

Berean Baptist Preschool

Handbook

(K3-K4)



518 Glensford Drive
Fayetteville, NC 28314
910.868.2511 Fax: 910.868.1550
www.bfafnc.org



From the Pastor ...

Dear Parents,

As the pastor of Berean Baptist Church, I want to be the first to thank you for giving us the privilege of educating and preparing your child for Kindergarten. Berean Baptist Preschool is a very special part of the Academy and helps establish a strong foundation for Kindergarten and future grades.

I recognize that you had many choices in preschool education and appreciate the opportunity you have afforded our ministry. We will do our very best to meet and exceed your expectations and I hope you will let us know when we haven't. In return, I ask that you faithfully pray for your student's teachers, the preschool director and our principals. Each has very challenging responsibilities and they do it, first and foremost, because they believe God has led them to Christian education.

If you don't have a church home and a place where you experience a sense of community, I want to encourage you to visit Berean. I promise you will find us to be exceptionally friendly, and you will be warmly welcomed. The music will be uplifting and I hope the preaching will be exciting and encouraging. We have excellent childcare for all our worship services and Bible studies. Much more information about the church can be found on our website at www.bbcfnc.org, and I am available to meet with you. We also have a very exciting AWANA program on Wednesdays and host Upward soccer and basketball.

The Bible states that "a threefold cord is not easily broken." When a home, church, and Christian school are unified in their desire to "train up a child in the way he should go," that child will be well prepared for a future committed to glorifying God in all he or she does.

Regardless of whether you become a part of the church, I am available to you as a pastor and want you to know I think of everyone in the Academy as a part of our extended family. You are always welcome at any worship service, Bible study, or special activity.

Proclaiming Christ,

Sean E. Harris

Sean Harris
Pastor

From the Elementary Principal

Dear Parents,

As the elementary principal, I have oversight responsibility of the preschool and want to thank you for giving us the opportunity to be the first to educate and train your child outside of the home. We are delighted to have your child attending Berean Baptist Preschool (BBP). The primary objective and purpose of Berean Baptist Preschool is to provide a safe Christian environment where little boys and girls can begin to prepare for Kindergarten. The teachers of BBP realize their solemn responsibility before God in molding the life and character of each of their students to give a good foundation for each child's future.

The entire preschool team is absolutely committed to giving your student an outstanding education. We will utilize all available time and resources to daily give your student a quality learning experience.

The preschool strives to balance the fact that our students are still children and can learn but also need to have fun. We use the A Beka curriculum to begin teaching our preschoolers how to read and write and prepare for math. Everyday a fun interactive Bible lesson will be taught to begin introducing your children to the awesomeness of God and His Son Jesus and the wonders of the Bible.

Thank you for the opportunity to minister to your children. Berean Baptist Academy thanks you for your love and support. Continue to pray for us as we partner with you in training your treasure.

Teach...Jesus Christ,

Vonda K. Chapman

Elementary Principal

Handbook Contents

<i>Introduction</i>	5
Statement of Faith	
Purpose	
Certification	
<i>Admissions</i>	5-6
Admission Procedure	
Admission Guidelines	
Non-Discrimination Policy	
Communicable Diseases	
<i>Academics</i>	6
Curriculum	
Packets	
<i>Conduct and Discipline</i>	6-7
Proper Speech/Language	
Courtesy	
Classroom Behavior	
Physical Contact	
Corrective Discipline for K3-K4	
<i>Dress and Appearance</i>	7
All Students	
<i>Financial Policies</i>	7-8
Application	
Books	
Tuition	
Delinquent Payments	
Extended Care	
Fund Raising	
Uniform Fees	
Withdrawal Policy and Procedures	
<i>General Policies and Information</i>	8-13
Asbestos	
Binding Arbitration	
Birthdays	
Change of Address or Phone Number	
Electronic Devices	
Emergency Announcements	
Movies, TV, and all forms of Entertainment	
Illness at School	
Insurance	
Lunches	
Medical Requirements	
Parent-Teacher Conferences	
Personal Belongings	
Special Meetings	
Sports	
Toys	
Visitors	
Volunteers	

Introduction

Berean Baptist Academy was founded in 1975 for the purpose of providing a sound, Christ-centered education in a Christian atmosphere. It is a ministry of Berean Baptist Church and adheres to all the tenets of the church's constitution and statement of faith. The preschool is a more recent ministry designed to help prepare young students for the elementary school.

Statement of Faith

Preschoolers will be taught that there is only one true God whose Son is Jesus Christ. They will be taught that He created the world just like it is described in the Bible and loves them very much. They will be introduced to the truth that when we don't obey God, parents, or our teachers, it is sin. Our teachers will explain the purpose of Christ's death and the reality of the resurrection. Students will memorize Bible verses and be taught from the King James Bible.

More information about Berean Baptist Church's statement of faith may be found at www.bbcfnc.org.

All our teachers are active members of conservative Baptist churches.

Purpose

The preschool exists to provide an alternative to caring for children at home in a manner that glorifies God, develops Christian character, prepares boys and girls for Kindergarten and imparts the Word of God in these little minds.

Certification

The preschool is licensed by the State of North Carolina.

Admissions

In the preschool, we adhere to an open enrollment policy; however, it is a privilege to attend the preschool. BBP makes no distinction in the admission of students based on race, gender, nationality, or ethnic origin. As a private, Christian preschool admission and attendance at the Academy is a privilege rather than a right. This privilege may be forfeited should a student or his parent(s) or guardian(s) fail to fully cooperate with school leadership decisions. Students and their parent(s)/guardian(s) will be re-evaluated at the conclusion of each school year to determine their eligibility for re-enrollment. Students may be dismissed at the discretion of school leadership should they or a parent/guardian fail to cooperate with school decisions.

Admission Procedure

Please contact the office or www.bbafnc.org to obtain an application packet. After carefully reviewing the entire content of the packet, contact the office to make an appointment. Completely fill out the application packet forms and return them along with a birth certificate and current immunization record to the office prior to the day of your appointment.

Admission Guidelines

Students enrolling in our K3 program must be 3 years old and completely toilet-trained. Students enrolling in our K4 program will have to be 4 years old by August 31.

Berean Baptist Preschool is not equipped to offer special education services for, and will not admit students with severe learning disabilities, behavioral issues, or medical conditions.

Non-Discrimination Policy

As a religious entity, Berean Baptist Academy is legally permitted to make enrollment decisions based upon religious criteria, including doctrinal and lifestyle issues. It is the policy of BBA to enroll students who subscribe without reservation to BBA's Statement of Faith and Standards of Conduct and who are living out these doctrines and standards in all areas of their lives, both at and away from ministry functions. BBA does not discriminate in enrollment on the basis of race, color, sex (as determined at birth and not subject to change), national origin, age, or any other characteristic protected by law.

Communicable Diseases

While it is not the intent of Berean Baptist to discriminate against any child, a safe learning environment must be provided for the students. This includes protecting them from exposure to communicable disease. In the best interest of both the sick and the well child, it is the policy of the BBP not to accept students who have been diagnosed as carrying a communicable or potentially lethal disease. This policy includes, but is not limited to, diseases such as syphilis, gonorrhea, tuberculosis, and acquired immune deficiency syndrome (AIDS). This applies also to students known to be infected with HTLV-III/LAV and to students testing positive for the presence of antibodies to the AIDS virus.

Academics

Curriculum

The preschool uses a Christian curriculum to teach reading, writing, and numbers and it emphasizes character development and patriotism.

Packets

A collection of the student's papers from the previous week and a weekly packet note from the school will be sent home every Wednesday.

Conduct and Discipline

Open communication between the teacher and the home is vital. Questions concerning discipline should be directed to the classroom teacher first. Parents should feel free to contact the preschool director or elementary principal as needed.

Proper Speech/Language

"In all things shewing thyself a pattern of good works: in doctrine shewing uncorruptness, gravity, sincerity, **sound speech** that cannot be condemned..." Titus 2:7-8a

We expect all of our students to abstain from:

- Using God's name or a substitute word for expressions of emotions. (Leviticus 20:7)
- Using profanity, vulgarity, or slang terms. (1 Peter 2:1)
- Using unkind, offensive, or hurtful words. (Ephesians 4:29)
- Mocking sins that God condemns. (Proverbs 14:9)

Courtesy

Christians are supposed to treat everyone with the proper respect and are to show deference to those in authority. Such conduct as talking-back, sarcasm, complaining, griping, and gossiping will not be tolerated.

Classroom Behavior

Students are to abide by the rules of their classroom.

Physical Contact

No student shall intentionally engage in physical contact of any kind with any student unless directed by a School Official for the purpose of a School recreational activity such as physical education.

Corrective Discipline for K3-K4

Many forms of correction are used in the preschool including calling the child by name, eye-to-eye contact, offering positive reinforcement, praise, etc. Parents may be called to administer swats if all other forms of discipline fail. When this happens, it is imperative that parents respond to the call within one hour. Only the child's parent or legal guardian may administer swats on the property. These discipline guidelines may be amended during the year if the administration deems it necessary.

Dress and Appearance

Students attending the preschool wear a school uniform. Students attending the preschool must present a conservative, traditional appearance. Little girls need to look like girls and little boys need to look like boys. This applies to haircuts, earrings, jewelry, etc. As necessary, our teachers will clarify our expectation with the parents as the need arises throughout the year.

Boys

The boy's uniform consists of black or khaki pants, preschool polo shirt, and gym friendly, non-marking, comfortable shoes/sneakers. A solid belt and matching socks must also be worn.

Girls

The girl's uniform consists of a black or khaki skort, preschool polo shirt, and gym friendly, non-marking, comfortable shoes/sneakers. Matching socks must also be worn.

Parents refusing to comply with the preschool's policies will be asked to take their child home.

Financial Policies

Application

Application fees are non-refundable and non-transferable.

Books

The book and resource fee must be paid no later than June 20. Books are distributed to the students as the curriculum requires throughout the year.

Tuition

There are two options for making tuition payments. Monthly payments may be made through our tuition management company, FACTS, or the yearly tuition may be paid in full according to our BBA Financial Information sheet. FACTS information and brochures may be picked up at the school office. Please refer to these for policies and due dates for monthly payments.

Delinquent Payments

Students whose accounts are not paid by the end of the month may be withdrawn from the BBP.

Extended Care

An **Extended Care Billing Preference Form** must be filled out for each child in order to receive the monthly extended care rate. This is a semester commitment and can be changed only once before the second semester begins. **Extended Care Monthly Rate** is paid through **FACTS**, our tuition management company, according to the same policies and dates as school tuition. **Extended Care Daily Rate** is paid to Berean Baptist Academy. Payment is due upon receipt of statement. If payment is not received by the 15th of each month, a late fee will be charged.

Fund Raising

Fundraisers are held to benefit our school and our families. The school receives no federal assistance nor is it endowed or supported by any organization.

Uniform Fees

All money is paid directly to the BBC Bookstore. Information is available at the Bookstore.

Withdrawal Policy and Procedures

Parents may withdraw a student for any reason after giving a 7-day notice. The school also has the right, for any reason, to ask the students to withdraw, giving a 7-day notice. This provision is separate and apart from suspension or expulsion under the school's disciplinary policies.

When a child is withdrawn from school, either by the parents or guardian, or at the request of the school administration, the following policies shall govern that withdrawal:

- **REGISTRATION FEES** obligate the school to hold a place in the school for the student. These fees are non-refundable and are charged each year for new and returning students. These fees cover the school's costs for paperwork, staff interviews, and record updates and changes. This fee is non-refundable in full or part whether the student fails to complete enrollment or withdraws before the end of the school year.
- **TUITION** is charged on an annual or monthly basis. We will refund tuition only if a notice of withdrawal is given to the school in writing, signed by the parent or guardian, two weeks before the child is withdrawn. If a child is withdrawn by the request of the school, one week's tuition will be charged and the remainder refunded.
- **TRANSCRIPTS** will not be released until all books are returned and all bills paid.
- **THERE** is a withdrawal fee.

We reserve the right to make exceptions to this policy on an individual basis.

General Policies and Information

Asbestos

School buildings have been inspected by a licensed inspector and no "asbestos containing" building materials were found.

Binding Arbitration

SECTION 1 - SUBMISSION TO ARBITRATION

Believing that lawsuits between believers are prohibited by Scripture, all members of this church and/or those who place their children in the church's Christian school ministry agree to submit to binding arbitration any matters which cannot otherwise be resolved, and expressly waive any and all rights in law and equity to bringing any civil disagreement before a court of law, except that judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

SECTION 2 – NOTICE OF ARBITRATION

In the event of any dispute, claim, question, or disagreement arising out of or relating to this school handbook or other school matter, the parties shall use their best efforts to settle such disputes, claims, questions, or disagreement as befits Christians. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests not to disgrace the name of Christ, seek to reach a just and equitable solution. If they do not reach such solution within a period of sixty (60) days, then upon notice by either party to the other, disputes, claims, questions, or differences shall be finally settled by arbitration as described in section 1, above, and such Procedures for Arbitration as are adopted pursuant to Section 3, below.

SECTION 3 – LIMITATIONS ON ARBITRATION DECISIONS

The Procedures for Arbitration shall be adopted by the pastor and the board of deacons.

Birthdays

Students may celebrate birthdays by bringing simple, individually-wrapped treats for their classmates and teachers. Please notify the teacher one day in advance.

Change of Address or Phone Number

Please contact the school office with any address or phone number changes.

Electronic Devices

Students are encouraged not to bring electronic devices to the preschool and BBP will not be responsible.

Emergency Announcements

In the event of inclement weather conditions, the following stations will be contacted:

- WCLN Radio – 107.3 FM
- WFNC Radio – 640 AM
- WNBC TV – Channel 17
- WRAL TV – Channel 5
- WTVD TV – Channel 11

Please check with more than one source for a closing or call 868-2511 for a voice recorded message. BBP will also call you through our “School Cast” phone system.

Movies, TV, and all forms of Entertainment

BBP encourages parents to closely guard what these little eyes watch on TV, the Internet or at a theater.

Preschoolers with entertainment practices contrary to the philosophy of Berean Baptist Academy may not be allowed to continue attending the Preschool or Academy.

Illness at School

The office will contact the parents if the child needs to go home. Children who have vomited, have diarrhea, or have a fever of 100 degrees or higher should not come to school for at least 24 hours. This will help prevent the spread of sickness to other students and teachers. Also, we request that a parent respond within one hour if contacted to pick up a sick student from BBP.

Insurance

Accident insurance covering students while at school or while participating in a Preschool or Academy sponsored activity is provided by Berean Baptist Academy. This insurance is supplementary to personal medical insurance. The school does not accept financial responsibility for accidents occurring at the school or school functions as agreed to in the liability release form. All questions regarding claims should be directed to the Financial Office.

Lunches

Preschool Morning students who stay for the lunch segment will be charged the lunch fee plus the Extended Care Fee. See the Preschool/Extended Care Billing Preference Form for fees. The cost of the lunch is included in the full-day tuition.

Medical Requirements

Preschool students must present and have on file in the Records Office evidence of proper immunization. Students who lack proper immunizations will not be allowed to attend school until immunization records are brought up-to-date. By law, Berean Baptist Preschool will not administer over-the-counter medicine. With proper documentation, the teacher/staff member will administer prescribed medication.

Parent-Teacher Conferences

Teachers may be contacted directly or they may be reached through the office. Any situation that is not adequately addressed through a parent/teacher conference should be referred to the Preschool Director.

Personal Belongings

BBP cannot be responsible for any personal items, to include expensive electronic devices, left at the school by a student. Personal items should be clearly labeled to help them be returned to the owner. **Personal items must not promote the personalities of rock music stars, negative or mystical super heroes with mystical powers, or scantily dressed characters.** No themed or rolling book bags, themed lunch boxes, folders, or etc.

Special Meetings

Parents are expected to attend Parent Orientation Night, the Christmas Program, any other special Parent Meetings, and Parent/Teacher Conferences.

Sports

Berean Baptist Church sponsors a Christian soccer league for K4 boys and girls; more information can be found at www.bbcfnc.org under the ministries tab.

Toys

No toys or live animals are to be brought to school without permission. Some classes will have planned "show and tell" or special days when these items may be brought.

Visitors

All visitors must report to the preschool office before entering a classroom. Visitors, including parents and friends of students, during school hours must have their visit approved by the preschool director. Please call at least one day in advance of the visit. **Visitors must dress modestly.** All visitors must wear a badge identifying that they have checked in at the main school office.

Volunteers

Volunteers do a lot and are tremendously appreciated. BBP requires all volunteers to dress modestly and act in accordance with the Academy's standards. All volunteers must give permission for a criminal background check to be conducted prior to volunteering at Berean Baptist Academy Preschool.

***This handbook may be amended during the school year if the need arises.**

Revised 11/1/11

Berean Baptist Academy
 518 Glensford Drive, Fayetteville, NC 28314
 910.868.2511 Fax: 910.868.1550
www.bbafnc.org

**2012-2013 School Year
 Financial Information Sheet**

APPLICATION FEE: \$75 per student K3-12th Grade (Early Bird Discount: \$50 per student before March 1, 2012.)

This **non-refundable fee must** accompany each student's application or reapplication to BBA. This fee covers the costs associated with the application process.

NEW STUDENT REGISTRATION FEE: \$250 per new student

This fee will not exceed \$500 per family and covers the costs of processing a new student's records, testing, orientation, interview, and billing. The registration fee is refundable should BBA choose to deny admission.

STUDENT BOOK/RESOURCE FEE: \$375 per student K3-12th Grade (Early Bird Discount: \$350 per student by June 20, 2012.)

This **non-refundable** book fee is due for all returning students **by June 20, 2012**. New families will need to remit payment within two weeks of acceptance at the principal's interview.

TUITION (10 MONTH):

BBA uses FACTS Tuition Management to collect monthly tuition payments. Parents must enroll in FACTS **BEFORE** the student is accepted, or accounts may be paid in full by August 1. (Accounts paid in full before July 1st will receive a 2% discount if paid by cash or check [No credit cards].) Monthly payments begin August 5th or 20th payable through FACTS Tuition Management. To enroll, visit the Quick Links area at www.bbafnc.org.

Preschool Morning	\$3,100 or \$310/mo.	*Preschool programs (K3-K4) do not qualify for discounts.*
Preschool Day	\$4,200 or \$420/mo.	
Preschool Full Day**	\$4,990 or \$499/mo.	**Includes Christmas and spring vacation care
K5-6 th Grade	\$3,800 or \$380/mo.	A 15% discount is given for the second child, 30%
7 th -12 th Grade	\$3,990 or \$399/mo.	discount for the third, & 50% for each additional child.

Delinquent payments of any kind \$50

WITHDRAWAL FEE: \$500 per student; students are considered enrolled for the entire year; therefore, budgets and teacher contracts are set accordingly.

ELECTIVES: \$100 each paid in full or 9 payments of \$15 through FACTS / JH - Band, Keyboarding, Computer, On-line classes, / SH - Choir, Band, Computer, Weightlifting, Home Economics, On-line Classes, Paces / *additional electives may be offered (Some classes are offered on a semester basis @ \$50 ea. or 4 payments of \$15.)

MISCELLANEOUS FEES:

EXTENDED CARE:

10 Mo Annual Rate:
 1 child \$1,800 (10 mo) or \$180/mo
 2 children \$2,400 (10 mo) or \$240/mo
 3 children \$3,300 (10 mo) or \$330/mo
 Daily Rate:
 Morning **OR** Afternoon \$12
 Morning **&** Afternoon \$15
 Athletic Fees: \$100 per JV/V Sport
 Elementary Band: \$50
 Lunches: \$3.75 per day

Delinquent Payments: \$50
 Returned Checks: \$30
 Kindergarten Graduation Fee: \$100
 Senior Graduation Fee: \$150
 Detentions: \$5 per day/\$25 per Saturday
 Holiday Care: K3-K4 \$35 per day
 Lost/Damaged books: Replacement Cost
 Lost Report Card: \$5
 Transcripts: \$5
 Foreign Student Activation Fee: \$300
 Records Transfer: 1st copy free/\$20 thereafter

*This form supercedes financial information presented in any other document and is the sole source of data for the 2012-2013 BBA school year. Changes can be made at the discretion of the Administration. BBA is a ministry of Berean Baptist Church.
 Revised 02/13/12

BEREAN BAPTIST ACADEMY

518 Glensford Drive, Fayetteville, NC 28314

910.868.2511 Fax: 910.868.1550

www.bbafnc.org

Parental Agreement Form

Statement of Faith

- We believe in the verbal inspiration and authority of the Scriptures. We believe that the Bible reveals God, the fall of man, the way of salvation, and God's plan and purpose in the ages.
- We believe in God the Father, God the Son, and God the Holy Spirit.
- We believe in the Deity, virgin birth, and bodily resurrection of Jesus Christ.
- We believe that salvation is "by grace" plus nothing and minus nothing. The conditions to salvation are repentance and faith.
- We believe that men are justified by faith alone and are accounted righteous before God only through the merit of our Lord and Savior Jesus Christ.
- We believe in the visible, personal, and pre-millennial return of Jesus Christ.
- We believe in the everlasting, conscious blessedness of the saved and the everlasting, conscious punishment of the lost.

Church Attendance

Understanding the vital importance of the church and its place in Christian education, we encourage you to have your child/children in a Bible-preaching church each week unless providentially hindered.

Edline

We agree to be responsible for obtaining an Edline user account log-in, and for checking our child's/children's grading reports on a consistent weekly basis.

Financial Obligation

We have read and understand the financial policies and know the cost of enrolling our child/children in Berean Baptist Academy. We accept responsibility for registration, book, and activity fees, tuition, and any class, lab, or extracurricular fees that may be incurred during the school year. We also understand that the Academy will hold fundraising events throughout the school year and that our participation is encouraged.

Handbook

We have read the Berean Baptist Academy Handbook and understand that we are responsible to follow the school policies as outlined therein. We understand that disciplinary measures will be taken if policies are ignored or broken.

Special Meetings

We agree to attend and have our children in attendance when required at the following special meetings: Parent Orientation, BBA Christmas Program, BBA Spring Program, Fine Arts Competition, and other parent meetings.

Statement of Cooperation and Waiver of Liability

I further understand that in the event that a Berean Baptist photographer or videographer takes a picture with my child in it, either individually or in a group, I give my permission for my child's picture to be used in the school website, future brochures, videotapes, or other publications of Berean Baptist Church, Inc. or Berean Baptist Academy.

I give permission for my child, whose name is set forth below, to take part in all activities including, without limitation, bus trips, sports activities on the premises of Berean Baptist Church, Inc. and Berean Baptist Academy, its employees and agents harmless from and against any claims, demands, causes of action, liability, medical payments, costs and attorneys' fees resulting from or arising out of the participation by my child/children in the above-mentioned activities. I understand that Berean Baptist Church, Inc. and Berean Baptist Academy provide limited accident insurance for my child and that I will be solely and fully responsible for any expenses or other liabilities incurred that are not covered by the accident insurance. In matters relating to arbitration, parents agree to follow Article XIV of the BBC 2010 constitution relating to Binding Arbitration.

I understand that, should my marital status change, it is my responsibility to have a corrected Statement of Cooperation and Waiver of Liability signed, updated, and delivered to Berean Baptist Academy.

List Child's Name and Grade:

Signature of Both Parents:

Mother & Father / Sole Guardian Date