



 mybbca

 biblebaptistchristianacademy

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# Preschool Handbook



2024-25

# NOTES

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## 2024-25 Revisions

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889 GA HWY 24      912-764-5615  
Statesboro, GA 30461      bbca@mybbca.org

[www.mybbca.org](http://www.mybbca.org)

## LEADERSHIP STAFF

Chris Holden  
*Pastor*

Lori Morris  
*Principal*

Casey Cross  
*Assistant Principal*

Debbie Hodges  
*Preschool & PreK Director*

## SCHOOL BOARD

Terry Hart  
*Chairman*

Matt Wright  
*Secretary*

Rick Braddy  
Randy Colson  
Keith Ranew  
Joe Matthews  
Carl Williams



## mission

To lead students to know Christ and make an impact in the world.

## vision

Preparing students for life by fostering academic, physical, emotional, and spiritual growth.

## core values

FAITH  
COMMITMENT  
COMPASSION  
INTEGRITY  
PROFESSIONALISM  
UNITY

## symbols

**MASCOT:** Ranger, the wolf cub  
**COLORS:** Navy Blue, Red, & Gray



For the strength  
of the Pack is the Wolf,  
and the strength of the  
Wolf is the Pack.



-Rudyard Kipling

# purpose

BBCA was founded with the purpose of evangelizing the youth of Statesboro and surrounding areas. Creating an environment of Christian fellowship among young believers, BBCA teaches students to walk with God through worship and prayer. BBCA trains students that they might grow in Christ and actively serve Him, while providing an excellent academic education.

Training students spiritually, academically, physically, and emotionally. – Luke 2:52

# history

Bible Baptist Christian Academy was founded in 1979, serving students from kindergarten to grade twelve.

In 2008, Bible Baptist was blessed to expand its program to offer a full-day three and four-year-old preschool program as well as an afterschool program for students three-years-old to fourth grade. In 2014, BBCA further expanded to offer a nursery through two-year-old program.

In 2018, BBCA received full accreditation from the Georgia Association of Christian Schools (GACS). Accreditation by GACS is recognized by the Georgia Private School Accreditation Council (GAPSAC), the Georgia Department of Education, the Board of Regents, and the Georgia Student Finance Commission. This status means that BBCA graduates are eligible for the Georgia Hope Scholarship.

In 2019, BBCA's growth continued with a new science and math building added to campus. An evaluation of the school determined while our beliefs and ideals had not changed, that some necessary changes were needed as we moved forward, including restructuring the day care program and rebranding the school. In 2020, BBCA obtained certified with the U.S. Department of Homeland Security's Student and Exchange Visitor Program, allowing international students. In August 2020, students returned to school as the BBCA Wolves. The symbols of a wolf - courage, strength, loyalty, and success - are all characteristics we aim to foster in our students.

# affiliations

*The childcare program, one- through five-years-old, and our aftercare program is licensed through the Georgia Bright from the Start DECAL Program. BBCA is a member of the Georgia Association of Christian Schools and the American Association of Christian Schools.*



# statement of faith

**We Believe:** We believe the Holy Scriptures of the Old and New Testament to be the verbally and plenary inspired Word of God. The Scriptures are inerrant, infallible, and God-breathed and, therefore, are the final authority for faith and life. (2 Tim. 3:16-17; 2 Pet. 1:20-21)

**We Believe** in one triune God, eternally existing in three persons —Father, Son, and Holy Spirit —each co-eternal in being, co-identical in nature, coequal in power and glory, and having the same attributes and perfections. (Deut. 6:4; Matt. 28:19; 2 Cor. 13:14; John 14:10, 26)

**We Believe** that the Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be God, having been conceived by the Holy Spirit and born of the virgin Mary, in order that He might reveal God and redeem sinful men. (Isa. 7:14; 9:6; Luke 1:35; John 1:1-2, 14; 2 Cor. 5:19-21; Gal. 4:4-5; Phil. 2:5-8) **We Believe** that man was created in the image and likeness of God; but that in Adam's sin the human race fell, inherited a sinful nature, and became alienated from God. Man is totally depraved and, of himself, utterly unable to remedy his lost condition. (Gen. 1:26-27; Rom. 3:22-23; 5:12; 6:23; Eph. 2:13; 4:17-19)

**We Believe** that salvation is the gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ, whose precious blood was shed on Calvary for the forgiveness of our sins. (John 1:12; Eph. 1:7; 2:8-10; 1 Pet. 1:18-19; Matt. 12:31-32)

**We Believe** that the local church, which is the body and the espoused bride of Christ, is solely made up of born-again persons. **We Believe** in the separation of church and state. (1 Cor. 12:12-14; 2 Cor. 11:2; Eph. 1:22-23; 5:25-27)

**We Believe** that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual activity against God's Word and standard are sinful perversions of God's gift of sex. **We Believe** that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1: 26- 29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4) We believe that the only legitimate marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2; 1 Cor. 7:10; Eph. 5:22-23)

**We Believe** in the Authority of the Statement of Faith. (An in-depth Statement of Faith for Bible Baptist is on record in the Church office.) The 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. We do believe, however, that the foregoing Statement of Faith accurately represents the teaching of the Bible and, therefore, is binding upon all members.



# The Pledges



## PLEDGE TO THE AMERICAN FLAG

I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.



## PLEDGE TO THE BIBLE

I pledge allegiance to the Bible, God's Holy Word, I will make it a lamp unto my feet and a light unto my path and will hide its words in my heart that I might not sin against God.



## PLEDGE TO THE CHRISTIAN FLAG

I pledge allegiance to the Christian Flag and to the Savior for whose Kingdom it stands. One Savior, crucified, risen, and coming again with life and liberty to all who believe.

## nondiscrimination policy



Bible Baptist Christian Academy admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Bible Baptist Christian Academy does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, athletic, and other school administered programs.

# philosophy

Since the primary reason for the existence of the school is a spiritual ministry of Bible Baptist Church, evangelistic efforts are made to bring all students to a saving knowledge of Jesus Christ so that the teaching of spiritual truths may have a firm foundation.

Our academic program seeks to provide students with the best possible program of studies. This program wishes to emphasize the mastery of the fundamental blocks of learning, in all areas of study. This includes the development and exercise of critical thinking and reasoning skills. We believe that the most effective system of education educates the mind and builds character.

Character training is an important element in Bible Baptist Christian Academy. We believe that the heart of character training is obedience (deciding to do right), which will cultivate an inner self-discipline and is essential to the emotional, physical, social, and spiritual well-being of the student.

Based on our doctrinal statement, we believe that the philosophy of education must contain these points:

1. GOD is Creator and Sustainer of all things and the Source of all truth; therefore, we believe the educational process must base itself in God and the revelation of His Word. Romans 11:33-36
2. The BIBLE is the complete and final revelation of God concerning all matters of faith, truth, and practice; therefore, all teaching must consider the goals and commands of Scripture. John 17:7
3. The HOME is the God-given institution for the training of children; therefore, the school must be an extension of that home to assist the parents in the awesome responsibility of raising Christian children. Deuteronomy 6: 6, 7
4. MAN, who was created by God as good, has by deliberate choice fallen into sin and, as such, is destined for hell. God has intervened through the death, burial, and resurrection of Jesus Christ to provide those, who commit themselves by faith to Him, with eternal life; therefore, the school must teach Christ as the only way to a personal relationship with God. Genesis 1:26, 27; Romans 3:23; Romans 6:23
5. The CHURCH was established in Acts 2 by God to do His kingdom work on earth. The Church partners with the school to teach Bible doctrine to students and parents alike and to encourage everyone to follow the mission that God has placed on each of our lives. The mission of the church is to love God so deeply, that we obey Him and serve Him, not out of obligation but out of a rooted loving desire. Likewise, we love others with such passion that we would sacrifice our own desires and needs for that of our fellow man.
6. The nature of TEACHING and LEARNING can be defined as helping another person to acquire knowledge, attitudes, or skills. As a Bible based educational academy, we believe that teaching and learning the knowledge, attitudes, and skills as the Bible lays them out, are of upmost importance. On the same hand, our desire to prepare our students for the next chapter of their lives through academics is a high priority.

# expectation

## school hours 8:00 am – 2:45 pm

*Preschool and Prekindergarten classes are part of the Academy but also fall under Georgia's Bright from the Start regulations and guidelines. At times, these policies may differ from those of the Academy. Preschool and Pre-kindergarten will follow the Bright from the Start regulations.*

Regular attendance positively impacts student achievement. For students to learn and achieve, it is critical that they attend and engage in the learning process. Student absences impact a child's ability to succeed. Every BBKA student must strive to attend school each day and arrive to class on time ready to learn.

Students can be dropped off after 7:30 am. They are expected to be in their assigned class at 8 am.

Parents are requested to inform the school by 8:30 am for students in all grades to advise the faculty of anticipated late arrivals and/or absences due to illness or injury.

## after school care

The after care fee for three and four-year-old children is \$16.50 per day up to the first ten days of attendance, then after the ten days attended the charge becomes \$165 for the month. After Care payments must be made in advance, similar to tuition payments. If a student is registered for full-time After Care, the payment for this service needs to be included with the tuition payment. For instance, both the August tuition and the August After Care payment will appear on the August statement, with both payments due by the tenth of the month. For students registered for drop-in After Care, a prepayment of \$82.50, which covers five days of care, is required before using the service. Once this prepayment is used, another payment will be necessary for continued use. Any unused prepaid balance for drop-in After Care will be reimbursed or applied to the student's account.

Parents who are persistently late will be asked to withdraw their child from After Care.

## late fees

*Anyone not picked up by 6:00 pm will incur a late fee of \$5 per child. Every 10 minutes beyond 6 pm will incur an additional \$5 charge. For example, if you arrive at 6:11 pm, 11 minutes late, you will be charged \$10 in late fees.*

## potty training policy

Children enrolled in the Academy are expected to be potty trained before attending preschool (K-3). Potty-trained preschool children no longer wear diapers or disposable underwear (pull-ups) and can tell the teacher when they need to go to the bathroom. Accidents should be an unusual occurrence and happen infrequently.

We understand that the first few weeks in a new class can be overwhelming for any child. Even children who have been trained for a long time suffer occasional lapses when they are engrossed in activities, are overtired, excited, or in new surroundings. We realize that an occasional accident might occur. Please be sure that your child has a complete set of extra non-uniform clothes (shirt, pants, underwear, socks, and shoes) in a labeled, gallon-sized Ziploc bag.

All children will be observed by their teachers for the first several weeks of school to assess whether children are potty trained. If a child does not appear to be potty trained, their parents will be contacted for a conference. Such conferencing will take two weeks following your child's start in the preschool class. If by then the child has not shown progress toward toileting success, a decision will be made about your child continuing in the preschool program or being placed in a more developmentally appropriate classroom.

## age requirements

Students must meet the correct age requirements to enter the K4 or K5 programs. The student's age, as of September 1st for the current school year, is used in determining classroom placement. Students must be four years old to enter K-4, and five years old to enter Kindergarten. *There are no exceptions.*

## daily arrival/departure

Your child must be escorted into the facility and be presented to a staff member before you leave. You must sign your child in and out of the facility on the clipboard by the classroom door. Three and four-year-old children are to be in class by 8:00 am each morning. Children in the K-3 and K-4 program must be picked up by closing time at the academy at 2:45 pm. After 3:00 pm, children will be escorted by the teacher to After Care and charged a \$15 fee if the child is not picked up before 3:15 pm.

After 3:00 pm, three and four-year-old children will need to be signed out in the After Care Classroom Notebook.

**If a situation arises where your child is going to be picked up by someone not on his/her pick-up list, the school must receive a hand-written note from the child's parent/guardian that includes: the date, the student's name, the name of the person picking the student up, when (what dates) the person is authorized to pick up the child, and the parent/guardian signature. This note must be received to allow the pick-up.**

The staff will ask to see identification from the person picking up your child. To permanently add someone to your authorized pick-up list, you must update the information on file in the school office.

Please notify the office or child's teacher if your child will be absent. A child must never be left in any location without supervision. We would like to encourage you to drop off your children with a hug, kiss, and a promise to pick them up as soon as you are able. Please keep conversations with the teachers short.

Anyone picking up students is required to follow the published traffic flow pattern (see Appendix 2 & 3) and speed limits posted (10 mph).

During drop-off (7:30-8:00 am) and 2:45 pm pickup, preschool & prekindergarten parents should park in the lot by the playgrounds. Only staff should be parked (horizontally across the spaces) near the building. The front spots (closer to the school) should be pulled up into from the back parking space, so the front of the car is facing the school. The rear of a car should never face the school. The back parking spaces (nearer the big playground) may back out. The front spaces should never back out, cars should only pull forward out of these spots.

Early pick up must be done before **2:15 pm**. After this time, early sign outs will not be permitted, and you will need to wait until the regular pickup time.

## tuition and fees

2024-25

Annual Tuition: \$5,950

Registration Fee (non-refundable): \$350

The BBCA Grading/Information System, morning care, books, and standardized tests are included in your monthly tuition.

The following is not included in your tuition: enrollment, uniforms, fundraising, after care, late pick-up charges, activity fee, and field trips.

Tuition is payable in installments over a 10-month period, 12-month period, or may be pre-paid in full by June 1 for a 4% tuition discount.

Sibling discounts are available.

## fundraising

Fundraisers are essential to the enhancement of the school, allowing us to do things like purchase new equipment, support our extracurricular activities, and expand our library.

A total participation of \$200 in sales per child or a payment of \$200/student is required in lieu of participation per school year.

## late payment

If payment is not received by the 10<sup>th</sup> day of the month, a \$40 fee will be added to your account.

## delinquencies

If payment is not received by the last day of the month, and no payment arrangement has been made, the student may not return until full payment is made. If full payment is not received within 10 calendar days after the last day of the month, the student will be withdrawn from the academy. Additionally, records and transcripts will be withheld until payment is made.

*If a balance is due at the time statements are generated a statement will be emailed. If the account is current, a statement will not be generated. Account statements and balances are accessible by requesting a printed statement from the office.*

An account must be paid in full before a student can be re-enrolled for the following school year. BBCA retains the right to apply any credits from supplementary accounts towards outstanding balances following the completion of a school year or a student withdrawal.

## refunds

The registration fee is not refundable.

If a student leaves BBCA for any reason, after the first quarter pre-paid tuition will be refunded.

## insufficient funds

Checks returned for non-sufficient funds will result in a financial penalty of \$35.

## withdrawal/dismissal

*A student will not be considered officially withdrawn until a signed withdrawal form is completed, signed, and submitted to the school office.* If you withdraw your child or he/she is dismissed from Bible Baptist Christian Academy, you will be responsible for that calendar month's tuition payment. If the withdrawal/dismissal is within the first nine weeks, tuition for the first quarter will be due.

# financial aid

Bible Baptist Christian Academy partners with Arete Scholars and Georgia GOAL to provide financial assistance to upcoming Kindergarten students. Arete awards scholarship directly. Applications must be made via their website. Georgia GOAL funds are issued through the school. Families must meet program guidelines to be eligible to receive funds.

# charitable giving

Bible Baptist Christian Academy is a ministry of Statesboro Bible Baptist Church, Inc. As an integral part of Statesboro Bible Baptist, charitable gifts are deemed tax deductible. All charitable gifts donated to the ministry of Bible Baptist Christian Academy will be used to benefit the school ministry. Tax deductible donation letters will be made available.

# opportunities to give to BBCA

## volunteering

Parents are needed throughout the school year to help with school events, plan class parties, chaperone for field trips, PTO, and more.

## Georgia GOAL

Georgia GOAL is a Student Scholarship Organization that facilitates tax credit contributions from Georgia taxpayers, and distributes those funds back to our school, allowing us to provide student scholarships. In exchange for contributions to Georgia GOAL, taxpayers receive a 100% state income tax credit! More information about Georgia GOAL can be obtained by emailing [goal@mybbca.org](mailto:goal@mybbca.org) or visiting: <https://mybbca.org/goal.html>

## donations

BBCA has been blessed by monetary contributions as well as donations of physical labor and a variety of items that greatly enhance the classrooms, property, library, and student experience. We currently have a Capital Campaign devoted to the building of a school gymnasium. All donations are tax deductible. Tax letters for monetary and material donations are available.

As ambassadors for Bible Baptist Christian Academy, students represent the school at all times, to visitors within the building as well as on field trips, at sporting events, and in the community.

BBCA uniforms are supplied by Bahama Joe's in Savannah. Bahama Joe's offers in-store sizing and ordering as well as online shopping. The store is located at 4755 Waters Avenue, Savannah, GA 31404. Students are required to wear BBCA approved uniforms everyday with the following exceptions: Fundraiser Fridays, some field trips, and picture day. The uniform guidelines are listed below.

### Girls

<b>Skirts</b>	<b>Official school plaid only.</b> Should be <b>no more than 4-inches over the knee.</b> Overly long or short skirts are not permitted.
<b>Jumpers</b>	<b>Grades Preschool 3 – 5th. Official school plaid only.</b> Should be <b>no more than 4-inches over the knee.</b>
<b>Pants</b>	Dress code pants are loose-fitting, tan, chino style only. By that is meant: must have pockets built in, not stitched onto the outside of the pants; no cargo pants; seams are single stitched. No ornamentation of any kind. Leggings/jeggings are not pants and therefore may only be worn under dresses or skirts of regulation length.
<b>Shorts</b>	Tan, chino style shorts, no more than 4-inches above the knee.
<b>Shirts</b>	Bahama Joe's white button-up blouse with BBCA monogram. White or Navy knit or moisture-wicking Polo shirt (short or long-sleeved) with embroidered BBCA logo. BBCA embroidered sweatshirt. No oversized shirts. *Shirts must always be tucked in neatly. <i>Long-sleeve white (or matching shirt color) shirts may be worn underneath school shirts in cold weather.</i>
<b>Shoes</b>	Brown, Black, Navy, Red, or White shoes, with limited accent colors or saddle shoes. No backless shoes. Dressy, black leather boots are permitted with skirt or jumper; <b>no other boots.</b>
<b>Leggings</b>	Solid navy or white leggings may be worn under uniform skirts or jumpers.
<b>Socks</b>	Socks must cover the ankle and be either navy, black, or white. Knee socks and tights are acceptable.

### Boys

<b>Pants</b>	Dress code pants are loose-fitting, tan, chino style only. By that is meant: must have pockets built in, not stitched onto the outside of the pants; no cargo pants; seams are single stitched. No ornamentation of any kind.
<b>Shorts</b>	Tan, chino style shorts, no more than 4-inches above the knee.
<b>Shirts</b>	Red or Navy knit or Moisture Wicking Polo shirt (short or long-sleeved) with embroidered BBCA logo. BBCA embroidered sweatshirt. No oversized shirts. *Shirts must always be tucked in neatly. <i>Long-sleeve white (or matching shirt color) shirts may be worn underneath school shirts in cold weather.</i>
<b>Shoes</b>	Brown, Black, White, Red, or Navy shoes, with limited accent colors. No backless shoes. No boots.
<b>Belts</b>	Beginning in Grade 3 all boys must wear a dark belt.
<b>Socks</b>	Socks must cover the ankle and be either black or white.

# personal appearance

We expect students to come to school in clothes that are clean and neat, and we expect students to exhibit basic cleanliness and grooming that will not be a health or safety threat to themselves or to other students or staff. While we understand students' desire to express themselves in their clothing and grooming styles, we do not permit students to wear clothing with pictures, emblems, or writing that is lewd, offensive, vulgar, or obscene or that advertises or depicts tobacco products, alcoholic beverages, drugs, or any other substance that students are prohibited from having or using at school. The administrator makes decisions about dress and grooming violations.

## outerwear

Jackets, sweatshirts, and sweaters worn in the classroom may be purchased from Bahama Joe's. Spirit wear ***sold by the school*** may also be worn in the classroom. Solid black, navy, red, tan, or gray outerwear is also acceptable. No wording, pictures, or designs. *All outerwear not within codes will have to be taken off as soon as entering the classroom.* **No pullover hoodies unless approved school spirit wear. Please put your child's name in their outerwear.**

## footwear

Footwear must be worn at all times. For the safety of your child, athletic shoes must be worn at P.E. class. Black, navy, red, white, or brown shoes with limited accent colors or saddle shoes are required for school. No boots, except dressy, black leather with skirts or jumpers. **Flip flops and open back shoes are not permitted.** Socks are not required to be worn with sandals.

## Friday dress down

On Fridays, BBKA hosts a fundraiser allowing students to dress in casual clothing. It is optional and children may attend school in their normal uniform on Fridays. Students participating in Friday dress down must make a \$30 payment at the beginning of the school year.

Any student who does not adhere to dress code guidelines will forfeit his or her right to the privilege and will be required to wear school uniform clothing.

## dress code violations

A staff member who notes repeated Dress Code violations will report warnings to the Administrator.

Any subsequent violation of this policy will result in a student being sent to the office (or home) to wait for or to receive a change of clothing. A student who continually violates this policy is subject to detention, in-school suspension, probation, suspension, or expulsion.



## three-year-old

- |                      |   |
|----------------------|---|
| <b>Language Arts</b> | <ul style="list-style-type: none"> <li>• Recognition of name, sound, and picture for short vowels and consonants.</li> <li>• Formation of vowels and consonants in upper and lower case.</li> <li>• Language development and listening skills that include color words, shapes, animals, transportation, countries, community helpers, health, safety, manners, science.</li> </ul> |
| <b>Numbers</b>       | <ul style="list-style-type: none"> <li>• Simple counting 1-30</li> <li>• Number concepts 1-15</li> </ul>  |
| <b>Bible</b>         | <ul style="list-style-type: none"> <li>• Lessons such as Creation, Noah, Boy Samuel, Daniel, boyhood of Jesus, Zacchaeus, Good Samaritan</li> </ul>   |
| <b>Fine Arts</b>     | <ul style="list-style-type: none"> <li>• Music</li> <li>• Arts and Crafts</li> </ul>  |

## four-year-old students

- |                      |   |
|----------------------|---|
| <b>Language Arts</b> | <ul style="list-style-type: none"> <li>• Recognition of name, sound, and picture of long and short vowels and consonants.</li> <li>• Sounding of blends and one- and two-vowel words</li> <li>• Reading of sentences and stories with one- and two-vowel words</li> <li>• Formation of letters, blends, and words</li> <li>• Writing of first name</li> <li>• Twenty-eight poems and finger plays committed to memory</li> <li>• Language development and listening skills that include color words, shapes, animals, transportation, countries, community helpers, health, safety, manners, science</li> </ul> |
| <b>Numbers</b>       | <ul style="list-style-type: none"> <li>• Number recognition and counting 1-100</li> <li>• Number concepts 1-20</li> <li>• Numbers before and after 1-20</li> <li>• Numbers largest and smallest 1-20</li> <li>• Addition facts – adding 1 to numbers 1-9</li> </ul>   |
| <b>Bible</b>         | <ul style="list-style-type: none"> <li>• Lessons such as Creation, Noah, Boy Samuel, Daniel, boyhood of Jesus, Zacchaeus, Good Samaritan</li> </ul>   |
| <b>Fine Arts</b>     | <ul style="list-style-type: none"> <li>• Music</li> <li>• Arts and Crafts</li> </ul>  |

# requirement

Bible Baptist Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. BBCA does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and athletic and other school administered programs.

BBCA seeks to enroll students based upon the potential student's/family's fit with the philosophy and mission of BBCA and the ability of the school to meet the student's needs.

Student applications are considered based upon test scores, previous academic experience, behavioral records, and personal qualifications. If accepted, the applicant shall be enrolled upon payment of all required fees and tuition. If a grade is already at capacity, such applicant may be placed on the waiting list. Priority will be given to siblings of currently enrolled children, BBCA alumni, and Bible Baptist Church members.

Students exhibiting a history of serious disruptive conduct may not be admitted to the Academy. If the Academy determines that our spiritual, academic, and social environment is uniquely suited to minister to a prospective student, a student will be enrolled on a probationary status for nine weeks. If the Academy determines that an enrolled student's behavior is a detriment to the environment at BBCA or the Academy determines that the student is not suited to the environment at BBCA, that student may be asked to leave the Academy prior to the end of the probationary nine weeks.

**All students applying for KINDERGARTEN must be five years old on or before September 1.**

**All PK3 students must be fully potty trained to qualify for enrollment.**

BBCA admits students from foreign countries that are part of a recognized foreign exchange program or attending BBCA on a short-term I-20 student visa. International students will be admitted on a per-case basis with an understanding that these students may not be professing Christians. These students are admitted exposing BBCA to other cultures and as part of BBCA's missionary outreach. Applying international students must be proficient in English and agree to the expectations outlined by the Academy and the student's host family.

# procedure

- 1** TOUR/INTERVIEW with student and parents
- 2** COMPLETE application and documentation
- 3** PAYMENT of applicable fees and tuition
- 4** NOTIFICATION of admission

# reenrollment

A 4-week closed reenrollment period for current BBCA families will be offered, beginning in mid-January. An early registration/ re-registration fee of \$150.00 (non-refundable) is offered for re-registration completed by March 1. Online reenrollment must be completed to qualify for the discount. *The present account year must be current to reenroll for upcoming school year. Any payment sent to the financial office for reenrollment will first be applied to delinquent accounts.*

# student health records

**IMMUNIZATIONS** According to Georgia code, all students attending BBCA must have on record with the school office, either a current immunization record (GA Form 3231) or a religious exemption statement. To be valid, a GA Form 3231 must have an expiration date, or an X placed in the box for school attendance. The form must also have the stamp of the physician's office, a physician's signature, phone number, and the date of completion.

Parents electing to refrain from immunizing their child must complete a vaccine exemption form (GA DPH Religious Exemption Form) and file it with the school office. These forms are available at the school office. Please note, they must be signed and notarized.

Children entering pre-kindergarten or students entering school in Georgia for the first time must have on file at BBCA a **Certificate of Vision, Hearing, Dental and Nutrition Screening** (GA Form 3300). This form must be submitted only once and does not need to be renewed every year. This form must be on file at BBCA regardless of grade level.

[https://dph.georgia.gov/sites/dph.georgia.gov/files/related\\_files/document/DPH\\_Form\\_3300.pdf](https://dph.georgia.gov/sites/dph.georgia.gov/files/related_files/document/DPH_Form_3300.pdf)

Please do not send your child to school if you feel that your child is too sick to go outside to play or join in on normal activities. This is best for your child and helps to prevent the spread of illness.

Bible Baptist Christian Academy follows state guidelines regarding infectious diseases in a childcare setting. In Appendix 1, you will find listed some illnesses that affect children and may require exclusion.



A child that has a fever, diarrhea, unexplained rash, runny nose of “green or yellow” (this usually means an infection), infectious diseases, any viral symptoms, or is vomiting, will not be allowed in the school until the child has recovered.

If your child is sick during the night, he/she should not attend school the following day. Please do not give medication to simply control the symptoms. In most cases, the child will run a fever after the medication wears off and is still contagious to the other children and teachers. If your child becomes sick while at school, you will be called and asked to pick them up immediately.

***Children may return after they have been symptom free for 24 hours without medication.*** Your child must meet the above criteria to return to the school and be able to play outside with the other children. We reserve the right to determine when a child, who has been sick, may return. The center is required to report suspected cases of certain notifiable communicable disease to the county Health Department.

When a child has exposed the classroom to a communicable disease, a note will be posted on classroom door informing parents of the type of disease, date of contact and symptoms of disease.



## medication

Bible Baptist Christian Academy will not administer over the counter medication, except in an emergency. If prescribed medication must be dispensed at school, the medication must be sent to the school in the original container with the doctor's instructions attached. This medication must be turned into the office immediately upon arrival by the parent and a medication form completed.

**TORNADO WATCH:** School will be dismissed at the discretion of the principal. We will monitor the weather conditions and notify parents via MySchoolWorx and Facebook, and/or directly, if possible, if we are not going to have school or dismiss early. Parents may pick their children up from school if they desire.

**TORNADO WARNING:** If a warning is issued, the children and staff will move to their designated shelter location. All children will sit down along the wall and cover their heads. Staff members will take attendance, supervise, and comfort the children. Staff will bring attendance rosters from their rooms and an emergency contact list. Please **DO NOT** attempt to pick up your children during a warning. If the warning is cancelled, school will resume as normal. If the warning is lessened to a watch, the above stated policy will be in effect.

**INCLEMENT WEATHER:** In event of closing due to inclement weather or a statewide mandate, BBKA will usually follow the decision taken by the Bulloch County Public Schools. Parents will be notified via MySchoolWorx and social media.

*If we dismiss school early, we will make every attempt to contact parents.*

**FIRE DRILLS:** 13 per school year minimum.

**TORNADO DRILLS:** 2 per school year minimum.

BBKA will usually follow public school closing decisions. Anytime public schools are closed due to weather conditions, or a state-mandated closing (hurricanes, flooding, etc.) Bible Baptist will typically also be closed.

**Physical Plant problems:** If school has power failure or other such physical plant problems which cannot or has not been corrected within an hour, parents will be contacted to pick up their child.

## fire safety

BBKA is equipped with a fire alarm system and fire extinguishers. The children and staff participate in fire drill at least once a month. Staff members have been trained on fire drill procedures.

## inclement weather

In the event of inclement weather, listen to the local radio & TV stations for announcements regarding the closing of the school. Bible Baptist Christian Academy, Day Care, and Preschool usually follows Bulloch County Schools regarding bad weather decisions. Closings will be announced on MySchoolWorx and Bible Baptist's social media account, if possible.

## missing child

BBKA maintains a low staff to child ratio, which gives us more eyes to keep track of the children. Additionally, our staff members receive training on supervising and managing a group of children while both on and off site. Continuous head counts maintain attention on every child's location and activities. Staff members also count the number of children they have anytime they leave and return to the premises as well as periodically during excursions off the property. Should a child be missing, the staff will search the building and grounds completely as well as calling the police and parents immediately.

# Active Defender

BBCA utilizes Active Defender, a life-saving tool that allows our facility to react to emergency situations faster and with greater accuracy. A variety of crises are covered, including active intruders, medical emergencies, fires, lockdown, and more. Law enforcement, first responders, and school staff are all accessible through the applications.

# family reunification site

In event of a campus evacuation, students will be taken to a Family Reunification Site. This designated site is located away from the school. It is where students and staff can be evacuated and reunited with family members in a safe fashion.

If a campus evacuation is implemented, families will be notified of the Family Reunification Site location via MySchoolWorx.

# emergency care

In case of an emergency, Bible Baptist Christian Academy will try to contact the parent. If a child needs immediate medical attention, the child will be taken to the emergency room at East Georgia Regional Medical Center. Each parent will be asked to sign an authorized form for emergency treatment. In the event your child has a *medical emergency*, and it is necessary they have immediate care; we follow the following procedure:

- Call 911
- Notify parents.

All BBKA students should be aware of, and expected to adhere to, the following list of school rules:

## staff

Staff personnel are all experienced and trained for their respective positions. All staff members and faculty are required to participate in the yearly Teacher Training courses. All teachers are fully qualified and must be involved in a continuing education program for teacher certification. All staff members are required to be free of any disability that would prevent them from caring for children.

## meals/snack

All preschool and prekindergarten students are provided breakfast, lunch, and an afternoon snack. Breakfast is served between 8:30-9 am. Students arriving after 9 am will not receive breakfast. Lunch is served at 11:00 am. Afternoon snack is given following nap time.

## discipline policy

We believe that consistent loving discipline is essential in contributing to a good program. The basic responsibility for discipline resides in the home; therefore, parents will be informed when unusual circumstances arise. It is almost impossible to be of any real help to your child unless you are in active support of what we are attempting to do. (Prov. 3:12, 13:24, 19:18, 22:15)

When necessary, the parent is asked to come to school for a conference and discuss the child's behavior. The school reserves the right to request the withdrawal of any student whose parents are not willing to follow the well-established disciplinary procedures of the pre-school.

## child/staff ratio

We maintain a child/staff ratio according to Bright from the Start and GACS guidelines.

## obedience

There should be no talking back or arguing with administration, teachers, or staff. Prompt, cheerful obedience is expected. Requests from a teacher should not have to be repeated.

## school-issued resources

Textbooks, library books, tablets, and computers should be handled carefully. Students should never write or draw in textbooks and workbooks unless instructed to do so. Children are responsible for their textbooks and electronic devices and should damage or loss occur, they or their parents are accountable.

*Prekindergarten students may be using tablets. If so, parents must review the school's Acceptable Use Policy (Appendix 4) with their child, sign and return the acknowledgement form prior to usage of any electronic devices.*

## outside play

Except in intense heat or inclement weather, children will have an outdoor time each day. If your child has been absent due to illness, he will still be expected to go outside for fresh air and sunshine but will be encouraged not to run and overdo it.

## parties

Birthday parties are allowed during regular snack time. Parents will be given an opportunity to help with class parties. Please notify the teacher in advance so plans can be made.

# contacting teachers

Parents should contact their child's teacher through MySchoolWorx, writing a note, or through the school office. If the teacher is not available at the time of office contact, the secretary will leave a message for that teacher to call back.

## parent/teacher conferences

Conference Days are listed on the school calendar. Teachers will schedule meetings at this time to review your child's academic performance. Parents may arrange a personal conference at other times through the preschool director.



### no smoking

No smoking is allowed in the building or on school grounds.

### daily activities

Bible Baptist Christian Academy shall provide a variety of daily activities appropriate for the children's chronological ages and development levels. Opportunities for each child to make choices in variety of activities shall be offered. Children with special needs shall be integrated into the activities provided by the academy unless contradicted medically or by parental agreement.

Activities shall be planned for each group for:

- Indoor and outdoor play
- A balance of quiet and active periods
- A balance of supervised free choice and caregiver-directed activities
- Individual, small group and large group activities
- Large muscle activities, such as but not limited to, running, riding, climbing, balancing, jumping,

### information changes

Any changes in phone numbers, email address, or mailing address that occur; or changes in medications, allergic reactions, etc. must have

updated forms turned into the office as soon as possible. The office will provide the information to the teacher.

Please be mindful to report these changes as they occur so we may best be prepared should an emergency occur, and you are needed to be reached.



## field trips

Field trips may be included during the year as reinforcement of curriculum that is taught in the classroom. All students are to return permission forms by a parent before participating in a field trip. All students are strongly encouraged to attend scheduled field trips except in the event of sickness or family emergencies. Failure to attend a field trip for reasons other than these will result in an unexcused absence. Students must notify teachers if unable to attend a trip. An assignment will be assigned and must be completed and turned in the next school day. Overnight middle/high school trips are not considered field trips; therefore, an assignment is not required. In the event a parent chaperones the field trip and wants to take their child home directly from the event, the teacher will have a Sign Out sheet that must be signed by the parent.



# lost and found

Please contact your child's teacher if they are missing something. Any items turned in will be given to the teacher. **Please label all your child's belongings (especially jackets, sweaters, water bottles, lunchboxes, and backpacks) so that items can be returned to the correct teacher.**

## pto

The Parent-Teacher Organization may schedule events periodically throughout the school year. In these meetings, present needs and goals will be discussed and occasionally special programs will be presented by the students. This is a time when teachers, parents, and students can meet for the benefit of all. Every parent is encouraged to be an active participant in the organization. This will also afford an opportunity for parents to see and discuss their child's progress.

## food and personal articles

All preschool students are provided breakfast, lunch, and an afternoon snack. *Children are not to bring toys, games, etc. unless it is listed on their activity calendar, or the teacher has given special permission.* We cannot be responsible for any article brought from home that is lost or damaged.

## biting

Biting is not uncommon when infants and toddlers respond to the discomfort of teething and when they are beginning to express their strong likes and dislikes. Biting can also occur when children are seeking adults' attention or when they are adjusting to sharing their space and their materials. Biting occurs most frequently when children's language is just emerging – it is sometimes their most effective strategy for expressing their emotions. We wish that biting never happened, but it does. You can be assured that the center's staff always supervises all children. When working with a child who is using his/her teeth to solve his/her problems, our teachers and caregivers target their efforts to prevent injuries and to change this behavior as quickly as possible. Teachers model and encourage children to "use their words" to solve their problems. They also model and encourage other appropriate ways to express strong emotions. Teachers and administrators also make every effort to work with parents to eliminate this behavior and can suggest methods for changing the biting behavior, books to share with children, etc.

If a child should be bitten these procedures are followed: the child who was bitten receives necessary first aid immediately. He/she is comforted, and the injury is washed with soap and water. The teacher fills out an Incident Form describing what happened. It is put in the files of both the child who was bitten and the child who did the biting. If the skin was broken, parents of the child who was bitten are called immediately. If the skin was not broken the incident is discussed with the parent(s) when the child is picked up. The Code of Ethical Conduct requires us to carefully maintain confidentiality. That means that when we discuss issues of concern, we will share information about your child ONLY with you.

For additional information about biting, you may want to review:

Understanding Children: Biting

<http://www.extension.iastate.edu/publications/PM1529A.pdf>

## child abuse reporting

The state of Georgia requires by law (O.C.G.A. Sect 19-7-5) that any Administrator, teacher, counselor, or other school Administrator report all cases of suspected child abuse of children under the age of eighteen years. The law requires the reporting of injuries or neglect of minors, provides immunity for those reporting in good faith, and provides a penalty for violation of the law.

When a teacher is aware of suspected child abuse, the matter will be referred to the Administrator. The Administrator and teacher will make the necessary reports.

## visitation

Bible Baptist Christian Academy shall permit the parent/guardian of a child free and full access to his or her child without prior notice *unless there is a court order limiting parental access.*

Feel free to pick your child up at any time after the academic day (12 pm) without prior arrangements. However, keep in mind that your child, as well as other children, act differently when parents are in the room. We would ask that you not come to the class for a visit and then leave without taking your child. Having to make another break from the parent is upsetting for a young child, the teacher, and other children in the room. This is especially disruptive since we have a structured academic program. Of course, there may be exceptions, but please consult with the teacher prior to your visit if you will be leaving without your child.

## volunteers

Adults who wish to volunteer at BBBCA must complete a volunteer application and background check.

## insurance

Bible Baptist Academy is not responsible for injuries suffered at school. Medical coverage for injuries will be the responsibility of the parent. Parents are encouraged to make sure their children are covered under a family health insurance plan. All students are covered by school insurance. The rate is included in the registration fee. This policy is a supplemental policy designed to pick-up where family insurance leaves off. If the family does not have medical insurance, the student insurance will pay limited expenses. BBBCA cannot be held financially responsible for accidental injuries occurring at school or during school functions.

## accidents

The teacher and/or office staff handles accidents requiring first aid. In the event of an emergency requiring hospital treatment, the student will be transported to the East Georgia Regional Medical Center, and parents will be notified immediately.

## internet grading/ information system

BBBCA utilizes a cloud-based information system called MySchoolWorx. The program allows for viewing grades, assignments, and calendars. My School Worx also enables parents and teachers to easily communicate with each other.

## photo usage

Students or their school projects may appear in photos, videos, or audio recordings for school and promotional use, including on the BBBCA website and social media pages.

If you do not permit BBBCA to use your child's image or work, please submit a letter to the office by their first full week of care.

# library

BBCA students have the privilege of enjoying the school library. Creativity, interests, and knowledge can be gained through reading a wide variety of material. Every attempt has been made to be careful in the selection of our books. Due to our students' academic and research needs, a great assortment of books is provided in the library. This includes all reference materials. Inside each book, a disclaimer has been placed to remind parents and students to always be sensitive to any material that they read. BBCA believes that the ultimate authority for what is acceptable and unacceptable is found through God's Holy Scriptures – The Bible.

## Check-Out Policy

Preschool K3 and K4 students may not check out books to take home. Teachers may keep one book per child in the classroom for classroom use only. Books must be checked out in the library.

## visitors on campus

Bible Baptist Christian Academy is a closed, locked-facility campus. Any person other than students, staff, faculty, or administration are considered visitors and must come directly to the office to sign in before going to any area of the buildings.

Parents dropping off or picking up do not need to check in at the office. If a parent is visiting for their child's class party or to join them for a meal, etc. and will be on the property for an extended period, then they will need to check in at the office and obtain a visitor badge. Parents are to check out of the office when leaving. Brothers, sisters, friends, and youth from other school will not be allowed to mingle with students during school hours. Visits are subject to approval by the administration.

## release of child to drugged/intoxicated individual

No child will be allowed to leave Bible Baptist Christian Academy with an authorized person if the staff suspects the person is under the influence of a chemical. If this occurs, and we do not find another person to safely pick up your child, authorities will be contacted to assist with this situation.

# change in parental marital status

Bible Baptist Christian Academy does not wish to pry into the marital affairs of its parents; but for legal reasons, the school must be notified if either of the following occurs:

*A separation occurs in the home, which removes either parent from the normal home setting.*

The school must be notified in writing as to where the children will be located and to whom all home/school communication should be directed.

*A legal order of separation, divorce or custody is issued.* Bible Baptist Christian Academy must be notified in writing and a copy of the custody papers must be sent to the school. If there is joint custody, the school must know this as well. **NOTE: Students will be released only to the parent who has custody unless written permission from the custodial parent directs us to do otherwise.**

## APPENDIX 1

### HEALTH POLICIES

Please do not send your child to daycare if you feel that your child is too sick to go outside to play or join in normal activities. This is best for your child and helps to prevent the spread of illness. Below are some illnesses that affect children and may require exclusion.

<b>Fever</b>	When accompanied by behavior changes, stiff neck, difficulty breathing, rash, sore throat, and/or other signs or symptoms of illness; or the child is unable to participate in normal activities. Use temperature measurements before fever reducing medications are given. Auxiliary (armpit) temperature: 100°F or higher. Oral temperature: 101°F or higher. Child may return after being 24 hours fever free.
<b>Diarrhea</b>	May return 24 hours after diarrhea stops or until medical exam indicates that it is not due to communicable disease (diarrhea is defined as an increased number of stools compared with a person's normal pattern, along with decreased stool form and/or watery, bloody, or mucus containing stools).
<b>Vomiting</b>	May return 24 hours after last vomiting episode
<b>Eye Drainage (Pink Eye)</b>	May return 24 hours after treatment has started when thick mucus or pus drainage is present
<b>Chicken Pox</b>	Child may return if all sores are dry or scabbed or 6 days after rash began. <b>Do not give aspirin to any child or adolescent under 18 years of age, unless directed by the doctor.</b>
<b>Fifth Disease</b>	If other rash-causing illnesses are ruled out, there is no need to exclude. Pregnant women who are exposed need to consult their doctor.
<b>Head Lice</b>	Child may return after first treatment is completed <b>and</b> no live lice (nits) are seen.
<b>Impetigo</b>	Child may return after treated with antibiotics for 24 hours.
<b>Hand, Foot, and Mouth Disease</b>	Child may return when fever is gone, and child is well enough to participate in normal activities (lesions or rash may still be present).
<b>Whooping Cough</b>	Child may return 5 days after appropriate antibiotic treatment begins. <b>This must be reported to the local and State health departments.</b>
<b>Pin Worms</b>	Child may return after 24 hours of treatment.
<b>RSV</b>	Child may return when child is without fever for 24 hours and is able to participate in normal activities.
<b>Ringworm</b>	Child may return 24 hours after treatment begins.
<b>Scabies</b>	Child may return 24 hours after treatment begins.
<b>Shingles</b>	If blisters can be covered by clothing or a bandage, no exclusion is needed. If blisters cannot be covered, children should be excluded until blisters have crusted. <b>Do not give aspirin to any child under the age of 18, until consult doctor first.</b>
<b>Strep Throat</b>	May return 24 hours after antibiotic treatment begins and until the child is without fever for 24 hours.

If your child becomes ill during the day, we will move him/her to a quiet area away from other children, and you will be notified to take your child home immediately. BBCCA is not licensed for Sick Child Care. If we are unable to reach you, the alternate contacts you provided on the emergency card will be called. It is important that the individuals you list as alternate contacts live within thirty minutes of the center. If your child becomes ill at home with one of the above communicable diseases, please let the center know within 24 hours. Your child must meet the above criteria to return to the school and be able to play outside with the other children. We reserve the right to determine when a child, who has been sick, may return to the school.



# BIBLE BAPTIST CHRISTIAN ACADEMY 2024-2025 CALENDAR

	Holiday – School Closed
	Faculty Planning/Inservice – School Closed
	First Day of Semester
	Early Dismissal – 12:00 pm
	Parent-Teacher Conferences – Early Dismissal 12:00 pm

Student Days 1 <sup>st</sup> Semester	88
Student Days 2 <sup>nd</sup> Semester	92
Total # of Student Days	180
Total # of Teacher Days	190
# Inservice Days during school year	4

### JULY 2024

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**01-05** Summer Break  
**19** Summer Camp Last Day  
**30** Open House  
**25-31** Preplanning

### AUGUST 2024

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**01** First Day of School  
**30** Parent-Teacher Conf.  
 Early Release 12:00 pm

### SEPTEMBER 2024

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**02** Labor Day Holiday  
**04** Progress Reports Posted  
**25-27** Teacher Inservice

### OCTOBER 2024

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**08** End of First Quarter  
**14-18** Fall Break  
**22** Report Cards

### NOVEMBER 2024

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**12** Progress Reports Posted  
**22** Early Dismissal 12:00 pm  
**25-29** Thanksgiving Break

### DECEMBER 2024

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**20** End of First Semester  
 Early Release 12:00 pm  
**23-31** Christmas Break

### JANUARY 2025

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**01-02** Christmas Break  
**03** Teacher Inservice  
**06** Second Semester Begins  
**13** Report Cards  
**17** Parent-Teacher Conf.  
 Early Release 12:00 pm  
**20** MLK Jr Holiday

### FEBRUARY 2025

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

**05** Progress Reports Posted  
**17-21** Winter Break

### MARCH 2025

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**12** End of Third Quarter  
**19** Report Cards

### APRIL 2025

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**07-11** Spring Break  
**18** Good Friday,  
 Early Dismissal 12:00 pm  
**22** Progress Reports Posted

### MAY 2025

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**26** Memorial Day Holiday  
**29** Last Day of School  
 Early Dismissal 12:00 pm  
**30** Post Planning

### JUNE 2025

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**09** Summer Camp Begins

***This calendar is subject to change due to emergency situations.***



# Morning Drop-off Traffic Plan 24-25

Academy classes, including PK3 and PK4, begin at 8 am.

## MORNING DROP-OFF

Academy Drop-Off 7:30-8:00 am  
Day Care Drop-Off 7:30-8:15 am

- Drop-off Zone 1 MUST follow the **NAVY HIGHLIGHTED** traffic pattern
- Drop-off Zone 2 MUST follow the **GREEN HIGHLIGHTED** traffic pattern. *Students in Zone 2 must be escorted in and signed in by their Parent/Guardian.*
- During all other times, parents should ring the intercom system located at the main entrance. *Students should not be dropped off by the modular buildings. ALL K-12 should enter through Zone 1.*

### KEY

- Zone 1 (Kindergarten - 12<sup>th</sup> Grades)
- Zone 2 (Day Care, PK3, PK4)
- Staff Parking
- Student Parking
- After Care Parking
- No Parking

Drive Slowly! Campus Speed Limit 10 MPH





# Afternoon Pick-Up Traffic Plan 24-25

KEY	
	General Traffic Pattern
	Pick-Up Zone 1
	Staff Parking
	Zone 2
	Student Parking
	Pick-Up Zone 3
	No Parking

Please do not line up for pick-up before 2:15 pm.

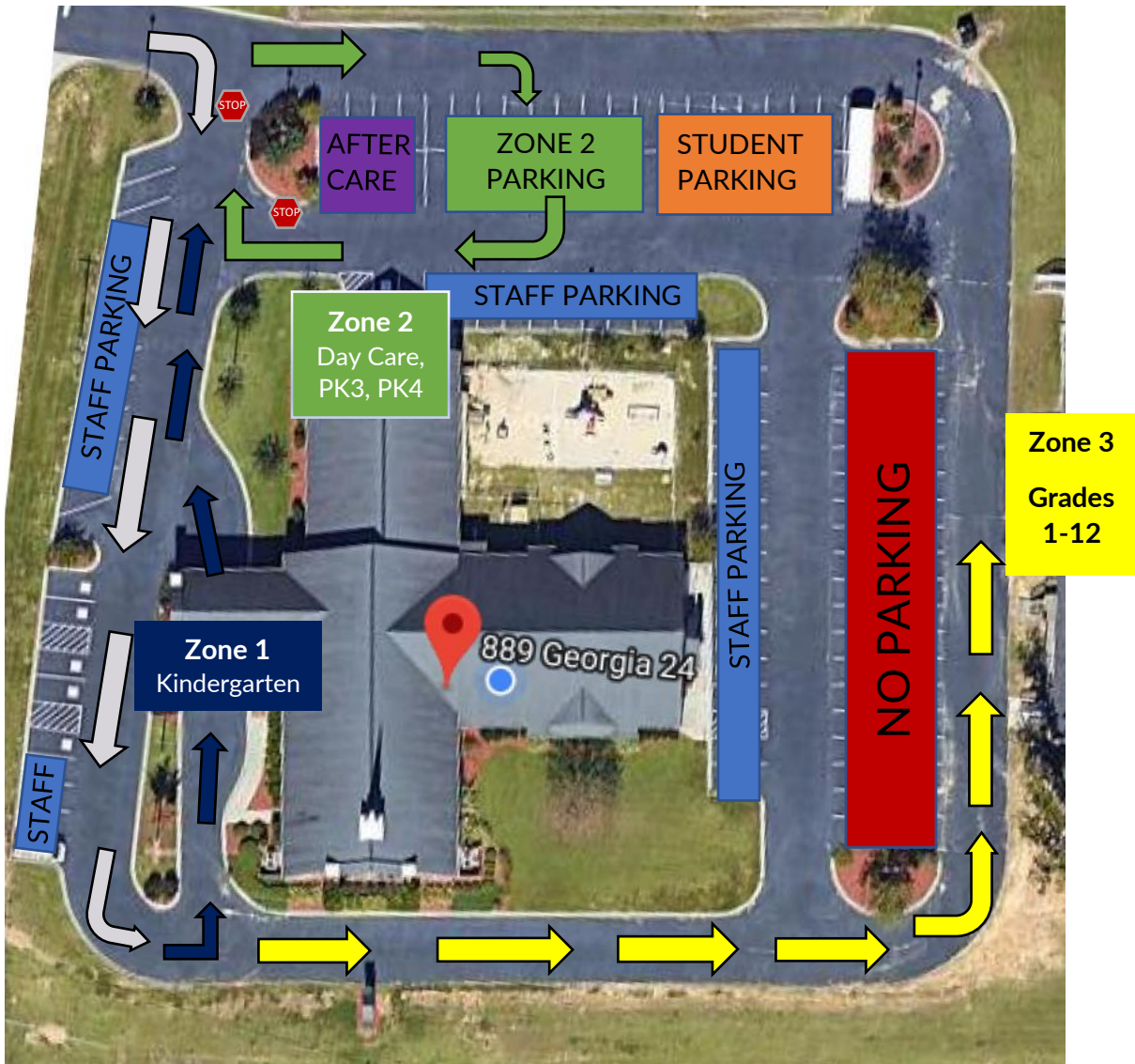
**Please Drive Slowly!**  
**Campus Speed Limit 10 MPH**

For families with multiple children, please pick up the youngest child first. For example, Kindergarten students should be picked up before elementary, middle, and high school students.

**Pick-up 2:45-3:05 pm**  
Families will be assigned a pick-up zone.

- Upon arrival, Zone 1 and 3 should follow the **GRAY HIGHLIGHTED** traffic pattern before turning off to their designated zone.
- Pick-Up Zone 1 **MUST** follow the **NAVY HIGHLIGHTED** traffic pattern
- Pick-Up Zone 2 **MUST** follow the **GREEN HIGHLIGHTED** traffic pattern
- Pick-Up Zone 3 **MUST** follow the **YELLOW HIGHLIGHTED** traffic pattern

Anyone picking up students after 3:05 pm will go to Zone 1 and ring the intercom system located at the main entrance.



# Acceptable Use Policy

## *Bible Baptist Christian Academy Rights and Responsibilities*

Bible Baptist Christian Academy expects students and school personnel to demonstrate legal, ethical, and responsible behaviors, including etiquette in online environments and digital devices. Students or school personnel who violate the acceptable use policy of Bible Baptist Christian Academy will be disciplined as outlined within the policy. Bible Baptist Christian Academy understands its ethical and legal obligations as defined by the Children's Internet Protection Act (CIPA) of 2000. Students online school activities must be monitored by schools who accept E-Rate funds as the school "must block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors)." (FCC, 2021, para. 1).

Bible Baptist Christian Academy retains the following rights and recognizes the following functions.

1. To log network use and monitor filespace utilization by users and assume no responsibility or liability for files deleted due to violation of filespace allotments.
2. To remove a user account on the network.
3. To monitor the use of online activities. These procedures may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review. As property of Bible Baptist Christian Academy or the Georgia Department of Education, all computer devices are monitored on and off-campus through device monitoring software.
4. To install updates and new installs, including virus or software on equipment, or remove software or faulty updates. When possible, updates, installs, and uninstalls will be provided with little or no disruption to the learning process during school business hours.
5. To promptly review and address concerns regarding educational site/s being inadvertently blocked due to filtering protocols and software. Where the school deems allowable, blocks may be removed permanently, temporarily, or for a particular course due to flagged key searches on educationally appropriate sites.
6. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to Bible Baptist Christian Academy-owned equipment and, specifically, to exclude those who do not abide by the Bible Baptist Christian Academy's acceptable use policy or other policies governing the use of school facilities, equipment, and materials. Bible Baptist Christian Academy reserves the right to restrict online destinations through software or other means.
7. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

## *Staff Responsibilities*

1. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of the Bible Baptist Christian Academy.
2. Staff should make reasonable efforts to become familiar with the internet and its use so that effective monitoring, instruction, and assistance may be achieved.



3. When using the internet or digital devices, staff are required to follow the acceptable use policy, including user responsibilities.

### ***User Responsibilities***

1. The use of the electronic media provided by the Bible Baptist Christian Academy is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff, students, and other patrons at no cost. To maintain the privilege, users agree to learn and comply with all of the provisions of this policy.
2. Compensation: The user and/or the student's parent or legal guardian will be responsible for any loss, expense, or damage incurred by Bible Baptist Christian Academy or the Georgia Department of Education due to any violation of the Acceptable Use Policy or procedures.

### ***Acceptable Use***

1. All use of the internet must support educational and research objectives consistent with the mission and objectives of Bible Baptist Christian Academy.
2. Proper codes of conduct in electronic communication must be used. In news groups, giving out personal information is inappropriate. When using email, extreme caution must always be taken in revealing any information of a personal nature.
3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. All communications and information accessible via the network should be assumed to be private property.
5. Subscriptions to mailing lists and bulletin boards must be reported to the system administrator. Prior approval for such subscriptions is required for students and staff.
6. Mailing list subscriptions will be monitored and maintained, and files will be deleted from the personal mail directories to avoid excessive use of fileserver hard-disk space.
7. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
8. From time to time, Bible Baptist Christian Academy will determine whether specific uses of the network are consistent with the acceptable use practice.

### ***Unacceptable Use***

Examples of prohibited conduct include but are not limited to the following:

1. Giving out personal information about another person, including home address and phone number, is strictly prohibited.
2. Any use of the network for commercial or for-profit purposes is prohibited.
3. Circumventing safety measures for the internet and technology is prohibited.
4. Excessive use of the network for personal business shall be cause for disciplinary action.
5. Any use of the network for product advertisement or political lobbying is prohibited.
6. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.

7. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
8. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
9. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network through upload, download, or post, including damaging another's reputation, threatening, sexually-oriented, obscene, abusive, harassing, and/or defaming.
10. The unauthorized installation of any software, including shareware and freeware, is prohibited for use on Bible Baptist Christian Academy computers.
11. Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.
12. Vandalizing electronic equipment or the network is prohibited. This includes downloading or uploading malicious software or computer viruses, destroying other people's data, or tampering with system equipment.
13. Bible Baptist Christian Academy's network may not be used for downloading entertainment software or other files not related to the mission and objectives of Bible Baptist Christian Academy for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of Bible Baptist Christian Academy.
14. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
15. Use of the network for any unlawful purpose is prohibited.
16. Use of profanity, obscenity, racist terms, or other languages that may be offensive to another user is prohibited.
17. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
18. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.
19. Downloading or copying copyrighted material without the owner's written permission is prohibited.
20. To post material as anonymous.
21. Reading, altering, deleting, copying, or infiltrating another person's electronic mail is prohibited.

### ***Disclaimer***

1. Bible Baptist Christian Academy cannot be held accountable for the information retrieved via the network.

2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that this system provides no facilities for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or supporting illegal activities will be reported to the appropriate authorities.
3. Bible Baptist Christian Academy will not be responsible for any damages you may suffer, including data loss resulting from delays, non-deliveries, or service interruptions caused by our negligence or your errors or omissions. Use of any information obtained is at your own risk.
4. Bible Baptist Christian Academy will assume no responsibility for any unauthorized charges, including but not limited to long-distance charges.
5. Bible Baptist Christian Academy makes no warranties (expressed or implied) with respect to:
  - the content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and
  - any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
6. Bible Baptist Christian Academy reserves the right to change its policies and rules at any time.

Resources and Templates:

Federal Communications Commission. (2020). *Children's Internet Protection Act (CIPA)*.

<https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>

National Center for Education Statistics. (2019). Appendix a: Sample acceptable use agreements and policies, forum unified education technology suite. U.S. Department of Education with courtesy of the Rochester School Department, Rochester, New Hampshire.

[https://nces.ed.gov/pubs2005/tech\\_suite/app\\_A.asp](https://nces.ed.gov/pubs2005/tech_suite/app_A.asp)



**Bible Baptist Christian Academy**  
889 GA Highway 24  
Statesboro, GA 30461

912-764-5615  
[www.mybbca.org](http://www.mybbca.org)

## Technology Use Agreement

### *User Agreement (to be signed by student users above grade 5)*

I have read, understand, and will abide by the above Acceptable Use Policy when using a computer and other electronic resources owned, leased, or operated by the Bible Baptist Christian Academy. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be initiated.

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Date

### *For the Parent or Guardian of a Student*

As parent or guardian of [please print name of student] \_\_\_\_\_, I have read the Acceptable Use Policy. I understand that this access is designed for educational purposes. Bible Baptist Christian Academy has taken reasonable steps to control access to the internet but cannot guarantee that all controversial information will be inaccessible to student users. I agree that I will not hold Bible Baptist Christian Academy responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to use network resources, including the internet, that are available through Bible Baptist Christian Academy.

\_\_\_\_\_  
Parent/Guardian Name (please print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



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## Parent-Student Handbook Agreement

Student: \_\_\_\_\_ Grade: \_\_\_\_\_

**I agree to accept all regulations of the school on the student's behalf, as detailed in the current School Handbook.** NOTE: I understand that Bible Baptist Christian Academy's policies and procedures are subject to change during the school year. It is the parent's responsibility to stay aware of policy updates through the school website, [mybbca.org](http://mybbca.org), or by requesting a copy through the office.

**I have thoroughly read the school handbook for 2024-2025. I understand and agree to the policies and procedures found therein.**

I understand that the above-named student is responsible for his/her textbooks. Should anything be damaged or lost, he/she (or the parent/guardian) is accountable for the cost of replacement.

**3<sup>rd</sup>-12<sup>th</sup> Grade Students:** By signing this, I agree to follow the school's policies and procedures as explained in the school handbook.

\_\_\_\_\_  
Parent/Guardian Printed Name (K-12<sup>th</sup> grade)

\_\_\_\_\_  
Parent/Guardian Signature (K-12<sup>th</sup> grade)

\_\_\_\_\_  
Date

\_\_\_\_\_  
3<sup>rd</sup>-12<sup>th</sup> Grade Student Signature

\_\_\_\_\_  
Date