

# PRESCHOOL ACADEMY

## Bible Christian Academy Student Handbook & Enrollment Guide 2021-2022



# **Bible Christian Academy**

## **Mission, Philosophy and Statement of Faith**

The Bible is

- The divinely inspired Word of God (2 Timothy 3:16-17)
- The supreme and final authority for faith and life

One God

- Eternally existing in three persons: the Father, Son, and Holy Spirit (2 Corinthians 13:14)

Jesus Christ is God's eternal Son

- Begotten of the Holy Spirit
- Born of the Virgin Mary (Luke 2:26-32)
- Is true God and true man (Colossians 1:15-18)

Mankind created in the image of God

- Man sinned and incurred physical and spiritual death (Romans 3:23)
- All born with a nature inclined to sin (Romans 5:12)

Jesus Christ died for our sins

- As a representative and substitution sacrifice (Colossians 1:14)
- All who believe in him are justified on the ground of his shed blood

The resurrection of Jesus' crucified body

- Bodily ascended to heaven (Acts 1:9-11)
- Act as our high priest and advocate (1 John 2:1-2)

The second coming of Christ

- Jesus will personally return to this earth (1 Thessalonians 13-18)

All who receive by faith Jesus Christ are born of the Holy Spirit

- Becoming children of God
- A relationship in which no one may remove (Romans 8:38-39)

Faith involves

- Belief in Jesus Christ as God's Son
- Repentance of sins (Acts 2:38)
- Public confession of Christ (Romans 10:9-10)
- Baptism by immersion (Romans 6:1-6)

The bodily resurrection of the just and of the unjust

- The everlasting blessedness of the saved (1 Thessalonians 4:16-17)
- The everlasting conscious punishment of the lost (Revelation 20:11-15)

## Bible Christian Academy 2021 Registration & Tuition Fees

### Fees:

Registration, book fees, and supply fees are due at enrollment. The registration fee is a one-time fee that is **non-refundable**.

Grade	Registration	Curriculum	Tuition	Supplies	Total
Pre K 3	\$ 75.00	\$ 55.00	\$ 810.00	\$ 10.00	\$ 995.00
Pre K 4	\$ 75.00	\$ 55.00	\$945.00	\$ 10.00	\$ 1130.00

Class	Monthly Tuition Cost
Pre K 3	\$ 95.00
Pre K 4	\$ 110.00

### Payments:

The first payment is due September 1, 2021, with the 9<sup>th</sup> and final payment due on May 1, 2022. Payments are to be made by automatic payment only, no cash or checks will be accepted. A form to set up the automatic draft from your account will be provided. Any payment that is not made by the 15<sup>th</sup> of each month will incur a late fee of \$25.00. In addition to that, there will be a \$25.00 charge for any payment that is rejected due to insufficient funds. Any account that falls more than 30 days behind will require immediate payment in full or withdrawal of the student.

## Withdrawal from School

In the event a student is voluntarily withdrawn before the end of the school year, the tuition will be prorated to the number of days the student attends. Should your child be withdrawn from the school, the school office is to be notified and a withdrawal form completed. This will ensure proper billing. Parents are to contact the school regarding transferring of school records.

## Permanent Student Files

The following items are needed at the time of enrollment:

- Copy of Birth Certificate
- Copy of Immunization Record
- Completed Health Form & Physical
- Copy of child's Social Security card
- Copy of Individualized Education Plan (IEP) or Individualized Learning Plan (ILP), if applicable and if applicable, a schedule of district services.
- Any legal documents regarding custody of the child being served. This can include a parenting plan and/or divorce decree.

## Dress Code Policy

Appropriate dress for weather. Positive characters only on all clothing and accessories, including backpack. Sandals, flip flops, cowboy boots and black soled shoes will not be allowed.

## School Hours

Class	Begin Time	End Time	Days
Pre K 3 AM	9:00 AM	11:00 AM	Tuesday & Thursday
Pre K 3 PM	1:00 PM	3:00 PM	Tuesday & Thursday
Pre K 4 AM	8:30 AM	11:00 AM	Monday, Wednesday & Friday
Pre K 4 PM	12:30 PM	3:00 PM	Monday, Wednesday & Friday

## **Arrival and Departure Time**

Parents are asked to deliver and pick up their child at the classroom and will be required to sign their child in and out. This will be used to ensure safety and help with attendance and punctuality issues.

The teacher needs to be notified if someone other than the regular person will be picking up your child and they must be on the pick up list.

No child is to be at school more than 10 minutes before starting time or 10 minutes after closing time. For any student that is picked up more than 10 minutes late, a late pick up fee of \$10.00 per occurrence will be assessed, and an additional \$1.00 per minute thereafter. If special problems occur, please contact the teachers or office staff as soon as possible.

## **Attendance and Punctuality**

Regular attendance is important if we are to guide your child to his/her optimal level of learning. Parents are requested not to take their child out of school unless absolutely necessary. In addition, tardiness is not only a bad habit, but it also causes undue commotion and loss of time. Please be prompt.

## **Absence/Illness**

When the child is to be absent, parents are asked to phone the school as soon as possible. Parents are requested not to send a child to school if, within the preceding 24 hours, he/she has a temperature of 99.0° or higher, or is showing such signs of illness as rash, fever, vomiting, or diarrhea.

If symptoms of illness develop during the day, the parents will be called. Therefore, it is important for the school to know where the parents can be reached.

## **Change of Address or Employment**

Please notify your child's teachers and/or the school office of any changes of address, phone numbers, or place of employment. It is important that we know how to reach you or another responsible adult while your child is in school. We do not anticipate such emergencies, but if necessary, we must be able to act quickly.

## **School Calendar**

A copy of the school calendar will be available. BCA follows the same procedure for school closings as U.S.D. #457. We will not be in session if the public schools are closed due to weather.

## **Miscellaneous**

- Students must be 3 or 4 by September 1st to be enrolled.
- Students must be potty trained. Please no pull-ups.
- We do require students to be immunized to attend BCA.

## **Bible Christian Academy**

### **School Supply List**

- Label Items with child's name
  
- 1 change of clothes in Ziploc bag (Keep in backpack at all times)
- Student backpack
- 24 ct. Regular Size Crayons (Please no jumbo crayons), primary set
- 1 ream of plain copy paper
- Small eraser (4 year olds)
- Scissors (Please buy blunt Fiskars)
- Plastic Pencil Box (5x9x3 size) Please no zipper boxes!
- Box of quart size Ziploc baggies
- 2 Containers of Clorox Wipes
- 1 Package baby wipes



## Bible Christian Academy

# STUDENT REGISTRATION INFORMATION SHEET

Please print and fill out completely for your student.

### Student Information

Name of Student: \_\_\_\_\_

Last

First

Middle

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_

### Parent Information

Father's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Employment: \_\_\_\_\_ Work Number: \_\_\_\_\_

Email: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Address (if different): \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Employment: \_\_\_\_\_ Work Number: \_\_\_\_\_

Email: \_\_\_\_\_

Who has custody of child:

\_\_\_\_\_

### Siblings

Names:

Age:

Names:

Age:

\_\_\_\_\_

**School Information**

Date of Enrollment: \_\_\_\_\_

**Pre K 3:** \_\_\_\_\_ AM \_\_\_\_\_ PM

**Pre K 4:** \_\_\_\_\_ AM \_\_\_\_\_ PM

**Health Information**

Family Physician: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Family Dentist: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Will your child need to take medication during school day? \_\_\_\_\_ Yes \_\_\_\_\_ No

Please list any health concerns or allergies:

\_\_\_\_\_  
\_\_\_\_\_

Emergency Contact(s):

\_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ Phone: \_\_\_\_\_

## **Bible Christian Academy**

# **PARENTAL AGREEMENT**

1. We have read and understand Bible Christian Academy's mission, philosophy and statement of faith and we are in agreement with them.
2. We agree to cooperate fully with Bible Christian Academy and agree to abide by its standards and guidelines.
3. Payment of tuition fees will be made according to the financial schedule, unless special arrangements were made beforehand. Whenever tuition payments become more than one month

in arrears, we as the parents agree to withdraw our child/children from school, if asked to do so. We realize that exceptions to this rule may be granted only after we have made a personal appeal to the school administration. We also understand the late pick up fee and agree to pay accordingly based on the invoice we will receive monthly with payment due by the 15<sup>th</sup> of each month.

4. We agree that in a problem situation, we should in no case complain to other people not directly related to the problem, but with Christian love and prayer will register our concerns with the appropriate staff member. We will not spread criticism or hold a negative attitude in our hearts. (Matthew 18:15 principle)
5. We agree to cooperate in keeping doctrinal controversy and denominationalism out of the school at all times, "endeavoring to preserve the unity of the Spirit."
6. We hereby give permission for our child to go on scheduled field trips and other school-sponsored activities.
7. We will give our cooperation through:
  - Practical volunteer help when possible
  - Reinforcement and encouragement of our child/children in the learning process
  - Prompt tuition and fee payments, and
  - Faithful prayer
8. We respect the school's right to dismiss any student who does not:
  - Respect and observe BCA's spiritual and/or behavioral standards and cooperate in its educational goals.

9. We respect the school's right to dismiss any student whose parent(s), as a part of the essential parent contributing body, is/are not in cooperation with BCA's spiritual or educational goals.
10. We realize that we have access to the current BCA Handbook (every family will have a copy.) We agree to abide with all that is set forth in the Handbook.

I am in full accord with each of the above requirements and will fulfill all the obligations of the Parental Agreement. I also acknowledge by signing this document that I have fully disclosed all information regarding my child's spiritual, academic, and behavioral history. I realize that any information withheld could result in dismissal.

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Father's Signature

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Date

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Mother's Signature

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Date

**Bible Christian Academy**  
**Parent Consent and Release Form**

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_ Birth date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Parents Work: \_\_\_\_\_ Phone: \_\_\_\_\_

**TO WHOM IT MAY CONCERN:**

The undersigned does hereby give permission for our (my) child, \_\_\_\_\_ to attend and participate in activities sponsored by Bible Christian Academy for the period from August 23, 2021 to May 17, 2022. We (I) authorize the administrator and/or teacher, in whose care the minor has been entrusted, to consent to any x-ray examination, anesthetic, medical, surgical, or dental diagnosis or treatment and hospital care to be rendered to the minor under the general or special supervision and on the advice of any physician or dentist licensed under the provisions of the medical practice act on the medical staff of a licensed hospital, whether diagnosis or treatment is rendered at the office of a physician or at said hospital, in case of an emergency, accident or injury to my child.

The undersigned shall be liable and agree(s) to pay all costs and expenses incurred in connection with such medical and dental services rendered to the aforementioned child pursuant to this authorization.

The undersigned does also hereby give permission for our (my) child to ride in any vehicle designated by the adult in whose care the minor has been entrusted while attending and participating in activities sponsored by Bible Christian Academy.

Health Insurance? \_\_\_\_\_ Yes \_\_\_\_\_ No

Insurance Company: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Physician: \_\_\_\_\_ Physicians phone: \_\_\_\_\_

Date of last Tetanus Shot: \_\_\_\_\_

Father's signature: \_\_\_\_\_

Mother's signature: \_\_\_\_\_

Legal Guardian: \_\_\_\_\_

Emergency Phone #: \_\_\_\_\_

Please list below any allergies or special medical problems your child may have. Thanks!

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**Bible Christian Academy**  
**Pick Up List**

(One sheet per enrolled child)

Child's Name: \_\_\_\_\_

Parent/Legal Guardian Name: \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

In case of an emergency or an illness, the following people are approved by me, the parent or legal guardian, to pick up my son/daughter from Bible Christian Academy.

Name	Phone