



Parent and Student Handbook

2011-2012

904 NW 8th Street
Bentonville, AR 72712
www.bentonvillechristian.org

MISSION STATEMENT

The mission of the Bentonville Christian Academy is to provide a Christ-centered academically superior education to the children in our community. We believe in teaching a Christian worldview based on the absolute truth of God's Word. All truth is God's truth.

"Train a child in the way he should go and when he is old he will not turn from it." Proverbs 22:6

"For no one can lay any foundation other than the one already laid, which is Jesus Christ." I Corinthians 3:11

PHILOSOPHY

Spiritual

Bentonville Christian Academy seeks to provide/develop...

- a Christ-centered academically superior education
- an educational program that is based on God's Word with Jesus Christ at the center of the curriculum
- a nurturing environment with quality instruction that will challenge students and foster an eagerness for learning
- an atmosphere where students learn to live their lives for Christ in an optimal learning environment
- an opportunity for each student to bring out their God-given desire to learn and to assist them in developing superior academic discipline
- a respect for culture, traditions, and ideals of our democratic society

Social

Bentonville Christian Academy seeks to provide...

- meaningful lines of communication among students, parents, faculty, and administration
- a respect for positive guidance and authority
- courtesy and politeness on the part of all individuals
- respect for the property belonging to others and to oneself
- socially responsible citizens

Emotional

Bentonville Christian Academy seeks to develop...

- a personal understanding and self-esteem
- an ability to make decisive choices
- an ability to discern one's own faults and decisiveness to make appropriate changes when necessary
- an appreciation for other individuals and their strengths and weaknesses

Physical

Bentonville Christian Academy seeks to develop...

- a desire for a wholesome appearance depicting neatness, cleanliness, and appropriateness of dress and manners
- an interest in and appreciation of lifetime skills
- healthy routines for life

RESPONSIBILITY STATEMENTS

The educational success of students is a collaborative effort of teachers, students, and parents. By fulfilling the following responsibilities, the goals set forth in Bentonville Christian Academy's mission statement can be achieved.

1. It is the responsibility of a Bentonville Christian Academy teacher to:

- be a Christian role model
- treat children fairly and with respect
- create an attractive and safe classroom environment
- present the appropriate age level curriculum using effective teaching techniques
- support and enforce school rules
- establish behavior guidelines and carry them out consistently
- expect good work habits and appropriate behavior
- provide opportunities to learn responsibility and cooperation
- use professional judgment in accurately reporting a child's progress
- keep open lines of communication with parents
- seek appropriate resources in addressing a child's needs

2. It is the responsibility of a Bentonville Christian Academy student to:

- demonstrate Christian character and attitude
- treat others with kindness and respect
- accept responsibility for his/her own actions
- obey those in authority
- obey classroom and school rules
- abide by the guidelines set forth in the student handbook
- listen and follow instructions
- cooperate and participate in class activities
- take pride in our school
- bring honor to yourself, your family, your school and your Lord

3. It is the responsibility of a Bentonville Christian Academy parent to:

- be a Christian role model
- have the child at school daily and on time
- support the teacher and all school policies

- expect the child to listen and obey
- expect the child to be accountable and responsible for his/her own actions
- expect the child to carry out his/her responsibilities himself/herself
- look over weekly folders sent home
- keep an open line of communication with the teacher

ACADEMICS

The preschool program for three and four year olds is offered as either a two-day, three-day program or a five-day program. Each program includes learning through play and planned instruction. Each child is considered a unique individual and is encouraged to progress at his/her own rate of development. Learning takes place both from discovery and guidance from the teacher. The activities of each classroom are hands-on and child guided. In a relaxed learning environment the curriculum covers alphabet recognition, math activities, science participation, music, art, language activities and Bible stories. Playtime includes housekeeping, blocks, puzzles, books, and other activities that further develop fine and gross motor skills.

Bentonville Christian Academy aims to aid each student in developing an understanding of God while developing a willingness to obey His commands. Chapel, daily Bible stories, a scoped and sequenced Bible curriculum, and a thematic memory verse program are all ways in which students are exposed to Gods' Word.

HOURS OF ATTENDANCE

BCA operates from 7:00 a.m. until 6:00 p.m. Monday through Friday, year round. The preschool is closed and care will not be provided on the following holidays: Christmas Eve, Christmas Day, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after.

BCA provides before and after-school child care at no additional cost to accommodate schedules for working parents. Children who participate in this program may begin arriving as early as 7:00 a.m. and may stay after school as late as 6:00 p.m.

The preschool program begins at 8:00 a.m. and ends at 3:00 p.m. We ask that children begin arriving at 7:45 a.m. unless they participate in the before-school program. All children should come to preschool appropriately dressed and ready to participate in the day's events.

TUITION AND FEES

The **Registration Fee of \$100** is due upon enrollment. This is an annual, non-refundable fee. Parents may withdraw their child from BCA Preschool at any time after giving a two-week notice. Should you wish apply for re-

enrollment, the registration fee is payable and admission is contingent upon available space in the preschool classrooms.

An annual **Curriculum Fee of \$100** is due at the start of the preschool year.

	Payment by the Month	Payment by the Week
Tuition for 2-days	\$304	\$70
Tuition for 3-days	\$412	\$95
Tuition for 5 days	\$585	\$135

A \$10 late fee will be assessed to accounts whose tuition is one week late.

Tuition that is delinquent for more than two (2) weeks may result in the dismissal of the child until payment is made in full. A payment plan can be worked out with the Director before tuition is past due.

A charge of \$25 will be applied for all returned checks. After the second returned check, fees will be accepted only in cash or money orders.

No credit or refunds of tuition shall be given for the days that the center is officially closed. Tuition is the same for each week regardless of holidays or family vacations.

A fee of \$1 per minute will be charged when your child is picked up after 6:00 p.m. The amount will be due upon the child's arrival the next school morning.

Payment Options:

- Weekly – Due Monday of each week in advance for that week of school
- Monthly – Due on the 1st of the month

Discounts:

- Annual Registration Fee
 - 2nd child or any additional children will be discounted 50%
- Weekly Fee
 - 2nd child or any additional children will receive 10% off their tuition; however, the Curriculum Fee remains \$100 for all children.

Application and Admissions

- BCA Preschool does not discriminate on the basis of race, color, religion, national origin, ancestry, physical disability, or gender.
- The program is designed for 3, 4, and 5 year old children. Children must be 3 by September 1st to enroll in the 3 year old class. Children must be 4 by September 1st to enroll in the 4 year old class.
- **All children must be potty trained.**

FINANCIAL POLICY

Bentonville Christian Academy is a non-profit institution that receives its primary support from tuition and contributions from friends and families.

If your child's account becomes passed due by more than 10 school days (2 weeks), your child may be dismissed. The school will retain all records until all outstanding financial obligations are met in full.

Parents must complete the registration process before their child can attend class. Registration is not considered complete until payment arrangements have been made with the administration.

If tuition is paid on a monthly basis and student leaves school for any reason prior to the last day of the month, parents will be responsible for the entire month based on a 10 month payment rate.

HEALTH RECORDS AND MEDICATIONS

In order to maintain as healthy an environment for the children as possible, it is necessary for you to provide us with emergency information in the **Medical Release Form**. Your signature on this form allows BCA to take action in an emergency situation. In the case of a medical emergency, every effort will be made to contact you, but additional names and current telephone numbers of reliable adults to contact are also required. This form is included on the application.

Arkansas state law requires that all children be immunized for specific diseases before being enrolled. Arkansas state law states that: "no child should be admitted to a public or private school of this state who has not been immunized against poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, mumps, hepatitis B, and varicella (chickenpox) as evidenced by an immunization record from a licensed physician or a public health department acknowledging the immunization."

Recommended Immunization Schedule

Age	Polio	Diphtheria Tetanus Pertussis (DPT)	Mumps Measles Rubella (MMR)	Hemophilus Influenza B (HIB)	Varicella (Chicken Pox)	Hepatitis B (HEP)
At Birth						X
2 Months	X	X		X		
4 Months	X	X		X		X
6 Months		X		X		X or
15 Months	X	X	X	X	X or	X
4-6 Years	X		X	X	X	

An up-to-date copy of your child's immunizations must be filed with BCA Preschool by the first day of school.

A sick child should not be brought to preschool until he is past the period when he is infectious and is able to participate in the regular activities of the center. The child will not be allowed to stay if fever is present or a possible contagious rash or diarrhea is apparent. He should be kept at home for at least 24 hours after his temperature returns to normal or at least 24 hours has passed since he last experienced vomiting.

Please call the school early in the day if your child is ill or will be absent. If medication is to be given to your child, you must first complete a release form to be filed with your child's records.

Illnesses

A child who is vomiting, has a fever of more than 100 degrees Fahrenheit, or has two loose bowel movements (diarrhea), or has signs or symptoms of any communicable disease shall be isolated from the other children and given appropriate care by a staff member until picked up by a parent, guardian, or designated representative. Parents must make arrangements to pick up their sick child within one hour of being notified.

Medications

Parents are urged to administer medications to their children outside of school hours. If that is not possible, the administration of medication will follow BCA requirements. All medication given during school hours require prescriptive authority and parent/guardian signed permission. This is required for non-prescription, over-the-counter drugs (ibuprofen, acetaminophen, cough medicine, cough drops, etc.) as well as prescription drugs. Any medications given at school must be dispensed through the school office. Prescription medicines must have a label from the pharmacy or physician's office. The label must include the following information.

- Student's name
- Name of medication
- Strength of each unit of the medication
- Dosage amount and time
- Physician's name and phone number

Permission for long-term medications must be renewed annually. When the duration of a medication is complete, the parent/guardian is responsible for picking up the remaining portions of the medications. Any medications left in the office more than a week past the end of the duration will be properly disposed of.

Communicable Diseases

When a student is absent from school due to a communicable disease, the parent should call the office with that information. This is particularly important if the child has chicken pox, measles, strep throat, influenza, H1N1, impetigo, etc. A written excuse should accompany your child when he/she returns to school.

CLASSROOM BEHAVIOR

At Bentonville Christian Academy we are blessed to be able to use God's Word as our foundation for behavior management. We begin the first day of school teaching children to:

- Honor God with their words and actions
- Show love to others
- Treat others the same way they want to be treated
- Respect adults and children
- Use walking feet and inside voices while in the building

We feel these "rules" are not only beneficial in the classroom but extraordinary life lessons that will help them as they grow to become strong Christians.

Behavior guidance shall be individualized for each child; it shall be appropriate to the child's level of understanding and be directed toward teaching the child acceptable behavior and self control. If a child engages in improper activity, we will explain to him why his actions are unacceptable to those around him. Teachers are directly responsible for the behavior guidance of the children in their care. Teachers facilitate the development of self-control and acceptable behavior in children by using the following positive guidance techniques:

- Setting clear, consistent expectations for age appropriate classroom behavior;
- Valuing mistakes as learning opportunities;
- Redirecting children to a more acceptable behavior or activity;
- Listening when children talk about their feelings and frustrations;
- Guiding children to resolve conflicts;
- Modeling skills that help children solve their own problems

If a child's behavior is unacceptable and we, at the preschool, are unable to deal with it successfully, we will contact the parent to try to work out a solution to the problem. In serious situations counseling may be recommended. If all else fails, BCA Preschool reserves the right to ask the parent to withdraw the child from the program.

It is the school's intent that all disagreements be resolved at the parent-teacher level. Any parent with a complaint about another child's behavior should discuss their concerns with the teacher and /or the director.

If after learning what is expected of students and parents at BCA, you find that you cannot wholeheartedly support its principles and regulations, you are encouraged to bring your concerns to a member of the administration. If your concerns cannot be resolved to your satisfaction, you should seek another school more consistent with your expectations.

SIGN IN/SIGN OUT

You are required by Arkansas State Licensing to sign your child in and out each day. Persons unknown to the staff will be asked to present a photo identification. If anyone other than the parent is picking up the child, they will be required to check in with the person at the front desk and show photo identification. The parent must notify the school if someone who has never been to BCA before will be allowed to pick up a child unless that person's name is also included on the child's personal data sheet. You may add or remove people from the pick-up sheet at any time by request at the front desk. Children may not leave with any unauthorized adult or anyone under the age of 18 unless it is the parent.

RECORDS

Your child's records will be maintained in an accessible manner in the office of the Director of BCA Preschool.

The records will include the following:

- Your child's identifying information (name, birth date)
- Parent(s) name, address, home and business phone numbers
- Name and address of person(s) to whom the child may be released
- A signed statement by the parent regarding any allergies and other known health problems (medical, mental, emotional) and any special illnesses occurring while your child is at BCA Preschool, including the date, time, and condition under which it occurred and the action taken.
- Current Health Assessment and immunization information
- Application submitted for enrollment in BCA Preschool.

Information pertaining to your child will not be disclosed to persons other than the Preschool Staff or other authorized personnel unless you have granted written permission to do so, or in an emergency.

SNACKS AND MEALS

At this time, Bentonville Christian Academy does not offer a service for hot meals. Students must bring their own lunches and drinks marked with their names on lunch boxes/bags and water bottles. Students will not have access to a refrigerator so please pack their meals with this in mind. Please do not send any food/drink items in glass containers.

Licensing requires that student meals include protein, fruit/vegetable (2 servings), grain and milk. Milk will be provided by the school. BCA will provide the morning and afternoon snack. Please notify BCA if your child has a documented food allergy so appropriate precautions can be noted.

Parents are welcomed and encouraged to join their children for lunch. You are welcome to sit with your child at the lunch tables provided.

NAP TIME

Children will nap or rest sometime between 12:00pm and 2:00pm each day. Nap time is a requirement for licensing; however, those children who are not accustomed to napping will rest quietly on their cot during this time. BCA will provide a cot. A sheet and blanket need to be provided by the parents. Special “sleeping friends” may be brought in by the parents. These “special items” and bed linens will be sent home every day in their backpack and must be washed by the parents at least once a week.

CHILD’S PERSONAL SUPPLIES

Each child will have a hook on which to hang his backpack and lunchbox. Each day children will bring their backpack with the following items: a complete change of clothes appropriate for the season; cot sheet; blanket; sleeping friend, if needed. At the end of each day the children will return these items to their backpack, take them home, and return them the next morning. Please provide clothes and outer garments such as coats and gloves for outdoor play as we go outdoors every day unless it is raining or temperatures are extreme.

Please have your child wear play clothes that are comfortable and easy for your child to manage as we encourage children to be independent as possible. Independence is a part of the learning process and helps to build self-esteem. BCA Preschool requires children to wear rubber soled shoes. Although sandals are cute, it is important to wear proper shoes to avoid falls that could result in injury. Flip flops may not be worn.

Please label everything. With many different children, this is a must. Be sure to check your child’s file at the front desk regularly and take home art projects, etc that accumulate there.

Please refrain from bringing your child’s personal toys to preschool. The only exception to this would be special sleeping friends for naptime or a toy brought in for ‘Show and Tell.’

PROGRESS REPORTS

Your child’s teacher and/or the Director are available to discuss your child’s progress at any time. In addition, Parent/Teacher conferences will be offered in October and April to discuss your child’s progress and evaluate the program in general. Feel free to talk with the director at any time if you have any questions or suggestions for improvement.

CUSTODY AGREEMENTS

In cases where parents are divorced, Bentonville Christian Academy will provide school records, upon request, to both parents UNLESS supplied with a copy of court order/divorce decree that prohibits this. It is the enrolling parents’ responsibility to provide the school with updates of any court orders. The enrolling parents will be allowed to pick up the children, and it is the enrolling parents’ responsibility to provide the school with names of anyone else who is allowed to pick up their children.

VISITORS

Visitors are welcomed at BCA. All visitors must report to the front desk and sign in. To avoid disruption of classes, visitors may be asked to wait at the front desk. Parents/grandparents/family are always welcomed to join students for lunch. You are welcome to sit with your child at their table in the lunchroom.

STUDENT INSURANCE

Parents should keep health and accident insurance on their own children. The school does not provide this insurance.

MISCELLANEOUS INFORMATION

Emergency School Closing and Severe Weather

In case of inclement weather, Bentonville Christian Academy will follow the same schedule as Bentonville Public Schools. If Bentonville Public Schools are closed, Bentonville Christian Academy will also be closed. Parents should refer to the local TV and/or radio stations regarding Bentonville Public School closings.

If severe weather is eminent, it is the parents'/guardians' responsibility to be alert and ready in case school dismisses early.

Parents will be notified by phone or email when Bentonville Christian Academy is dismissed unexpectedly for reasons other than severe weather.

Emergency Preparedness

Emergency preparedness drills and procedures are in place for fire, earthquake, storm/tornado, bomb threat, and crisis situations which might endanger the students. Emergency evacuation drills are executed on a regular basis and are monitored by school administrators, teachers and support staff.

Parents and volunteers who are in the building during these drills will be required to participate.

Volunteers/Parent Involvement

Many studies have proven that a significant factor in the academic success of students is parental involvement in the educational process. Bentonville Christian Academy firmly believes in these studies and expects parents/guardians of our students to be active participants in these processes. There are many avenues for parental involvement such as being informed of classroom and school-wide activities by reading weekly notes from the teacher and/or the director; volunteering to help with special activities; being a room parent; and attending special meetings and programs.

Anytime a parent/guardian volunteers at the school, they should always check in at the front desk first before going to their intended area of the building. This is for the safety of our administration, teachers and most importantly our students.

In accordance with Arkansas State Licensing, parents and other volunteers who work with the children will be required to have a criminal background check and child maltreatment check. Parents who have not lived in the state of Arkansas for the past 6 years must be fingerprinted for a record check.

Open House

Each year an open house is planned so that parents and students may visit the classroom to see any exhibits of work and projects. No conferences will be possible this evening, and any discussion of progress or problems will be deferred to another time.

Birthday Parties

We understand how important a child's birthday is to the child and to the parent. We, too, want to honor our students' birthdays, however, in an effort to minimize the loss of instruction time, we are requesting that you only bring simple store bought individual treats, such as cupcakes, cookies or brownies that can be enjoyed during lunch time in the lunch room.

***Please check with teachers for students with allergies.

Party Invitations

Attempts are made to consider all the students' feelings. At school, students may distribute invitations to personal parties only if all students OR if all students of the same gender in the class are invited, otherwise we request that party invitations be delivered outside of the school.

Also, in an attempt to be considerate of all students' feelings, birthday gifts or other "party gear" may not be brought inside the school building. We realize that these arrangements may be inconvenient; however, in an effort to be considerate to every student and family in our school, we will follow these procedures.

Bentonville Christian Academy reserves the right at any time to revise the handbook and communicate those changes to students and parents.