



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

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BCALIONS.org

Melissa Swafford, director
Kerri-Beth Tew, assistant director

Jesus Christ is the same yesterday and today and forever.
Hebrews 13:8

Mission Statement

Belvoir Christian Academy makes disciples for Jesus through learning, loving and serving. The Christian 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 Christian Children's Center (CCC) 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 alumnus 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 18 years. 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.

Kerri-Beth Tew joined our staff in 2014 as assistant director. She attended the University of Tennessee at Knoxville, earning a B.A. in Psychology. Shortly following, she obtained a Master's degree in Professional Counseling, specializing in children, from Argosy University in Arlington, Va. Mrs. Tew has several years of experience working with children as a site director for a YMCA summer camp program, a lead teacher for toddlers, a research assistant for child development and in the role of director for Minnieland Private Day School in Gainesville, Va. She strives to ensure that your child grows spiritually, academically, socially and emotionally while at Belvoir Christian Academy's Children's Christian Center.

All lead classroom instructors at the infant – Pre-K4 levels must have a minimum of an Associates degree in Early Childhood Education. All faculty and staff must complete First Aid/AED training through the American Red Cross every two years. BCA/CCC does maintain an AED unit. The director and assistant director obtain at least 24 hours of continuing education annually. First year employees obtain 24 hours of continuing education, and every employee after their first year completes 18 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 on 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

CCC 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 on the outside of your child's classroom.

- *New Year's Eve*
- *New Year's Day*
- *Martin Luther King, Jr. Day*
- *President's Day*
- *Good Friday*
- *Memorial Day*
- *4th of July, Labor Day*
- *Wednesday, Thursday & Friday of Thanksgiving Day Weekend*
- *Christmas Eve, Christmas Day*

A calendar is provided and posted outside each classroom. These dates are also posted on the BCA web site – 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. 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 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/Signiant 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. For most discipline issues, the students will be removed from the situation or 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 focus on the behavior and will return within approximately fifteen 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 Principal of BCA.

An incident report will be filled out and the parents will be notified of the behavior. The incident report will be sent home and needs to be signed and returned on the next school day. A copy will be kept in the students file and the principal will contact the parent.

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 want to partner with parents to provide a safe environment for all students.

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 CCC 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 Form, signed and dated.
- A meeting with the director 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 \$35, 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

We welcome parents or guardians to observe their child's classroom setting. Please schedule a time to visit with the director or assistant director. The observations must be kept at a maximum of 30 minutes.

Enrollment Fees (Non-refundable):

- \$100.00 per child registration fee.
- \$35.00 per child semi-annual supply fee. This fee is paid upon enrollment or collected Aug. 1 and Feb. 1. (Paid twice per calendar year for PK1 – PK4)

Tuition Fees

Infants: \$180.00 weekly
PK1: \$175.00 weekly
PK2: \$170.00 weekly

PK3 and PK4:

Year-Round:	\$165.00	6:30 a.m. – 6:00 p.m./5 days/52 weeks
Academic Year:	\$135.00	6:30 a.m. – 6:00 p.m./5 days/41 weeks

Sibling Discount: \$10 weekly discount will be applied to the youngest enrolled sibling in BCA or CCC.

A summer camp program is available for Pre-K3 and Pre-K4. Children may be enrolled in the summer camp for the entire season or choose individual weeks. Please contact Admissions to register for summer camp – 423-622-3755, ext. 12.

Vacation Request

Vacation requests only apply to year-round students in the CCC. This does not apply to academic year only (Aug. – May) Pre-K3 or Pre-K4 students. Each family is permitted a two-week vacation at half the tuition price per week. A vacation week is a Monday through Friday and a vacation request form is to be completed and given to the Director or Assistant Director at least one week prior to the date of the start of the vacation.

Payment Options

Your tuition and extended care payments must be made automatically each week from your LCEF Steward Account, checking account, savings account, or credit card account. All payments are made through an automatic payment system only. To enroll in the Joyful Response program, simply complete the Joyful Response form and return it to the Business Office. You will find the Joyful Response form in the packet provided by the CCC. If you have any questions, please contact the Business Office at 423-622-3755 ext. 13 or you may email the Business Office at finance@bcalions.org.

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 20th 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 CCC 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 20th 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 CCC 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 CCC 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/CCC 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 canceled 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/CCC makes an independent decision for closings. **We do not base our closing on other schools.** Please tune in to one of the three local news stations and radio stations for closing information. It will also be posted on the website and 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 CCC. 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 CCC 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 work to provide the most up-to-date and age-appropriate curriculum for each stage of learning and development. The curriculum is used and adapted by the lead instructor for age-appropriate studies. Currently, we employ the *One in Christ* curriculum 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 His 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 is a curriculum that aids the teachers in creating an individualized and responsive learning environment that is age-appropriate. This curriculum allows the teacher to partner with each child's family resulting in a greater curiosity from your child, further developing their individual knowledge. This curriculum uses 38 objectives that are predictive of a child's success in school. These objectives include developing motor skills, color recognition, developing a word base and appropriate social behavior. Using these objectives helps the teachers meet each child at their current learning level and aid them in achieving the highest of learning goals.

Toilet-Training

A key element in preparing our two-year-old students to progress into Pre-K3 is being fully potty-trained. While in the Pre-K2 class, the teachers work with students and parents to reach this milestone. This means the student is no longer in diapers or pull-ups and is able to use the restroom unassisted. Children who have turned three on or before Aug. 15 and are completely potty-trained will be able to move into the Pre-K3 class.

Pre-K3 and Pre-K4 Teaching Credentials

Belvoir Christian Academy is accredited by the National Lutheran Schools Association and AdvancED. To keep our accreditation current, our Pre-K3 and Pre-K4 teachers must be Tennessee State certified, with a minimum of a four-year degree. Classroom aides hold a minimum of 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, building upon *The Creative Curriculum*. Your child is immersed in creative play, learning the alphabet and numbers, recognition of simple sight words, development of writing skills, physical education in the form of Yoga and Koo Koo Kangaroo, beginning science skills, art, music and Spanish. **Our teachers are committed to helping your child develop a life-long love of learning!**

Schedule and Activities

All scheduled activities for your child's classroom will be posted outside the classroom. This will include daily activities, special events and any other news you may need. Schedules, monthly themes, special events and the lunch menu will be sent home in a newsletter at the beginning of each month.

Withdrawal

Two weeks' notice in writing (email acceptable) should be given to the director(s) as well as the school's business office, if it is necessary to withdraw your child from the school. Tuition will be pro-rated based on the number of weeks attended. Please contact our business office at 423-622-3755, ext. 11 or 13 or finance@bcalions.org.

Parent and Staff Communication

Staff members are available each weekday from 6:30 a.m. until 6 p.m. Directors are in office/on campus for the majority of the day. You may contact the CCC at 423-304-6591 or 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 and toddler classes. Older children will have a daily activity poster on the outside of the classroom door with information detailing activities for the day and upcoming events. Parents are encouraged to read this note each day before they leave with their child. All classes will provide a folder with your child's name. Please make sure to check in your child's folder located in the child's cubby for any notes on special events or changes in the schedule daily.

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 of our teachers 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 center. 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 TYPES OF ISSUES.

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

Email communication is available with the CCC directors at daycare@bcalions.org. The BCA website also provides information - BCALIONS.org. Each family will also receive weekly E-news concerning all school news and activities.

Parental Involvement

Belvoir Christian Academy Christian 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/CCC 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 CCC

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 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 CCC 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 the CCC.
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 CCC.
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 100⁰F 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 CCC. An example, if your child becomes ill on Wednesday the child may return on Friday if they have been symptom-free on Thursday.

The Director of the CCC 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 the CCC 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, the CCC is not able to administer the medication to the child. We are not permitted to use hand-written notes – 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. CCC 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 CCC 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/CCC uses East Ridge Ambulance Service and T.C. Thompson Children's Hospital for emergency needs.
3. If the parent/guardian is cannot be reached, the physician or dentist of record will be contacted by the CCC.

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 Christian Children's Center require all enrolled students to be immunized according to the Tennessee guidelines. We do not accept immunization exemption due to religious or medical reasons, regardless of notarized proof from the child's pediatrician or religious leader.

Belvoir Christian Academy and the Christian Children's Center (CCC) 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 has issued new Immunization Rules that are required for entry into school effective July 1, 2010.

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

New State Immunization Rules

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

Effective July 1, 2010 the Tennessee Department of Health (TDOH) has issued new immunization rules and requires a new Official Certificate for entry into school. All newly required vaccines are routinely recommended for all children: most children should have already received them.

There will now be only one official TDOH certificate of immunization that must be filled out 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.

For children entering Pre-school, there are four new additional immunizations that are required. All new requirements are routinely recommended immunizations most children are already receiving from their medical provider.

- **Diphtheria- Tetanus-Pertussis (DTaP or DT if appropriate)**
- **Hepatitis B (HBV)**
- **Poliomyelitis (IPV or OPV)**
- **Haemophilus influenza 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 pediatrician 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. If your child requires the use of an *EPIpen* in the event of accidental exposure, a Medical Authorization Form must be completed and CCC staff must be provided an *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/CCC is not a nut-free facility. The staff strives to meet the special nutritional needs of each student. However, the BCA/CCC 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, egg, red dye and other such potential allergens within daily food preparation.

A lunch menu/calendar is provided at the beginning of each month and is posted outside each classroom door 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 Christian 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 with his or her teacher prior to the birthday if you would like to provide snacks for the occasion. Store-bought or home-made cupcakes, cakes, cookies and treats are permitted but must be labeled with ingredients stating they are nut-free. (As stated earlier, BCA is not a nut-free school, but we ask that you provide allergen-free refreshments to ensure safety.) We do allow candy, but suggest that healthy options be provided as well (safely-sized fruit bites, cheese cubes, crackers, etc.)

Required Items to bring to school:

Naps:

We provide the cushioned mat, but we ask that you bring in a nap mat covering. This may be a fitted sheet and separate blanket and pillow, or a covering that is and 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 sippie cups each day for your child. We provide many opportunities for children to be hydrated 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 clothing, based on the season. 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.

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, formula or breast milk must be provided with written instructions on how to give these items to your child. The formula may be premixed or you may provide the water to mix the formula 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:

By Tennessee state law, we are required 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: 2 fitted crib sheets. Cribs and "Pack-n-Plays" are provided, but parents must provide crib sheets. Blankets, pillows and sleep toys are not permitted in this room to ensure a safe sleeping environment.

We provide cushioned nap mats/cots, but parents of **children in Pre-K1 through Pre-K4 must provide an overlay covering for the mat/cot.** Parents may bring in one or two of these and will 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 on Friday to be washed and returned on Monday. Please label your child's items, and provide change of clothing for the appropriate season/weather.

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 be left 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.

(Revised: Jan. 2018)

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

After you have reviewed the information, we ask you to sign below as having received and read over the guidelines.

We, as parents or guardians of a child(ren) enrolled in Belvoir Christian Academy's Christian Children's Center, have received and read the BCA/CCC Parent Handbook.

Date: _____

Child's Names/Age:

Parent/Guardian Signature:

Parent/Guardian Signature:

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

The Handbook is located on our website, BCALIONS.org under the PARENT tab, under the "Handbooks" section. It is the one for infants – PK4. Please sign below as confirmation for reviewing the guidelines.

We, as parents or guardians of a child(ren) enrolled in Belvoir Christian Academy's Christian Children's Center, have reviewed the BCA/CCC Parent Handbook.

Date: _____

Child's Names/Age:

Parent/Guardian Signature:

Parent/Guardian Signature:
