

Triad Baptist Christian Academy Parent/Student Handbook 2018-2019



Preschool

Triad Baptist Christian Academy
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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 Academy 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 Academy 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

"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 Academy 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; Philipians 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 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 in consistent 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

Monday – Friday, 7:00 a.m. – 6:00 p.m.

Triad Baptist Christian Academy provides year round programming for children between the ages of twenty four months and five years. Children get the benefit of a preschool curriculum while parents get the benefit of childcare that accommodates their personal work schedule.

Holidays

In keeping with our ideals about the importance of a parent's involvement in the life of a child, the preschool 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
Martin Luther King Day
Good Friday/Easter
Independence Day
Memorial 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. The Preschool will also be closed in August prior to the new school year for staff training and open house preparations (see school calendar for dates).

There is no reduction in fees for preschool closings & holidays. Administration reserves the right to make changes to the number of holidays.

GENERAL INFORMATION

Arrival & Departure Procedures

All parents are asked to enter through the upper level entrance when dropping off and picking up their children. The lower level entrance will remain locked but can be used as an exit for parents. Parents entering the building during program times or for parties and special events must stop by the office for assistance. All visitors must sign in with the school office.

All persons entering the Preschool 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 children participating in activities in that area.

Children will only be allowed to leave the premises with those persons authorized by the parent in writing. Any person other than the parent picking up a child will be required to show picture identification. If there are any questions about whom the child is to leave with, the child will not be allowed to leave until the parent has been contacted.

Drive slowly in the parking lot and always turn off the ignition. Children are never to be left alone in a parked car. This is against the law in the state of North Carolina.

No child may be left at the preschool before 7:00 a.m. An adult must accompany every child into the preschool. The adult accompanying the child must assist the child with hand washing prior to entering the classroom. The adult must sign the child in and be certain that the teacher acknowledges the child's arrival before leaving the classroom. All children should arrive by 9:00 a.m. Children arriving after 9:00 a.m. must check in with the school office and will be

directed immediately to the activities already in progress. Children arriving after 9:00 a.m. on a habitual basis will be subject to dismissal. Parents are asked to refrain from entering the classroom at this point and avoid conversing with the teacher so as not to cause unnecessary distraction.

We prefer that no child be left at the preschool for more than 9 hours each day. We do not believe that prolonged hours away from parents are in the best interest of the child. All children should be picked up promptly in accordance to the schedule option chosen. Children must be picked up by 6:00 p.m. The adult picking up the child must sign the child out each day. A pink slip must be issued any time a child is picked up late. A teacher does not have the authority to make exceptions. The Preschool Director will deal with extenuating circumstances. A late pick up fee of \$2.00 per minute late will be charged to the child's account. The clock in the classroom will be used for documentation.

Assessments

A conference may be scheduled with a teacher during the year to review the academic progress of a student.

Calendars

Calendars are prepared annually for each group. A copy of this calendar will be distributed with this handbook and/or registration materials.

Change of Address and Telephone

It is important for the welfare of all our students that the school 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 school 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 at least one unannounced fire drill each month. These drills are to help keep the children 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.

Field Trips

Field trips can be an important part of learning for our preschoolers. Participation on field trips is a privilege. 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 Preschool dress code. Notification will be given in a timely fashion for the parents to return the permission form.

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 teachers/ Director

- Make supervising students the focus of the trip

Parents are asked **not** to bring siblings or other children. This exclusion is due to admission limitations at some sites and potential behavior problems or distractions. Parents may not be able to ride on school transportation due to limited seating. Information about transportation may be obtained from the School office. Our Preschool has limited participation in off campus field trips according to federal motor vehicle regulations. Children who arrive late when a field trip is scheduled will have to return home, no care will be provided. Preschool students choosing not to participate in a field trip will not be supervised at school.

Hand-washing

It is the responsibility of the parent to accompany the child to the bathroom and assist with hand washing prior to entering the classroom. According to the rules governing the sanitation of child care preschools, 15A NCAC 18A.2828 hand washing:

1. Children shall wash hands upon arrival at the child care preschool, after each diaper change or visit to the toilet; before eating meals or snacks; before and after water activity play; and after handling animals or animal cages.
2. Proper hand-washing procedures shall include:
 - Using soap and tempered running water
 - Rubbing hands vigorously with soap and tempered water for 15 seconds
 - Washing all surfaces of hands
 - Rinsing well for 10 seconds
 - Drying hands with a paper towel or mechanical dryer
 - Turning off faucet with paper towel.

Reminders to parents of the necessity to wash hands upon arrival to the preschool are posted outside each classroom. Classroom teachers are instructed to ask parents to take children to the bathroom and assist with hand washing before entering the classrooms.

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.

Inclement Weather

In case of inclement weather Triad Baptist Christian Academy will make every effort to communicate the decision to close the Academy by 6:00 a.m. TBCA families may view this information on the Academy website, Facebook and Twitter, WGHP Fox 8, WFMY Channel 2, and WXII Channel 12. TBCA families can also sign up at open house to receive a text message, email and voice mail for school closings. Because conditions can vary around the Triad, parents must decide if road conditions are safe to transport their children. If a parent believes it is unsafe to travel and the Academy is open, the parent should contact the Academy Office. The absence will be excused and all make-up work will be handled as such.

In the event of inclement weather, the Preschool will be closed only if conditions are too hazardous for the staff to report to work. There will be no reduction in fees if the Preschool is closed. In the event that the Preschool has to close

early or open on a delay, families will be notified via television stations, web site, Facebook, Twitter, text message and email when available.

Lost and Found

Each child is provided with his/her own cubby, or coat hook. All personal belongings along with artwork and various forms of communication will be stored in one of these locations. It is very important that all personal items be labeled with child's name in order for teachers to determine ownership. All children will be 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

A hot lunch, morning snack and afternoon snack are provided daily. Only a child with a severe diet restriction may bring in a packed" nutritional" lunch, a doctor's note is required that states reason for restriction.

Nutrition

Each child present during serving times will be served a mid-morning snack, lunch, and an afternoon snack each day. Nutritional foods suitable for the age of the child will be served, including 100% fruit juice and/or whole milk. No bottles or sipper cups will be allowed in the preschool at any time. Foods will not be used as a punishment or as a bribe. No child will be forced to eat against his or her will. Children will not be allowed to play in their food, and teachers will work on good manners and cleanliness according to each child's abilities and maturity. Daily menus will be posted on the parent information board outside the classrooms. It is the parent's responsibility to inform the preschool of any food allergies.

Strict sanitation guidelines regarding the storage and preparation of food prevent us from allowing foods from home into the classroom. Children must finish breakfast items prior to entering the classrooms.

On special occasions only store-bought items are permissible. Due to the large amount of food allergies, no products containing nuts or peanut butter, are allowed on the premises of the preschool. Please review the list of ingredients on all food products; many items are made with peanut oil and forms of nut extracts. (please see addendum)

Outdoor Play

Article 7, Chapter 110 of the NC General Statutes requires that each childcare preschool arrange for each child in care to be outdoors each day, weather permitting. "Weather permitting" can be defined as anytime except adverse weather. Outdoor play is required as part of the daily activities in a child care preschool. Outdoor play is restricted when temperature is less than 32° and more than 95°. Outside time is limited to 15 minutes for code orange. If a child is sick and cannot participate in outside activities, the child must not be brought to the preschool. All children must be able to participate in all daily activities.

Photographs

From time to time pictures will be taken of Preschool participants. These pictures will be displayed on bulletin boards throughout the Preschool and occasionally used for PowerPoint or website presentations as a means to keep our church congregation informed about the Preschool's operation. Pictures may also be used in the yearbook. Parental permission will be obtained in advance for materials used for promotional materials.

Potty-training

Children enrolling in the two-year old class must be at least attempting to potty train. Teachers in the two-year old class will *assist* parents in the potty training of their child. However, we feel that it is the parent's responsibility to accept the major role in this training. Each child will be taught to use toilet tissue to clean him or herself, but teachers will check the child who has had a bowel movement to ensure that they are clean.

Children who are in the process of potty training will need at least 2 entire changes of clothing, including socks, appropriate for the season and an adequate supply of pull-ups, no diapers. Clothing needs to be of the type that can be removed easily and quickly. Being fully potty trained is a pre-requisite for promotion for children between the ages of 30 and 35 months. All other children enrolling in the preschool must be completely potty-trained at the time of enrollment.

Rest Time

Rest periods are as necessary in a child's day as are times of creative and physical stimulation. One nap period is scheduled during the day in each class and generally takes place immediately after lunch. Rest periods range from 1-½ hours to 2 hours in length for two and three year olds and from 45 minutes to 1 hour in length for four and five year olds. Lighting may be dimmed in the classroom during rest time and quiet music played to create a relaxing atmosphere. Teachers will pat or rub children's backs as needed to aid them in resting. All children will be asked to rest quietly on a mat for at least 15 minutes. After the first 15 minutes, the child will be given a book to look at for the second 15 minutes. Children who have not fallen asleep after 30 minutes will be allowed to play or color quietly at a table. Teachers will never lay with the children nor sleep during rest periods. Once all children are resting, a teacher may quietly plan or prepare activities in the classroom. Children will never be left unattended during rest periods. Each child is provided with a waterproof mat and a towel labeled with his or her name. Mats are sanitized daily and towels are laundered weekly. Children may bring one small stuffed animal or blankie to hold during rest time. These items will be tucked away in the child's cubby at times other than rest periods. These items will also be sent home at the end of each week for laundering. Please be sure these items are clearly labeled with your child's name. No child shall be denied rest or sleep. Rest time will never be used as a punishment for any child.

Scholastic Orders

Preschool students will receive periodic opportunities to order books through Scholastic. Scholastic catalogs will be sent home monthly with your child, along with directions on how to order on-line. All orders must be done on-line; no orders or payments will be received by the teacher or school office. Scholastic orders help the school earn bonus points to purchase classroom and library resources. If you have any questions contact the school office.

Show-N-Tell

From time to time, children may be given the opportunity to bring a special item from home that corresponds to the week's activities. Please make sure these items are clearly labeled with child's name. At other times we ask you to encourage your child to leave personal belongings at home. The preschool will not be responsible for lost, stolen or broken items. Play guns, weapons and other items that encourage aggressive play are never welcome in our classrooms.

Staff Baby-Sitting

The Preschool staff is discouraged from providing extra care for parents.

Parent Communication

Open communication between parents and staff is essential. Parents should feel free to speak with the appropriate Preschool personnel about concerns. However, because of the necessity of the teachers to be devoted to the safety and supervision of the students, parents should either **make an appointment or email** requesting a phone call, if there is a need to confer with a teacher at length.

Accurate information is vital to helping us provide the best possible care for your child. It is the parents' responsibility to inform the school 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 Academy.

Most mass communication from the Academy to parents is by email and text messaging. If a parent does not have an email account, he/she should contact the school office to make other arrangements for communication. If a parent is interested in text messaging information is available for set up in the school office.

It is our goal at Triad Baptist Christian Academy 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 teacher. If the situation cannot be resolved between the teacher and parent during this communication, the parent may ask to speak to the Preschool Director. The next step would be to ask to speak to the Director of Education. If this line of communication has not been followed, the parent will be asked to follow these steps.

Parties

From time to time, teachers will plan class parties as part of seasonal celebrations. Parents may be asked to assist in the provision and preparation of these kinds of activities. Due to state regulations, all food items must be store bought.

Birthday Celebrations

One monthly celebration will be held in each classroom in recognition of all classroom birthdays for that month. Celebrations will take place during the afternoon snack time. During the month of each child's birthday, prior to the celebration, his/her parent will be contacted about providing one item for the celebration. This is optional and parents do not have to participate. **Treats must be store bought.** Be sure to double check with the teacher for any children 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 class to distribute invitations. Birthday celebrations are scheduled the third Wednesday of each month.

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, cell phones), pocketknives or any type weapons or firearms. School personnel may extend this prohibition to any item that detracts from the educational environment. 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 and returned to their parents. **School personnel are not responsible for any items that are lost, stolen or damaged when brought to school.**

Statement of Change and Coverage

This handbook is not exhaustive in its contents. Students are subject to all handbook policies while enrolled at the Preschool. Triad Baptist Christian Academy 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 school 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

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 TBCA/FACTS and 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. This option is for families who will not attend the summer. **Preschool families who elect this option last day is Preschool Graduation and can only return on the first day of the new school year (see school calendar for dates).**
- Twelve monthly payments - beginning in August with the last payment due July. 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: All students applying to the preschool must complete an application and pay a \$25.00 application fee.

Registration Fee: All students accepted into Triad Baptist Christian Academy must pay a registration fee. The fee is not prorated when students enter 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 Academy reserves the right to not accept a registration renewal for the next year due to payment history and/or behavioral issues.

FACTS Fee: This is an annual administrative fee for processing.

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

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 of the lesser tuition.

Referral Policy

In order to be eligible for the referral credit, the referred family must complete and turn in a program verification form to the Admissions 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, After School 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 \$500.00 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 students must attend TBCA for one full semester (5 months). A \$500.00 credit will be applied to the family's account with a maximum of \$1,000.00 per family. All credits of \$1,000 will be dispersed over two calendar years in \$500.00 increments (generally December and April of the same school year, but two fiscal years).
- All referred After School students must attend TBCA for 5 months. A \$250.00 credit will be applied to the family's account 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.

Sick Credit-Children who are out sick for 5 consecutive days or more may bring in a doctor's note and receive a \$70.00 credit applied to their account. Parents are responsible for the remaining tuition. The doctor's note must be presented to the Financial Office.

Vacation Credit-Families can receive a one-time \$70.00 credit for vacation from August to July per year. The request must be made in writing and presented to the Financial Office.

Withdrawal Policy

A minimum of a one-month's written notice is required when withdrawing a student from the Preschool. Please see the Preschool & Afterschool Office for withdrawal form. This written notice must be submitted to the Preschool & Afterschool Office. Families who wish to voluntarily withdraw their child from the Preschool without one month's written notice are responsible for that month's tuition regardless of attendance. 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 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)

Summer Time

If you chose to withdrawal your child from the Preschool for the summer, you must present the school office with a 30-day written notice. **If you choose to not remain during the summer the last day must be the Friday of Preschool**

graduation and may not return until the new school year. Children may not return prior to the new school because of reduction in the staff force during this time due to families pulling out for the summer.

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 materials. All items should be clearly labeled with the child's name. At no time are short-shorts, open back shoes, flip-flops, Croc's, Heely's or bare stomachs allowed.

Parents are required to keep a complete change of clothing, including underwear and socks, in the child's cubby. Items should be appropriate to the season, individually labeled and placed inside a large zip-lock bag. When these items become soiled with urine they will be tagged as soiled, placed in a plastic bag, and left inside the child's cubby for pick up.

STUDENT ATTENDANCE

Arrival Time:

We ask that all children arrive by 9:00 a.m. Pre-K4 should arrive by 8:30 a.m. when their lessons begin. Arrival time is the same for summer time.

Late Pick-up

Students who are not picked up by 6:00 p.m. will be charged \$2.00 per minute for each minute pass their pick up time.

HEALTH

Emergency Medical Care Plan

- First Aid supplies are located in the School office, and a basic kit is kept in each classroom. Classroom kits look like a pencil box and should be located out of a child's reach in order to comply with the state guidelines. These kits should only contain vinyl gloves, gauze, band-aids and a thermometer. Individual antiseptic wipes may be stored in the kits but used only for the purpose of cleaning thermometers.
- Student files, which include personal emergency information, are kept in the school office and in each classroom.
- School office telephone and cell phones are available for use in the event of an emergency.
- Local emergency phone numbers are posted for staff reference.
- Triad Baptist Christian Academy adheres to state regulations regarding staff training for CPR and First Aid certification. In the case of simple first aid, teachers and/or assistants may administer treatment and complete an accident report. This report will be shared with and signed by the adult picking up the child on the day of the accident.
- In the event of a more serious emergency, the administration will make a decision as to whether local emergency medical authorities will be contacted and/or the child's parent or guardian informed. In the event that a parent or guardian cannot be reached, an effort will be made by the administration to reach the emergency contacts listed on the registration form.
- The child will either remain at the Academy or Preschool 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 administration, and if transportation of the child is necessary, the afore mentioned will also accompany the child. The child's file with all emergency information will be taken along to the hospital or emergency facility. Fees are the responsibility of the parent.

- If substitute staff is needed, it will be up to the “second person in charge” to handle the adequate supervision of children remaining at the Preschool.
- In the event of an emergency only the administration should be responsible for relaying information to parents or authorities.

Food Allergy Policy

All parents are required to indicate on enrollment or re-enrollment forms of any allergies a student may have. Teachers 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 teacher. **Parents should be aware that there is no guarantee of peanut exposure by the cafeteria.** When parties are conducted in a classroom, the teacher 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.)

Management of Communicable Disease

It is the parent’s responsibility to notify the Academy or Preschool when a child is being treated for a communicable disease so that other parents might be informed of the possibility of exposure. Staff members are instructed to recognize the following as signs of illness:

- Temperature of 100 degrees or more
- Skin rash
- Diarrhea and/or vomiting two or more times in a 24 hour period
- Evidence of lice infestation, scabies or other parasitic infestation
- Severe coughing
- Difficult or rapid breathing
- Yellowish skin or eyes
- Evidence of conjunctivitis (pink eye)
- Unclear drainage from nose
- Untreated and infected skin patches
- Unusually dark urine and/or gray or white stool
- Sore throat or difficulty in swallowing
- Complaint by child (fussiness)
- “Listless” behavior
- Symptoms of a cold

When a child exhibits one or more of Signs 1-15, a determination will be made by the administration regarding the discharge of the child to a parent. If the child is to be dismissed, the child will immediately be isolated from the other children. The parent or guardian will be notified to **pick the child up within the hour.** In cases in which the parent cannot be reached, emergency contacts will be called. When the child is picked up, the parent or emergency contact will receive an illness report to sign that will state the date when the child is available to return to the Academy or Preschool according to management of communicable disease guidelines.

Re-admittance to the Academy or Preschool 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
- Hand, Foot and Mouth Disease – absence of fever for 24 hours
- Impetigo – antibiotics for 48 hours along with swelling/oozing gone
- 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. Preschool children out due to illness for a week, please see sick credit section. Prolonged absences due to illness will be handled on an individual basis.

Medication Policy

At Triad Baptist Christian Academy, we prefer not to administer any type of medicine to any student.

When administering medication is necessary, the parent must complete a medicine authorization form for the duration of the prescribed medication. These forms may be obtained from the school 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.

Parent must complete a medicine authorization form for as long as the medication is to be administered. Forms for asthma inhaler, EpiPen, 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 the Academy 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.**

PARENT MUST

- Bring all medications to the school 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.
- Pick up medications each afternoon that may need to be taken home.

PRESCHOOL PROGRAMMING

Preschool programming is designed to enhance spiritual, physical, intellectual, social and emotional development as set forth by age-appropriate curriculum goals for each classroom. Children have the opportunity to enjoy art, games, nature crafts, puppets, storytelling, devotions, character development and special guests. The preschool utilizes the BJU and ABeka curriculum. In addition to our regular classroom teachers we also enjoy enrichment instructors. Additional fees may be requested for in-house activities.

While taking into consideration age appropriate activities and developmental needs, summer programming is planned around themes. All children are encouraged to participate in a variety of age-appropriate indoor and outdoor activities. During the afternoon hours teachers lead children in activities such as devotions, crafts, music and movement, playground and preschool play.

Under the leadership of the Director, lead teachers plan and implement daily schedules and activities. All staff have been carefully chosen based on their experience, education and commitment to working with children. All staff must

provide appropriate references and background information and each participates in on-going training sessions, which include basic First Aid and CPR.

Classrooms are located on both upper and lower levels. An activity center is available for indoor recreation while the playground and surrounding area are used for outside activities.

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. Staff/child ratio is one of the most crucial regulations enforced by the state. The ratios and class sizes listed below are to be enforced at all times. If a teacher leaving the classroom, outside of an extreme emergency situation, would compromise these ratios then the teacher must call for a replacement. Numbers below are less than state guidelines.

- 2 year olds 8 children per teacher maximum class
- 3 year olds 12 children per teacher maximum class
- 4 year olds 15 children per teacher maximum class

DISCIPLINARY PROCEDURES

Behavioral Standards

At Triad Baptist Christian Academy, we believe that children have a right to a quality education in 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. This document seeks to reflect that concept of student learning and development, to become a responsible and respectful citizen.

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 school staff work together to support each other. We will seek your support in the best long term interests of the students.

Triad Baptist Christian Academy is committed to learning by 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

Disciplinary Guidelines

All children enrolled in the preschool program will be expected to follow established rules for the primary reason of safety. Triad Baptist Christian Academy desires to promote a positive approach to managing the behavior of all children by using the following methods:

- Prevention – Space, resources, methods, scheduling, etc. are considered in an effort to prevent frustrations, boredom and conflicts.
- Positive Re-direction – Focus on the unacceptable behavior is directed to an acceptable alternative.
- Modeling – Expectations are communicated verbally and through example.
- Limit Setting – Rules, which are few, simple and stated in the positive, are reviewed frequently.

- Logical Consequences – Consequences, which follow unacceptable behavior, serve as a way to teach what is appropriate and put into practice acceptable alternatives.
- Redirection – At times children may need time alone to calm down and re-direct their thinking.
- Rewarding – Opportunities are sought to use positive reinforcement in the forms of hugs, words of praise, prize box, stickers, stamps or special privileges.

When corrective discipline is necessary, details of the incident and action taken will be documented. This information will be shared with the child's parent either in writing or verbally. A conference may be required if repeated offenses continue so that the disruptive behavior can be defined, goals can be established and an approach is agreed upon for correcting the situation.

If at any time a child exhibits uncontrollable behavior that cannot be modified by our staff, a parent will be called to remove the child from the premises immediately. When previous attempts have been made toward correcting continuous disruptive behavior and insufficient progress has been achieved, a child may be suspended from the preschool indefinitely.

Behaviors of biting, fighting, profanity, arguing, outright disrespect toward others, disrespect of property and deliberate rule breaking should be dealt with immediately. Consequences will be decided at that time and based upon individual situations.

When a child displays inappropriate behavior, the discipline procedures are as follows:

1. Verbal Warning --- statement of expectations in do's
2. Statement of expectations and practice of appropriate behavior
3. Age appropriate time out or removal of privileges
4. Child and teacher meet with Director of Preschool
 - a. Improved behavior should be praised
 - b. Repeating unacceptable behavior warrants note home to parents
5. Conference with parents

Biting Policy

1. Parents will be notified in writing.
2. First Aid will be rendered if necessary.
3. Should 3 biting incidents occur within a 30-day period, a parent conference will be scheduled to discuss a plan of action.
4. Should 5 biting incidents occur within a 30-day period, automatic dismissal from the preschool will result unless further intervention plans are an alternative.

NO REFUNDS WILL BE GIVEN FOR DAYS MISSED DUE TO SUSPENSION.

Behavior Management

WE DO

- Praise, reward and encourage children
- Reason with and set limits for the children
- Model appropriate behavior for the children
- Modify the classroom environment to attempt to prevent problems before they occur
- Listen to children
- Provide alternatives for inappropriate behavior to the children
- Provide the children with natural and logical consequences of their behavior
- Treat the children as people and respect their needs, desires and feelings
- Ignore minor misbehaviors
- Explain things to children on their level

- Use time out after redirection has occurred
- Stay consistent in our behavior management program

WE DO NOT

- Spank, shake, bite, pinch, pull, slap or otherwise physically punish the children
- Make fun of, yell at, threaten, make sarcastic remarks about, use profanity or otherwise verbally abuse the children
- Shame or punish the children when bathroom accidents occur
- Deny food or rest as punishment
- Relate discipline to eating, resting or sleeping
- Leave the children alone, unattended or without supervision at any time
- Place children in locked boxes, rooms or closets as punishment
- Criticize, make fun or otherwise belittle children's parents, families, ethnic groups or physical limitations
- Delegate discipline to another child or allow/require a child to strike another child in retaliation.

STATEMENT OF CHANGE

This handbook is not exhaustive in its contents. Students are subject to all handbook policies while enrolled at the Academy. Triad Baptist Christian Academy reserves the right to change any policy at any time when, in the discretion of the 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.

APPENDIX A

Responsibilities of an Anaphylactic Student

Expectations of the Parent/guardian

Each parent/guardian of their 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 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.
6. 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 along with relevant staff members.
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.