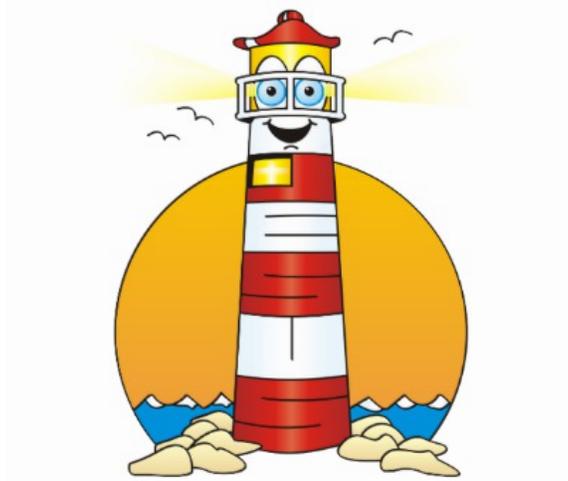


Beacon Christian Academy



Beacon Christian Academy K – 3rd gr.

Parents' Hand Book
Revised 2022 – 2023

Beacon Christian Academy

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Beacon Christian Academy

Our Mission Statement:

As an advanced Christian Academy, serving Hudson County, our main goal is to provide high standards in education that is an affordable and convenient solution to the care of your children and to establish a loving, caring environment where your child will feel comfortable. Our curriculum is the ABEKA system that will stress advanced learning for all levels. We believe that children learn more than 'curriculum' when they are at school. They learn from the example of the adults who supervise them, from music that is played and from the other children, too. We want your child's memories to be filled with the joy of belonging to a Christ-centered school that satisfies your expectations as a parent and stresses the importance of growing into responsible, moral and intelligent adults.

Welcome

We are delighted to serve you in this most trustworthy capacity: loving, leading and educating your child! How precious it is to be able to assist you in this very foundational component of your little one's life. According to Deuteronomy 6: 1 – 9, we should take every opportunity to instruct God's Word to our children. We are thrilled that you have taken the steps necessary to see your child grow in the grace and knowledge of our Lord Jesus Christ.

The school office will have an opened door policy for your concerns. Call us up ANYTIME you have a question or would like to schedule a special meeting with either the teacher or the Principal. We are here for you and want to allow you the freedom to interact with the administration.

Curriculum And Grading

- Please note that the ABEKA curriculum will be utilized on all levels in the Academy. The Bible is also introduced on all levels and will be a major focus in your child's years here at BCA. All students coming into the grammar school are required to take a placement test unless otherwise advised. Extracurricular activities and superb instructors are just a few things that make us a great place to send your children!

Homework will be a part of your child's academic growth at BCA. This will count as a ¼ of the overall grade for each marking period. Class participation will also count as a ¼ of the grade. The other 50% will be quizzes, exams and tests. 2 quizzes will equal one test grade. An exam will count as 2 test grades.

Grading for Book Reports and Research Papers

Penmanship – 5%

Sentence Structure – 5%

Punctuation – 5%

Bibliography – 5%

Body – 45%

Oral or Written Presentation – 35% = 100%

If the report is a day late, student will lose 5 points. If the report is 2 days late, the student will lose 10 points. After that the student will receive a zero.

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BCA Registration

All students who participate in our K4 program will be able to register at Beacon Christian Academy. Parents will be notified when registration begins, and it is their responsibility to take the necessary steps to ensure that their child has a spot in kindergarten. Our students will have the first opportunity to register. Students with a high absentee record or showing major difficulties in academics/behavior will be tested before the registration opens to the public. Major behavioral problems or lack of cooperation on the part of the parent will be grounds for not accepting your child into kindergarten.

Kindergarteners through 3rd grade will receive a report card for 4 marking periods.

Grading System for K – 3rd grade is as follows:

90% - 100% = A
80% - 89% = B
70% - 79% = C
60% - 69% = D
59% & below = F

WARNING NOTICES/DETENTION SLIPS

If a student fails to cooperate with the rules of our Academy, a verbal and then written warning slip will go home. These warning slips should be a tool used by the parent to guide the child to change the undesired behavior.

After the warning is given and the student repeats the offense, a detention slip will be given and will be served in the afternoon with a moderator. Saturday detentions will be scheduled if the student continues the offense.

This inconvenience should serve to motivate a change in his/her behavior.

If detentions are consistent and no change is seen, a conference will be held between the parent and the teacher to find a workable solution. Students with written warning slips or detentions are held off the honor roll for the marking period.

If after detentions and conferences, the student's behavior remains unchanged, dismissal may be the final option.

Minor Infractions Warning Slips (previously known as Extra Curricular Warnings Slips) will be issued when the student breaks the following rules:
unpaid dress down, unsigned papers, test/quiz packets, chewing gum or eating in undesignated places, leaves books in locker, misbehaves in/unprepared for an extracurricular class. This list is not conclusive, and each case will be determined by the Administration. This slip **will not** keep the child off the honor roll. However, once a student receives 3 of the minor infraction warning slips, the regular warning slip policy will be followed: a verbal warning slip will be issued, followed by a written, then a detention and can lead up to a Saturday detention and suspension. Once a regular written warning slip is received, the student **will be** off the honor roll.

This gives the student 5 chances to get organized. Each student's slate is wiped clean at the end of each marking period. Please be sure to ask your child for anything that you should see each afternoon so that they will not have to receive a notice from the teacher.

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Suspensions (In school or at home) and Expulsions

There are certain deeds that will not be tolerated at BCA and will be grounds for suspension or expulsion:

- The use of drugs, alcohol, or tobacco during school or around the school grounds by the students. **ZERO TOLERANCE**
- The sale or distribution of any of the above during school or around the school grounds. **ZERO TOLERANCE**
- Fighting
- Bullying – (pending investigation by administrators)
- Destruction or threat to destroy school property or building
- Use of profanity
- Disrespect to anyone in authority at BCA
- Continual misbehavior after detentions have proven to be ineffective

(This list is NOT conclusive)

At the end of each marking period, each student's slate is wiped clean.

While a student is suspended, there will be no credit given to any class missed. However, all missed work must be made up. The student should make time to see the teacher and find out what assignments are to be completed.

RETENTION

Grounds for retaining a student will be as follows:

1. Student fails 1 major subject (Math, Reading, English, Lang. Arts) or more and shows less than a 70% in another area.
2. Student fails Gym/Health classes.
3. Parent refuses help classes and/or summer skills program for the student.
4. Student shows no effort in the learning process.
5. Unexcused absences of 20 or more days.

Teachers are to inform the parents/guardians by February PTM that there is a possibility for retention.

ALSO: It is AGAINST our policy to 'skip' a child over a grade. Our curriculum is advanced and will challenge even the brightest of students in whatever grade they are in chronologically.

SEARCH POLICY/VIOLENCE PREVENTION

BCA reserves the right to search a student and their belongings if the school suspects or receives information regarding the possession of illegal or unauthorized items. This includes but is not limited to backpacks, purses, pockets, lockers, desks, etc.

BCA provides a safe environment for every student enrolled. To do so, the following standards are in place:

1. Students are not to intentionally engage in physical contact with other students except when appropriate as determined by the school. (e.g., sports) This includes boy/girl, boy/boy, girl/girl contact, and it also includes siblings.
2. Any act or expression of physical intent against a teacher or any other staff member is cause for immediate suspension or expulsion.
3. Fighting between students while in the classroom or on the church/school premises will result in immediate suspension.
4. BCA is a zero-tolerance school in relation to firearms, knives, explosives, etc. They are expressly prohibited on campus or in lockers. Any student violating this policy will be turned over to the appropriate law enforcement agency and immediately expelled from our school. There will be absolutely no exceptions to this.

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Attendance

Each day out will be considered as 1 absence. All absences are considered unexcused until a note is received. All absences are indicated on the report card whether they are excused or unexcused. Unexcused absences adding to more than 20 will be cause for retention. On days a child misses as unexcused absence, no work or tests will be able to be made up. Please check with the office if you are unsure as to how many days out your child has accumulated. When 2 or more days are accumulated consecutively, then a Doctor's note is required.

Equal Opportunity & Non-Discrimination Policy

Our school is based on Christian doctrines and principles. However, no child will be turned away because of his or her race, religion, age, cultural beliefs, veteran status, national origin, disability or any other characteristic protected by federal, state or local law.

Dress Code and Uniforms*

All students are required to wear Navy blue and yellow uniforms. Dress pants (navy) for boys/girls and Navy skirts/jumpers for girls. Skirts/jumpers should touch the knee. The uniform shirt is a yellow collar shirt or yellow staff polo shirts. Ties are optional. Navy SHORTS are never allowed. Shoes must be navy or black **dress shoes** with closed toe and totally closed around the back of the foot for safety purposes. Socks or stockings are mandatory and should be white or navy.

*(See gym uniform under Gym/Health)

SNEAKERS, BOOTS OR OPENED SHOES/SANDALS ARE NOT PERMITTED DURING THE SCHOOL DAY. Please send in a pair of shoes for your child to change into.

Dress Down Fridays are scheduled every week. For \$2., children can come to school for a casual Friday experience. Jeans and sneakers are allowed on these days. Shorts are NEVER permitted. Shoulders must be covered (no spaghetti straps, please.) Those who do not respect these rules will not be permitted to participate in this special end of the week privilege.

Girls are not permitted to wear fake or extended nails to school. Please also note that dangling earrings are not permitted due to the hazard they can be as well during interacting with other children. It has also been a distraction to the learning process. Male students are never allowed to wear earrings of any kind. Students are not permitted to wear make-up, lip gloss, lip stick, etc.

Gym/Health

Gym uniforms will be ordered at the school ONLY at the beginning of the school year. They must be worn on all field trips as well as gym days, so it is imperative that you order enough and in sizes that will last the year. All children must wear white socks and sneakers for gym. There are NO EXCHANGES so please be sure that you order sizes correctly.

Gym classes will take place once a week for all grades. Students are expected to be in School Uniform in order to receive credit for this class. Gym will take place for the full year. During the winter, all students will take Health class as well.

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Parental Involvement

Formal evaluations and parent/teacher conferences will be a regular part of our program at Beacon Christian Academy. In addition, you will receive newsletters, calendars and periodic bulletins about school activities and announcements.

Parents and teachers can meet at a mutually agreed time to discuss, review and establish specific goals in order to further your child's development. The staff and administration are always available for individual conferences at the parent's request, with reasonable notice.

The Staff

From the Administration to the lunchroom helpers, our staff is carefully screened on all spectrums before being hired by Beacon Christian Academy. There are academic, health, referral and personal requirements that each hired staff member must meet in order to join our team. In addition, all classroom personnel are required to attend our in-service training, which includes discipline techniques, identifying behavioral issues etc., to improve their classroom skills. The Principal schedules both planned and surprise evaluations for each classroom instructor. When we recruit staff, we look for individuals with more than just a degree; they must also demonstrate a love for children, a heart for God and a desire to create a warm, inviting home away from home that you and your child feel secure about coming to.

SECTION TWO: Getting Started

Enrollment Procedures

Initial Visit: This is where you gather information regarding our program, have a tour of our school and can meet with the office staff to discuss your needs and the needs of your family.

You will be given a release form to sign so we can contact your child's current school.

You will receive all of the enrollment applications, tuition information, health forms and any other necessary material. You will need to supply the office with the child's birth certificate, proof of dental visit slip, immunization records and registration fees. **These fees are always nonrefundable.** There is a 5% tuition discount on any siblings registering at our school when parent pays MONTHLY tuition. Full year or 2 payment tuition plans are already discounted, therefore this discount does not apply. Your child will need to be tested before acceptance. This fee is always paid IN CASH. It is nonrefundable and non-transferrable regardless of the outcome.

Urban League Assistance

Tuition paid for by Urban League or Welfare will not receive any discount or financial aid.

All remaining tuition balances will be the responsibility of the parent or guardian.

Follow-Up Plan: Once you have made the decision to have your child attend Beacon Christian Academy, there will be some policies and procedures that the Principal will need to make you aware of.

All fees (other than tuition) must be paid, or arrangements made with the office at this point.

Transportation rebate forms are the parent's responsibility to fill out and return in a timely fashion so that payment can be received. See office for more information concerning this.

First Day at BCA: Each child is a unique individual, but there are certain techniques that should be attempted before you frustrate yourself and your child.

- ❑ Make your child aware of what he/she should expect each day.
- ❑ In our lower elementary grades (K – 1) it helps to bring in a current picture of your child so that it can be displayed. It will make him/her feel more secure.
- ❑ Make your child's teacher aware of anyone other than yourself who may be picking him/her up from school.
- ❑ You will be made aware of any initial difficulties in your child's adjustment process.

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Parents will no longer be able to do business inside of the school building. We are happy to assist you over the phone or Zoom conference if necessary.

Fundraisers

As you know, BCA is a non – profit school that generates its own funds. So, *in addition to our plays*, you will be asked to participate in fundraisers to assist the school financially.

Participation is *mandatory and necessary* to keep our school opened. We really appreciate your cooperation in this matter. If you choose **not** to participate, you will be billed accordingly. During enrollment, you will receive a form that will state your desire; to meet the **\$150.** fall fundraiser per family minimum and 2 boxes of candy minimum in the spring or be billed a total of \$500 for non – participation. This fee will be charged during the period of each fundraiser; \$250 in the fall and \$250 in the winter. **A Late fee of \$35 will apply if not paid by the due date.**

School Programs

It is mandatory for our students to participate in our Christmas and Spring plays. We will be taking attendance at these events. 5 tickets will be sent home and it will be the responsibility of each family to sell them. They are \$10. (Registered BCA students **do not need** to purchase tickets.)

Field Trips

Field trips are planned by the teacher throughout the year. Parents will be given a slip to sign and must send that in with the cost required by the date indicated. All children who attend these trips must be dressed in their official BCA gym uniform unless otherwise noted. Children who do not attend either because of behavioral reasons or parental choice, will need to stay at home. We do not have the staff or room to reassign the student once the teacher/helper are out on a trip.

SECTION THREE: DAILY ROUTINES

SCHOOL HOURS ARE 8:45 AM TO 3 PM

Arrival and Departure

When arriving to school with your child, you must, without exception, sign your child in. When leaving, you must sign your child out. Please communicate this to the approved guardians as well. Under NO circumstances are your children to be dropped off prior to school hours, on an unscheduled day, without school approval or without making sure that the teacher has properly received the child. Please allow your youngsters to develop a sense of independence by going to their classrooms and getting ready for the day by themselves. When picking up your child, be sure to come early enough to allow sufficient time before we close our doors. This is not a time to discuss student progress with the teacher. It is also not the time to discuss the teacher with the helpers. Remember if they are still here, they are watching other students. Speak to the Principal and set up an appropriate meeting to talk. If you are running late, it is YOUR responsibility to contact an emergency guardian to make a timely pick-up. Only persons with prior written permission will be allowed to pick up your child. These authorizations will be renewed annually. Please let your family and friends know that if they are unfamiliar to us, we may require a photo identification. Parents who have shared guardianship **MUST** agree with each added person allowed on the pick-up list. Both signatures will be necessary on these forms.

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The Staff at BCA will follow these guidelines:

1. A child may be released to a person that is not on the authorization forms IF the legal guardian has provided a dated note that can be verified and signed with the specific pick-up time. The authorized person must have a valid picture ID when picking up the child.
2. Before releasing the child to someone other than the parent, the staff will check the identification to see if it matches the special note or authorization form.
3. We will honor verbal authorization for pick-up via telephone or fax ONLY IF the individual has an authorized Photo ID (Driver's License, State ID Card) that matches the number you give to us in the event of an emergency.
4. Under NO circumstances will a child be released to a person who is not on the list or for whom the parent has not written an authorization note, even if the child and a staff member are familiar with that person. This includes parents of other children enrolled in the school.
5. BCA staff members are NEVER permitted to check out a child or to take a child home. All other rules for pick-up and drop-off of children apply to staff members who are specifically authorized to pick up or drop off a child enrolled in the school.
6. No BCA employee will force a child to leave the school with someone the child is unfamiliar with.
7. If you have a court order to deny visitation rights to the other parent or any other person, you MUST present a copy for the school office's records. If you do not, we have no legal right to deny the parent access to the child. Issues of this type must be discussed with the Principal during registration so that we can clarify our procedures and limitations in advance. If a parent chooses to leave a child in the school's care, with a court order in force, the custodial parent must sign a waiver acknowledging the school's inability to physically obstruct a hostile effort to take the child from the school. School will call 911 for immediate assistance.
8. If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that:

The child may not be released to such an impaired individual. Staff members attempt to contact the child's other parent, or an alternative person(s) authorized by the parent(s); and if the center is unable to make alternative arrangements, a staff member shall call the Division's 24 hour Child Abuse Hotline (1 800 792 8610) to seek assistance in caring for the child.

BCA Issues

For the Grammar school, homework will be issued each evening according to the discretion of the teacher. On Wednesday nights no homework will be assigned so that the children who do attend church may do so without a problem.

PTM meetings will be scheduled periodically so that you can speak to the teacher face to face. All other meetings must be made at a convenient time for both you and the teacher.

Do not expect to drop in and pull the teacher from the classroom. The teacher has a responsibility to teach the children during school time and will not be disturbed unexpectedly.

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Managing Children's Behavior

Staff members will always consult with the Principal if there are any questions concerning discipline. These forms of discipline will NEVER be used:

- ❑ Spanking, hitting, shaking, pushing, pinching, pulling and all other forms of corporal punishment (punishment of the body) are strictly prohibited. Use of corporal punishment is illegal and grounds for immediate dismissal of staff.
- ❑ No child will be subjected to any form of verbal abuse or humiliation.
- ❑ Food is never denied as a form of punishment or behavior control, nor will food be forced on a child.
- ❑ Children who do not use the toilet or have accidents or wet and soil their clothing will not be punished.

All of our staff understands that there will be disciplinary action taken or immediate termination if they do not comply with this policy.

Lunch and Snacks

If your child has food allergies or is on a special diet, please speak with the Principal at registration time so that we can keep this information on file. Microwaves WILL NOT be accessible to K – 8th grade students. Please use thermoses for hot food. Parents are required to provide healthy lunches and snacks for their children daily. Please send your child to school with forks, spoons, napkins, bowls, etc. The school cannot provide these things for your child. (See Principal for nutritious lunch ideas!)

Parents are permitted to send in special treats for their child (cupcakes, ice cream or birthday cakes), but be sure to include napkins, plates and forks or spoons. Ask the teacher first and be sure to send enough for the entire class. The office can give you more information concerning this.

If your child comes in without lunch or you request an emergency lunch, the cost to feed them will be \$10.00 for the day. If your child is absent and your lunch was pre purchased, credit cannot be given because food is purchased in advance. In addition, it cannot be used to get lunch on another day. If the school is closed for inclement weather or any other emergency, refunds/credits cannot be issued.

Recess will take place after lunch on a daily basis. Children who misbehave will not be allowed to participate in recess if the teacher deems this necessary.

Allergies

Because so many children like to share what they bring to school for lunch or snack, it is of utmost importance to let them know that there are children who have very severe allergies and that **we do not allow sharing of food**. Please let the office and teachers know what your child is allergic to. You should also write this on the monthly lunch memo so that the kitchen staff is aware of it as well. WE RECOMMEND THAT YOU DO NOT SEND IN ANY PRODUCTS WITH PEANUTS OR PEANUT BUTTER. If your child enjoys these treats, they will eat at a separate table to ensure that those who are allergic do not have any reactions. They will be required to wash their hands thoroughly and rinse their mouths out. THESE PRODUCTS WILL NEVER BE USED IN OUR KITCHEN/LUNCH PROGRAM

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Traditional Holidays

Because we are a Christian school, our yearly calendar will be centered on the holidays associated with our faith. The teaching and discussion of Black history will also be included during the month of February. Please see the teacher for details or ideas.

Inclement Weather

In the event of inclement weather, you can tune in to channel 12 News NJ or check out their web site and click on school delays and closings. If you use Facebook, you can also LIKE our Beacon Christian Academy page and receive updates. Also, give the email address you check most to the office as we will be sending out weather information AND other information that is pertinent to the school year. In addition to this, we can give you the school code to 'Remind.com' and you will get a mobile text message for closings and important events. You will NOT receive a phone call from the school. If weather worsens once the children are already at school, you may need to pick your child up before the end of the regular school day.

Personal Items

Please be advised that the school will not be responsible for the loss or damage to any personal item sent to school regardless of the value. Please do not send your child to school with anything that you consider valuable because it may break or become misplaced. We ask that you keep these expensive items home. Pocket books are not allowed to be carried around in grades K4 – 3rd. CELL PHONES and other tech devices ARE NOT PERMITTED IN THE CLASSROOM. If the office deems an emergency is at hand, we will call you personally. CHILDREN WILL NEVER BE PERMITTED TO USE CELL PHONES. Please leave them home so they are not lost or stolen. We will NOT be responsible for this.

SECTION FOUR: HEALTH AND SAFETY

Illness

We appreciate you understanding that your child's well-being and the well-being of others is a high priority to us. Although our staff will take extra precautions to prevent illnesses from spreading, we need you to be aware that some germs and viruses are out of our control. Therefore, make every effort to have a 'plan B' if your child is ill. You will need to find someone other than BCA to tend to them while they are not feeling well.

Children who experience:

- fever of 100.4 °,
- pronounced or persistent coughing,
- 2 or more episodes of diarrhea in close proximity,
- vomiting,
- a suspicious rash,
- eye redness or discharge,

WILL need to be sent home for the well-being of the others at school and cannot return without a Doctor's note.

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Please be sure that all symptoms have been gone for at least 24 hours before sending your child back to school. **CHILDREN SENT HOME OR ABSENT FOR A DOCTOR'S NOTE OR NEGATIVE COVID TEST BEFORE RETURNING.**

Laws Concerning Medical Marijuana Use in NJ

In order to facilitate administration of medical marijuana with minimum interruption of instructional time for the student and with minimum of disruption of routine school operations, the following guidelines are in place in the event that a child must have this as treatment

- a. The person administering the medical marijuana must provide proof that:
 1. He/She is the primary caregiver for the student;
 2. The student has a current written certificate from a medical provider for the use of medical marijuana;
 3. The student needs to have the drug administered during the school day, as opposed to before or after school.
- b. The marijuana must be in a non-smoke able form;
- c. The marijuana must be possessed only by the primary caregiver and only for the purpose of administering it to the student at school;
- d. Medical marijuana may only be possessed by the primary caregiver; it cannot be given to or held by any school employee, student or other person in school, with the exception of the 'qualifying patient;'
- e. Only the primary caregiver may administer medical marijuana – it cannot be done by, or delegated to, a school employee or any other person other than the primary caregiver.
- f. Medical marijuana may be administered only at the principal's office or designated space; the primary caregiver must go there directly and, if visitors are required to sign in, to do so;
- g. The students may not possess medical marijuana at any time or place except during the time of its consumption, at the designated location, and under the supervision of the caregiver.

A student who holds written certification for the medical use of marijuana may not be excluded (suspended or expelled) from school because he/she requires medical marijuana to attend school.



Medication Policy

This medication policy is necessary because we believe strongly that all families have the right to safe and healthy childcare. BCA intends to decrease the spread of communicable disease amongst our children plus provide you with a peace in knowing that your child will be in the best of hands. Here are the policies that we will abide by:

- We will only administer medication that is prescribed by physician. All prescription medicine must be in the original containers with the pharmacist's label. Medication that appears to be tampered with will be sent home and not given to the child.

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- Written permission must be filled out in the office by the parent/guardian giving us permission to administer the prescribed medication.
- Over the counter medication WILL NOT be administered without a Doctor's note. (this includes Tylenol or cough meds)
- All original or email/faxed documents from the doctor will not be given to parents. They will be placed in your child's folder for our records. Please ask your Dr. for additional notes that you can retain for your records.
- Only office staff/school nurse will be permitted to give your child the prescription. See the Principal for information concerning this.

Medications will be given when:

- Failure to do so would jeopardize the health of the child
- Failure to do so would prevent a child who is not acutely ill from attending school.

Any other reason should result in the child receiving medication at home.

Each parent will receive 'Permission to give medication in childcare forms on the first day of school. Keep these forms in a safe place during the school year. Bring it to the Doctor so that he/she may fill out the top portion. You must sign the bottom half before returning your child to school.

The school nurse and trained staff at BCA will keep a written log of each medication given with the time, dose and their initials.

Parents should inform the staff upon arrival when the next dose should be given. PLEASE COMMUNICATE WITH THE STAFF CONCERNING THIS. We do not want any accidental overdoses to occur. You MUST tell the staff when you gave the medication to the child last. Tell the staff where the medication is to be stored in a written note. (Refrigerator, room temperature, etc.)

When getting your prescription made, please speak to your pharmacist about splitting the medication into 2 bottles: one for home and one for the school so that you will not have to worry about forgetting it at home. Also be sure to bring a measuring spoon or cup to school. Kitchen spoons are NOT considered accurate dosage when administering medication to children.

Accidents and Emergencies

Someone will be always on hand at BCA who is trained in CPR. We have also been granted a part time nurse on staff. All incidents and injuries will be reported to parents on an Incident/Accident Report Form within 24 hours after such an occurrence. Minor accidents such as cuts and scrapes will be treated with soap and water. Bruises and bumps will be treated with cold packs or ice.

In the case of a more serious emergency, we will make an immediate attempt to reach the child's parent. If we cannot contact you or the emergency contact, we will call 911. A staff member will accompany your child to the hospital and remain with him or her until you or the emergency contact arrives. You will be expected to assume responsibility for any expenses that arise because of the emergency.

A: COVID19 Guidelines

Guiding Principles to Keep In Mind:

- **LOWEST RISK** – Students and Teachers engage in virtual only classes, activities and events
- **MORE RISK** – Small, In- person classes, activities and events. Groups of students stay together and with the same teacher throughout the school day and groups do not mix. Students remain 6 ft. apart and do not share objects. Also, alternate arrival and dismissal times.
- **HIGH RISK** – Full sized, in person classes, activities and events. Students are not spaced out, share classroom materials or supplies, and mix between classes and activities.

COVID19 is mostly spread through respiratory droplets when people talk, cough or sneeze. This is why masks or face shields need to be worn. All students should have access to hand sanitizer and surfaces should be cleaned with disinfectant wipes or sprayed frequently throughout the day. Children should take 'hand washing breaks' just like they take bathroom breaks. This should occur at least 4 times during the school day. (When they use the bathroom and 2 other times during the day.)

Promoting Behaviors that Reduce Spread

- **STAY HOME WHEN APPROPRIATE** – All staff and students will have a thermometer reading before entering. They will also need to answer a series of questions. (e.g., Have you been around anyone who is sick? Are you currently coughing, sneezing, not feeling well?, etc.) If student or staff feels ill during the day and has a temp over 100.1, **NO EXCEPTIONS** – they must leave and cannot return without a doctor's note.

We will have to have access to Google classroom and Zoom all year in the event that the State closes us down for a period of time and for students placed on quarantine.

- Ensure that there is proper ventilation in the classroom. Open windows to circulate the airflow in each room.
- No drinking from water fountains.
- Seat children 6 feet apart. If they are facing each other, shields will need to be purchased to use between them.
- When using communal areas, (e.g., gym, lunchroom, library, multipurpose room, chapel, tech room) student use must be staggered, cleaned and disinfected between use. Please inform the office when you have used these places and please mark the check off list after you have disinfected these rooms.
- When using the bathroom, children should go in one at a time. This will take longer but will ensure that we are containing any spreading of COVID19. Always make sure that they wash their hands for **AT LEAST 20** seconds, using soap and water. If soap and water are not available, they can use hand sanitizer.
- All food served must be from an essential vendor or brought from home. No sharing is allowed. **NO** home baked goods are allowed.

MAINTAINING HEALTHY OPERATIONS

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- All staff will require a note of approval to work at the beginning of the school year and throughout when out sick.
- Students with severe illness or higher risks will be given virtual learning opportunities.
- Local and State agency policies will determine if large events can be held.
- Gatherings, Visitors and Field Trips are limited due to group size and possible 6 feet distance between people.
- There will be a COVID19 Point of Contact person who will be responsible for maintaining order and consistency with these issues.
- We will not share our facilities with other organizations/churches to ensure that our school is not compromising the health of its staff/student body.
- If a sick student/staff is waiting to be picked up, they must be isolated. When the person leaves the isolation area, it must be disinfected entirely.

WE ARE MANDATED TO REPORT ALL COVID19 CASES TO HEALTH OFFICIALS while maintaining confidentiality in accordance with the ADA. We will also need to inform anyone who came into close contact with an individual who was diagnosed with COVID19.

Fire Drills/Lock Downs

Fire drills will take place monthly. October is 'Fire Safety Month' and your children will learn where the exits are located and how to be safe at home and at school. Children will be expected to leave the school during a drill in an orderly fashion with no running or talking. Please talk about this with your children at home so they know what to expect. According to the NJ Licensing Regulations it is our responsibility to advise you of our policy for emergency evacuation and lockdown in case of disaster or fire emergency.

For Fire Emergency, all students will evacuate the building and head towards Avenue F. In the event of inclement weather, children will be taken to 100 E 22nd Street for shelter and safety.

For a lock down situation, all staff and children will remain in the building. Food, blankets, water and juice will be provided until 'all clear' signal is received. Parents will be called and notified of such events and will be advised of when to pick up the children.

Security Issues:

A. Terroristic Threat Law & Legal Definition

A terroristic threat is a crime generally involving a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience. It may mean an offense against property or involving danger to another person that may include but is not limited to recklessly endangering another person, harassment, stalking, ethnic intimidation, and criminal mischief.

TERRORISTIC THREAT

(a) A person commits an offense if he threatens to commit any offense involving violence to any person or property with intent to:

- 1 cause a reaction of any type to his threat[s] by an official or volunteer agency organized to deal with emergencies.
- 2 place any person in fear of imminent serious bodily injury.
- 3 prevent or interrupt the occupation or use of a building; room; place of assembly; place to which the

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- public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place;
- 4 cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service;
 - 5 place the public or a substantial group of the public in fear of serious bodily injury; or influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state.

Please note that any child or staff member who acts in such a way, will be treated as ZERO tolerance. This means immediate dismissal or termination.

Child Protection Mandate

Should you have any problems meeting the emotional and physical needs of your child, please ask for help. The Principal can provide community and clerical resources to give you additional support.

In the rare instance that we recognize your child to be a potential victim of neglect, BCA is mandated under State Law to report our concerns.

Technology/Social Media Policy

Parents/Staff should understand that posting pictures or videos of children, other than your own, is strictly prohibited by this institution through handheld devices, computers, video monitoring systems, childcare monitoring apps or any other electronic device or transmission.

Any breach of the above will be promptly reported to the Principal.

General center information/updates will be posted by the Principal.

Posting private or sensitive company, staff or prior staff and/or enrolled or previously enrolled children/family information is prohibited.

Please maintain professional boundaries in the use of electronic media. Social networking/Media parent/staff relationships are limited to center sites and approved devices only.

Staff/Parent communication is limited to center sites only.

Staff/Parent communication is limited to additional sites ONLY with the Principal's written approval.

Posting of live feeds obtained through handheld devices including children with written permission from the parent to do so in advance is permitted.

Use of social media/networking and/or other websites is prohibited when supervising children.

Vulgar or abusive language, disparaging remarks, and/or references of a disparaging manner, personal attacks of ANY kind or offensive terms targeting individuals or groups is prohibited.

Posts that may reveal the center's current off site location are prohibited.

BCA will use our website (www.bcabayonne.com) , Private School Review, Facebook, newspapers and Twitter to promote the school.

Photographs

Throughout the school year, photographs are taken of students during school related activities and events. The photographs of students may include, but are not limited to, school programs, school marketing materials and advertisements, school announcements and school events. *Please note, however, that the opt-out provision shall not apply to school related programs and events that are open to the public. (i.e., school plays/musicals, sporting events, graduations, etc.)*

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Community Agency Involvement

BCA will permit no research or experimentation using children without first obtaining written permission from the parents of the children involved.

SECTION FIVE: FAMILIES' RIGHTS

Children's Records and Transcript Release

Each child's records are personal and confidential. Parents are permitted to have access to their child's records at reasonable times within 2 business days of the request. The school will provide copies for parents when asked. All records are kept for up to a period of 7 years. Upon a written request from the parents, the school will send a copy of the child's records to any other person or agency so designated.

Parents can receive a transfer slip upon request. They must be handled directly through our school office and sent directly to the new school office. Parents are never permitted to handle these internal documents.

All recommendations and evaluations will be treated as confidential and handled directly through the school office. Parents should not go to the teacher with the forms but bring the papers to the school office. Parents should also not expect to receive a copy of any evaluation that is treated as confidential.

Confidentiality

It is our policy that the progress and affairs of each child will not be discussed with anyone else but immediate family. It is also against our policy to have staff members casually discuss your child and his or her progress with other staff members in an inappropriate way at any time. We expect all families to follow the same principles of confidentiality and to show respect to the other families and staff members affiliated with BCA.

Resolving Conflict

These are the steps that will be followed by the teachers and staff of Beacon Christian Academy to put forward our best effort in settling matters that may arise.

1. If you need a conference with the teacher, we ask that you put your request in written form. We ask that you meet with the teacher first to resolve any issues you may have. We will arrange this to be done within one week of your initial request.
2. If step one does not satisfy the needs of the parties involved, the Principal may be asked to join both the teacher and parents at another scheduled meeting. This meeting will be scheduled within one week of the previous session.
3. The School Board will become involved as a final resort when the previous two steps fail to bring a resolution. These meetings take place once a month and if your desire is to bring your requests and concerns to this level, you will be scheduled one month in advance.
4. All meetings will be followed up with formal written documentation, including the date, the names of those in attendance, the reasons for the meetings, the solutions that were developed and agreed upon, and the subsequent results. The documentation is sent home to be signed in triplicate and returned to the school. Please retain one copy for your records. The teacher and Principal will get the other 2 remaining copies.
5. PLEASE DO NOT INVOLVE THIRD PARTIES (other teachers/helpers) OR OTHER PARENTS with your concerns. This causes unnecessary division within our school body. Instead, follow the principles set up in the Bible and go to the person with whom you are disgruntled. Share your feelings in a loving way so that peace can be achieved. PLEASE DO NOT LISTEN TO THE GRIPES OF OTHER PARENTS. Instead, do the Biblical thing and send them to the proper

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person with their complaint so that it can be addressed the way that Lord would want things to be handled. Peacefully.

Procedures for Child Observation

If an ongoing, negative behavior pattern remains unchanged despite the use of behavior management techniques, the following steps will be followed by BCA:

1. Teachers will record behavior in an accurate and factual manner. They will include the time, date and the details on specific observed behavior.
2. The Principal will review and sign all documentation.
3. The Principal may need to observe the child for interval periods throughout the day to confirm the teacher's observations. If the need arises for the Principal to act immediately he/she will do so.
4. An evaluation slip will be sent home for the parent to review and then sign.
5. Both parties will meet when necessary to develop a plan that is in the child's best interests. We may decide to include the child's pediatrician, a state agency or school board personnel to join this meeting for additional input and/or advice.

Termination of Enrollment

After all steps and measures have been exhausted by Beacon Christian Academy to restrain the child or to correct behavioral challenges, some children may still need to seek further help or seek an outside agency that can devote more time to their individual issues. A detailed list of situations that warrant termination of enrollment include:

1. Parent or student's refusal to cooperate.
2. Special needs that require one on one attention.
3. Behavioral patterns that may endanger the staff or children.
4. Physical or emotional impairment that our school cannot reasonably accommodate.
5. Failure to pay tuition after 2 office warnings or 30 days.
6. Failure to provide health forms when asked.
7. Failure to cooperate with school policies.
8. Discriminatory, humiliating, intimidating or harassing behavior by the parent or the child that contributes to the creation of a hostile environment at BCA.

You will receive a written notice from the school office and administrators after all other attempts have been made to resolve the conflicts.

SECTION SIX: TUITION AND ATTENDANCE POLICY

Payment Plan

All payments will go through the school office. The payment plan will be discussed in detail during the enrollment proceedings with the Principal. Failure to pay tuition within a given month will result in immediate dismissal of your son/daughter. Child will be allowed to return after tuition has been brought up to date. Please note that these days out will count as unexcused absences and will be counted as such at the end of the academic school year. We accept cash, personal check or major credit cards (A fee of 4% will be charged when paying by credit card.)

Returned Checks/Late Fees

Bounced checks will incur a \$35. charge. Once a check bounces, you will need to find another method of payment. Late payments will incur a fee of \$35 per month. **NO POSTDATED CHECKS WILL BE ACCEPTED. All late fees must be paid in cash or money order.**

Termination for Non-Payment

The School Office will inform you of delinquent payments. Failure to comply with requests for payment will compel the Principal to make a final decision as to whether or not your child can continue attending BCA. Tuition will be due by the 1st of the month. If your payment is not received **by the 5th, a \$35. late fee** will be charged. If tuition goes unpaid for **10 days**, your child may not return until delinquent tuition is collected. Report Cards and transcripts

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will not be given out until balances are paid in full. Failure to make payment to the school office will result in sending your balance into collections. You will be responsible for **all** collection fees **as well as** fees for our lawyer.

Before/After Care for K – 3rd

Before care begins at 7 am and ends 8:00 am. (\$10. An hour) After care begins at 3:30 pm and ends at 6:30 pm. You will be billed monthly for these services. **An additional late fee of \$35. will be added if you do not pay this by the 5th of the month.**

Seasonally, we will also offer optional electives to be taken during the aftercare hours. Please see the office for more details.

Late Pick-up Penalty

It is our hope that you will not forget to make arrangements for picking up your child. If your child is not picked up on time, a fee of \$3. for every additional minute per student, beyond the 6:30 pm pick-up time will be charged. If parents are continually late, they will be asked to find alternative care.

Tax Letters

If you haven't kept accurate records this year or misplaced receipts, then you may require our services to provide an itemized letter for your accountant. Our fees going forward are as follows:

Itemized letter for the current year - \$50.00

Itemized letter for current year plus

Prior years \$75.00

Itemized letter if your child has transferred \$100.00

Please keep this in mind and be sure to file your monthly receipts to avoid these charges in the future.

Holidays

The school will observe certain holidays. Tuition is charged monthly, without credit for those days not in session. Please keep the event calendar posted in a place where you can see the days on which classes will be canceled. **DO NOT** drop off your child at the school on these days. Beacon Christian Academy **WILL NOT** be responsible for children left unattended on holidays when the school remains closed.

Teachers will also be attending training conferences throughout the school year. Those meeting dates will be posted on your child's calendar, giving you at least 2 weeks' notice if the school will be closed.

School Closures/Mandatory Quarantine

If school is closed temporarily as is mandated by the Board of Health or other city/state official, tuition still needs to be paid in full on the due date. Please consider using our Pay Pal app. This app address is available by contacting the school office. Payments must include 4% fee. If payment is sent by mail, late fee will apply if the payment is not received. Payments can also be dropped into the mailbox on the front of the building at your own risk. Please label envelope with name of student and what the payment is to be applied to. Any lunch money paid in advance due to extended, mandatory quarantine will be credited to your account. This does not apply to days off for inclement weather.

Unexcused Absence/Excessive Absence/Truancy

Student's attendance is an important issue. Please send your child to school so that they can benefit from the curriculum that you have invested in. However, if your child is ill, follow these procedures...

When your child is absent, you must call (201) 437 5056 ext. 300 and then a written note explaining the reason is to be sent in the day they return. There will be no refund for days missed due to absence either for illness or vacation. If your child has a

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contagious illness and/or misses more than 2 consecutive days of school, a Doctor's note is required. Please inform us if your child has a contagious illness so we can give other parents an advance warning.

More than 20 days of unexcused absence will be grounds for retention. You will be notified in advance when this becomes a problem. Truancy will be reported to local officials. If child is not allowed in school because of unpaid fees, they will be counted as unexcused absences.

Tardiness Penalty Charge/Absence

Children are expected to be in their classrooms by 8:45 am. You will receive a bill of \$50. for 5 lateness. (3 lateness = 1 absence) We need to start our classrooms on time and (in most cases) it is the parent's responsibility to help us do that. Please show your children that punctuality is a character trait worth developing.

Please note that THREE lateness' will count as ONE day absent. Be on time.

Vacation/Leave of Absence/Absence Due to Illness

Tuition is to be paid even if you have chosen not to send your child. If your child's tuition is not paid, your child may lose his/her place at BCA and you will still be charged all of the original registration fees. Tuition is never refunded or credited for days missed due to illness. Students receive no credit when taking vacations during school days and cannot make up work missed.

Withdrawal

We ask that you comply with a mandatory **two week's written notice** before taking your child out of BCA. You will be charged for the next month's tuition if you do not give us **written notice**. The notice must be given to the school office not the teacher or any other school personnel. **Pre-paid tuition cannot be refunded.**

Books become property of the school until all balances are PAID IN FULL.

Finally...

We hope that in reviewing this handbook, you have been strongly reassured of the high value we place on your child's comfort, safety, and development at BCA. If you need clarification on any of the policies or procedures, we encourage you to ask the Principal for more details. Together, we can make your child's experience at our school a rewarding one that will reap spiritual, emotional and educational benefits for years to come. Thank you for choosing BCA!

Rev. Donna L. Kelly, Principal and Administrator of schools

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By my signature, I do hereby agree to all policies and any added addendums to this Policy Handbook at Beacon Christian Academy, located at 30 Prospect Avenue & Little Lamb Pre School, located at 100 E. 22nd Street in Bayonne, NJ.

By my signature below, I do also agree to all of the Biblical Values and standards set out in the by-laws of the Assembly of God General Council that are going to be and are being taught by the aforementioned establishment. Politically correct points of view on marriage, legalization of certain drugs, and all other trends will not supersede the absolute value placed upon the Holy Bible by any of our schools. (Beacon Christian Academy & Little Lamb Pre School)

I also understand that the children attending this school and the staff members who work here are to be treated according to their biological sex and the staff member or student/family having any sort of conflict or confusion with this may not fit well in this school environment.

By my signature, I agree to indemnify and hold harmless Impact Ministries Church, Beacon Christian Academy, Little Lamb Pre School, (it's members, directors, pastors, employees, teachers, teacher aides, and subcontractors) for having a point of view contrary to any viewpoint other than the Holy Bible and the by-laws of the Assembly of God General Council.

I HAVE RECEIVED AND I DO UNDERSTAND AND WILL ABIDE BY THE POLICY HANDBOOK OF BEACON CHRISTIAN ACADEMY.

Signature Page – PLEASE SIGN AND HAND TO THE SCHOOL OFFICE

STUDENT NAME AND GRADE

_____ **GRADE** _____

Signed on this day by _____ (Parent Signature) _____ (Date)

_____ Address
_____ City
_____ State and Zip Code

Beacon Christian Academy