

# **Little Saints Comprehensive Learning Center**



## **Parent Handbook**

***Love God, Serve Children and  
Light the Way for Tomorrow's Leaders***



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A subsidiary of Born Again Church and Christian Outreach Ministries

## **Welcome To**

Little Saints Comprehensive Learning Center...

a Biblically-based community resource for the care and education of children providing year-round, positive preschool experiences.

Our goal at Born Again Christian Academy and Preschool is to provide your child with a positive learning environment that is also fun. We believe that a child's success in school depends largely on the foundation laid in the early years. A foundation of Biblical principles incorporated with experiences that will challenge, stimulate and encourage children to think; as well as being able to communicate, problem solve and express feelings in a non-sexist, multi-cultural environment. Our commitment is to provide a solid learning program as well as a place where every child can thrive and reach his or her full potential.

The staff of BACA Preschool believes each child is special. We appreciate the opportunity to share in your little one's life and to help light the way for a successful future.

### ***Mission***

BACA Preschool's mission is to offer your child and family quality, affordable, faith-based Christian education. Our goal is to prepare your child with the necessary knowledge and values to meet the academic, social and moral challenges that await them and to help them grow in a close, loving relationship with God. We believe a Biblically based education in a Christian environment offers the student the best opportunity for success in life.

## ***History***

Born Again Christian Academy Preschool, a subsidiary of Born Again Church, welcomed its first children in the fellowship hall of Born Again Church on April 3, 1995. The preschool quickly became recognized as one of the city's premier child-care facilities, earning a three-star rating from the Department of Human Services. In 1998, the first kindergarten class was established. In December 2004, the center transitioned away from infant and toddler care to focus on pre-school education, offering PreK-3, PreK-4, PreK-5, kindergarten, and 1<sup>st</sup> – 4<sup>th</sup> grade. Track records prove since 1995 students who have left the program score in the top percentile of their class.

## ***Our Curriculum***

Born Again Christian Academy Preschool offers a nurturing but appropriately challenging academic program that is designed to build Christian character while providing a well-rounded educational experience.

We use the Abeka Book curriculum that is widely recognized for its sound and proven age-appropriate instructional practices. The Abeka Book approach to Christian education keeps learning lively, interesting and memorable. The materials reflect sensible theory that is firmly anchored to practicality.

Students are instructed by caring, credentialed teachers who facilitate their growth and development in all areas: physical, social, emotional, academic and spiritual, utilizing varied learning experiences. Each class will have developmentally appropriate activities that are customized for their instructional level. The students will gain skills facilitating self-confidence, respect for others, and a positive attitude towards learning, all with a Biblical foundation. The Academy also offers structured classes in the arts: dance, drama, voice and art.

## ***Staff***

At BACA Preschool, we believe in the safety of our children. All potential staff is carefully selected, trained and evaluated. All our staff is pre-screened prior to employment. All our staff is trained annually through one of the following institutions: TECTA, Applebaum Institution, United Methodist Association of Preschools (UMAP), or Association of Christian Schools International (ACSI) programs. BACA Preschool is an equal opportunity provider that will consider all applications for employment without regards to race, religion, color, sex, national origin, disability or any other basis prohibited by law.

## ***Hours of Operation***

The center is opened Monday through Friday from 6:30 a.m. – 5:30 p.m. Children are not to be left in the center for more than 12 hours. The center is closed on the following days:

## ***Holiday Closing***

New Year's Day  
Martin Luther King Jr.'s Birthday  
Presidents Day (Teacher's In-Service)  
Good Friday  
Memorial Day  
Independence Day  
Teacher's In-Service Day (Start of School)  
Labor Day  
Thanksgiving Day  
Friday after Thanksgiving  
Christmas Eve  
Christmas Day  
New Year's Eve

## ***After Hours***

The center closes promptly at 5:30 p.m. each day. A late fee of \$1.00 per minute per child will be charged, and you will be required to sign a "Late Pick-up Form" when arriving late. Habitual late pick-up may result in termination of the child's services. If a child is left after 6:00 p.m. local authorities will be called.

## ***Inclement Weather Closing***

We will post our closing on Channel 4 snowbird, or Channel 5 snow watch. Hours of operation will be determined by weather outside. You will be notified of any early closing. **Please pick-up your child as early as possible whenever there is a winter storm watch or warning.**

## ***Arrival and Departure***

We require that all children arrive at the center **no later than 9:00 a.m.** When delivering your child to the center, please bring the child into the building and personally deliver him/her to the teacher supervising the group at that time. If your child has a doctor's appointment please arrive by 11:00 a.m. with a note from the doctor. If you miss the deadline you may bring your child at 2:30 p.m., **if needed.**

## ***Sign-In and Out***

It is necessary that you sign your child in and out daily. An authorized adult age 18 or older must sign children in and out. This is a mandate from the Department of Education.

## ***Admission and Enrollment***

BACA Preschool accepts ages 3 to 5, and your child must be fully potty-trained to be enrolled. It is required that your child be in underwear (please no pull-ups).

### **Admission**

- Pre-enrollment tour and pre-visit for child is required before admission.
- Each applicant is required to pay a non-refundable registration fee, which is separate from fees.
- The non-refundable registration fee of \$55.00 is due upon receipt of your application.
- All application documentation must be completed and returned upon registering.
- **Proof of current immunizations, birth certificate must be on file at time of admission.**

### **Tuition Agreement**

- Tuition is due the first of the week that your child attends. The cost is \$155.00 a week.
- You will be charged on a weekly basis. You are required to pay for the number of days reserved for your child, regardless of attendance.
- The school accepts Visa, Discover, MasterCard, Debit Cards, TeleCheck, Cashier Check, Money Order, or Cash.
- There will be a \$15.00 late charge for late payments.
- Accounts must be kept current or the student will be released from the school.
- Parents with accounts that are past due will be required to pay all fees by Friday at 5:30 p.m., otherwise children will not be allowed to return for care until the account is current.

- Tuition is due regardless of holidays, illness, vacation, or inclement weather.
- All children receive one vacation week after your child has been in attendance for one (1) year. Children cannot be in attendance at the school during the vacation week. Two weeks written notice must be submitted to the office.
- Vacation may not be broken up into separate days and tuition must be paid for any additional days or weeks missed.
- Any unpaid balances that are delinquent over two weeks will cause your child to be dismissed from school. Failure to pay your delinquent accounts will force us to send your account over to our collection department and you will be responsible for all applicable fees this includes all legal services should this arise.
- All parents who receive certificates (DHS Vouchers) are responsible for all center fees that are not paid for by the State. This may include registration, or overage fees.
- If your child does not continue to be enrolled for the summer and you plan to return in the fall, you will be required to pay \$155.00 to hold your child's spot.

## **Discounts**

- For each additional child enrolled, the family shall be entitled to a discount ranging from 5% to 20% depending on the number of siblings enrolled.

BACA Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made to students at the school.

## ***Uniforms***

ALL students are required to wear school uniforms five days a week for 10 months (August – May) with the ***last Friday*** of each month designated for casual attire.

Basic Uniforms consist of:

- Polo collard shirts (white, yellow, light blue, navy and pink)
- Navy and Khaki pants, jumpers, skorts and shirts
- Peter Pan Blouses for girls are available in yellow, white, and light blue

Born Again Christian Academy and Preschool has a uniform store for your convenience, but you are not required to purchase from us.

## ***Absentees***

When your child is going to be absent for any reason, please notify the school in advance. In the case of a prolonged absence, i.e. vacation, please plan to pay any fees due during the child's absence to maintain their enrollment.

## ***Withdrawals***

Stated in our Tuition Agreement/Contract binds you for a term of one month and **requires** a **30-day notice to dis-enroll by completing a withdrawal form**. Accounts will be charged for that month when proper notification is not received.

## ***Illness***

The school does not accommodate sick children. Should a child become ill during the day, parents will be notified and expected to pick up their child at once. It is required that you have a note to return to the center from the child's physician for all confirmed diseases. A child sent home whose illness includes the following cannot return to the center until he/she has been free of **symptoms for 24 hours: Diarrhea      Vomiting      Fever**

A child sent home whose illness include **COVID-19** should be tested for Coronavirus and quarantined for 14 days before returning to the center until he/she has been free of symptoms.

When there is a communicable illness, we will issue a health alert to inform parents. Please notify the center of any changes in emergency information as they occur.

### ***Insurance***

Parents must carry health insurance coverage, which would cover their child while in care of the center. Due to the state of the insurance industry regarding childcare, it is not possible to carry such insurance on every child.

### ***Emergency Medical Care***

If your child is injured at the center and needs emergency medical care, we will call the parent or guardian. If we cannot reach you, we will call the persons listed on your child's emergency contact list and/or call 911 to provide proper care for your child's emergency medical needs.

### ***Meals and Snacks***

Lunch is catered. The center will provide breakfast and an afternoon snack each day. A menu will be posted each week. Breakfast will be served at 8:00 a.m. and end at 8:55 a.m. Children arriving after this time, the parent must supervise the child. The afternoon snack will be served between 2:45 and 3:00 p.m.

### ***Medication***

Born Again Christian Academy Preschool does not administer medication. The only medication that can be administered by staff or a teacher is:

- Breathing Treatments
- Inhalers

## ***Discipline***

BACA Preschool has certain rules in effect to help the child learn at their best. The PreK-3 student's behavior will be monitored through a color chart. Each student will begin his/her day with a smiley face (white card). The student's goal is to maintain his/her smiley face (white card). He/she will receive positive and rewarding reinforcement. However, if the student fails to follow the rules, his/her color card will be pulled and consequences for each color will be implemented. The PreK-4 student's behavior will be monitored and communicated to the parent through a behavior chart, which can be viewed daily by the parent.

## ***Family Involvement***

BACA encourages, supports, and values the participation and involvement of parents and families in the educational experiences of their child. Students learn best when families and schools work together and develop relationships of shared responsibility and mutual support. We strongly encourage all parents to join our Parent Teacher Organization (PTO) that meets monthly. Parents and extended family are welcome to visit.

## ***FYI***

- Teachers should be given one week's notice for Birthday parties. A "Birthday Party Form" is available for you to complete and turn into the teacher.
- Field trips are only taken with the PreK-4 once a year during Graduation week. Parents are required to transport their child. The center does not provide transportation for field trips.

***Train up a child in the way he should go:  
and when he is old, he will not depart from it.***

***Proverbs 22:6***