

Triad Baptist Christian Afterschool & Summer Camp Parent/Student Handbook 2017-2018



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WELCOME

Triad Baptist Christian Academy is an educational program, based upon the teachings of Proverbs 1 which advocates the importance of the home, church, and school in “training of a child in the way he should go.” Parents are the primary biblical teaching source for their child’s Christian education. The church bears the role of discipleship and doctrinal teachings; but, if we neglect to educate these children with God’s perspective of life, creation, and history, along with the basics of education, then do we risk having raised our children void of spiritual discernment and receptivity to God?

We will endeavor to serve each child by:

- Providing a physically safe and emotionally secure environment
- Enhancing the spiritual, social, intellectual, physical, and emotional development of each child
- Promoting loving, trusting, and respecting relationships
- Respecting the dignity and worth of each child and family
- Employing committed teachers who exhibit values and beliefs that enable them to serve as positive Christian role models thus pointing the child toward Christ as personal Savior.

This handbook communicates the policies and procedures of the Academy. Please read and retain for future reference. In seeking quality Christian education for your child, you have taken an important step in their development. By choosing Triad Baptist Christian Academy, you have demonstrated your trust and confidence in the quality of our care. For that, we thank you and pledge our continued commitment to excellence.

Donna Mannon
Director of Education

Statement of Nondiscrimination

Triad Baptist Christian Afterschool and Summer Camp admits students of any race, color, sex (male or female), national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate in the administration of its educational policies, scholarships, athletic activities and other school administrative programs.

PHILOSOPHY OF MINISTRY

Mission

At Triad Baptist Christian Afterschool and Summer Camp it is our desire to assist and support the parent in laying a foundation that will help each child choose Christ as their personal Savior, increase in academic knowledge with a Christian worldview, and develop talents according to his or her God-given potential.

Vision Statement

"Guided by the Word of God as our foundation, Triad Baptist Christian Academy will train Christian leaders to courageously lead in their professions, families and churches as they engage culture. Through these efforts, God will be glorified now and for generations to come."

- Psalm 78:6-7

Statement of Faith

As Triad Baptist Christian Afterschool and Summer Camp desires to instill biblical principles into the lives of the children and families it serves, it is of utmost importance that we communicate our beliefs to our students and their families.

1. We believe in THE HOLY SCRIPTURE: accepting fully the writings of the Old and New Testaments as the inerrant Word of God, verbally inspired in all parts and therefore altogether sufficient as our only infallible and authoritative rule of faith and practice. Psalms 119:160; Proverbs 30:5a; II Timothy 3:16 & 17; II Peter 1:19-21.
2. We believe in THE ONE TRUE GOD: who is an intelligent, sovereign, spiritual and personal being; perfect infinite, and eternal in His being, holiness and love, wisdom and power; absolutely separate from and above the world as its Creator, yet everywhere present in the world as the Upholder of all things. He is revealed to us as Father, Son and Holy Spirit, three distinct persons but without division of nature, essence or being, and each having a distinct ministry in God's relation to His creation and people. Genesis 1:1; Psalms 83:18, 139:7-9; Matthew 28:19, John 10:30; 15:26.
3. We believe in THE LORD JESUS CHRIST: who is the second Person of the Triune God, the eternal Word and Only Begotten Son; that without any change in His divine Person, He became man by miracle of the Virgin Birth, thus to continue forever as both true God and true Man, one Person with two natures; that as Man He was tempted in all points as we are, yet without sin; that as the perfect Lamb of God He gave Himself in death upon the cross, bearing there the sin of the world, and suffering its full penalty of divine wrath in our stead; that He arose from the grave in a glorified body; that as our great High Priest He ascended into Heaven, there to appear before the face of God as our Advocate and Intercessor. John 1:1 & 14; 3:16; Matthew 1:18-25; Galatians 4:4 & 5; Philippians 2:6-10; I Corinthians 15:3-7; Hebrews 4:14-16; I John 2:1 & 2.
4. We believe in THE HOLY SPIRIT: who is the Third Person of the Trinity, and the divine Agent in nature, revelation and redemption; that He convicts the world concerning sin, righteousness and judgment; that He regenerates, indwells, baptizes, seals and anoints all who become children of God through Christ; that He further empowers, guides, teaches, sanctifies and fills believers who daily surrender to Him. John 3:5; 14:16, 17, 26; 16:7-14; Romans 8:9; I Corinthians 12:13; II Corinthians 3:18; Ephesians 1:13; 5:18.
5. We believe ALL MEN ARE BY NATURE AND CHOICE SINFUL AND LOST: that man was the direct creation of God, made in His image and likeness; that by personal disobedience to the revealed will of God, man became a sinful creature, the father of a fallen race which is universally sinful in both nature and practice, thus alienated from the life and family of God, under the righteous judgment and wrath of God and has within himself no possible means of salvation. Genesis 1:27; 3:6; Psalms 51:5; Romans 3:23; 5:12, 19; Galatians 3:11.
6. We believe in SALVATION BY GRACE THROUGH FAITH: that salvation is the free gift of God, neither merited nor secured in part or in whole by any virtue of work of man, but received only by personal faith in the Lord Jesus Christ, in whom all true believers have as a present possession the gift of eternal life, a perfect righteousness, sonship in the family of God, deliverance and security from all condemnation, every spiritual resource needed for life and godliness, and the divine guarantee that they shall never perish; that this salvation affects the whole man; that apart from Christ there is no possible salvation. Ephesians 2:8,9; Titus 3:5; John 1:12; 3:14; 10:28, 29; Romans 8:1; Philippians 1:6.
7. We believe in RIGHTEOUS LIVING AND GODLY WORKS: not as a means of salvation in any sense, but as its proper evidence and fruit; and therefore as Christians we should obey the Word of our Lord, seek the things which are above, walk as He walked,

accept as our solemn responsibility the duty and privileges of bearing the gospel to a lost world; remembering that a victorious and fruitful Christian life is possible only for those who in gratitude for the infinite and undeserved mercies of God have presented themselves wholly to Christ. Ephesians 2:10; Romans 12:1,2; Philippians 2:16.

8. We believe in THE EXISTENCE OF SATAN: who originally was created a holy and perfect being, but through pride and wicked ambition rebelled against God, thus becoming utterly depraved in character, the great adversary of God and His people, leader of all other evil angels and wicked spirits, the deceiver and god of this present world: that his powers are vast, but strictly limited by the permissive will of God who overrules all his wicked devices for good; that he was defeated and judged at the cross, and therefore his final doom is certain; that we are able to resist and overcome him only in the armor of God, by the blood of the Lamb and through the power of the Holy Spirit. Isaac 14:12-15; Ephesians 6:12; I Peter 5:8; I John 3:8; Revelation 12:9-11; 20:10.
9. We believe in the SECOND COMING OF CHRIST: that His coming in the air to rapture His Church, which is our blessed Hope, is always imminent; that when He has first by resurrection of the dead and translation of the living removed from the earth his waiting Church, He will then pour out the righteous judgments of God upon the unbelieving world and afterwards descend with His Church and establish His glorious and literal kingdom over all the nations for a thousand years. I Thessalonians 4:13-18; James 5:8; Hebrews 10:37; Jude 14,15; Revelation 19:11-16; 20:4-7.
10. We believe in FUTURE LIFE, BODILY RESURRECTION AND ETERNAL JUDGMENT: that the spirits of the saved at death go immediately to be with Christ in Heaven, that their works shall be brought before the Judgment Seat of Christ for the determination of rewards which will take place at the time when Christ comes for His own; that the spirits of the unsaved at death descend immediately into Hades where they are kept under punishment until the final day of judgment, at which time their bodies shall be raised from the grave, that they shall be judged and cast into Hell, the place of final and everlasting punishment. I Corinthians 15:11; II Corinthians 5:8-10; Luke 16:19-23; Revelation 20:11-15.
11. We believe in THE SEPARATION OF CHURCH AND STATE: with each having definite and distinct spheres of responsibility. Matthew 22:21; Romans 13:1-7.
12. We believe in THE PRIESTHOOD OF ALL BELIEVERS: that Christ is our Great High Priest and through Him every born-again person has direct access into God's presence without the need of a human priest; that the believer has the right and responsibility to personally study and interpret the Scriptures guided by the Holy Spirit. John 14:6; Hebrews 4:16; II Timothy 2:15; I Peter 2:1, 5, 9.
13. We believe in THE LORDSHIP OF JESUS CHRIST: that He alone is Head of the Body of Christ, into which all true believers are immediately baptized by the Holy Spirit; that all members of this one spiritual body should assemble and identify themselves in local churches. I Corinthians 12:13; Ephesians 1:22,23; 4:11-15; Galatians 1:22.
14. We believe in THE IMPORTANCE OF THE LOCAL CHURCH: that a New Testament church is a local assembly of born-again baptized believers united in organization to practice New Testament ordinances, to meet together for worship, prayer, fellowship, teaching and a united testimony, and to actively engage in carrying out the Great Commission. Acts 2:41, 42; I Corinthians 11:2; Matthew 28:19,20.
15. We believe in THE INDEPENDENCE AND AUTONOMY OF THE LOCAL CHURCH: that each New Testament church is free to govern itself without ecclesiastical interference, and should cooperate with other New Testament churches as the Holy Spirit leads; that it is responsible to follow the pattern of the New Testament church, and is directly accountable to God. Matthew 18:17; Acts 6:1-5; 13:1-3; 15:22-23.
16. We believe THE ORDINANCES GIVEN TO THE LOCAL CHURCH ARE TWO: BAPTISM AND THE LORD'S SUPPER: that Baptism is by immersion of believers, thus portraying the death, burial, and the resurrection of Jesus Christ; that the Lord's Supper is the partaking of the bread and cup by the believer as a continuing memorial of the broken body and shed blood of Christ. Matthew 28:19,20; Acts 2:41; 8:38,39; Matthew 26:26-30; I Corinthians 11:23-34.
17. We believe in SCRIPTURAL CONDUCT AS IT RELATES TO THE CHRISTIAN LIFE:
 - a. PERSONAL ETHICS – PURITY, SUBJECTION TO AUTHORITY. "All things are lawful unto me, but all things are not expedient: all things are lawful for me, but I will not be brought under the power of any." I Cor. 6:12 "All the ways of a man are clean in his own eyes; but the LORD weigheth the spirits." Proverbs 16:2 "And we beseech you, brethren, to know them which labour among you, and are over you in the Lord, and admonish you." I Thessalonians 5:12
 - b. OBEDIENCE TO LAW BOTH GOD-GIVEN AND CIVIL. "Let every soul be subject unto the higher powers. For there is no power but of God: the powers that be are ordained of God. Whosoever therefore resisteth the power, resisteth the ordinance of God: and they that resist shall receive to themselves damnation. Wherefore ye must needs be subject, not only for wrath,

but also for conscience sake. For for this cause pay ye tribute also: for they are God's ministers, attending continually upon this very thing. Render therefore to all their dues: tribute to whom tribute is due; custom to whom custom; fear to whom fear; honour to whom honour. Owe no man anything, but to love one another: for he that loveth another hath fulfilled the law. And that, knowing the time, that now it is high time to awake out of sleep: for now is our salvation nearer than when we believed." Romans 13:1-2, 5-8, 11

- c. FAMILY, HOUSEHOLD – HONORING PARENTS, RULING HOME. "Honour thy father and thy mother: that thy days may be long upon the land which the LORD thy God giveth thee." Exodus 20:12 "For if a man know not how to rule his own house, how shall he take care of the church of God? I Timothy 3:5 "Even so must their wives be grave, not slanderers, sober, faithful in all things." I Timothy 3:11 "If any be blameless, the husband of one wife, having faithful children not accused of riot or unruly. For a bishop must be blameless, as the steward of God; not selfwilled, not soon angry, not given to wine, no striker, not given to filthy lucre;" Titus 1:6-7 "That the aged men be sober, grave, temperate, sound in faith, in charity, in patience. The aged women likewise, that they be in behaviour as becometh holiness, not false accusers, not given to much wine, teachers of good things; That they may teach the young women to be sober, to love their husbands, to love their children." Titus 2:2-4 "Wives, submit yourselves unto your own husbands, as unto the Lord. For the husband is the head of the wife, even as Christ is the head of the church: and he is the saviour of the body. Therefore as the church is subject unto Christ, so let the wives be to their own husbands in everything. Husbands, love your wives, even as Christ also loved the church, and gave himself for it; That he might sanctify and cleanse it with the washing of water by the word, That he might present it to himself a glorious church, not having spot, or wrinkle, or any such thing; but that it should be holy and without blemish. So ought men to love their wives as their own bodies. He that loveth his wife loveth himself. For no man ever yet hated his own flesh; but nourisheth and cherisheth it, even as the Lord the church: For we are members of his body, of his flesh, and of his bones. For this cause shall a man leave his father and mother, and shall be joined unto his wife, and they two shall be one flesh. Nevertheless let every one of you in particular so love his wife even as himself; and the wife see that she reverence her husband. Children, obey your parents in the Lord: for this is right. Honour thy father and mother; (which is the first commandment with promise). That it may be well with thee, and thou mayest live long on the earth. And, ye fathers provoke not your children to wrath: but bring them up in the nurture and admonition of the Lord." Ephesians 5:22-31, 33 - 6:4
- d. SELF CONTROL – PLACING OTHERS FIRST. "...For of whom a man is overcome, of the same is he brought in bondage." II Peter 2:19 "Let every one of us please his neighbour for his good to edification. For even Christ pleased not himself; but, as it is written, the reproaches of them that reproached thee fell on me." Romans 15:2-3
- e. ABSTINENCE FROM ADULTERY; IMMORALITY. "Thou shalt not commit adultery" Exodus 20:14 "Having eyes full of adultery, and that cannot cease from sin; beguiling unstable souls: an heart they have exercised with covetous practices; cursed children: "II Peter 2:14 "Thou shalt not commit adultery: But I say unto you, That whosoever looketh on a woman to lust after her hath committed adultery with her already in his heart." Matthew 5:27-28 "Know ye not that the unrighteous shall not inherit the kingdom of God? Be not deceived: neither fornicators, nor idolaters, nor adulterers, nor effeminate, nor abusers of themselves with mankind..." I Cor. 6:9 "But now I have written unto you not to keep company, if any man that is called a brother be a fornicator, or covetous, or an idolater, or a railer, or a drunkard, or an extortioner; with such a one no not to eat." I Cor. 5:11
- f. ABSTINENCE FROM DRUNKENNESS; DRUGS. "And they shall say unto the elders of his city, This our son is stubborn and rebellious, he will not obey our voice; he is a glutton, and a drunkard. And all the men of his city shall stone him with stones, that he die: so shalt thou put evil away from among you; and all Israel shall hear, and fear." Deuteronomy 21:20-21 "... Envyings, murders, drunkenness, revellings, and such like: of the which I tell you before, as I have also told you in time past, that they which do such things shall not inherit the kingdom of God." Galatians 5:21 "Nor thieves, nor covetous, nor drunkards, nor revilers, nor extortioners, shall inherit the kingdom of God." I Cor. 6:10 "And be not drunk with wine, wherein is excess; but be filled with the Spirit; Ephesians 5:18 "For the drunkard and the glutton shall come to poverty: and drowsiness shall clothe a man with rags." Proverbs 23:21 "Know ye not that ye are the temple of God, and that the Spirit of God dwelleth in you? If any man defile the temple of God, him shall God destroy; for the temple of God is holy, which temple ye are." I Cor. 3:16-17 "What? Know ye not that your body is the temple of the Holy Ghost which is in you, which ye have of God, and ye are not your own? For ye are bought with a price: therefore glorify God in your body, and in your spirit, which are God's." I Cor. 6:19-20
- g. REJECTION OF HOMOSEXUALITY. "Thou shalt not lie with mankind, as with womankind: it is abomination." Leviticus 18:22 "...God gave them up unto vile affections: for even their women did change the natural use into that which is against nature: And likewise also the men, leaving the natural use of the woman, burned in their lust one toward another; men with men working that which is unseemly, and receiving in themselves that recompence of their error which was meet. And even as they did not like to retain God in their knowledge, God gave them over to a reprobate mind, to do those things

which are not convenient; being filled with all unrighteousness, fornication, wickedness, covetousness, maliciousness; full of envy, murder, debate, deceit, malignity; whisperers..." Romans 1:26-29 "Know ye not that the unrighteous shall not inherit the kingdom of God? Be not deceived: neither fornicators, nor idolaters, nor adulterers, nor effeminate, nor abusers of themselves with mankind; nor thieves, nor covetous, nor drunkards, nor revilers, nor extortioners, shall inherit the kingdom of God." I Cor. 6:9-10

Points of Conviction

Our Statement of Faith does not exhaust the extent of our faith. The Bible itself is the sole and final source of all that we believe. Our position on all issues that arise will be determined by the authority of Scripture. Our senior pastor is the church's sole authoritative interpreter of Scripture. We do believe, however, that the Statement of Faith accurately represents the teaching of the Bible and, therefore, is binding upon all members and activities of the church. All literature used as authoritative in the ministry shall be in complete agreement with the Statement of Faith and with the following Points of Conviction.

A. Civil Government: We believe that God has ordained and created all authority consisting of three basic institutions: 1) the home, 2) the church, and 3) the state. Every person is subject to these authorities, but all (including the authorities themselves) are answerable to God and governed by His Word. God has given each institution specific Biblical responsibilities and balanced those responsibilities with the understanding that no institution has the right to infringe upon the other. The home, the church, and the state are equal and sovereign in their respective Biblically assigned spheres of responsibility under God. Rom. 13:1-7; Eph. 5:22-24; Heb. 13:17; I Pet. 2:13-14.

B. Sexuality/Marriage: God's gift of sexuality, by means of which man and woman give themselves to one another through the acts which are proper and exclusive to spouses, is not something simply biological, but concerns the innermost being of the human person. It is realized in a truly human way only if it is an integral part of the love by which a man and woman commit themselves totally to one another until death. The physical, emotional, and spiritual differences and complementarity between men and women are oriented toward the goods of marriage and the flourishing of family life. "Therefore a man leaves his father and his mother and cleaves to his wife, and they become one flesh. Gen. 2:24. Thus, marriage has been defined by God as the union of one man and one woman for life. All human generations proceed from this union. The primary purpose of marriage is to demonstrate how much Christ loves the church. The secondary purposes of marriage are the procreation and education of children. The tertiary purposes of marriage are the mutual help of the spouses and as a guard against improper sexual desire of concupiscence. Triad Baptist Church will not perform marriage ceremonies for any couple of whom at least one is not a member of Triad Baptist Church.

C. Family Relationships: We believe that God has ordained the family as the foundational institution of human society. We believe that men and women are spiritually equal in position before God, but that God has ordained distinct and separate spiritual functions for men and women in the home and the church. We believe that God immutably bestows gender upon each person as male or female to reflect His image. The husband is to be the leader of the home, and men are to be the pastors and deacons of the church. Accordingly, only men are eligible for ministerial licensure and ordination by the church. Gen. 1:26-28; Ex 20:12; Deut. 6:4-9; Ps. 127:3-5; Prov. 19:18; 22:15; 23:13-14; Mk. 10:6-12; I Cor. 7:1-16; Gal. 3:28; Eph. 5:21-33; 6:1-4; Col. 3:18-21; I Tim. 2:8-15; 3:4-5; 12; Heb. 13:4; I Pet. 3:1-7.

D. Lawsuits between Believers: We believe that Christians are prohibited from bringing civil lawsuits against other Christians or the church to resolve personal disputes. We believe the church possesses all the resources necessary to resolve personal disputes between members. We do believe, however, that a Christian may seek compensation for injuries from another Christian's insurance company as long as the claim is pursued without malice or slander. I Cor. 6:1-8, Eph. 4:31-32.

E. Abortion: We believe that human life begins at conception and that the unborn child is a living human being. Abortion constitutes the unjustified, unexcused taking of unborn human life. Abortion is murder. We reject any teaching that abortions of pregnancies due to rape, incest, birth defects, gender selection, birth or population control, or the physical or mental well being of the mother are acceptable. Job 3:16; Ps. 51:5; 139:14-16; Isa. 44:24; 49:1; 5; Jer. 1:5; 20:15-18; Luke 1:44.

F. Inspiration of Scripture: The Bible in its original manuscripts are inspired both verbally (each word), plenary (every word). The Bible is infallible and inerrant in its entire 66 books. It has been supernaturally and accurately preserved I Tim. 3:16; 2 Pet. 1:19-21; I Cor. 2:13; Gal. 3:16; John 10:34-35.

G. Adultery: Adultery refers to marital infidelity. When two partners, of whom at least one is married to another party, have sexual

relations they commit adultery. Jesus condemns even adultery of mere desire. Matt. 5:27-28. The sixth commandment and the New Testament forbid adultery absolutely. Matt. 5:32; 19:6; Mark 10:11; I Cor. 6:9-10. The prophets denounce the gravity of adultery; they see it as an image of the sin of idolatry. Hosea 2:7; Jer. 5:7; 13:27.

H. Fornication: Fornication refers to a carnal union between an unmarried man and an unmarried woman. It is contrary to the natural order that God has ordained, and is explicitly condemned in Scripture. See, e.g., Gal 5:19-21.

I. Homosexuality: Homosexuality refers to relations between men or between women who have a sexual attraction toward persons of the same sex. Scripture teaches that homosexual acts are acts of grave depravity. See Gen. 19:1-29; Rom. 1: 24-27; I Cor. 6:10; I Tim. 1:10. These acts are contrary to God's law, they close the sexual act to the gift of life, and they do not proceed from a genuine affective and sexual complementarity.

Through God's grace, prayer, and the support of Christian brothers and sisters, persons who struggle with the temptation of adultery, fornication, homosexuality, or other sexual sin, must resolutely overcome these temptations.

J. Sign Gifts: Speaking in tongues and other sign gifts are not for this present church age and ceased at the completion of the Word of God and at the end of the apostolic age. I Corinthians 14:20-22; II Cor. 12:12; Heb. 2:3-4; I Cor. 13:1-10.

K. Offices and Ordinances of the Church: The two offices of the local church are pastor and deacon, and the two ordinances are baptism and the Lord's Supper. Phil. 1:1; I Tim. 3:1-13; Acts 20: 17, 28; Tit. 1:5,7; I Pet. 5:1-2; Matt. 28:19-20; Acts 8:36-39; Rom. 6:3-5; Col. 2:12; I Cor. 11:23-26.

L. Evolution: Evolution is contrary to the Word of God, and proper biblical belief leaves no place for theistic evolution. The earth was created in 6 literal days as the Bible itself reveals Eph. 3:9; Rom. 11:36; Col. 1:16-17; Gen. 1-2; Exod. 20:11.

M. The Rapture of the Church: The rapture of the Church is imminent and will precede the Tribulation. Phil. 3:20; Tit. 2:13; John 14:1-3; I Thess. 4: 13-18; 11; Rev. 3:10.

N. Use of Church Facilities: Church facilities may not be rented, or otherwise used, by persons engaged in activity that is inconsistent with Scripture's teaching. Specifically, facilities shall not be rented, or otherwise used, for wedding ceremonies or other events by same-sex couples, or those engaged in adultery, fornication, or homosexual acts.

The church explicitly reserves the right to refuse to rent, lease, or otherwise lend church facilities to any person or persons who are engaged in activity contrary to the church's statement of faith and Holy Scripture.

BASIC OPERATIONS

Afterschool Monday-Friday 2:45 p.m.-6:00 p.m.
Summer Camp Monday-Friday 7:00 a.m.-6:00 p.m.

Holidays

Afterschool and Summer Camp will observe the following holidays in order to afford our staff the opportunity to spend some quality time with their families:

Labor Day
Thanksgiving
Christmas
New Year
Good Friday/Easter
Memorial Day
Independence Day

Note: The number of days the school will be closed for holidays will be posted throughout the school and will vary from year to year depending on where the holiday falls on the calendar. In addition, Afterschool and Summer Camp will be closed for preparation and staff orientation for the upcoming school year, see school calendar for dates. **There is no reduction in fees for closings & holidays.**

GENERAL INFORMATION

Arrival & Departure Procedures

All parents are asked to enter at the Preschool & Afterschool office entrance when dropping off their children. When picking up your child, please enter through the doors at the gym foyer. All visitors must sign in with the Preschool & Afterschool office.

All persons entering the school must park in the designated parking spaces. On occasion, cones are placed so as to prohibit entrance into designated areas of the parking lot in order to ensure the safety of students participating in activities in that area.

Students will only be allowed to leave the premises with those persons authorized by the parent in writing. Any individual picking up a student will be required to show picture identification. If there are any questions about with whom the student is to leave, the student will not be allowed to leave until the parent has been contacted. Students will not be released to a minor without a written statement releasing Triad Baptist Christian Academy & Church from responsibility.

Drive slowly in the parking lot and always turn off the ignition. Students are never to be left alone in a parked car.

Students must be picked up by 6:00 p.m. The adult picking up the student must sign the student out each day. A late slip must be issued any time a student is picked up later than 6:00 p.m. A late pick up fee of \$2.00 per minute late will be charged to the student's account. A counselor does not have the authority to make exceptions. The Preschool & Afterschool Director will deal with extenuating circumstances.

Birthday Celebrations

This is optional and parents do not have to participate. **Treats must be store bought.** Be sure to double check with the counselor for any students with food allergies. Ample treats for the entire class should be provided. If a birthday is to be celebrated away from school and the entire class is not invited, please make arrangements outside of TBCA to distribute invitations. (see addendum for policy on food allergies)

Calendars

The Afterschool and Summer Camp programs follow the Winston Salem Forsyth County School and Triad Baptist Christian Academy calendars. Afterschool and Summer Camp are closed on the holidays listed in this handbook and on training days for the new school year (dates to be announced). When the WSFC schools and/or TBCA are closed, Afterschool may offer full day care from 7:00 a.m.-6:00 p.m.

Change of Address and Telephone

It is essential for the welfare of all our students that the Preschool & Afterschool office be able to contact parents at work or home. If any of the information provided as the school year begins should change, please notify the Preschool & Afterschool office.

Child Abuse & Neglect Policy

North Carolina laws mandate the reporting of any suspected physical abuse, sexual abuse or neglect to the proper authorities. Therefore, school personnel are obligated to report any suspicions of abuse or neglect. Federal legislation provides guidance to states by identifying a minimum set of acts or behaviors that define child abuse and neglect. The Federal Child Abuse Prevention and Treatment Act (CAPTA) (42 U.S.C.A. § 5106g), as amended by the CAPTA reauthorization act of 2010, defines child abuse and neglect as, at minimum:

- "Any recent act or failure to act on the part of a parent or caretaker which results in death, serious physical or emotional harm, sexual abuse or exploitation"; or
- "An act or failure to act which presents an imminent risk of serious harm."

Emergency Drills

In order to fulfill state requirements there must be monthly fire drills. These drills are to keep the students and staff acquainted with evacuation procedures in the event that an actual emergency should occur. Should your child arrive on campus during a fire drill, please keep your child with you in the vehicle parked on the perimeter of the parking lot until the drill is completed. If you are in the building during a drill, please follow the procedures for evacuation. A tornado drill will be held each year during the spring. Drills concerning an intruder on the campus will be held at the discretion of the administration.

Field Trips

Throughout the school year, Afterschool schedules several field trips for an additional fee. Students should understand that on all field trips they represent a Christian school and that their conduct should reflect this image. On field trips, students are to dress in accordance with the dress code. Notification will be given in a timely fashion for the parents to return the permission form and any applicable fee.

If a child/children arrive at the school after the group has left for the field trip, the parent will have to provide their own care. The child/children cannot remain at the school until their group returns. If a parent chooses for their child not to attend the field trip, the parent must provide care for the child on that day.

Parents may be able to accompany their child on some of the field trips, but must drive themselves.

Parents/adults who accompany the trip are reminded of these guidelines:

- No smoking, no alcohol, no illegal drugs
- Dress modestly
- Comply with the directions given by the supervising counselors and Director
- Make supervising students the focus of the trip

Parents **may not** bring siblings or other children. This exclusion is due to admission limitations at some sites and potential behavior problems or distractions.

Inclement Weather

In case of inclement weather Triad Baptist Christian Academy will make every effort to communicate the decision to close the school by 6:00 a.m. Triad Baptist Christian Afterschool follows the inclement weather closings/delays for Triad Baptist Christian Preschool. Families may view this information on the school's website, Facebook, Twitter, WGHP Fox 8, WFMY Channel 2, and WXII Channel 12. Families can also sign up at the school office to receive a text message, email and voicemail for school closings and delays. Because conditions can vary around Triad, parents must decide if road conditions are safe to transport their children.

When the Forsyth County schools are closed due to inclement weather and the Afterschool program is open, students may come for a full day schedule. If the Forsyth County schools are on a morning delay, the Afterschool program will not provide service for morning delays but will run on their normal schedule.

In the event that the Afterschool has to close early, families will be notified via television stations, web site and email when available.

Should the need arise for care to be provided for more than 8 days as a result of school closing because of inclement weather, an additional fee for attending on those days will be added to the account.

Lost and Found

It is very important that all personal items be labeled with your child's name in order for counselors to determine ownership. All students are encouraged to be responsible for their own belongings. Unidentified items that are left behind and not claimed within a few months will be given away to various charitable organizations.

Lunch & Snack

Afternoon snacks will be provided to students when they arrive on campus from their school. These snacks are covered in the cost of tuition. Snacks are allowed from home only in cases of food allergies and prior approval must be given by the Preschool & Afterschool Director. A doctor's note will be required stating the student's food allergy.

It is the parent's responsibility to inform the school of any food allergies. Due to the large amount of students with food allergies no snacks containing peanut butter or containing nuts are served to students. (See Addendum for policy on food allergies)

On full days when schools are out parent must provide a bagged lunch. Lunch should be clearly labeled and contain a way for the lunch to remain cool. A morning snack and afternoon snack is provided on these days. During full days when school is out, children must finish breakfast items prior to entering the classrooms.

Outdoor Play

Afterschool and Summer Camp students have a scheduled outside play time each day, weather permitting. Outdoor play is restricted when temperature is less than 32° and more than 95°. Outside time is limited to 15 minutes for code orange.

Parent Communication

Open communication between parents and staff is essential. Parents should feel free to speak with the appropriate Afterschool and Summer Camp personnel about concerns. If there is a need to confer with the Director at length, parents should either **make an appointment with the Director or send an email to the Director** requesting a phone call.

Most mass communication from Afterschool and Summer Camp to parents is by email or text messaging. If a parent does not have an email account, he/she should contact the Preschool & Afterschool office to make other arrangements for communication. If a parent would like to receive text messages they can contact the Preschool & Afterschool office for set up information.

It is our goal at Triad Baptist Christian Afterschool and Summer Camp to follow Jesus' teaching about resolving conflicts. Matthew 18: 15-16 states, "Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone; if he shall hear thee, thou hast gained a brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established."

This scripture encourages us to privately and directly share complaints with the counselor. If the situation cannot be resolved between the counselor and parent during this communication, the parent may ask to speak to the Preschool & Afterschool Director. The next step would be to ask to speak to the Lower School Principal, then Director of Education. If this line of communication has not been followed, the parent will be asked to follow these steps.

Personal Property

All personal items of a student should be properly labeled. Students may **not** bring the following items to school or school activities: expensive or sentimentally valuable items, electronic equipment (for example: video games, personal players), pocketknives or any type weapons or firearms. School personnel may extend this prohibition to any item that detracts from the nurturing environment. Cell phones must remain in the student's book bag and turned off. It may not come out of the bag. Should a student take his cell phone out of his book bag, it will be given to the Preschool & Afterschool Director. It will be returned when the student is picked up by parent. Triad Baptist Christian Academy is not responsible for any lost or damaged cell phones. Any personal item that promotes alcohol, tobacco products, drugs, rock groups, crude, vulgar, suggestive, ungodly or otherwise inappropriate images or words will **not** be allowed in school. Students who violate this rule will have their property confiscated by the Director and returned to their parents. **School personnel are not responsible for any items that are lost, stolen or damaged when brought to school.**

Photographs

From time to time pictures of Afterschool or Summer Camp participants will be taken. These pictures will be displayed on bulletin boards throughout the school and occasionally used for PowerPoint or website presentations as a means to keep our church congregation informed about the Afterschool and Summer Camp's operation. It is important to fill out the portion of the student application regarding permission to photograph. All parents will be given an opportunity to opt out of photography during the application process.

Staff Baby-Sitting

The Afterschool and Summer Camp staff is discouraged from providing extra care for parents.

Student Information

Accurate information is vital to helping us provide the best possible care for your child. It is the parents' responsibility to inform the Preschool & Afterschool office immediately of any changes regarding personal information. Provision of information regarding custody arrangements is required in writing. All records are strictly confidential and the property of Triad Baptist Christian Afterschool & Summer Camp.

Statement of Change and Coverage

This handbook is not exhaustive in its contents. Students are subject to all handbook policies while enrolled in Afterschool and Summer Camp. Triad Baptist Christian Afterschool and Summer Camp reserves the right to change any policy at any time when, in the discretion of the School Board/Administration, it is determined to be in the best interest of the school. If there are any school policy changes, families will be informed.

Visitors

For security purposes, all visitors, including parents, are asked to check in at the Preschool & Afterschool office to receive a visitor's badge during non-arrival and non-pick up time. This badge should be worn at all time while on the school's campus.

FINANCIAL POLICIES

Afterschool and Summer Camp Tuition

Afterschool has a yearly tuition that is based on 180 days of school and school breaks i.e. spring break, fall break, winter break, and etc. This yearly amount is billed monthly and payable over 10 months beginning in August and ending in May. The monthly tuition is not based on the number of days attended that month, but rather the yearly amount divided by 10 months. The Afterschool payments are due on the 1st or 10th of each month. **Tuition is not adjusted for absences or the number of days attended in the month.** During out of school days, **standard tuition is expected regardless of attendance.** There may be an additional fee for field trips.

TBCA partners with FACTS Management Company for all tuition and miscellaneous payments. All families must sign up with FACTS upon acceptance to TBCA. No money transactions will take place at the school offices for tuition or miscellaneous chargers. Families can access the FACTS link on the school's website at www.tbcanow.org, click About/Financials. Please see fee schedule for additional fees.

Families have three options for paying tuition:

- One lump sum payment due on August 1st or 10th.
- Ten monthly payments beginning in August with the last payment in May. All payments are due on the first or tenth of each month.
- Twelve monthly payment beginning in August with the last payment due in July (this is not recommended if your student will attend summer camp). All payments are due on the first or tenth of each month.

All misc. fees are invoiced to the family by email and can be paid either on-line or by calling FACTS customer service line at 1-866-441-4637. These fees may also be paid automatically by checking the auto pay button on your account.

Families who have accounts with payments not received by the 10th of each month will receive a \$25.00 late fee applied to their account. No late fees will be waived unless special arrangements have been made in advance with the Financial Office. The student may not return to Academy until the account is made current.

Any balance 30 days past due and without contacting the Financial Office to make arrangements will result in suspension of services and forfeit access to Headmaster. The student may return to class as soon as the bill is paid in full if the space has not been filled. Any balance 60 days past due will result in the student being released from school.

A \$30 service charge will be added to the student's account for all overdrafts.

All tax statements for child care services are available on your FACTS account only. To obtain step by step instructions on how to print the statement, you can go to the school's website at www.tbcanow.org. No statements will be distributed through the school offices.

Fees

Application Fee: This is due upon submission of an application to the Afterschool program.

Registration Fee: All students entering Triad Baptist Christian Afterschool and Summer Camp must pay a registration fee. The fee is not prorated when students enters mid-year. **Registration fees are non-refundable and non-transferable to pay other charges or to other families.** The registration fee is an annual fee that is renewable each

February. Triad Baptist Christian Afterschool and Summer Camp reserve the right to not accept a registration renewal for the next year due to payment history and/or behavioral issues.

Field Trip Fees: These fees vary with the type of trip and will be charged to your FACTS account.

FACTS Fee: This is an annual administrative fee for processing due within the first quarter of school.

Tuition Discounts

Triad Baptist Church Member Discount – Parents who are (and remain) ACTIVE members of Triad Baptist Church receive a 10% discount.

Multiple Children Discount – Parents who have multiple children enrolled will receive a 10% discount on the second, third, fourth and subsequent children.

Referral Policy

Referral families may only be families who are currently attending TBCA. New families who are entering the Academy at a future date will be eligible after attending for 1 year. In order to be eligible for the referral credit, the referred family must complete and turn in a program verification form to the Enrollment Coordinator. The name of the family who referred them must be written on the back of the original application at the time of submission to the school office. If the name on the program verification form and the name on the back of application do not match, the credit will be given to the family whose name is on the verification form.

All referrals must be new to TBCA (Preschool, Afterschool and K-12th grade).

- Only 1 Family Referral Credit will be given per family, regardless of the number of students in the family. i.e. Smith family refers the Jones family of 3 students. Smith family receives one \$250.00 referral credit.
- Referral cannot be immediate family members or returning students.
- Referral is not a guarantee of admission.
- New students must meet all TBCA admissions guidelines and be accepted to TBCA.
- Only one family can receive the referral credit.
- All referred Afterschool students must attend TBCA for 5 months. A \$250.00 credit will be applied to the family's account in April with a maximum of \$500.00 per family. Note: The Summer Camp program is not included in the referral program.
- All families eligible for the referral credit who withdrawal from Triad Baptist Christian Academy during the school year forfeit their credit. Exceptions will be made for:
 - Death of the student or person responsible for the school bill.
 - Extended illness or hospital stay which prevents the student from attending school (doctor's note required).
 - The family moves more than 25 miles from Triad Baptist Christian Academy.
 - Loss of parent's job (letter from employer required)
- All guidelines must be met to receive the Family Referral Credit.
- Staff members are not eligible for the Family Referral Credit.
- The IRS considers money received under this program income and must be reported as income on your taxes.

Withdrawal Policy

A minimum of a 30 day written notice is required when withdrawing a student from Afterschool. Please see the Preschool & Afterschool office for withdrawal form. This written notice must be submitted to the Preschool &

Afterschool office and to the Preschool & Afterschool Director. Families who wish to voluntarily withdraw their child from Afterschool without a 30 day written notice are responsible for that month's tuition. Exceptions will be made for the following reasons:

- Death of the student or person responsible for the school bill.
- Extended illness or hospital stay which prevents the student from attending Afterschool or summer Camp (doctor's note required).
- The family moves more than 25 miles from Triad Baptist Christian Afterschool.
- Loss of parent's job (letter from employer required)

DRESS CODE

Children should wear shoes and clothing appropriate to the season. Clothing should be clean, easy to manage, the correct size and should not display any non-Christ honoring apparel. All items should be clearly labeled with the child's name.

Students can wear:

- Pants, jeans, capris
- Shorts or skorts (cannot be more than 2" above the knee when standing)
- Athletic wear
- T-shirts, collared shirts or blouses
- Hooded sweatshirts (hood must be down in the building)
- Tennis shoes, sandals with straps around the ankle
- If you choose to wear sunscreen during summer time, it must be applied prior to coming to school.
- For swimming, one piece swim suits are required. Tankini-style suits are allowed if they cover the student's stomach.

Students cannot wear:

- No bandanas or hats should be worn in the building
- No extreme hairstyles and colors
- At no time are short-shorts or bare stomachs allowed
- No open back shoes, Crocs, or Heelys
- Clothing should not be tight or overly baggy
- Tank tops or tops with spaghetti straps
- No flip flops (except swim days)
- Body piercing is limited to ears, only two earrings per ear may be worn.

STUDENT ATTENDANCE

Attendance

If your child will not attend Afterschool due to illness or car rider, you must email or call the Preschool & Afterschool office to inform them of the absence. This will allow us to know not to look for your child on the bus and for security reason should your child have missed the bus. If the absence is preplanned, you may fill out "No Bus Pick-up Form" and turn it into the Preschool & Afterschool office. The policy of informing the office is for the safety of all Afterschool students. When this policy is continually not followed the family may incur a fee.

Late Pick-up

Students are to be picked up by 6:00 p.m. A \$2.00 per minute fee will be charged to students not picked up by 6:00 p.m. without notice to either the Director or the Preschool & Afterschool office.

HEALTH

EMERGENCY MEDICAL CARE PLAN

- First aid supplies are located in the Preschool & Afterschool office and a basic kit is kept with each counselor.
- Students' files, which include personal emergency information, are kept in the Preschool & Afterschool office and with the counselor.
- Preschool & Afterschool office telephones are available for use in the event of an emergency.
- Triad Baptist Christian Afterschool and Summer Camp adheres to state regulations regarding employee training for CPR and first aid certification. In the case of simple first aid, counselors may administer treatment and complete an accident report. This report will be shared with and signed by the adult picking up the student on the day of the accident.
- In the event of a more serious emergency, the Preschool & Afterschool office or designated person in charge will make a decision as to whether local emergency medical authorities will be contacted. In the event that a parent or guardian cannot be reached, an effort will be made by the Preschool & Afterschool office or designated Person in Charge to reach the emergency contacts listed on the registration form.
- The student will either remain at the Preschool & Afterschool office until the parent or guardian arrives or should the situation warrant it, be transported to the preferred hospital as indicated on the application. This will be determined by the Preschool & Afterschool office or the designated Person in Charge, and if transportation of the student is necessary, the afore mentioned will also accompany him/her. The student's file with all emergency information will be taken along to the hospital or emergency facility. Fees are the responsibility of the parent.

FOOD ALLERGY POLICY

All parents are required to indicate on enrollment or re-enrollment forms of any allergies a student may have. Counselors receive a list of students with food allergies. Depending on the severity of the allergy the student may require a separate eating space or require the EpiPen to be with the counselor. **Parents should be aware that there is no guarantee of peanut exposure.** Parents do have the option of bringing the student their own snack. When parties are conducted in a classroom, the counselor will inform the individual bringing in the food that there is a food allergy in the classroom. They will also inform the parent of the student with an allergy to see if they wish to supply a substitute for the student. Please understand that food allergies have the potential to result in serious consequences and even death for the person affected. This policy has been established for the protection of all staff and children that have extenuating circumstances regarding their diets. (For additional information, please see Addendum which has the entire allergy policy outlined.)

Immunizations

Triad Baptist Christian Academy respects the rights of parents/guardians to choose to immunize their children, but in order to protect the welfare of all students, TBCA will not accept children without the required immunizations as listed by the NC Department of Health. Medical exceptions will be considered on an individual basis. Written documentation from their primary doctor or specialist stating immunizations are a risk or not medically necessary due to a medical condition must be provided.

Up-to-date immunization and medical records must be completed and on file on the child's first day of attendance. An exception will only be made when a doctor's appointment card has been made available as proof of a scheduled visit in immediate future.

MANAGEMENT OF COMMUNICABLE DISEASE

It is the parent's responsibility to notify the school when their child is being treated for a communicable disease so that other parents might be informed of the possibility of exposure. When a student exhibits symptoms, a determination will be made by the administration regarding the discharge of the student to their parent.

If the student is to be dismissed, the student will immediately be isolated from the other students. The parent or guardian will be notified to pick the student up within the hour. In cases in which the parent cannot be reached, emergency contacts will be called. **When the student is picked up, the parent or emergency contact will receive an illness report to sign that will state the date when the student is available to return to the school according to management of communicable disease guidelines.**

Re-admittance to the school is allowed as follows:

- Absence of fever for past 24 hours
- Chicken pox – normally 7 days after outbreak
- Diarrhea – 24 hours after last runny stool
- Impetigo – antibiotics for 48 hours along with swelling/oozing gone
- Measles (rubella) – 5 days duration
- Mumps – when swelling disappears, 9 – 11 days
- Parasitic infection – when all evidence of infestation is gone
- Pinkeye – 24 hours after treatment by physician
- Poison ivy/oak-all infected areas should be covered; in severe cases treatment at home until swelling/oozing gone
- Ringworm – may attend if all spots are covered
- Scarlet fever – after 24 hours of treatment with antibiotics
- Strep throat – after 24 hours of treatment with antibiotics
- Vomiting – 24 hours after last episode

There is no reduction in fees or tuition for absences due to illness. Prolonged absences due to illness will be handled on an individual basis.

MEDICATION POLICY

At Triad Baptist Christian Afterschool and Summer Camp, we prefer not to administer any type of medicine to any student. In general, we believe that a student on medication needs to be at home.

When administering medication that is necessary, the parent must complete a medicine authorization form for the duration of the prescribed medication. These forms may be obtained from the Preschool & Afterschool office. The parent must provide the name of the medication, dosage, instructions for administering, and time of last dosage given by the parent. All medications must be in their original containers. No “over-the-counter” medication will be administered at this facility unless prescribed by the doctor and accompanied with a doctor’s note. No expired medications will be accepted.

Parents must complete a medicine authorization form for as long as the medication is to be administered. Forms for asthma inhalers, EpiPens, and any other chronic conditions are filled out bi-annually. A written plan of action from the doctor is also required. Forms must be filled out completely in order for medication to be administered.

Prescription medication will be given only to the person whose name appears on the prescription. All information on the prescription should correspond to the instructions on the authorization form. Prescription medication that has expired will not be administered under **any** circumstances.

Students should always be on a medication no less than 24 hours prior to asking Triad Baptist Christian Afterschool or Summer Camp to administer the medication. This decreases the possibility of adverse reaction to the medicine while the student is at the school. **It is always the administration’s option to refuse to administer medication.**

PARENTS MUST

- Bring all medications to the Preschool & Afterschool office with authorization form. **Do not leave in a book bag. Do not take medications into classrooms.**
- All medication must have a visible prescription label with name and directions.
- Medications that need to be administered at home must be picked up each afternoon.

Any deviations from these policies must be directed in writing by a physician.

PROGRAMMING

Afterschool Care

The Afterschool program offers extended care Afterschool for Triad Baptist Christian Academy and a selection of Winston Salem Forsyth County Schools. (see transportation). The Director plans and implements daily schedules and activities for the students. The Afterschool program cannot accommodate children with special requests. The Afterschool program offers:

- Snack
- Devotions
- Homework
- Organized Activities
- Crafts
- Gym or Outside Play

Ratios

All classroom ratios comply with or exceed the current licensing laws set forth by the state of North Carolina's Division of Child Development. The ratios and class sizes are to be enforced at all times. If a counselor leaving the classroom, outside of an extreme emergency situation, would compromise these ratios then the counselor must call for a replacement.

Staff

All staff has been carefully chosen based on their experience, education and commitment to working with students. Appropriate references and background information is provided by all staff, and each participates in on-going training sessions which include basic First Aid and CPR.

Summer Camp

Serving children who have completed Kindergarten through 6th grade, the camp is divided by age groups. All summer programming is planned around biblical weekly themes. Children have the opportunity to enjoy art, games, nature, crafts, storytelling, devotions, character development, special guests, swimming and field trips. All children are encouraged to participate in a variety of indoor and outdoor activities.

Summer Camp Enrollment & Registration

There are 10 weeks of summer camp scheduled beginning in June and ending in August. Children may be registered for as few or as many of these weekly sessions as desired. Days missed will not be deducted from your payment. **Payment will be required for sessions checked during the initial registration process regardless of attendance. Children with an open account balance will not be allowed to return to Summer Camp on Monday.**

Transportation

Children in grades Kindergarten-5th are picked up and transported to Afterschool from the following schools:

- Cash Elementary
- Kernersville Elementary

- Piney Grove Elementary
- Caleb's Creek Elementary-Public School transportation provided
- Sedge Garden Elementary-Public School transportation provided
- Smith Farm Elementary-Public School transportation provided
- Union Cross Traditional Elementary-Public School transportation provide

Afterschool participation with public schools are subject to change due to individual school enrollment. A parent can choose to transport their child from a school not listed above.

Disciplinary Procedures

Behavioral Standards

At Triad Baptist Christian Afterschool and Summer Camp, we believe that students have a right to a safe and caring environment. We hope to accomplish this by fostering respect for self and others and by promoting pro-social behavior among our students. Together we will encourage the growth and development of each student to reach their full potential.

When thinking of discipline, punishment often comes to mind. Discipline is more than just punishment or reacting to a problem. Discipline is instruction; a learning process rather than simply a demonstration of power. It is therefore imperative that parents and staff work together to support each other. We will seek your support in the best long term interests of the students.

Triad Baptist Christian Afterschool and Summer Camp are committed to following a code of behavior which is based on these values and beliefs:

- Respect for all people, property and the environment
- Personal responsibility
- Cooperation with others
- Caring, empathy and kindness for each other
- Fairness
- Honesty
- Best personal efforts
- Positive constructive communication

Basic Rules

We require students to be aware of and adhere to the following:

1. Students are expected to cooperate with basic Christian standards of behavior and conversation.
2. There should be no talking back or arguing with staff. Prompt and cheerful obedience is expected. Requests from the counselor should not have to be repeated.
3. No chewing gum or electronic devices are allowed on the school grounds or buses. The Afterschool staff understands some electronic devices are necessary for homework purposes, and prior approval for electronic devices must be given by the Preschool & Afterschool Director.
4. Students are expected to treat all materials and facilities with respect and care.
5. Bullying, mocking, belittling, teasing, exclusion and sexual or racial harassment are absolutely prohibited.

Disciplinary Procedures

At Triad Baptist Christian Academy, we believe that children have a right to a safe and caring environment. We hope to accomplish this by fostering respect for self and others and by promoting pro-social behavior among our students. Together we will encourage the growth and development of each child to reach their full potential. Discipline will be

administered in the light of the student's problems and attitude. All discipline will be based on biblical principles, e.g. restitution, apologies (public and private), swift punishment, restoration of fellowship, no lingering attitudes, etc. Love and forgiveness will be an integral part of the discipline of a student.

TBCA is committed to following a code of behavior which is based on these values and beliefs:

- Respect for all people, property and the environment
- Personal responsibility
- Cooperation with others
- Caring, empathy and kindness for each other
- Fairness
- Honesty
- Best personal efforts
- Positive constructive communication

Basic School Rules

- We require students to be aware of and adhere to the following:
- Students are expected to cooperate with basic Christian standards of behavior and conversation.
- There should be no talking back or arguing with staff. Prompt and cheerful obedience is expected. Requests from the Counselor should not have to be repeated.
- No chewing gum or electronic devices are allowed on the school grounds or buses, unless an announced special event.
- Students are expected to be aware of and avoid the off-limits areas of the building or grounds.
- Students are expected to treat all of the school's materials or facilities with respect and care.
- Bullying, mocking, belittling, teasing, exclusion, sexual or racial harassment are absolutely prohibited.
- No use or possession of firearms, weapons, tobacco, alcohol, illegal drugs or controlled substances.

Office Visits

Counselors are the students' immediate authorities, and, as such, are expected to maintain control of the discipline among their students. Accordingly, their judgment and handling of problems, within the constraints of biblical principles, are to be accepted and supported by students, parents and administration. However, in certain matters where the student's behavior is flagrant, frequent or fails to elicit a response of repentance, the offending student will be referred to the Director. Such a referral must be recognized as a serious matter, necessitating parental contact.

When a student is sent to the Director's office for discipline, the student's parents will be contacted and given the details of the visit. The parents' assistance and support in averting further problems will be sought. In some cases the behavior may be deemed minor and will be handled as such.

Continued discipline issues by a student may require a meeting between the student's parents and the Director. At that meeting a plan for handling continued disobedience by the student will be established. No refunds will be given for days missed due to behavioral issues.

APPENDIX A

Responsibilities of an Anaphylactic Student

Expectations of the Parent/guardian

Each parent/guardian of a child with a Life-Threatening Allergy shall have the following expectations:

1. As children get older, teach them to administer his/her own epinephrine auto-injector and be able to train others in its use.
2. All food allergies must be verified by documentation from physician or physician's designated licensed extender (Nurse Practitioner (NP) or Physician Assistant (PA)).
3. Provide the school with current cell phone, pager, etc and maintain updated emergency contact numbers and medical information.
4. To provide "safe snacks" for your student's classroom so there is always something your child can choose from during an unplanned special event.
5. Inform the school of any changes in the child's Life-threatening Food Allergy status.

Expectations of the Student

Each student with a Life-Threatening Allergy shall be expected to uphold the following:

1. Use proper hand washing before and after eating and throughout the school day.
2. To avoid putting anything in the mouth such as writing utensils, fingers, or other foreign object.
3. To be proactive in the care and management of their food allergies and reactions based on their developmental level. Learn to recognize personal symptoms.
4. To notify an adult if they are being picked on or threatened by other students as it relates to their food allergy.
5. To develop greater independence to keep themselves safe from anaphylactic reactions.

Responsibilities of the School Administrator

1. To have available the appropriate allergy forms for the parent and explain that the required forms must be returned and approved prior to the child attending school.
2. Meet with parents and listen to their needs and concerns.
3. Establish a core team comprised of Parent, Principal, Teacher, Student, Cafeteria Manager, and other personnel deemed necessary to make decisions about food allergies.
4. Create an emergency action plan for addressing life-threatening food based allergic reactions with consulting the student's parent(s)/guardian(s), and physician.
5. Ensure school-wide mandatory in-service training and education on reducing life-threatening allergy risks, recognizing food allergy symptoms, and emergency procedures for appropriate staff to include, but not limited to the following topics:
 - A description/definition of severe allergies and a discussion of the most common foods causing allergic reactions.
 - The signs and symptoms of anaphylaxis.
 - The correct use of an Epinephrine.
 - Specific steps to follow in the event of an emergency.
6. Reinforce a no-food and no-utensil trading/sharing best practice will be encouraged. A sign in the school shall be posted informing students that they are expected to neither trade nor share food or utensils.
7. Ensure that the student has a physician prepared Allergy Action Plan.
8. Establish life-threatening allergy safe zones. These zones will be designated by a universal symbol. These zones will be cleaned and sanitized as per school protocol.
9. When appropriate, enforce students are allowed and encouraged to carry their Epinephrine Administration Epinephrine Authorization Plan.
10. Ensure that information is in an organized, prominent and accessible format for a substitute teacher with the universal

symbol displayed for ease of access. A bright colored label will be on the outside of subfolders (MEDICAL ALERT:). The medical issue will be filled in the blank specific to the student.

11. When appropriate, familiarize teachers with the Individual Health Plan for Accommodations of their students and any other staff member who has contact with student on a need-to-know basis.
12. Instruct and reinforce with facilities personnel to develop cleaning protocol to ensure that the threat of allergens is minimized.
13. Establish procedures to ensure letters to all parents of children assigned to a classroom where one of the students has been identified as having a Life-Threatening Allergy (K-5) and school-wide for Upper School students. This will be carried out in accordance with patient confidentiality regulations.
14. A contingency plan will be in place using designated building staff and understood by all staff and students. Staff will call 911 in all instances of Epinephrine administration.

Responsibilities of the Teachers

Each teacher shall have the following responsibilities:

1. Knowledge of the signs and symptoms of severe allergic reaction as provided in the student's health care plan, and be aware of and implement the emergency plan if a reaction is suspected.
2. Review the Individual Health Plan for Accommodations in a setting with the nurse and parent(s)/guardian(s) of any student in your classroom with life-threatening allergies; include along with relevant staff members in this review.
3. Participate in in-service training about students with life-threatening allergies including demonstration on how to use the Epinephrine.
4. In collaboration with the parent(s)/guardian(s) of the allergic child, will set a classroom protocol regarding the management of food in the classroom. This protocol will be communicated by the teacher to the students and parent(s)/guardian(s) of the affected class.
5. Participate in the planning of a student's re-entry into school after an anaphylactic reaction.
6. Notify parents by written communication of any school related activity that requires the use of food in advance of the project or activity. (Learning activities will be controlled as much as possible) Limit use of food for instructional lessons.
7. Collaborate with administration and parents to send out letters to all parent(s)/guardian(s) of students in a class with an individual with a Life-Threatening Allergy announcing potential food use instructionally.
8. Reinforce appropriate classroom hygiene practices/hand washing before and after eating.
9. Respond immediately to reports of students being teased or bullied about their food allergies.
10. Follow Allergy Action Plan and call 911 when life-threatening allergy related symptoms occur.

Responsibilities during Recess and Physical Education classes

During recess and physical education classes for a student with a Life-Threatening Allergy, the school shall have the following responsibilities:

1. Children will be under the supervision of at least one adult. Epinephrine Packet will be taken outside if specified in the child's Allergy Action Plan/Individual Health Plan for Accommodations. The epinephrine will be carried by a designated district employee or by the student with a completed Epinephrine Self-Administration Packet for Anaphylaxis.
2. Emergency communication device (walkie-talkie, cell phone) will be accessible and functional.

Responsibilities on Field Trips

The school shall have the following responsibilities when a student with Life-Threatening Food Allergy attends field trips:

1. On field trips consideration given for avoiding food allergen exposure and parental attendance is encouraged.
2. Meals of children with food allergies should be stored separately to minimize cross contamination.
3. An in-service trained district employee such as the classroom teacher will accompany the class on the field trip and will maintain each applicable student's Epinephrine and will follow the child's Allergy Action Plan/IHCP.
4. Copies of student's Allergy Action Plan will be carried on all field trips.
5. Staff will call 911 in all instances of Epinephrine use. Parent(s)/Legal Guardian(s) will be notified.