



**Belvoir Christian  
Academy  
Children's Center  
Family Handbook  
Infants – Pre-K4**

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Chattanooga, TN 37412  
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BCALIONS.org

**Melissa Swafford, director  
JoAnn Seay, assistant director**

*For we walk by faith, not by sight.  
2 Corinthians 5:7*

## **Mission Statement**

Belvoir Christian Academy makes disciples for Jesus, encourages lifelong learners, and values students in a nurturing community.

The Children's Center of Belvoir Christian Academy expounds on the school's mission to further Christ's Kingdom through Christian education. We provide a quality, age-appropriate academic and care program while nurturing each child's individual spiritual and social development.

## **Purpose and Objectives**

In addition to the school's kindergarten through eighth grade programs, BCA's Children's Center (CC) provides loving and reliable childcare and education for infants beginning at six weeks through Pre-K4. It provides developmentally appropriate educational and social activities in a Christian environment where a child's individual needs are met. Professionally trained teachers introduce your children to various concepts and skills, and model loving, social relationships. Opportunities for learning are offered through a variety of activities, which allow for expressions through art, music, dramatic play, nature experiences, games and group play. God's love is shared through daily Bible stories, songs, scripture and prayer.

## **Professional Training**

Melissa D. Swafford, director, is an alumna of Belvoir Christian Academy. She received an Associate of Science Degree in Early Childhood Education from Chattanooga State Technical Community College. Mrs. Swafford has worked for BCA in various roles related to the development of young children for since 2001. She is a strong leader setting goals for each classroom that enable the best learning environment for every child in our care. Expectations are high for her staff, and the goals she sets for the center are met. This gives parents confidence knowing that their child receives superb care with the attention to detail a parent would expect for their developing child.

JoAnn Seay joined our staff in 2019 as assistant director. Mrs. Seay has worked with children in many capacities during her career. Most recently, she worked with our partnering gymnastics program staff to lead weekly classes as well as the program's annual summer camp program held on campus at BCA for the elementary level. She has also been a pre-k aide and substitute teacher for the school over the years. JoAnn brings new energy and a love for our children, and will be working closely with Melissa to enhance our current program and help ensure we are exceeding our families' expectations.

All lead classroom instructors at the infant – Pre-K4 levels must have a minimum of an Associate's degree in Early Childhood Education or State Certification for Child Care Providers. All faculty and staff must complete First Aid/AED training through the American Red Cross every two years. BCA/CC maintains an AED unit on site. The director and assistant director complete at least 30 hours of continuing education annually. First-year employees obtain 30 hours of continuing education, and every employee after their first year completes 30 hours of

continuing education annually.

### **Calendar Year**

Our program is a year-round early childhood educational facility for ages six weeks through Pre-K4. Once a child completes our Pre-K4 program, he or she is well-prepared to move into our kindergarten program.

Once the academic year is complete (August – May), children will seamlessly continue in our summer camp program. During June, July and half of August, the program will consist of summer fun activities such as water days, on-campus visits from local attractions such as the Tennessee Aquarium, Creative Discovery Museum and more. Families will receive a summer camp calendar with details on daily activities during the summer months.

### **School Hours and Holidays**

The Children's Center is open Monday through Friday from 6:30 a.m. to 6 p.m. Please make a note of the list of holiday closings. **If these holidays fall on a weekend, the observed holiday will occur on a weekday.** These closings will be posted outside of your child's classroom.

- *New Year's Eve*
- *New Year's Day*
- *Dr. Martin Luther King, Jr. Day*
- *Presidents' Day*
- *Good Friday*
- *Easter Monday*
- *Memorial Day*
- *4<sup>th</sup> of July*
- *Labor Day*
- *Wednesday, Thursday & Friday of Thanksgiving Day Weekend*
- *Christmas - Dec. 24, 25, 26*
- *One professional Training day in August*
- *One professional Training day in March*

A calendar is provided to families and posted outside each classroom. These dates are also posted on the BCA website – BCALIONS.org.

### **Meals and Snack Time**

Breakfast is provided, by request, **before** 8 a.m. daily. Hot lunches and snacks are provided daily. Calendars for the lunch schedule are posted outside the classroom, posted on our website (BCALIONS.org) and available upon request. Healthy snacks are provided twice during the day, mid-morning and after nap. Milk is provided at breakfast and lunch. Orange juice or water is provided at snack time, and water is offered throughout the day. Please inform the Director,

Assistant Director and your child's lead teacher of any food allergies or specific food needs in writing.

## **Discipline Policy**

The goal of the teacher is to help parents help children learn and practice appropriate behaviors. As parents define, plan, and carry out their discipline decisions with their child, below are selected Bible verses to help guide parents in forming their plans and keeping discipline within their family based on Biblical principles. Review these verses as you and your spouse/significant other decide on how you will discipline your child.

- *Proverbs 11:6* - "Train a child in the way he should go and when he is old he will not turn from it."
- *Ephesians 6:4* - "Fathers [and mothers] do not provoke your children to anger but bring them up in training and instruction of the Lord."
- *Proverbs 20:11* - "Even a child is known by his actions by whether his conduct is pure and right."
- *Proverbs 23:13* - "Do not withhold discipline from a child."

Most behaviors will be handled by the classroom teacher. Classroom teachers will manage the classroom. For most discipline issues, the students will be redirected from the situation or removed from the classroom. In the case of removing the student from the classroom, he/she will be taken to another room, by either the classroom aide or teacher, to calm down and refocus on the behavior and will return within approximately 15 minutes. That classroom will be supervised by the teacher and aide in the room. The teacher will work to redirect the student and to carry on with classroom activities.

If the behavior continues or escalates, the student will be taken to the CC director or BCA principal.

An incident report will be completed, and the parents will be notified of the behavior. The incident report will be sent home to be signed and returned on the next school day. A copy will be kept in the student's file, and the CC director or principal will contact the parent/guardian.

After three incident reports, a meeting with the parents and principal will be called to determine how to proceed. This discussion might include a decision that BCA is not able to provide the services the student needs.

Behaviors that involve aggressive actions such as inappropriate language, hitting, pushing, spitting, slapping, and/or hurting another person may result in immediate consequences, which range from in-school suspension to dismissal from the program. These actions may occur as a result of provoked or unprovoked actions from another person. Parents will be notified for extreme behaviors. BCA teachers, directors and principal will partner with parents to provide a

safe environment for all students. **\*\*\*\* Children who physically, hit, bite, or kick a teacher will immediately be removed and sent to principal or director's office. The parents will be called and the child will be sent home.**

### **Biting Policy**

Every attempt to pre-empt a biting occurrence will be taken in the classrooms. However, some children at this age may be prone to occasional biting incidents. Teachers will first attempt to find the source of the child's frustration, and then redirect his or her attention elsewhere. If biting occurs twice, the child will have an appropriate consequence, such as a brief time-out after it has been explained that this behavior is unacceptable. Three biting incidents or a severe bite that breaks the skin in one day will result in the notification of parents and the child being sent home.

### **Enrollment Policy**

Your child's enrollment is complete when the CC has received the following:

- Application Form
- A \$100, one-time, per child, non-refundable application fee.
- Reference form completed by the current child care director or current care giver for your child. This is for ages three and older.
- Copy of the child's immunization form. This is an official state form that must be obtained from the child's physician. We are required by law to maintain the original form. This form must be received before your child is allowed to start.
- Copy of the child's birth certificate. The mother's copy of the birth certificate is acceptable.
- Medical/Emergency Contact form. This form must be received before your child is allowed to attend.
- Joyful Response Payment Form, signed and dated.
- A meeting with the principal, director and/or assistant Director, a tour of the facility, classroom visitation, and teacher assessment for ages one and older must be completed prior to enrollment.
- A \$50, non-refundable supply fee. This is due twice yearly, upon enrollment and then on Aug. 1 and Feb. 1.

### **Non - Discriminatory Statement**

Belvoir Christian Academy admits children of any race, national or ethnic origin, to all the rights, privileges, programs and activities generally accorded or made available to children at the school. It does not discriminate on the basis of race, color or national and ethnic origin in administration of its educational policies, admission policies and other school administered programs.

### **Classroom Observation**



**Payments must be received each Monday prior to the week of child's attendance.**

### **Delinquent Accounts**

Accounts are payable weekly. A late fee of 1% of the total delinquent balance will be charged to the account on the 20<sup>th</sup> of the month.

Accounts will be billed for returned checks or AFTs at the rate the bank charges per incident. If an AFT payment is stopped by the parent(s) or guardian(s) without making other payment arrangements, the account will be considered delinquent. An account which is **30 days** delinquent will be notified that the child(ren) will be excluded from the CC until the account is brought current.

In all circumstances, the parent(s) or guardian(s) can avoid late charges by submitting alternate **written** payment arrangements before the 20<sup>th</sup> of the month in which an account becomes delinquent. These payments arrangements must be approved by the Finance Committee of the Board of Directors before being accepted.

### **Delinquent Accounts – Summer Camp**

Accounts related to CC families attending summer camp only will be subject to the above delinquency policy with one exception. An account which is **14 days** delinquent will be notified that the child(ren) will be excluded from the CC until the account is brought current.

### **Late Pick-Up**

We must respect the time of our child care staff and ensure that children are picked up from the BCA/CC by 6 p.m. For each minute past 6 p.m., there will be a charge of \$1.00 per minute, per child, **payable at time of pick-up**. For example, if one child is picked up at 6:07 p.m., a total of \$7.00 will be charged and paid at the time of pick-up. For two children, the total cost of the late fee would be \$14.00 at time of pick-up.

### **Closing Policy/Procedures**

#### ***Inclement Weather/Emergency Situation Policy:***

When Belvoir Christian Academy (BCA) is delayed or cancelled due to inclement weather, the Children's Christian Center also will be closed or opened based on when the school is open. An example of this would be if BCA is delayed opening at 10 a.m., then the center will not open until 10 a.m. This information is posted on the BCA website at BCALIONS.org.

When closed for inclement weather, BCA/CC makes an independent decision for closings. **We do not base our closing on other schools.** Please tune in to one of the three local

television/news stations and radio stations for closing information. It will also be posted on BCA's website – BCALIONS.org and the BCA Facebook page.

In the event of an emergency or natural disaster, all children will be kept at the center until a parent or other authorized person picks them up. The person authorized by the parent to pick up the child will be requested to present identification before the child will be released.

If it is necessary to evacuate children from the center, the location of the emergency shelter will be posted on the door of the center as to the location for your child's pick-up. Every effort will be made to notify the parent/guardian of the evacuation and location.

In the event of any emergency, staff members will stay with the children until they have been released to authorized persons.

### **Drop-Off/Pick-up Requirements**

Upon arrival, authorized persons are required by the Department of Human Services to sign their child into and out of the classroom. Attendance sheets are located in each classroom. Identification in the form of a valid picture ID is required when a child is being picked-up from the CC. Please have the proper identification ready for the teacher so that your child may be released to you. This is to ensure the safety of each child.

If the parent/guardian is not the person to pick the child up from the CC on any particular day, please let the authorized person know that he or she will need to present identification before the child is released. This person must be listed on the medical forms for the child to be released, and if not listed, the parent/guardian must call the front office of the school, 423-304-6591 or the center's director at 423-304-6591.

### **Curriculum**

Teachers provide the most up-to-date and age-appropriate curriculum for each stage of learning and development. Currently, we utilize the *One in Christ* curriculum from Concordia Publishing for biblical teachings for all ages. *One in Christ* focuses on the moral teachings of Christ, and the gift of Salvation for every person. Christ is at the center of everything taught at BCA, with Jesus' teachings demonstrated through stories, music, art and creative play.

The curriculum used for our infants, Pre-K1 and Pre-K2 is a combination of *The Creative Curriculum and Mother Goose Time*. This curriculum allows teachers to create an individualized and responsive learning environment. This curriculum also uses 38 objectives that are predictive of a child's success in school, including developing motor skills, color recognition, developing a word base and appropriate social behavior.

### **Toilet-Training**

In Pre-K2, the teachers will work with students and parents to have children become fully toilet-

trained. This means the student is no longer in diapers or pull-ups and is able to use the restroom unassisted, having the dexterity to properly clean themselves and re-dress themselves. Children who have turned three on or before Aug. 15 and are completely potty-trained may progress to the Pre-K3 level.

### **Pre-K3 and Pre-K4 Teaching Credentials**

Belvoir Christian Academy is accredited by the National Lutheran Schools Association and the state of Tennessee. To keep our accreditation current, our Pre-K3 and Pre-K4 teachers must be Tennessee State certified, or working towards certification, with a minimum of a four-year degree. Classroom aides hold an Associate Degree in education or equivalent experience in child care.

As mentioned in our Curriculum section, this program also uses the *One in Christ* curriculum for biblical instruction. Your child is immersed in creative play, learning the alphabet and numbers, science lessons, recognition of simple sight words, development of writing skills, physical education in the form of Yoga and *Koo Koo Kangaroo*, art, music and Spanish. **Our teachers are committed to helping your child develop a life-long love of learning!**

### **Schedule and Activities**

Scheduled activities will be posted outside of your child's classroom. This will include daily activities, special events and other news. Classroom news, schedules, monthly themes, special events and the lunch menu will be sent home in a newsletter at the beginning of each month and is also posted on the school website.

### **Withdrawal**

Two weeks' notice in writing (email acceptable) should be given to the director(s) as well as the school's business office, if necessary to withdraw your child from the school. Tuition will be pro-rated based on the number of days or weeks attended. Please contact our business office at 423-622-3755, ext. 13 or [finance@bcalions.org](mailto:finance@bcalions.org).

### **Parent and Staff Communication**

Teachers and directors are on campus on weekdays from 6:30 a.m. to 6 p.m. Directors are in office/on campus for the majority of the day. You may contact the CC at 423-304-6591 or [daycare@bcalions.org](mailto:daycare@bcalions.org). If we are away from the phone, please leave a message, and we will return your call promptly. Please feel free to drop-in and check on your child at any time during the day. You may also call our main school office at 423-622-3755.

Parents will receive newsletters, activity calendars and the monthly lunch menu from your child's teacher. Daily activity reports will be completed and sent home for infants, Pre-K1 and Pre-K2 classes. Information pertaining to our older children's daily activities will be posted outside the classroom door. Parents are encouraged to read these updates daily. Each student will also have a folder that will be sent home nightly that includes notes from the day or their worksheets. Please

check your child's folder located in the child's cubby for any notes on special events or changes in the schedule daily. Each family will also receive weekly E-news concerning all school news and activities.

We encourage communication between our parents and teachers. Teachers may provide you with their personal cell phone numbers so that you may text them during the day concerning your child. Some will provide photos for you to enjoy while you are away from your child. Please remember when texting the teacher that it may take some time for them to reply due to caring for the children. If it is an emergency, we recommend that you call the main number at 423-304-6591 or 423-622-3755. A message and time to address your concern will be given to the teacher.

***PLEASE DO NOT CONTACT THE TEACHER REQUESTING CHANGES IN ATTENDANCE FOR YOUR CHILD OR OTHER ADMINISTRATIVE ISSUES. THE DIRECTOR AND ASSISTANT DIRECTOR MUST HANDLE THESE ISSUES.***

Teachers are available to discuss your child's progress or any other issues you may have. Please inform the teacher with any concerns first. If these concerns are not resolved, please contact the director or assistant director.

### **Parental Involvement**

**Belvoir Christian Academy Children's Center Parent-Teacher League (PTL) works for YOUR CHILD** by maintaining close working relationships between parents, teachers, staff and students to enhance the Christian educational experience. The PTL helps by providing equipment, services and fellowship events to build school spirit and relationships within the **BCA/CC FAMILY**. To benefit your child's learning and school experience, we require each family to give six hours of volunteer service annually. If it is not possible to meet the six hour volunteer requirement, a family may instead pay \$25.00 for each hour they are not able to fulfill. We look forward to having your family become members of the BCA school family!

### **Health Care Standards for Children's Center**

#### **Illness:**

If symptoms of illness are observed, the parent/guardian will be notified by the teacher. The following is a list of symptoms that are cause for sending or keeping your child home. Please remember that this is not an exhaustive list of illnesses. There may be additional symptoms that could result in your child being sent home due to suspected illness. The director will determine if a physician's note is needed before a child may return to the CC in the event of a suspected illness.

1. Earache
2. Red eyes
3. Chills
4. Headache

5. Skin Eruptions
6. Continuous/Congested Coughing
7. Head Lice - A child with head lice will be sent home for the appropriate treatment. The Director will determine if the treatment is effective before the child is allowed to return to school.
8. Rashes - Children experiencing a sudden rash, unexplained rash or rashes lasting longer than 72 hours may be an indication of a condition of more concern. If a rash falls into the above category, the director or assistant director may require a physician's note concerning the rash before the child can return to the CC.
9. Ringworm - Children with ringworm may attend school if **ALL** areas are covered. A statement from the child's physician must be provided to show that treatment has started.
10. Pinkeye policy - A child may return to school in 3-5 days after beginning treatment. A statement from the child's physician must be provided to show that treatment has begun.
11. Fever of 100<sup>0</sup>F or greater. Fever is an indication of other medical issues.
12. Vomiting
13. Experiencing three episodes of diarrhea in one day.

Children experiencing fever, vomiting and/or episodes of diarrhea will need to be symptom-free for one full day before being allowed to return to the CC. For example, if your child becomes ill on Wednesday, he or she may return on Friday if they have been symptom-free on Thursday.

The CC Director is required to report any disease of a public health concern to The Department of Public Health in accordance with the law. All communicable diseases will be reported to the health department. Children may be excluded from attendance until they are certified to return to school or by a physician's statement.

### **Medicine:**

If your child requires medication (prescription or non-prescription) during their day, a Medication Authorization Form must be completed by the parent/guardian. These forms are available in the classrooms. If the Medication Authorization Form is not completed, our care staff is not allowed to administer the medication to the child. (Hand-written authorizations signed by a parent or guardian are also acceptable.). Please complete the official Medication Authorization Form to ensure that our staff is authorized to administer the requested medication.

### **Accidents/Injuries:**

Every effort is extended to ensure the safety of each child. CC staff will apply first aid to a child when necessary, but will not treat an illness or serious injury. Records containing emergency

notification for the child are maintained in the CC office. However, if an accident/injury should occur, the following procedures are followed.

1. First aid is given as soon as possible.
2. If the accident/injury is serious, the parent/guardian is contacted immediately, as well as emergency services when indicated. BCA/CC uses East Ridge Ambulance Service and T.C. Thompson Children's Hospital for emergency needs.
3. If the parent/guardian cannot be reached, the physician or dentist of record will be contacted by the CC.

All accidents/injuries are evaluated on a case-by-case situation. Listed below are some instances in which the parent will be notified immediately concerning the status of the child.

1. Loss of consciousness
2. Vomiting
3. Head injury of any kind
4. Injuries with apparent broken bones or dislocated joints

### **Records and Immunizations**

*Please note that Belvoir Christian Academy and the Children's Center require all enrolled students to be immunized according to the Tennessee guidelines. By Tennessee state law, we do accept immunization exemption due to religious or medical reasons, but we must have official/notarized proof from the child's pediatrician or religious leader.*

Belvoir Christian Academy and the Children's Center (CC) will keep personal health and attendance records on each child. The health record must be signed by a licensed physician and should be returned to school on or before the first day of school. The TN Dept. of Health issued new Immunization Rules (as of July 1, 2010) that are required for school entry.

For children entering the CC, both birth certificate and current immunizations are required before first day of attendance.

### **Tennessee State Immunization Rules**

#### **ATTENTION PRE-SCHOOL, KINDERGARTEN, AND 7th GRADE PARENTS:**

The Tennessee Department of Health (TDOH) requires an official certificate of proof of immunization for entry into school. All required vaccines are routinely recommended by your child's pediatrician, and he or she should have already received them at the appropriate age.

There is an official TDOH certificate of immunization that must be completed by medical providers for parents to deliver to schools prior to entry of their child into pre-school, kindergarten, 7th grade, or as a new student. The form is only available from a private healthcare

provider or local health department. Pediatricians will generally fax these forms to a child's school at the request of a parent.

For children entering pre-school, please note the following required immunizations.

- **Diphtheria- Tetanus-Pertussis (DTaP or DT if appropriate)**
- **Hepatitis B (HBV)**
- **Poliomyelitis (IPV or OPV)**
- **Haemophilus influenzae type B (Hib): age younger than 5 years only (this requirement is resumed following suspension during a national Hib vaccine shortage from 2008-2009)**
- **Pneumococcal conjugate vaccine (PCV): age younger than 5 years only**
- **Measles, Mumps, Rubella (1 dose of each, usually given together as MMR)**
- **Varicella (1 dose or history of disease)**
- **Hepatitis A (1 dose by 18 months of age)**

### **Surgery/ Injury Policy:**

If your child has had a surgical procedure, fracture, head injury or any other injury of a serious nature, you must submit a note from your child's physician stating that he or she may participate in all activities without restriction. Children will not be permitted to attend school without clearance from their doctor. Adenoid and tonsil removal generally take one to two weeks to recuperate, and most doctors suggest that it is safer for your child to rest at home after these procedures. Children who have just had these types of surgical procedures are more susceptible to colds and viruses and are at risk from active play. Therefore, it is recommended that they ***not*** return to school until completely healed.

### **Food Allergy/Sensitivity Policy**

The school's cafeteria services provide daily meals for children, infants through eighth grade. All food allergies and food sensitivities must be documented by your child's physician. All allergies and sensitivities are posted with a picture of the child and a list of allergies and sensitivities in the child's classroom.

In the event of accidental exposure and your child requires the use of an *EPIpen*, it must be in the original Rx box with Rx label and be within expiration date. A Medical Authorization Form must be completed and CC staff must be provided the *EPIpen* to carry at all times while the child is in our care.

Our school's cafeteria service is currently unable to provide gluten or soy-free meals or organic meals. In addition, BCA/CC is not a nut-free facility. The staff strives to meet the special nutritional needs of each student. However, BCA/CC is not equipped to handle all nutritional needs. Therefore, if a child has food allergies or sensitivities, we suggest that families provide snacks and meals for their child. Our cafeteria uses dairy, eggs and other such potential allergens within daily food preparation.

A lunch menu is provided at the beginning of each month and is posted outside each classroom as well as on our website and weekly e-news.

### **Child Abuse/Neglect Policy**

Child abuse is defined as any physical injury inflicted on a child by other than accidental means, or sexual intercourse or sexual contact. "Physical injury" includes but is not limited to severe bruising, lacerations, fractured bones, burns, internal injuries or any injury constituting great bodily harm.

A "neglected child" means a child whose parent, guardian, legal custodian or other person exercising temporary or permanent control over the child neglects, refuses or is unable for reasons other than poverty to provide necessary care, food, clothing, medical, or dental care or shelter so as to seriously endanger the physical health of the child. All employees of Belvoir Christian Academy Children's Center are required to report cases of suspected child abuse or neglect.

Child's Advocacy Center: 423-266-6918  
Child Protective Services: 423-266-0162  
Suicide Support Group: 423-266-3575

Georgia - Child Protective Services:  
Catoosa County, GA: 706-935-2368  
Walker County, GA: 706-375-0726

### **Birthdays:**

If you would like to have a special celebration of your child's birthday during school hours, please communicate this to his or her teacher prior to the birthday.

Store-bought or home-made cupcakes, cakes, cookies and treats are permitted but must be labeled with ingredients stating they are nut-free, as there may be a child within the classroom that is allergic to nuts. (As stated earlier, BCA is not a nut-free school, but we ask that you provide allergen-free refreshments within individual classrooms to ensure safety.) We do allow candy, but suggest that healthy options be provided as well (safely-sized fruit bites, cheese cubes, fruit, crackers, etc.)

### **Required Items to bring to school:**

#### **For nap time:**

We provide a cushioned nap mat for each child, but we ask that you supply a nap mat covering. This may be a fitted crib sheet and separate blanket and pillow, or a covering that is an all in one overlay mat covering, pull-over blanket and pillow. Children in Pre-K1 through Pre-K4 are allowed to bring a sleep toy.

#### **Cups:**

Please provide two labeled sippy cups each day for your child. We provide many opportunities

for children to drink water/milk throughout the day, so we need cups to ensure they are able to drink when needed.

### **Change of clothing to be kept in supply:**

Please provide your child with a complete change of seasonal clothing. Accidents may occur, and we want to ensure that your child is dry and comfortable.

### **Diapers:**

Please provide diapers or pull-ups and wipes for your child in the infant, Pre-K1 and Pre-K2 classes. If you would like for the staff to apply diaper cream, you must provide the items and must be listed for permission to use on the official Medication Authorization Form.

### **Nutrition:**

If your child is not yet eating table food or if you prefer that he or she follow a special nutritional diet, you must provide these items with written instructions on how these items are to be given. For example, you may bring in formula that is already premixed and ready to be given, or you may provide the water and formula for our care staff to mix for your child. Please inform them on directions for warming bottles. All nutritional needs must be provided by the parent until the parent determines that his or her child may have table food. Once they begin eating meals provided by the school, parents will be provided with a menu. Lunch and two snacks are included in tuition pricing.

**PLEASE LABEL ALL PERSONAL ITEMS WITH YOUR CHILD'S NAME.** This ensures that your child's belongings may be returned to them. *If your child has special foods or other items, please label them and inform the teacher in writing.*

### **Items for Nap Time:**

Tennessee state law requires us to provide a two-hour rest period for children in Pre-K4 and under. The daily nap schedule will be posted outside the child's classroom door. Please provide the items listed below for your child's classroom. Duplicate items are needed in case of an accident so that nap time is comfortable and uninterrupted.

**Infant Room:** Cribs and "Pack-n-Plays" are provided by the school, but parents must provide two or three fitted crib sheets. Blankets, pillows and sleep toys are not permitted in this room to ensure a safe sleeping environment. We recommend sending in a "sleep sack" for your infant to wear during nap time to ensure that he or she is covered appropriately.

**Pre-K1 – Pre-K4:** We provide cushioned nap mats/cots for this age group, but parents **must provide an overlay covering for the mat/cot.** Parents may bring in one or two of these for the week and take them home at the end of each week to wash and bring back for use the following week.

*Again, all sheets will be sent home each Friday to be washed and returned on Monday. Please label your child's items, and provide a change of seasonal clothing.*

**Toys and other items:**

Toys, blankets and pillows will be allowed during nap time only for Pre-K1 through Pre-K4 students. Infants may not sleep with any of these items, except their pacifier.

We strive to keep a variety of educational and fun toys to occupy and entertain our students, thus eliminating the need for parents to send in additional toys. This request also eliminates any discussion or debate about sharing their personal toys with others.

**Daily Dress:**

Dress your child for fun and physical activity! Children will be painting, gluing, using washable markers and playing outside almost daily\*. Your child should wear comfortable clothing that permits freedom of movement. Shoes that have a rubber sole and socks with grips on the bottom provide the greatest amount of safety for the children. **Absolutely no open sandals, open-toe shoes or flip-flops allowed.**

Again, please provide a complete seasonal change of clothing for your infant through Pre-K4 student to remain at school (shirt, pants or shorts, socks, underwear, shoes). Please bring items in a large Ziploc gallon bag with the child's first and last name on the bag.

\*Tennessee state law states that children are not permitted to play outside if the temperature is below 32 degrees or above 95 degrees. We will also keep them in during inclement weather, but will seek alternative play options to provide a recess time (ex., teachers may take children to the school's gymnasium to play.)

**Please sign the following form to confirm that you have been made aware of the preceding guidelines and return the signed sheet to our director or assistant director.**

*(Rev. Nov. 2019)*



**Thank you for entrusting your child in our care at Belvoir Christian Academy's Children's Center. We appreciate your adherence to the guidelines listed in the handbook.**

**The Infants – PK4 handbook is also located on our website, BCALIONS.org under PARENT/Handbooks.**

**Please sign below as confirmation for reviewing the guidelines.**

*I/We, as parent(s) or guardian(s) of a child(ren) enrolled in Belvoir Christian Academy's Children's Center, have reviewed the BCA/CC Parent Handbook.*

Child's Names/Age:

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Parent/Guardian Signature:

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Date:

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