising are actually saving themselves money. Successful fundraising will delay or reduce drastic price increases from year to year. Parental participation is expected but not mandatory. Some may choose to make a donation in lieu of participation in fundraising activities. If you would prefer to do this, a \$100.00 donation per semester is suggested.

## **HOLDING A SPOT/SPACE**

We do not "hold" spaces for students. BCA reserves the right to drop any child from the roll who is absent for two or more weeks without an acceptable reason. Parents should notify the office at (912) 279-2516 in advance when taking vacation weeks or expecting a prolonged absence.

## **HOLIDAY & SUMMER DAYCARE**

There will be special sign-up forms for daycare during Thanksgiving, Christmas, Spring Break and the summer months. These sheets will usually be sent home with students. This service is available on a first come, first served basis and is based totally upon demand, space availability and staffing requirements.

The dress code standard for all students during holiday weeks and summer daycare will be the Day Care Student's Dress Code.

Students must be enrolled for summer daycare prior to the end of the current BCA school year. This program is designed for currently enrolled students or students pre-enrolled for the next school year. However, BCA reserves the right to accept other students for the summer session.

## **ILLNESS**

We realize that it is difficult for parents to keep a sick child at home. However, do not send a student to school if they have, or display ANY of the following:

1. Fever of 100.0 or higher

2. Vomiting or diarrhea more than 2 times
3. "Pink Eye" (Conjunctivitis)
4. Child unable to participate in regular classroom activities. (Possibly due to continuous cough, wheezing, earache, toothache, or difficulty breathing).
5. Chicken Pox, Shingles, Measles, or Contagious Rash
6. Strep Throat
7. Ring Worm
8. Staph Infection
9. Head Lice
10. Any disease diagnosed as contagious, communicable, or a threat to the lives and safety of other students and staff

If your student displays any of the above symptoms during the school day, you will be notified. You will be expected to pick up your child within the hour. If in doubt, please check with your doctor or the center director before bringing your child back to school. If your child has been prescribed an antibiotic or given an antibiotic shot, you must wait at least 24 hours before returning them to school. If your child has been sent home due to a temperature above 100.0, the child must be temperature free for 24 hours in order to return to school.

If your child has been exposed to or contracted a notifiable disease, we ask that you notify the director. In the event that your child is sent home with a notifiable disease, the Division of Public Health will be notified, and all parent/guardians will be sent a written notification as required by state law. Before the child can return to the school, a doctor's note stating that your child is no longer contagious and can return to group childcare is required.

If a student is absent for the entire week due to illness, **with a doctor excuse**, the parent/guardian will be responsible for ½ of the weekly tuition.

## LUNCHES

Prepared lunches and snack items are provided for all full-time students at no additional charge. **Students are not to bring food, snacks, or lunch from home.** We realize that students' taste vary, but students will be required to eat the lunches/snacks provided unless there is a legitimate, documented medical or religious reason. In the event that a student requires a special diet or diet modification, we will make every effort to work with the parents. **It is the parent/guardian's obligation to notify the school of any special dietary requirements in writing, along with supporting documentation from a physician or religious order.** Required special dietary items and/or supplements must be provided by the parent/guardian. There are no deductions in tuition if the parent has to supply food.

## MEDICATION POLICY

All medications must be prescribed by a physician. **No over-the-counter medications will be dispensed unless accompanied by a physician's note clearly stating the need and prescribed dosage for the child.** An "Authorization for Medication" form must be filled out by the parent/guardian. **PARENT/GUARDIANS ARE RESPONSIBLE FOR ENSURING THAT THE MEDICATION IS SENT IN THE ORIGINAL, PROPERLY LABELED CONTAINER.** Parent/Guardians must send a proper measuring device, not a kitchen spoon, for administering any liquid medicines. No medication can be given for longer than two weeks without a written statement from the child's physician stating the continuing need. Students are not to carry, keep, or dispense medications. If the student is arriving prior to 8:00 a.m., all medications and authorizations forms must be hand-delivered by the parent/guardian to the teacher. If the student arrives at a later time, the medication and authorization forms must be hand-delivered by the parent/guardian to the office staff.

All medications will be kept in the office area, and **will only be dispensed by BCA staff members once per day, specifically during the class lunch time or morning/afternoon snack time.** Since class lunch and snack times vary, parents will need to check with their child's teacher to see what their schedule is. The appropriate medication form must be completed by the parent and must specify the time to fall within the time frame of their child's scheduled time. **If students need additional dosages, it will be the parent's/guardian's responsibility to administer the medication.**

Prescribed "breathing treatments" will only be administered by staff members once per day, specifically, at the beginning of nap time. Any additional "treatments" must be supervised by the parent/guardian.

The school, or its personnel, assumes no liability for adverse reactions when medication is given as authorized by the parent/guardian. School personnel assume no liability for the administration of any medication when given as directed on the package, or prescription label. School staff members will not dispense prescription medication in a manner not consistent with prescription labeling.

## **MINOR INJURIES**

Our staff will always care for scratches, cuts, skinned knees, etc. A staff member will report the injury either verbally or by an incident/accident report to the parent/guardian when the child is picked up.

## **NAP TIME NEEDS**

For nap time you must provide a crib sheet, child-sized blanket, pillow, and pillow case. Please mark each of them clearly with your child's name in permanent ink. These items will remain at the school and will be laundered weekly. Your child may bring a small stuffed toy or doll to sleep with if this is what they are used to at home. However, we do not suggest that you bring the same item that they sleep with at home as these items will need to stay at school. We cannot make, or require children to sleep at nap time. However, every child will be expected to lay quietly on his/her cot without disturbing anyone else.

Bed wetting during nap time must be the exception, not the rule. Chronic bed wetting may require a doctor's attention. If a child has repeated problems wetting their cot during nap time a conference will be held with the parent to come up with a plan of action, along with a re-evaluation date.

## **OUTDOOR PLAY**

Children will be allowed to play outdoors daily, except during inclement weather. All children are expected to participate in outdoor play. Be sure to dress your child accordingly. **(Please do not ask for "stay in" privileges.)**

## **PARENT/GUARDIAN INFORMATION/COMMUNICATIONS**

Parent/Guardians are asked to check their student's book bag on a daily basis for school notes, correspondence, etc. Communication between parent and teacher is vital to the success of your child. Provide your child's teacher with a working phone number and email to keep you informed of what is happening at the school and with your child's progress. Notes or sensitive information will usually be sent in a sealed envelope. Billing/account information will usually be sent by 1<sup>st</sup> class mail.

## **PARENT/GUARDIAN-TEACHER CONFERENCES**

If you would like to have a conference with your child's teacher, please contact your child's teacher to schedule one. Please do not attempt to meet with the teacher during the regularly scheduled class time. This is disruptive to the class and not the appropriate setting for problem solving.

Please see "Problem Resolution" section before asking for a meeting with the Director. The Director is concerned about issues affecting the parents, students, and/or staff. If the parent has honestly attempted to

resolve an issue or sought an explanation from the proper staff member without satisfaction, a meeting with the Director may be in order. Please call (912) 279-2516 in order to schedule an appointment.

## **PARTIAL WEEK ATTENDANCE**

If a student attends any day in a regular school week, the parent/guardian will be responsible for paying for the entire week.

## **PROBLEM RESOLUTION**

On occasion, there may be honest concerns which need to be handled. Our desire is to meet the needs of students and their families while following solid, practical, biblical principles. Here are basic guidelines:

- 1. Don't jump to conclusions.** Check out your information by going to those directly involved first. Give faculty and staff members the benefit of the doubt. We realize that we are not perfect; however, many times simple problems may be blown out of proportion by others.
- 2. Read your handbook and all information sent home carefully.** This may clear up many questions.
- 3. Discuss the problem with those who can fix the problem.** Gripping to other parent/guardians, teachers, etc., is disloyal, unchristian and counterproductive.
- 4. Give the teacher and/or administration a reasonable amount of time to check on and/or solve non-emergency problems.**
- 5. By-passing these steps or "going straight to the top" is seldom successful and is strongly discouraged. Repeated failure to follow the chain of command will be viewed as uncooperative, and you may be asked to make other school/child care arrangements.**

### **TYPE OF PROBLEM:**

School policy /Class rules not understood/unclear  
Questions about class/day care  
Behavior note from teacher  
Student has problems with another student  
Student in hospital  
Billing/financial questions  
Note from Day Care Director

### **WHO TO CONTACT:**

Child's teacher  
Child's teacher  
Child's teacher  
Child's teacher  
School Office  
School Office  
Day Care Director

If you are not sure who to speak to regarding a problem, please ask your child's teacher.

## **RE-ENROLLMENT OF STUDENTS**

Students who transferred away from BCA under favorable circumstances may be re-enrolled by following the same procedures for enrolling new students. Students withdrawn to avoid disciplinary action or expulsion will not be readmitted until any resolved issues are settled to the school's satisfaction.

Students expelled from any school within the last year cannot be enrolled or re-enrolled at BCA. Any outstanding or past due balance owed to BCA must be paid in full before the student will be allowed to apply for readmission. The admission of former students is totally at the discretion of the school. BCA makes decisions concerning re-enrolling students without regard to race, color or ethnic group, or country of national origin.

## **REPORTING**

Any suspicion of child abuse (sexual or otherwise), neglect, abandonment, or endangerment will be reported to the Division of Family and Childcare Services, or law enforcement officials as may be required by the State.

## **RULE/POLICY CHANGES**

Every reasonable effort will be made to avoid the unnecessary changing of rules, policies and procedures during the school year. However, BCA reserves the right to rescind, modify, adopt or change any policy, rule or procedures when deemed necessary by the school's administration. Parents will usually be notified about major changes through letters, revisions of the handbook, or other written methods.

## **SERIOUS INJURIES**

In the event of a more serious injury, the parent/guardian will be contacted. A staff member will explain the nature of the injury and the care given. Depending upon the severity of the injury, the parent will be given the opportunity to either come and check on the child or come to transport the child to a medical care facility. If the parent/guardian cannot be reached, a staff member may transport the child to a medical facility and stay with the child until a parent/guardian arrives. IF A CHILD'S INJURY IS VERY SERIOUS AND TIME IS A CRITICAL FACTOR, THE EMS WILL BE CALLED FIRST. THE PARENT/GUARDIAN WILL THEN BE NOTIFIED TO MEET THE CHILD AT THE EMERGENCY FACILITY. WHEN AT ALL POSSIBLE, A STAFF MEMBER WILL ACCOMPANY AND STAY WITH THE CHILD UNTIL A PARENT/GUARDIAN ARRIVES. The parent/guardian shall assume responsibility for any costs incurred.

## **SCHOOL ACCIDENT INSURANCE COVERAGE**

The school provides supplemental accident insurance coverage on all students. Under the provisions of this policy, children are covered while at school or attending a school activity. This insurance goes into effect after your primary insurance has been filed and paid. If there is no other insurance, this plan will normally pay any covered expenses in accordance with the policy's limits.

## **SCHOOL CLOSINGS**

The daycare is very seldom closed. However, there are a few days we take off. Please check your school calendar and pay attention to these dates. If weather problems close ALL Glynn County Schools, we will be closed as well. Should BCA alone be closed, closing early or starting late for anything other than scheduled holidays, it will be broadcast on local radio or notified by text or email. Parent/Guardians may also be notified by phone if possible or necessary. If the daycare center will be without electricity or water for an extended period of time, according to state law, we will have to close down until the utility is restored.

## **SIGNIFICANT EVENTS/HAPPENINGS**

Please notify your child's teacher concerning recent events/happenings that may affect your child's temperament, mood or behavior. Death, divorce, separation from a significant loved one, illness, or death of a family member or pet, a recent move, or change in parent's work schedule may cause changes in a child's behavior. Knowing these things may help us know how to deal with any unusual behavioral changes.

## **SMOKING POLICY**

You will notice "No Smoking" signs posted on campus. State guidelines require this. Anyone picking up or dropping off your child is asked not to smoke on school premises or while accompanying their child to any school function.

## **STUDENT SEARCHES**

For safety reasons, all BCA personnel are authorized to search students, their book bags and any other container, box or bag brought onto school property or to any school-sponsored activity. Any unauthorized, improper or dangerous substance, compound, publication, drawing, object or devices will be confiscated and sent to the office. BCA administration reserves the right to dispose of or notify the proper authorities if necessary.

## THE BIBLE AND OUR PRESCHOOL/DAYCARE

The Bible is the central book on our campus. It is more than a textbook, or collection of old stories. Though frequently attacked by those who do not understand its value, the Bible remains the Word of God. Students at BCA are required, as their age and development allows, to read, memorize, recite, write and refer to the Bible. Reference to the Bible will be made on a daily basis. BCA faculty and staff members will be careful to respect doctrinal differences, but are authorized and expected to share God's word during class, or in personal counsel with students in accordance with BCA's "Statement of Faith".

## TOYS

Students are not to bring toys from home to school unless the teacher has scheduled a "show and tell" day. Even then, expensive items, electronic games, toy weapons, monsters, trolls or other violent or grotesque items will not be allowed at school. **Neither the school nor school personnel will be responsible for lost, stolen or broken toys.**

## VACATION WEEKS

Full-time students who start attending on or before September 30<sup>th</sup> for the current school year will be entitled to a two week absence from the center during the current school year without charge for those two weeks ("Vacation" Weeks). Full time students who start attending after September 30<sup>th</sup> will be entitled to one vacation week. Full-time students in the summer program will be entitled to one vacation week during the summer. Vacation weeks are not transferrable, or cumulative. Vacation weeks cannot be "cashed in," or credited for weeks in which care was provided, in lieu of payment. Parents must notify the office in advance when planning to use a vacation week.

## VIDEOS

**Students are not to bring videos from home.** BCA limits the number, type, and title of videos that may be shown at the school. It is school policy and also a state regulation that only "G" rated movies that have been approved by the administration may be shown at school. BCA will not be responsible for replacing any video students bring from home.

## VISITING CAMPUS

Parents and/or responsible guardians are free to visit their child's class at any time by stopping in the office for a visitor's pass. **We do insist for security and safety reasons that all on-campus visitors report to the office for a "visitor's pass" before starting their visit. The office maintains the right to verify identity and relationship to the student before issuing a visitor's pass.** Persons under a legal court order forbidding or limited contact with a child will not be allowed to visit the child, regardless of relationship, if the office has been made aware of this in advance.

## WEAPONS/FIREARMS

Weapons of any kind, including but not limited to knives, and/or Firearms, whether concealed or not, are forbidden in any Brunswick Christian Academy building or on school property by anyone other than a law enforcement officer.

## WHEN OTHERS MUST PICK UP YOUR CHILD

We require written authorization (a note signed by the parent/guardian, or the individual must be named on the student's "authorized to pick up" list) before releasing a child to any other person. Even if we have written authorization, we may decide to confirm the authorization by phone before releasing the child. Once the child is picked up, the parent/guardian assumes all responsibility for the safety and care of that child, even if that child is still on school property. **Any family member or friend not listed on the application or Teacher's Information Sheet will not be allowed to pick up your child.**

## **WITHDRAWING/TRANSFERRING STUDENTS**

Parent/Guardians are asked to notify the office when withdrawing a student. Refunds on prepaid tuition may be made on a pro-rated basis. If any day in the week were used, the parent/guardian is responsible for paying for the whole week.