



2025-26 Handbook



mybbca.org

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LEADERSHIP STAFF

Chris Holden
Pastor
Casey Cross
Academy Principal
Tim Holden
Academy Assistant Principal
Debbie Hodges
Child Care Director

SCHOOL BOARD

Terry Hart
Chairman
Matt Wright
Secretary
Rick Braddy
Randy Colson
Keith Ranew
Joe Mathews
Carl Williams



State Licensed by
Bright from the Start



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mission

The mission of Bible Baptist Christian Academy is to provide a well-balanced program that strives to meet the physical, intellectual, emotional, and spiritual needs of each child. The spiritual needs are addressed by the implementation of Biblical values within the scope and sequence of the curriculum. This is all done in a loving, disciplined, and nurturing environment. Believing that each child is unique, we seek to aid the child as an individual made in the image of God, and to develop a pace that has been set forth for him/her.

It is also our belief that the family is an institution ordained by God. To complement your home, it is our desire to provide a loving, Christian atmosphere as an extension of your family unit. Bible Baptist Christian Day Care has an experienced and loving staff. We view our positions as a ministry to children rather than just a job. We use the *Abeka* curriculum and provide a variety of opportunities for exploration which gives each child an enjoyable experience in a hands-on learning environment.

symbols

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

doctrinal statement

SCRIPTURES

We believe in the verbal, plenary inspiration of the Bible. The Old and New Testaments are definitely inspired word for word. We accept the Textus Receptus manuscripts from which the King James Bible was translated. Only the King James Bible is used in our ministry. (II Tim. 3:16)

SOVEREIGN GOD

God is a Person, eternally existing, as Trinity in unity - Father, Son, and Holy Spirit - three Persons and yet, but one God. (Deut.6:4; Matt.28:19; I Cor.8:6)

SON

Jesus Christ, eternally existing, is the only begotten Son of God, who became a man totally apart from sin, and being conceived by the Holy Spirit, was born of the Virgin Mary, and is true God and true man. (Luke 1:30 - 35; John 1:1 - 15; Phil.2:5 - 8; Col.1:15)

SIN

Man was created in the image of God but fell through sin, bringing not only physical death but also spiritual death - separation from God. Now all mankind is totally depraved, having inherited a sinful nature, is bent toward sinning, and has become sinful in thought, word, and deed. (Gen.1:26, 27; 2:16, 17; 3:6-19; Rom.3:10-23; 6:23)

SACRIFICE

The Lord Jesus Christ suffered and died as a substitutionary sacrifice for the sins of the whole world. He arose from the dead in the body in which He was crucified; He ascended into Heaven in the glorified body where He is seated at the right hand of God the Father as Head of the Church, making intercession for the saints as our High Priest. (Luke 24; Acts 1:9-11; Rom.5:8-10; Eph.1:20-23; I Pet.3:18)

SALVATION

Man is lost and must be born again to enter the Kingdom of God. Salvation is by grace alone through personal faith in the finished work of Christ on the Cross. (John 1:12; 3:3-7; Eph.2:8, 9)

SERVICE

The local church is a group of baptized believers, banded together for edification, exhortation, and evangelism as commanded by Christ in the Great Commission: preaching the Gospel to every creature. (Mark 16:15; I Cor.12:12; Eph.1:22, 23)

SECOND COMING

The Lord Jesus Christ Himself is coming again in the air at any moment to catch away His Church and to reward their service; the unbelievers will be left behind to suffer the wrath of God, after which Christ shall return visibly to the earth with His saints to set up His Kingdom of one thousand years of righteous rule; after this the unbelievers of all ages will stand at the Great White Throne to be judged and cast into the Lake of Fire, separated from God forever, while the believers spend eternity in the fullness of joy in Heaven with the Lord. (Matt.24:29-42; I Thess.4:13-18; Rev.19:11-20:15)

hours of operation

7:30 am – 6:00 pm

supplies

Day Care children are supplied a list of items needed in their registration packet.

expectation

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 in your child's classroom. Day Care children may arrive no later than 9 am each morning so that all children may be on the same class routine and schedule.

Students will need to be signed out from the classroom clipboards located in the hallway that have been placed for your convenience along with your child's papers and belongings.

If someone else is picking up your child and they are not listed on the Authorization for Student Pick-up card, we must have something in writing. A handwritten note signed and dated, that includes your child's name, the person picking them up, and their driver's license number. 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.

history

Bible Baptist Christian Academy was founded in 1979 as a ministry of Bible Baptist Church. In 2008, BBBCA expanded its program to offer a full-day three and four-year-old program. In 2014, BBBCA expanded further with the addition of the day care program. In addition to the day care, preschool, and kindergarten programs, BBBCA provides an excellent elementary and secondary program (1-12 grade). BBBCA is an accredited member of the Georgia Association of Christian Schools. The day care, preschool, and after care programs are licensed through the Georgia Bright from the Start Program. We are committed to excellence in a Christian environment.

philosophy

Believing that each child is unique, we seek to aid the child as an individual made in the image of God, and to develop at a pace that has been set forth for him. A well-balanced program is a part of the mission of the Bible Baptist Christian Day Care. It is our desire to meet each child's needs physically, intellectually, emotionally, socially, and spiritually. It is also our belief that the family is an institution ordained by God. To compliment your home, it is our desire to provide a loving, Christian atmosphere as an extension of your family unit.

photo usage

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

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

child/staff ratio

BBC Day Care maintains a child/staff ratio according to Bright from the Start guidelines.

staff

Staff personnel are all experienced and trained for their respective positions. All staff members and faculty are required to participate in 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.

calendar

The day care has a year-round program calendar that differs from the Academy's. The calendar can be found online at www.mybbca.org, and as Appendix 4 of this handbook. Refer to the website for updates.

meals/snack

All day care students are provided breakfast, lunch, and an afternoon snack. Breakfast is served between 8:15-9 am. Students arriving after 9 am will not receive breakfast. Lunch is served at 10:45 am. Afternoon snack is given following nap time.

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.

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

tuition and fees

2025-2026

Weekly Rate: \$175

Registration Fee (non-refundable): \$150

Breakfast, lunch, and afternoon snack are included.

late pick-up

Anyone not picked up by 6:00 pm will incur a late fee of \$10 per child. Every 10 minutes beyond 6 pm will incur an additional \$10 charge. For example, if you arrive at 6:11 pm, 11 minutes late, you will be charged \$20 in late fees.

payment methods

Methods of payment accepted are as follows: cash, check or money order made payable to the Bible Baptist Christian Academy (BBCA) or by credit via MySchoolWorx. A 3% fee is applied to credit card payments. **Automatic payment options are available.** Please contact the finance office for further information.

fundraising

The school holds fundraisers throughout the academic year to continue to enhance the programs available. Each family enrolled in the day care is required to participate in the fundraiser(s) of their choice and to meet the minimum of \$200 worth of items sold per child enrolled. The family may choose to pay the \$200 buyout fee for each child if they so prefer.

withdrawal

A two-week notice is required for withdrawing a child from the program. Obtain a Withdrawal Form from the school office, complete it, and submit it along with the final two weeks' payment, even if your child won't attend those last two weeks. Any credit balances will be refunded after submitting the form and payment.

financial policies

We are a non-profit school and do not offer scholarships or rates based on family income. It is, however, our desire to provide a reasonable tuition.

Registration fees are non-refundable. All forms are to be completed at least two business days prior to the first day of attendance. Please read the financial contract carefully before submitting. The Food Program requires family income information to comply with the Food Program Regulations.

Weekly payments are due by Tuesdays for the current week of service. A \$10 late fee is imposed for payments not received by Tuesday. If you prefer monthly or bi-weekly payments, they must be made in advance of the provided daycare services.

Keep accounts current; if an account does not receive payment for two weeks with no payment arrangements made, the student will be dismissed from the school.

Payments are required each week the daycare is open, and late pickups incur fees (\$10 per child initially, with an additional \$10 for every 10 minutes beyond 6 pm).

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.

There is an annual \$75 activity fee.

closures

During the weeks the day care is closed as specified on the Day Care Calendar, payments for that week are not required. In the rare occurrence that the day care is closed for two consecutive days, the payment for that week is the normal weekly rate. If the day care is closed for three consecutive days of the week, then a pro-rated amount will be billed. We do not pro-rate for unforeseen closures, such as weather.

summer/vacation policy

Care is available for students for most of the summer. We do not offer discounts for vacations or absences.

procedure

Enrollment at Bible Baptist Christian Day Care is open to all children between the ages of one and two years, regardless of race, color, national or ethnic origin.

Parents seeking enrollment for their children will be invited to interview and tour our center. During this time, you will have the opportunity to discuss your child's specific needs, review important information about the program, address your questions, and tour the premises with our Enrollment Director.

Parents interested in registering their child will be asked to complete a daycare application. Openings will be offered, typically via phone call, to families and children who are the best fit for the program.

Parents who are offered the opening have 48 hours to submit the entire enrollment application packet*, the enrollment fee of \$150, and the first week's tuition. After this 48 hour window has passed other prospective families will be offered the opening. At this point, the opening will be filled on a "first come, first served" basis, depending on which family submits the enrollment items first.

A waiting list is maintained from which vacancies are filled. Priority will be given to siblings of currently enrolled children, BBBCA alumni, and Bible Baptist Church members.

**This includes copies of the child's birth certificate, social security card, and completed Health form #3231.*

age requirements

Children must be at least one years old and be able to walk and eat solid foods to enter our toddler program. The student's age, as of September 1st for the current school year, is used in determining classroom placement.

physical

The State of Georgia requires that all children have their immunizations up to date. Please complete the appropriate form (Form #3231) for your enrollment.

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.

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 Day Care 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 day care 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 day care 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 Day Care 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 filled out.

No medication will be stored in the classrooms. We do not administer medication on an if/as needed basis.

When administering a medication for the first time, staff will administer medication, observe student for 15 minutes and record noticeable adverse reactions to the medication on the medication form and then contact parent and inform of reactions.

All clothing, especially outerwear, must be labeled with your child's name!

Each child is expected to bring two extra changes of clothing to remain at the center. The extra changes of clothes should be appropriate for the changing seasons and updated as the child has outgrown them, or the season has changed.

During toilet training, please bring at least two extra changes of clothing. Parents of toddlers also need to provide disposable diapers and any needed diaper powders, wipes, or ointment.

Shoes that are appropriate for active play are necessary all year. This allows children to have more freedom and reduces the possibility of injury. No flip flops, they tend to be a tripping hazard.

Georgia State licensing regulations require daily "...periods of outside play."

Please be sure that your child has adequate clothing (example: warm jacket, mittens, and hat in the winter). All clothing should be marked with your child's name (a permanent marker works well). Mark all shoes and outerwear as well. This helps the staff keep track of the child's clothing.



Changes of clothes should include:

- Shirt
- Pants or shorts
- Underwear
- Socks

It is important to wash and return (or send in a new set) of emergency clothes promptly. A child likes to have his or her own clothes to put on if needed.

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.

toilet training

Toilet training can be a difficult developmental issue, and we want to be as supportive of parent's efforts as possible.

Two-year-old students will be encouraged to use the bathroom during the day. Children who are in the process of potty training must wear disposable underwear (pull-ups) with easy to remove tabs (Velcro sides).

Please be sure that your child has a complete set of extra clothes (shirt, pants, underwear, socks, and shoes) in a labeled, gallon-sized Ziploc bag. Each item should be labeled with your child's name.

A pull-up will be put on a toilet training child if he/she has more than one accident in a day.

personal articles

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.

Toddlers must also provide:

- Labeled boxes of diapers and wipes
- One empty, labeled drinking cup
- Two changes of clothes
- Diapering products
- Comfort items such as a pacifier
- One toddler size blanket
- One crib sheet

Drinking cup will be sent home each day. Sheet and blanket will be sent home Fridays for laundering.

According to state and accreditation regulations, cars should not back up in areas where children could be walking.

transportation & drop-off/pick-up

Children are transported to school by parents who may or may not carpool. Bible Baptist does not provide transportation of any kind to and from school.

As it is our primary goal to provide safety for every child, the following rules have been established:

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, day care 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.

After 8:00 am, children must be dropped off via the front of the school. After 3:00 pm, day care children may be picked up by ringing the bell at the front of the school and being allowed in.

BBCA assumes no liability for damage to or losses from any vehicle parked on campus.

daily activities

Bible Baptist Christian Day Care 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, throwing, or digging

information changes



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

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.



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>

parent communication

Teacher/Parent Conferences will be held as needed. The parent, as well as the teacher, may request them. Any minor problems that may arise should be directed to the teacher before bringing them to the attention of the Day Care Director. If you believe there is still a problem after talking with the teacher, please contact the Day Care Director. Teachers will strive to keep you well informed of your child's development. Please check your child's book bag each day for announcements and remove these papers from your child's bag daily so we can be sure you have seen the papers. Also, please check the file boxes if applicable to your child's class to retrieve further notes or important papers. All the center's rules, evaluation reports, emergency plans, and severe weather and fire plans are available on the bulletin board at the end of the day care hallway. Also included at this location is the statement of parental access and the director's name. A communicable disease chart is posted at the facility in a separate location. Any further information may be obtained from the school office. Emails are occasionally sent to parents from the office. Other means of communication include the school's website, mybbca.org, and social media pages. The school's classroom software, MySchoolWorx, has valuable resources available such as your child's attendance record and communications from the school. Please see the registration folder, the office, or your child's teacher for further information on how to access these tools.

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.



change in parental marital status

Bible Baptist Christian Day Care 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 Day Care 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.**

visitation

Bible Baptist Christian Day Care 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 day care 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.

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.

insurance

BBC Daycare 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. BBC Daycare cannot be held financially responsible for accidental injuries occurring at school or during school functions.

emergency care

In case of an emergency, Bible Baptist Christian Day Care 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.

asbestos free facility statement

This is to notify you that Bible Baptist Christian Academy has a contractor's affidavit on file in the school office verifying that no asbestos containing material was included in the church and school construction. This is in response to the Asbestos Hazard Emergency Response Act (AHERA) effective for the State of Georgia by October 12, 1988. Since that date, all schools are required to keep on file the appropriate documents to verify compliance. In accord with the law, we are hereby notifying all employees and school families of this fact. A copy of the contractor's affidavit is on file in the school office and may be inspected by any employee or school parent who wishes to do so.

dismissal

Our goal is to provide a quality early childhood program. Bible Baptist Christian Day Care will make every effort to serve all children and will work with parents to meet the individual needs of each child. However, families may be asked to withdraw from Bible Baptist for any of the following reasons:

1. The student's account doesn't receive payment for two weeks with no payment arrangements made.
2. Inability of the child or parent to adjust to the day care's program.
3. Any child who may endanger the safety or the physical or mental health of others. These behaviors include but are not limited to unprovoked physical violence, persistent bullying, verbal harassment of peers or staff, and unauthorized departure from the grounds of the program.
4. Inappropriate or unacceptable behavior towards staff or other enrolled children or families.

Continual attempts will be made to work cooperatively with the parents and community resources to find a solution and/or resolve the problem. If the problem or situation is unresolved according to the Director, in consultation with the Administrator, the family can be given up to two weeks' notice. BBC Daycare upholds the right for immediate dismissal. The weekly fee will be refunded on a prorated basis.

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.

no smoking



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

release of child to drugged/intoxicated individual

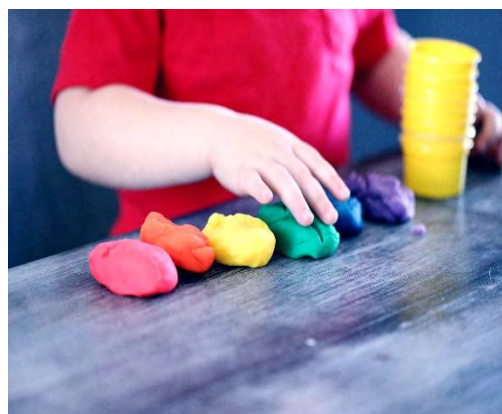
No child will be allowed to leave Bible Baptist Christian Day Care with an authorized person if the staff suspects the person is under the influence of a chemical. If this occurs, and we do not find another person to safely pick up your child, authorities will be contacted to assist with this situation.



Bible Baptist Christian Academy provides a K3 thru 12th grade program. Please contact the school office for information concerning our elementary, and secondary programs. The facilities of the Bible Baptist Christian Academy Preschool are modern, clean, and kept in a state of good repair. It is built of brick, block, and wood construction with central air conditioning and heating.

CREATIVE REPRESENTATION

- Recognizing objects by sight, sound, touch, taste, and smell
- Imitating actions and sounds
- Relating models, pictures, and photographs to real places and things
- Pretending and role playing
- Making models out of clay, blocks, and other materials
- Drawing and painting



LANGUAGE AND LITERACY

- Talking with others about personally meaningful experiences
- Describing objects, events, and relations
- Having fun with language: listening to stories and poems, making up stories and rhymes
- Writing in various ways: drawing, scribbling, letter-like forms, invented spelling, conventional forms
- Reading in various ways: reading storybooks, signs, and symbols, one's own writing
- Dictating stories

INITIATIVE AND SOCIAL RELATIONS

- Making and expressing choices, plans, and decisions
- Solving problems encountered in play
- Taking care of one's own needs
- Expressing feelings in words
- Participating in group routines
- Being sensitive to the feelings, interests, and needs of others
- Building relationships with children and adults
- Creating and experiencing collaborative play
- Dealing with social conflict

MOVEMENT

- Moving in nonlocomotory ways (anchored movement: bending, twisting, rocking, swinging one's arms)
- Moving in locomotory ways (non-anchored movement: running, jumping, hopping, skipping, marching, and climbing)
- Moving with objects
- Expressing creativity in movement
- Describing movement
- Acting upon movement directions
- Feeling and expressing steady beat

MUSIC

- Moving to music
- Exploring and identifying sounds
- Exploring the singing voice
- Developing melody
- Singing songs
- Playing simple musical instruments



CLASSIFICATION

- Exploring and describing similarities, differences, and the attributes of things
- Distinguishing and describing shapes
- Sorting and matching
- Using and describing something in several ways
- Holding more than one attribute in mind at a time
- Distinguishing between "some" and "all"
- Describing characteristics something does not possess or what class it does not belong to

SERiation

- Comparing attributes (longer/shorter, bigger/smaller)
- Arranging several things one after another in a series or pattern and describing the relationships (big/bigger/biggest, red/blue)
- Fitting one ordered set of objects to another through trial and error (small cup-small saucer/medium cup-medium saucer/big cup-big saucer)

NUMBER

- Comparing the numbers of things in two sets to determine "more," "fewer," "same number"
- Arranging two sets of objects in one-to-one correspondence
- Counting objects

SPACE

- Filling and emptying
- Fitting things together and taking them apart
- Changing the shape and arrangement of objects (wrapping, twisting, stretching, stacking, enclosing)
- Observing people, places, and things from different spatial viewpoints
- Experiencing and describing positions, directions, and distances in the play space, building, and neighborhood
- Interpreting spatial relations in drawings, pictures, and photographs



TIME

- Starting and stopping an action on signal
- Experiencing and describing rates of movement
- Experiencing and comparing time intervals
- Anticipating, remembering, and describing sequences of events

scope & sequence

Two-Year-Old Students

LANGUAGE ARTS

- Language development and listening skills that include color words, shapes, animals, transportation, countries, community helpers, health, safety, manners, science

NUMBERS

- Simple counting 1-25
- Number concepts 1-10

BIBLE

- Hymns / choruses
- Memory verses

FINE ARTS

- Music
- Arts and Crafts

TORNADO WATCH: School will be dismissed at the discretion of the administrator. 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 day care 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 make announcements 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.

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 day care.

Closings will be announced on MySchoolWorx and Bible Baptist's social media accounts, 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

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.

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.

Fever	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 without fever reducing medication.
Diarrhea	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).
Vomiting	May return 24 hours after last vomiting episode
Eye Drainage (Pink Eye)	May return 24 hours after treatment has started when thick mucus or pus drainage is present
Chicken Pox	Child may return if all sores are dry or scabbed or 6 days after rash began. Do not give aspirin to any child or adolescent under 18 years of age, unless directed by the doctor.
Fifth Disease	If other rash-causing illnesses are ruled out, there is no need to exclude. Pregnant women who are exposed need to consult their doctor.
Head Lice	Child may return after first treatment is completed and no live lice (nits) are seen.
Impetigo	Child may return after treated with antibiotics for 24 hours.
Hand, Foot, and Mouth Disease	Child may return when fever is gone, and child is well enough to participate in normal activities (lesions or rash may still be present).
Whooping Cough	Child may return 5 days after appropriate antibiotic treatment begins. This must be reported to the local and State health departments.
Pin Worms	Child may return after 24 hours of treatment.
RSV	Child may return when child is without fever for 24 hours and is able to participate in normal activities.
Ringworm	Child may return 24 hours after treatment begins.
Scabies	Child may return 24 hours after treatment begins.
Shingles	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. Do not give aspirin to any child under the age of 18, until consult doctor first.
Strep Throat	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. BBKA 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.



Morning Drop-off Traffic Plan 25-26

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

KEY

- Zone 1 (Kindergarten – 12th Grades)
- Zone 2 (Day Care, PK3, PK4)
- Staff Parking
- Student Parking
- No Parking

Drive Slowly! Campus Speed Limit 10 MPH

MORNING DROP-OFF

Academy Drop-Off 7:30-8:00 am

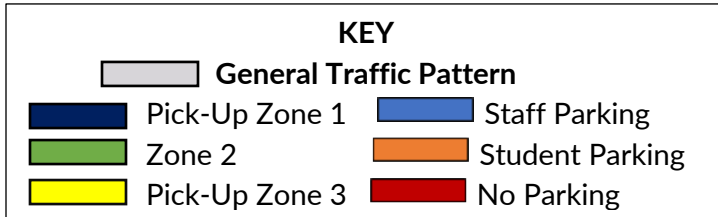
Day Care Drop-Off 7:30-8:05 am

- 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.*





Afternoon Pick-Up Traffic Plan 25-26



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

Please Drive Slowly!
Campus Speed Limit 10 MPH

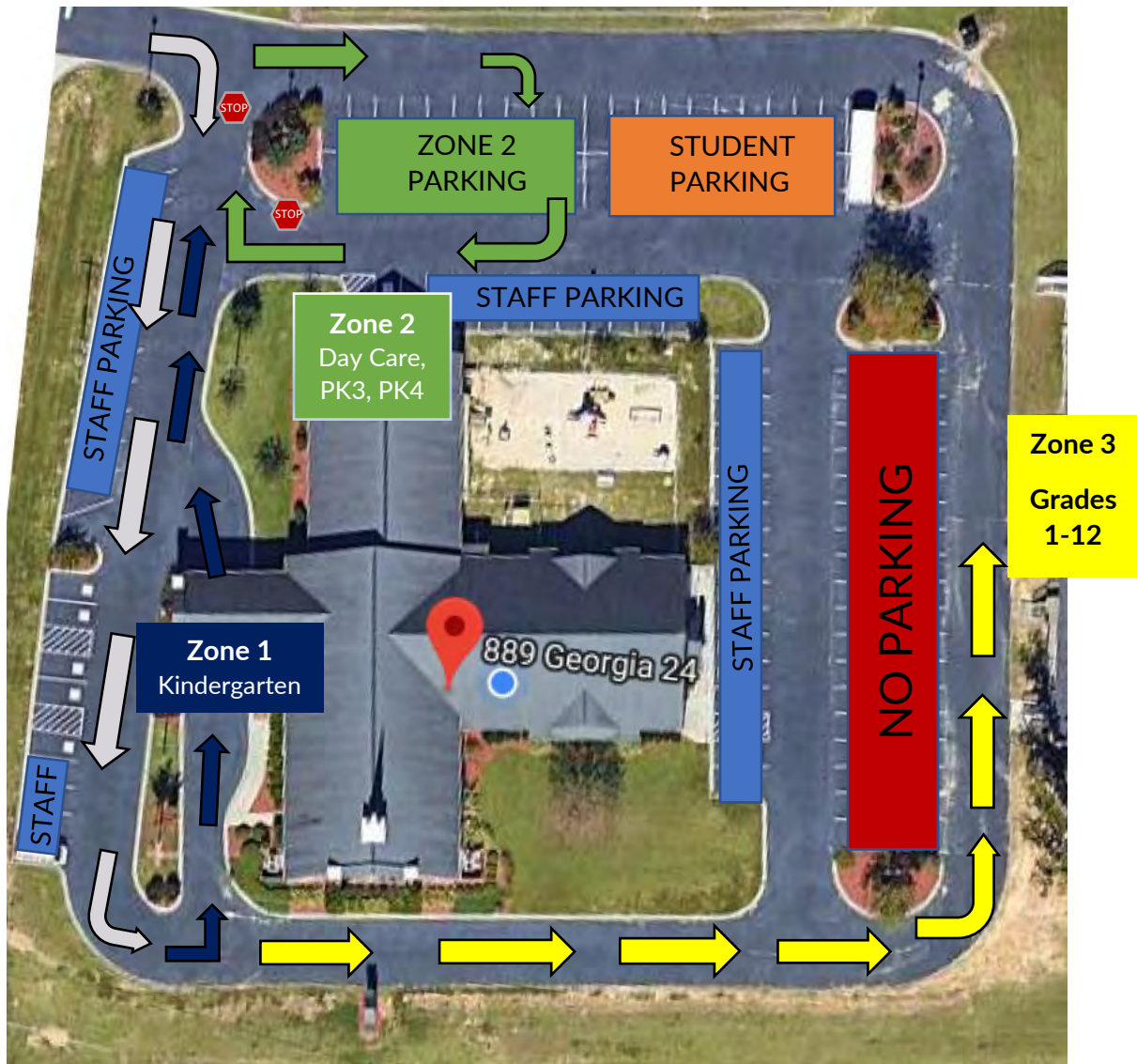
For families with multiple children, please pick up the youngest child first. For example, Kindergarten students should be picked up before elementary, middle, and high school students.

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.





Handbook Agreement Form

Student: _____ Class: _____

I have read the Bible Baptist Christian Day Care Handbook and understand all the information, policies and procedures outlined in the handbook. I understand that this handbook is subject to change during the school year and that it is the parent's responsibility to stay aware of policy updates through the school website, mybbca.org, or by requesting a copy through the office.

By signing this agreement, I consent to all the handbook policies and procedures and agree to them, including payment policies and late fee procedures.

Parent/Guardian Printed Name

Parent/Guardian Signature

Date