



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

**BORN AGAIN CHRISTIAN ACADEMY PREK CHECKLIST**  
*(Please return with completed application)*

Child's Name \_\_\_\_\_ Date \_\_\_\_\_

Dear Parent(s):

The items below reflect the items needed to complete your child's records. Please check and submit these items as soon as possible. Please call 615-228-1430 if you have any questions. Thanks for your help.

\_\_\_\_\_ application

\_\_\_\_\_ registration fee (\$55.00 - due with application)

\_\_\_\_\_ payment plan (please circle one) AUTOMATED PAYMENT PROCESS / CREDIT / DEBIT / CASH /  
AUTOMATED DRAFT / MONEY ORDER

\_\_\_\_\_ first payment due (each Monday)

\_\_\_\_\_ curriculum fee (in tuition **PreK-3:** \$52.50 **PreK-4:** \$88.75)

\_\_\_\_\_ mat (*Required 2" mat folds 4 ways, Amazon.com*)

\_\_\_\_\_ birth certificate (cannot start until received)

\_\_\_\_\_ immunization record (must be up to date and have TN state seal)

\_\_\_\_\_ child care certificate (if applicable)

\_\_\_\_\_ extra change of clothes (2 sets)

\_\_\_\_\_ crib size sheets and blanket (2 sets)

\_\_\_\_\_ emergency contact form

\_\_\_\_\_ handbook acknowledgement and license requirements

\_\_\_\_\_ behavioral policy read and signed (**Discipline Policy Agreement – Signed and Returned**)



**Born Again Christian Academy Preschool**  
 858 West Trinity Lane, Nashville, TN 37207  
 (615) 228-1430 • (615) 228-9598(Fax)  
[preschool@bornagainchurch.org](mailto:preschool@bornagainchurch.org)  
[BornAgainChristianAcademy.org](http://BornAgainChristianAcademy.org)

**FOR OFFICE USE ONLY.**  
 Received by \_\_\_\_\_  
 Registration Date (\$55) \_\_\_\_\_  
 Tuition Paid/Date \_\_\_\_\_ / \_\_\_\_\_  
 School Year \_\_\_\_\_  
 Start Date \_\_\_\_\_  
 Input by/Date \_\_\_\_\_ / \_\_\_\_\_

**Application for Admission**

**A \$55.00 non-refundable registration fee must be paid to process this application. A seat will not be reserved for your child without payment.**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_  
 Last First Middle Apt# City State Zip

Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Birth Place \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

List any siblings currently attending BACA \_\_\_\_\_

Will you be on the Child Certificate Program? \_\_\_\_ Yes \_\_\_\_ No Last School attended \_\_\_\_\_

Father/Guardian \_\_\_\_\_ Mother/Guardian \_\_\_\_\_

E-mail Address \_\_\_\_\_ E-mail Address \_\_\_\_\_

Occupation \_\_\_\_\_ Occupation \_\_\_\_\_

Employer \_\_\_\_\_ Employer \_\_\_\_\_

Business Address \_\_\_\_\_ Business Address \_\_\_\_\_

Business Phone \_\_\_\_\_ Cell \_\_\_\_\_ Business Phone \_\_\_\_\_ Cell \_\_\_\_\_

Are both parents living in the home? \_\_\_\_\_ If not, who has legal custody? \_\_\_\_\_

Is there any court order in effect limiting the presence or removal of the applicant by certain person(s) during school \_\_\_\_\_?

Explain \_\_\_\_\_ Date Issued \_\_\_\_\_

Emergency Contact Person \_\_\_\_\_ Relationship \_\_\_\_\_

Street/City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

**Religious Information:**

Church applicant attends \_\_\_\_\_ Do parents attend same church? \_\_\_\_\_

If you answered no, please indicate the church parents attend \_\_\_\_\_

Is attendance regular? Yes  No  Does your child attend Sunday school or Children's Church? Yes  No

Why do you desire a Christian education for your child? \_\_\_\_\_

What are your thoughts on scriptural-based academics? \_\_\_\_\_

**Sleep Habits:**

\_\_\_ Has room alone      \_\_\_ Shares with other children      \_\_\_ Rooms with parents

At night sleeps from \_\_\_ to \_\_\_ Average Hours \_\_\_\_\_

Does your child nap? \_\_\_\_\_ How long? \_\_\_\_\_

Attitude toward going to bed \_\_\_\_\_

If there is difficulty, how is this handled? \_\_\_\_\_

Habits associated with going to bed \_\_\_\_\_

Does he/she wet the bed? \_\_\_ Yes \_\_\_ No At naptime? \_\_\_ Yes \_\_\_ No At Night? \_\_\_ Y \_\_\_ N

If so, how is the problem handled? \_\_\_\_\_

**Toilet Habits:**

Times at which child is taken to the bathroom \_\_\_\_\_

Does he/she take himself/herself? \_\_\_ Yes \_\_\_ No

Time of bowel movement? \_\_\_\_\_

Regular \_\_\_ Yes \_\_\_ No

Constipated \_\_\_ Yes \_\_\_ No

Does he/she tell you when he/she needs to go to the toilet? \_\_\_ Yes \_\_\_ No

Can he/she manage his/her clothes himself/herself at the toilet? \_\_\_ Yes \_\_\_ No

Does your child have frequent toilet accidents? \_\_\_ Yes \_\_\_ No

What word does he/she use for?

Urinating? \_\_\_\_\_ Bowel Movement? \_\_\_\_\_

**Eating Habits:**

At what time does the child eat breakfast? \_\_\_\_\_ Dinner \_\_\_\_\_ Snacks? \_\_\_\_\_

Does he/she feed himself/herself? \_\_\_ Yes \_\_\_ No

What is his/her general attitude toward eating? \_\_\_\_\_

If he/she refuses to eat, how is this handled and by whom? \_\_\_\_\_

Favorite Foods \_\_\_\_\_

Disliked Foods \_\_\_\_\_

Foods he/she is allergic to \_\_\_\_\_

**Additional Information**

Please provide any other information you think we should have about your child.

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- I have received the Standards for School-Administered Child Care Summary.
- I do hereby authorize emergency medical care for my child.

\_\_\_\_\_  
Parent or Guardian's Signature

\_\_\_\_\_  
Date

**For Official Office Use Only**

\_\_\_\_\_  
Director's Signature at Time of Enrollment

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

Weekly Fee? \_\_\_\_\_ Date child enrolled \_\_\_\_/\_\_\_\_/\_\_\_\_

Withdrawn? \_\_\_\_\_ Reason for withdrawal? \_\_\_\_\_

## Child's Information

Child's Name

\_\_\_\_\_

Last	First	Middle
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### PERSONAL HISTORY

Type of birth: Normal \_\_\_\_\_ Premature \_\_\_\_\_ Any complications? \_\_\_\_\_

Is a child a good climber? \_\_\_\_\_ Does child fall easily? \_\_\_\_\_

Age child began talking? \_\_\_\_\_ Does child speak with words? \_\_\_\_\_

Or sentences? \_\_\_\_\_ Other language? \_\_\_\_\_ Language spoken at home \_\_\_\_\_

Special words child uses to describe needs? \_\_\_\_\_

### HEALTH

What communicable diseases has child had? Measles (Big Red) \_\_\_\_\_ Measles (3 Day) \_\_\_\_\_

Mumps \_\_\_\_\_ Chicken Pox \_\_\_\_\_ Whooping Cough \_\_\_\_\_ Other \_\_\_\_\_

Any serious illness hospitalizations? \_\_\_\_\_

Any physical disabilities? \_\_\_\_\_ Any known allergies? \_\_\_\_\_

Are there any medications given regularly? \_\_\_\_\_

### SOCIAL RELATIONSHIPS

Does your child spend time with both parents? \_\_\_\_\_

Is the entire family together for any time during the day? If yes, when? \_\_\_\_\_

If you are separated, how often does your child see the absent parent? \_\_\_\_\_

What are some of the ways in which the child plays at home? \_\_\_\_\_

Does he/she play with children from other families? \_\_\_\_\_ Yes \_\_\_\_\_ No

How? \_\_\_\_\_

Does he/she usually get his/her own way with other children? \_\_\_\_\_ Yes \_\_\_\_\_ No

If not, how does he/she react? \_\_\_\_\_

By nature, is your child friendly? \_\_\_\_\_ aggressive? \_\_\_\_\_ shy? \_\_\_\_\_ or withdrawn? \_\_\_\_\_

Do you feel your child will adjust easily to a preschool situation? \_\_\_\_\_

Does your child enjoy playing alone? \_\_\_\_\_

How does your child relate to strangers? \_\_\_\_\_

What makes your child mad? \_\_\_\_\_

How does your child show his/her feelings? \_\_\_\_\_

What do you find is the best way of handling your child? \_\_\_\_\_

Is your child frightened by any of the following: animals \_\_\_\_\_ dark \_\_\_\_\_ loud noises \_\_\_\_\_  
storms \_\_\_\_\_

(Comments: In what particular way can we help your child this year?)

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

# RELEASE AUTHORIZATION

\_\_\_\_\_ will be brought to the Child Care Center by  
*(Child's Name)*

\_\_\_\_\_. He/She will be brought to the center at \_\_\_\_\_

a.m. and will be picked up regularly about \_\_\_\_\_ p.m.

The individuals listed below are authorized to pick up my child or to assume responsibility for my child in case of emergency, accident or illness. If none of the people listed are available, I give permission to the Child Care Center staff to make a plan for the care of my child.

\_\_\_\_\_ Date

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

## Please List Parents First

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Work Phone \_\_\_\_\_ Work Address \_\_\_\_\_  
Home Phone \_\_\_\_\_ Home Address \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Work Phone \_\_\_\_\_ Work Address \_\_\_\_\_  
Home Phone \_\_\_\_\_ Home Address \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Work Phone \_\_\_\_\_ Work Address \_\_\_\_\_  
Home Phone \_\_\_\_\_ Home Address \_\_\_\_\_

## Release for Emergency Care

I hereby give my consent to \_\_\_\_\_ to administer necessary  
*(Name of Hospital)*  
treatment to my child, \_\_\_\_\_. In the event of an emergency at  
which time I cannot be reached. I give consent to transport by ambulance if situation warrants it.

Name of Physician \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Name of Insurance Company Covering Child \_\_\_\_\_  
Subscriber Name \_\_\_\_\_ Group No. \_\_\_\_\_ Policy # \_\_\_\_\_

\_\_\_\_\_ Date

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



Fill out ***ONLY*** if your child is on the  
**Child Care Certificate Program**  
**(D.H.S. Voucher System)**

# Born Again Christian Academy and Preschool

## PARENT/CARETAKER ACKNOWLEDGEMENT AND CONSENT TO AN OVERAGE FEE

I, \_\_\_\_\_, want to enroll my child/children at  
(Print Parent's Name)

\_\_\_\_\_ licensed by the State of Tennessee. I understand this child care provider's rates may be higher than the rate the State of Tennessee pays for a child in the Child Care Certificate Program. I understand that this difference will not be paid by the state of Tennessee and that if I enroll my child at this provider, I will be responsible for any difference. This difference is called an overage fee. There will be an overage charge for each child that is enrolled. By signing this agreement, I understand I will be expected to pay this overage fee. This agreement is between the child care provider and me.

All the above has been explained to me and I still wish to enroll my child/children. The following child/children will be attending the above listed child care provider:

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

I know that if I have a co-pay fee with the Department of Human Services, the co-pay fee must be paid to remain eligible for the Child Care Certificate Program. If I do have a co-pay fee, this must be paid in addition to the Overage Fee charged by this child care provider. I understand I will be given a copy of this form.

\_\_\_\_\_  
Parent's Signature Today's Date

\_\_\_\_\_  
Witness of Child Care Provider Title Today's Date

# Permission Form

I. I give permission for \_\_\_\_\_  
Child's Name (D.O.B.)

1. To be tested for speech, hearing, vision, and psychological evaluation, etc.

II. I understand that my child will be left with staff members always.

III. I understand that parent/teacher conferences are an important part of the child care program and that I may request one at any time; and that there will also be conferences set up by the center twice during the school year.

IV. I know that I am to be notified of any special problem or occurrence that affects my child including communicable diseases.



# Publication, Photo or Release of Information Form

Born Again Christian Academy Preschool may need to release for publication certain information concerning your child from time to time. This information released for publication may include the student's name, classroom, participation in officially recognized activities, honors, awards, photographs and videos, etc. In order to do so, we need the consent of the parent or legal guardian to publish photos or other publications on (Example: BACA website, social media).

**Please read and sign only ONE of the choices below.**

## **YES, Consent Granted:**

I, being the parent or legal guardian of \_\_\_\_\_ (student name) do hereby consent to and give Born Again Christian Academy Preschool the right to use photographs and videos for press release and other publications of my child.

Parent or Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Or**

## **NO, Consent Not Granted:**

I, being the parent or legal guardian of \_\_\_\_\_ (student name) DO NOT want photographs and videos for press release and/other publications of my child to be used by Born Again Christian Academy Preschool.

Parent or Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## Internet Usage Agreement Form

**Prior to receiving authorization to use the internet, parents/guardians must sign the following permission and contract document of Born Again Christian Academy Preschool.**

### Parental Contract

I give my permission for \_\_\_\_\_ to participate in the use of the Internet, a worldwide telecommunications network, via Born Again Christian Academy Preschool computer systems. I realize that my child will be able to access major networks throughout the world using the Internet. I understand that this access is designed and intended for educational purposes only. I also understand that my child will receive instruction in the appropriate use of this resource.

I will not hold Born Again Christian Academy accountable for unsuitable materials acquired by my child through Internet usage at school.

Parent or Guardian's Name: \_\_\_\_\_

Parent or Guardian's Signature: \_\_\_\_\_

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

**Born Again Christian Academy  
/Little Saints Comprehensive Learning Center**

**Risky Behavior Plan**

Children that are enrolled in the BACA/Little Saints Learning Center will not be released to anyone that displays any form of suspicious or risky behavior. This behavior would emphasis alcohol abuse, drug abuse or bizarre behavior. The next person listed on emergency form would be contacted to pick-up child and documentation will be placed in child's folder.

**Abuse Presentation to Parents**

- (A) Any citizen is required by law to cooperate with the Department of Children's Services and other investigators by reporting any suspected child abuse and neglect to that Department. Suspected child abuse or neglect shall be reported immediately to the Local Department of Children's Services office by the staff of the child welfare agency. Failure to do so for children in the care of the license are, by itself, grounds for denial or revocation of the agency's license.
- (B) A child care provider shall further cooperate by providing access to the records of children and staff and by allowing investigators to interview children and staff. (Child care providers do not have a right to be present during interviews with staff or children or to receive information or results of the interviews or investigations concerning child abuse or neglect unless directly related to efforts to enforce the child abuse or licensing laws).
- (C) A child care provider shall protect the child by requesting the investigator's identification and by knowing who is entitled to custody of the child.
- (D) A parent/guardian shall be notified before the child leaves the premises except in emergency circumstances, or as follows: An investigator may take a child off the premises of the agency if he/she has obtained custody of the child through voluntary placement agreement with the parent, through court order, or through emergency assumption of custody under T.C.A. 37-1-113 without parental permission, or if the child's parent or legal guardian is present and approves, or in conjunction with investigative procedures under the child abuse laws.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

# Born Again Christian Academy Preschool

## Emergency Information Form

WRITE CLEARLY SO WE CAN READ CLEARLY.

Date Completed \_\_\_\_\_

**Child's Full Name** \_\_\_\_\_

Date of Birth \_\_\_/\_\_\_/\_\_\_      Gender: Male or Female (Please circle one)

Known allergies \_\_\_\_\_

Address \_\_\_\_\_

**Father's Name** \_\_\_\_\_

Cell Phone Number \_\_\_\_\_      Work Phone Number \_\_\_\_\_

Email \_\_\_\_\_

**Mother's Name** \_\_\_\_\_

Cell Phone Number \_\_\_\_\_      Work Phone Number \_\_\_\_\_

Email \_\_\_\_\_

**Please list the authorized person(s) to pick up your child in case of an emergency and/or non-emergency (N/E) pick up.**

Name	Relation	Cell Phone	Work Phone	Emergency or Pick-up (N/E)
				<input type="checkbox"/> Emergency <input type="checkbox"/> Pick-up (N/E)
				<input type="checkbox"/> Emergency <input type="checkbox"/> Pick-up (N/E)
				<input type="checkbox"/> Emergency <input type="checkbox"/> Pick-up (N/E)
				<input type="checkbox"/> Emergency <input type="checkbox"/> Pick-up (N/E)
				<input type="checkbox"/> Emergency <input type="checkbox"/> Pick-up (N/E)
				<input type="checkbox"/> Emergency <input type="checkbox"/> Pick-up (N/E)

**Little Saints Comprehensive LC  
dba Born Again Christian Academy  
Tuition Agreement**

**Tuition**

Tuition is \$155.00 a week. There are several forms of payments, and they are as follows:

- Tuition Express Automated Payment Processing. A payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.
- Cash, Money Order or Cashier Check

Tuition is due the first day of the week (Monday) that your child attends.

**Enrollment Conditions**

The student's continued enrollment is dependent on his/her behavioral performance, student & parent's compliance with the policies and standards, and payment of tuition and fee expenses.

**Tuition Agreement**

- I understand that tuition is due the first week that my child starts to attend BACA.
- I understand that I will be charged on a weekly basis. However, I can make early bi-weekly or monthly payments. I have made my selection below.
- I understand I will be charged a \$65.00 late payment fee at the beginning of each month if the tuition account is not current, display a zero (\$0) balance or a credit.
- I understand that I pay for the number of days reserved for my child regardless of attendance.
- I understand that if the School needs to close due to extenuating circumstances (e.g. – inclement weather, pandemic, etc.), this Tuition Agreement remains in force and tuition is due. However, the number of *academic curriculum days* missed will be added to the end of the academic school year to make up for those missed days.
- I understand that this contract requires a 30-day notice to dis-enroll my child by completing a withdrawal form. (*Extenuating circumstances need to be discussed with the director.*)
- I understand that I receive one week's tuition-free vacation after my child has been here one (1) year from enrollment date.
- I understand that unpaid balances that are delinquent over two weeks will cause my child to be dismissed from school.
- If I receive a DHS voucher I am responsible for all center fees that are not paid for by the State. This may include registration, curriculum fee, overage fees and co-payment fees.

**Parental Obligation & Tuition Contract**

I/We, the parent(s)/guardian(s) of the student named on this application, understand that, after acceptance, a place will be held for my child when the Application for Admission, the non-refundable registration fee and required documentation has been submitted to the school. I/We also agree to uphold the financial obligations and follow the guidelines of Born Again Christian Academy Preschool Parent Handbook (*BornAgainChristianAcademy.org*). The school prefers the signatures of both parents; however, one signature constitutes a legal and binding contract. To the best of my knowledge, the information contained herein is accurate and truthful. Therefore, I/We, the parents(s)/guardians(s) of the student named on this application, agree to the terms, conditions, and payments of Little Saints Comprehensive Learning Center dba Born Again Christian Academy.

I choose to pay:  Weekly     Bi-weekly (Early pay)     Monthly (Early pay)

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

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_



# Born Again Christian Academy and Preschool

## Behavioral Policy

**Hebrews 12:11** tells us “For the moment all discipline seems painful rather than pleasant, but later it yields the peaceful fruit of righteousness to those who have been trained by it.”

It is our goal for Born Again Christian Academy to design and encourage the development of self-control in the child. A very important part of the preschool experience is helping the child learn how to get along in the world, enjoy being with other children, and follow the direction of an adult other than their parent. A caring and positive approach will be taken regarding behavior management and discipline. Our goal is to help the child develop self-control and responsibility for their actions.

### Appropriate Behavior

Appropriate behavior is defined as a cooperative and obedient spirit on the part of the child.

### Inappropriate Behavior

Inappropriate behavior is defined as defiant, disruptive or harmful behavior to oneself or others.

Our discipline procedures will consist of the following strategies:

1. Encouraging the child to use their words when having a disagreement with another child. Facilitating children in their attempts to settle their own disputes.
2. Redirecting behavior when it seems potentially effective.
3. Separating a child from the group (the teacher will separate the child from the rest of the class but in full view of the teacher)
4. Counseling the child individually about their behavior(s).
5. The teacher will have ongoing communication with the parent in keeping any behavior or disciplinary concerns by documenting Anecdotal or Behavior Reports.

**Disruptive Behavior** distracts from the full benefit of the preschool program and will result in consequences. The following behaviors are considered disruptive:

- Inflicts physical or emotional harm on other children, adults, or self, which consists of the following:
  1. Biting
  2. Spitting, Kicking, Bodily Harm
  3. Inappropriate Language (Profanity)
  4. Yelling
  5. Stomping
  6. Lying
  7. Throwing Furniture

- Requires constant attention from the staff
- Disrespects people and materials provided in the program
- Consistently disobeys the rules of the classroom
- Verbally threatens other students and/or staff
- Uses verbal or physical activity that diverts attention away from the group of children.

### **Consequences of Behavior**

#### **Biting**

Immediate attention will be provided for the child who was bitten, and parents will be called.

1<sup>st</sup> Step – Verbal Warning, call to parent and a documentation report for the child that was bitten and a report for the child who was biting.

2<sup>nd</sup> Step – Redirect and Prayer time. The appropriate staff person will separate the child from the rest of the class but in full view of the teacher. The child will pray to ask for forgiveness while parent(s) are contacted.

3<sup>rd</sup> Step – The child will be dismissed the same day and a documented report provided for the parent(s) or legal guardian stating the child will be suspended for (3) three days.

#### **Spitting/Kicking/Bodily Harm**

1<sup>st</sup> Step – Behavioral report submitted to parent(s) or legal guardian and child separated from the class.

2<sup>nd</sup> Step – The child's parent(s) or legal guardian will be contacted, and the child suspended for the remainder of the day and 2 additional days.

#### **Inappropriate Language/Yelling/Stomping/Lying/Throwing Furniture**

1<sup>st</sup> Step – Behavioral report documented and submitted to parent(s) or legal guardian.

2<sup>nd</sup> Step – Parent(s) or legal guardian contacted, and the child will be suspended for the remainder of the day. Parents will also be recommended to apply for RIP (Regional Intervention Program). This is a program for families with young children who are experiencing behavior problems.

3<sup>rd</sup> Step – Child dismissed from the school with no refund and proof that the parent(s) or legal guardian and child have gone through the RIP program.

#### **Inappropriate Touching**

If a child touches another child inappropriate it will be reported immediately by teacher staff either to Program Coordinator or Director. Preschool personnel must attempt to prevent any inappropriate behavior as much as possible by keeping all children under close supervision always.

1<sup>st</sup> Step – A behavioral report will be submitted to parent(s) or legal guardian. Parents or legal guardian must set up a conference with the Director and Teacher. The child will be suspended for the remainder of the day.

2<sup>nd</sup> Step - If the child repeats the inappropriate touching, the child will be dismissed from the preschool with no refund.

## **Discipline Procedures for Disruptive Behavior**

- Disruptive Behavior will be addressed in an incident report. It will document any inappropriate behaviors that directly impact other children, staff members, or the group. The report will be shared with the parent and will explain the behavior and how the behavior affected others. It will also explain how the situation was resolved. The incident report will be signed by the parent and will be placed in the child's folder and a copy given to the parent.
- If a child has difficulty managing his/her behavior on a recurring basis, parents will be asked to meet with the child's teacher, either/or Program Coordinator, Director or the Executive Administrator.



# **Born Again Christian Academy**

## **Discipline Policy Agreement**

No child shall be subject to physical punishment, corporal punishment, verbal abuse, or threats by staff, volunteers, parents or legal guardian while in preschool.

We ask that parents or legal guardians do not use corporal punishment on your child, grandchild, etc., while on the preschool premises. We believe that this is a private matter and should be handled at home.

I have read the Preschool Disciplinary Policies and Procedures. I have discussed this with my child and agree to comply with the discipline policies and procedures of Born Again Christian Academy.

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Parent/Legal Guardian Signature

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Parent/Legal Guardian Name Printed

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Child's Name

PreK-3    PreK-4

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Date

**Placing your child into Born Again Christian Academy signifies your acceptance of this behavioral policy.**



# **Born Again Christian Academy**

## **Abeka Curriculum\***

### **PreK - 4**

#### **Blue Jays and Hummingbirds**

- ABC 123 (Math)
- ABC Writing Tablet Manuscript
- Writing with Phonics Manuscript K-4
- Readiness Skills K-4
- K-4 Bible Activity Book
- Little Books (1-12)
- Animal Friends Books (1-8)
- Mini Alphabet Flashcards
- Art Project Books

### **PreK - 3**

#### **Bumblebees and Lambs**

- Numbers and Skills with Button Bear
- Letters and Sounds
- Child Art for 3's
- Arts and Crafts with Amber Lamb
- Preschool Bible Coloring Sheets

***\*Prices are included in the tuition and are subject to change.***

# *Items to Bring to School*



## *Preschoolers*

*(3-5 years old)*

- 2" inch fourfold mat
- 2 crib size fitted sheets, and 2 crib size coverlets\*
- 2 sets of clothes (please include socks and underwear)

*Please label the following items with your child's name:*

- Mat
- 2 sets of clothes
- 2 crib size fitted sheets, and 2 crib size coverlets

Mat is available to order at Amazon.com:

Angeles-CF400-509RB Rest 2" Nap Mat, 4 Section Folding Sleeping Mats

\* **NOT fitted sheets and blankets for twin, full or larger size beds.**  
**Pillows are not allowed.**

**Little Saints Comprehensive Learning Center  
dba Born Again Christian Academy**



**Parent Handbook**

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



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Website: [BornAgainChristianAcademy.org](http://BornAgainChristianAcademy.org)  
Email: [www.preschool@bornagainchurch.org](mailto:www.preschool@bornagainchurch.org)

A subsidiary of Born Again Church and Christian Outreach Ministries

# *Welcome To*

Little Saints Comprehensive Learning Center (dba Born Again Christian Academy)...

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 (BACA) 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 and Goal*

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, 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  
Juneteenth "Freedom" Day  
Independence Day  
Teacher's In-Service Day (Start of School)  
Labor Day  
Veterans 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 that 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 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 \$65.00 late payment fee at the beginning of each month if the tuition account is not current, display a zero (\$0) balance or a credit.
- Tuition accounts must be kept current. Unpaid balances that are delinquent over two weeks will cause student(s) to be dismissed from school.
- Parents with accounts that are delinquent will be required to pay all fees, otherwise the child(ren) will not be allowed to return until the account is current.

- 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.
- *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.
- 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) except the **Friday** of each month that is designated for **casual attire**.

Basic Uniforms consist of:

- Polo collar 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 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 ***diarrhea, vomiting or a fever*** cannot return to the center until he/she has been free of **symptoms for 24 hours after the last occurrence**.

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*

The center will provide breakfast, lunch 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 if he/she needs to eat breakfast. 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 Association (PTA) 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***