

BREATH OF LIFE PREPARATORY ACADEMY



SCHOLARSHIP · LEADERSHIP · HOLINESS

Parent Handbook

BREATH OF LIFE
PREPARATORY ACADEMY
PARENT HANDBOOK



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Memphis, TN 38128
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Please review the entire handbook.

VISION

To train eagles of the next generation by loving, preparing and equipping them to serve, lead and accomplish their God-given purpose in excellence.

PHILOSOPHY

- To teach the Word of God in the power of the Holy Spirit.
- To educate each child to fulfill his/her God-given purpose.
- To provide a sound educational foundation.
- To nurture the gifts, talents, and anointing of scholars.
- To prepare scholars for economic leadership and stewardship for participation in a global society.
- To foster independent, creative, and critical thinking.
- To promote artistic, scientific and technological sophistication.
- To provide essential experiences and exposure for scholar enrichment.

Thank you for choosing to become part of Breath of Life Preparatory Academy (BOLPA). Our goal is to partner with you in every way possible and provide the best care for your child.

The Family Handbook is to inform you of the policies and procedures governing BOLPA and the services available to you and your child. As a parent, it will be your responsibility to observe and follow all Policies and Procedures.

We welcome your suggestions and believe this is the beginning of a wonderful relationship with your family.

SPIRITUAL ENHANCEMENT

BOLPA scholars participate in daily classroom devotional time, grade appropriate Bible study which is incorporated into classroom time and a weekly chapel program.

HISTORY

Breath of Life Preparatory Academy has been licensed by the Department of Education, to conduct and maintain a daycare at 3795 Frayser Raleigh Road in Shelby County.

Breath of Life Preparatory Academy was established in April of 2008 and opened in April of 2010. BOLPA was founded to serve the community by providing a center where children can learn and develop their skills in an atmosphere of love and care. The elementary program is an associate of the Tennessee Association of Non-Public Academic Schools as required by the Department of Education. Our elementary program operates under a Category IV school which allows our scholars to transfer among public schools or non-public schools in Tennessee with Category I or II status without the loss of credit for completed work and Category IV school, which is a private school that is operated by a church, and is exempt from regulations regarding faculty, textbooks, and curriculum.

The **BOLPA** colors are navy, light blue, red, and white. Our mascot is the Eagle, which stands for Excellence.

POPULATION

We serve boys and girls between the ages 24months to 6 years, regardless of race, ethnicity, religion.

REGISTRATION

Registration takes place after the parents have toured the facility. You will receive one registration packet per child. Requirements at registration include: one current immunization record to be placed on file for each child at the time of enrollment.

TUITION PAYMENTS

Tuition is due Friday, the week prior. A late fee of \$25 is assessed Monday, after 5:30 PM. Money order, credit card and local checks are accepted. However, if your check is returned, cash or credit will be required thereafter. You will be notified if your child's account becomes delinquent (more than one week past due).

At this point, your child's enrollment may be terminated without notice. However, payment is still due. Families using assistance are responsible for assigned co-payments and/or the difference in tuition. Generally there is an annual tuition increase in which you will be notified of in advance.

We will supply you with a year-end summary by January 31st of the previous year or if preschool services are terminated.

HOURS OF OPERATION

Breath of Life Preparatory Academy operates:
Monday – Friday, from 6:00 am – 5:30 pm.

HOLIDAYS

New Year's Day	Martin Luther King Birthday
Good Friday	Memorial Day
Independence Day (07/04)	Labor Day
Columbus Day	Veteran's Day
Thanksgiving Day	Day After Thanksgiving
Christmas Eve	Christmas Day

Listed above are the State of Tennessee approved holidays. We will honor the holidays listed above, at our discretion. Any holiday falling on a Saturday will be honored the Friday preceding the holiday. Any holiday falling on a Sunday will be honored the following Monday.

BOLPA will close early or possibly be closed on days due to inclement weather. Please make preparations for your child to be picked up early on those days.

STAFF DEVELOPMENT

To keep abreast of current rules and guidelines, the staff attends seminars and workshops for professional growth. Therefore, BOLPA may be closed for In-Service training. Parents & Guardians will receive an advance notice.

ABSENCES

When your child is going to be absent, BOLPA is requesting to be notified at least a day in advance. It is understood that sometimes emergencies/accidents will occur, in cases such as this, please notify BOLPA as soon as possible. Although we realize that some absences are unavoidable, you will still be required to pay for the full week of service regardless of attendance.

VACATION

As a working parent/guardian, BOLPA understands the need of vacation away from your occupation. In the event you should schedule a family vacation where the child will be absent, it is our policy that you provide at least 2 weeks WRITTEN notification. If possible, more advance notification is preferred. The written notification should state the exact dates your child will be absent and a return date. During your vacation time, a slot fee of \$60.00 is required. If no 2 WEEK WRITTEN notification is provided and your child is absent, the regular weekly rate will apply.

PARENT CODE OF CONDUCT

Breath of Life Preparatory Academy requires that parents or authorized pickup people of enrolled children shall at all times behave in a manner consistent with courtesy and respect. One of the goals of the center is to provide an appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of Breath of Life Preparatory Academy employees, but is also the responsibility of each and every parent or adult who enters the school. Parents who violate the Parent Code of Conduct will have their services terminated immediately and will not be permitted on school campus thereafter. No parent or adult is permitted to curse or use other inappropriate language on school property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At no time shall inappropriate language be directed toward members of the staff. Threats of any kind will not be tolerated and shall be reported to the appropriate authorities. While apologies for such behavior are appreciated, the center will not assume the risk of a second chance. Parents must wear appropriate clothing when picking up/ dropping off. This excludes; hair bonnets and pajamas. Please remember to refrain from cell phone use when picking up/ dropping off children.

(The parent code of conduct applies to anyone that is picking up/dropping off a child.)

CAMPUS ENVIRONMENT

BOLPA is located on secured premises for the protection, safety, and well being of the children entrusted to its care and for the staff and authorized guests to the property. All members of the BOLCC and BOLPA community share an interest in and are expected to cooperate in maintaining an environment that is orderly, safe, secure, and free of threats of violence.

The following are prohibited of all persons on grounds owned or operated by BOLCC: smoking, illegal drugs, alcohol, gambling, profanity, weapons, except law enforcement officers in performance of their duties, the use of profanity or other language and behavior that is foul, unsafe or threatening that could be construed as harassment or violent in any form. Spanking and physical discipline are also not allowed on the school's premises. Violations may subject the individual to investigation, up to and including bodily and personal possessions search or dismissal of the family from the BOLPA program.

As space becomes available in the Prep Academy, BOLPA reserves the right to offer enrollment to the children of members within the BOLCC ministry before enlisting children outside the ministry.

BOLPA PRIVILEGES

BOLPA administrators and faculty reserve the right to:

- Determine enrollment priorities.
- Permit or deny transfer scholars from other schools. If the transfer is requested after the start of the final evaluation period of the academic year, admission may be denied.
- Request admissions interviews with parents and children.
- Request recommendations from other educators or academic institutions.
- Request an admission examination.
- Minister the Word of God to all BOLPA eaglets.
- Implement the BOLPA vision and mission.
- Require parents to be active in the Academy and Family Support Organization.
- Expect and receive tuition payments as agreed.
- Expect that children will not deface any property owned or operated by BOLCC/BOLPA.
- Request that children refrain from attending school if it appears that their health poses a threat to other scholars.

- Suspend children from school for disciplinary reasons without suspending tuition and other fees.
- Expect parents and scholars to abide by BOLPA regulations.
- Expect parents to exhaust all internal means within BOLPA/BOLCC to settle disputes before seeking external resolution.

PARENTAL SUPPORT

BOLPA requires that parents or responsible parties are active in the Academy and maintain effective, constructive communication with faculty and administration, as necessary. Volunteerism is essential and includes but is not limited to assistance in the classroom, in the office, on field trips, through the Arts, intercessory prayer, fundraising and through the Family Support Organization, etc. Each classroom requires a parent coordinator to assist in planning special activities and events and make other parents aware of classroom needs.

TENETS OF FAITH

We believe...

- The Bible to be the inspired and only infallible and authoritative Word of God.
- There is one God, eternally existent in three (3) persons; God the Father; God the Son, and God the Holy Ghost.
- In the deity of our Lord Jesus Christ, in His virgin birth, in His bodily resurrection, in His ascension to the right hand of the Father, and in the blessed hope of His personal visible future return to this earth to receive to Himself His blood –bought church, that it may be with Him forever.
- That the only means of being cleansed from sin is through repentance and faith in the death, burial and resurrection of the Lord Jesus Christ.
- That the rebirth of the human spirit by the Word and Holy Spirit of God is absolutely essential for personal salvation.
- That the redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer.
- That each believer is entitled to, and will receive the baptism with the Holy Ghost according to Acts 2:4 and/or Acts 10:44-46 and/or Acts 19:6 upon their asking for it.
- In the sanctifying power of the Holy Spirit by whose indwelling, the Christian is enabled to live a holy life.
- In the resurrection of both the saved and the lost. The one to everlasting life and the other to everlasting destruction.

Fees and Payments

BOLPA accepts the following forms of payment: check, money order, and credit card. In the unfortunate event a check is returned, your account will be assessed a \$25.00 NSF charge. The returned check must be paid with cash, cashier's check, or money order. Check writing privileges may be revoked for the remainder of the academic year. Your payment history will be reviewed to determine whether check-writing privileges should be reinstated.

TECHNOLOGY FEE

The technology fee is mandatory and nonrefundable fee that must be paid during the first month of school. This fee applies to each student.

END OF YEAR FEES

All payments, after the 1st week of May must be paid by cashiers check, money order, and credit card. **NO PERSONAL CHECKS WILL BE ACCEPTED AT THIS TIME.**

KINDERGARTEN GRADUATION FEES

Kindergarten graduation fees are separate from all academy fees. This fee is to be paid at the beginning of school. Graduation fees only pay for the following: cap and gowns, pictures, and decorations. Monies that remain in the budget may be used for refreshments and other graduation needs. Academy activity fees will not be used for graduation ceremony or activities. If graduation plans exceed the budgeted amount, parents will be responsible for additional monies.

NON-PAYMENT OF FEES PENALTIES

The Academy reserves the right to restrict your child(ren) from attending class or special programs due to unpaid tuition. If your tuition is not paid before the end of the month, you will receive a letter stating that your child is restricted from attending class until your account is made current. If you are late on tuition fees any two months within the academic year, you will not be extended the grace period until the 15th of each month. Your account will automatically be assessed with a \$25 late fee after the first day of the each month.

If you are having financial difficulties please let the Headmistress know of your special situation. We will do our best to arrange payment for your account. The arrangements made will be carried out as written. Failure to commit to the payment arrangements the first time will make the arrangements void. Payment arrangements will not exceed two months.

If you have an unpaid lunch balance of two weeks, you will be restricted from charging lunch in the cafeteria until you balance is made current.

If your lunch account is two weeks overdue four or more times in any given period, charging privileges will be suspended and you will have to pre-pay for all lunch.

If lunch payment is not made current after two weeks, you will have to send your child to school with a lunch. In the event that you do not provide a lunch, the Academy may choose to provide your child with a peanut butter sandwich and milk. If your child is allergic to peanuts, we will provide an alternate lunch. If your child has food allergies, please let us know in writing.

SCHOOL HOURS

Staff will be available from 8:00 a.m. to 8:30 a.m. and 4:00 p.m.-5:00 p.m. School is in session from 9:00 a.m. to 4:00 p.m. Parents are responsible for transporting their children to and from school. Your child should not be brought to the campus before 6:30 a.m. unless you remain with the child. Likewise, your child should not be left on the property after 5:30 p.m.

VISITATION & VOLUNTEERING

SCHOLAR CLASSROOM ENTRANCE

Elementary Scholars are to enter their classrooms on their own after the second week of school. We established this rule to allow the scholars to continue their growth independently.

VISITATION PROTOCOL

1. For the safety of the scholars and staff, all visitors **MUST** report to the office to sign in and receive a guest pass before entering through the double doors leading to the classroom area. Please keep visitor pass displayed while in the building.
2. Visitor passes will not be issued during testing situations or during periods that administration deems inappropriate.
3. The administration reserves the right to withhold a visitor pass when he/she feels that it is in the best interest of the Academy.
4. If you need to talk to a member of the staff or faculty or the director, we ask that you make an appointment in the administrative office.
5. Please note that children are allowed only two lunch visits per month.

The following is not permitted on BOLCC/BOLPA property at any-time: smoking, alcoholic beverages, drugs, weapons, profanity, loitering, the spanking of children, or any behavior that could be constructed as harassment or violent in any form.

VOLUNTEER PROTOCOL

We welcome parents, grandparents and other guests to volunteer in the Academy anytime between the hours of 9:30 a.m. – 2:30 p.m. We want to extend an open invitation to the community and welcome you to come and see the work being done at the Academy. If you need to speak to a teacher or the principal, we ask that you make an appointment in the administrative office.

- To better serve the faculty, staff and scholar body we ask that if you plan to volunteer, you schedule your visit through the office by giving a one-day notice prior to the volunteer date. The administrative assistant will assist in determining the area or classroom where a volunteer may be needed. When possible, we will make efforts to accommodate your request to volunteer in a specific classroom, however, please be prepared to assist in the area or classroom where you are needed the most.
- When volunteering we ask that you remain in the area or classroom where you are asked to assist until your service is completed.
- If you would like to assist in a specific classroom, prior approval from the office must be received.
- When volunteering in the Academy volunteers should be dressed in attire appropriate for serving scholars in the classroom.
- Volunteers must be accompanied by a BOLCC/BOLPA staff member when volunteering.

CHECK IN & OUT / SMARTCARE

All scholars must be checked in & out via the smart care kiosk. Failure to do so will result in a charge on the account. Each authorized pickup/drop-off person must have their own unique code. To check out a child, the adult must have parental consent, a picture ID, and the family passcode.

DO NOT SHARE YOUR QR CODE OR IN PIN NUMBER

ARRIVALS/DEPARTURES

The parent/guardian or authorized adult must sign the child in upon arrival and sign out at departure. Our academic instruction begins promptly at 9:00am. There will be no admittance after this time unless previous notification has been given. PLEASE have your child present in a timely manner. Arriving late is disruptive to the learning process. Children are also expected to be picked up in a timely manner; otherwise a late fee will be assessed.

If someone other than the parent/guardian or authorized adult is picking up your child, advance notification is required (via email or other written authorization). This helps regulate safety for the child. Please include the child's name, the parents name, the authorized adult, the family, and the date in all authorization letters.

NOTE: PHOTO ID IS REQUIRED WHEN SOMEONE OTHER THAN THE PARENT/GUARDIAN IS PICKING UP THE CHILD. ONLY ADULTS(18 yrs. and older) WILL BE ALLOWED TO PICK UP A CHILD. Parents are not allowed to walk their children to class after 8:45 and are not allowed to walk them to the cafeteria for breakfast. School starts at 9:00 and Pre-K students are not allowed admittance after that time.

Car Line Policies

Drop-off Policy: Parents are not required to be consistent with drop-off. i.e. Parents may use the carline for drop-off on Tuesday, but come inside on Wednesday.

Pickup Passes: Two pickup passes will be given to each family. Additional passes will be \$5.

Pickup Policy: To pickup a child in the carline, the authorized adult must have the pickup tag and family passcode. Individuals who are without this information will be sent inside for verification.

Carline Times: 8:00 am - 8:45 am & 4:00 pm– 4:30 pm

***If your child is not picked up during the established carline times three times, you will be required to pickup inside until the next grading period.**

***In the event of an emergency, please contact the office by 3:30.**

***If Elementary grade scholars are not picked up by 4:30, the family must pay a mandatory \$15.00 late fee and late pickups will count as a tardy.**

ACCESS

The parent/guardian has access to BOLPA at any time. If you would like to observe your child's class, please schedule time with the office during hours of operation. Your participation with your child's learning is important.

PARENT CONFERENCES

At the parent's request, we will gladly schedule a conference to review your child's development. In addition, we strive to hold annual family meetings to provide information and obtain feedback. We are a Premier facility and we strive to incorporate parent suggestions and the best industry practices. Therefore we commit to enriching our programs, enhancing our care and extending our functions.

BOLPA ENROLLMENT

RE-ADMISSION / ADMISSION PROCESS

For each academic year, complete and submit a BOLPA application for enrollment with the following attachments:

- Admission Test (ages four and up) *
- Interview *
- Applicable fees
- Birth Certificate (copy) *
- Social Security Card (copy) *
- Photograph *
- Health statement dated within the past 12 months, verifying the child's health status and that the child is current with all state-mandated immunizations is required for all new scholars and all kindergarten scholars.*
- Enrollment contract and relevant packet enclosures

* INDICATES REQUIRED INFORMATION FOR NEW SCHOLARS.

NOTE: A child is not fully admitted until all admission requirements have been met. BOLPA will advise in writing and/or during the interview process with the director of a child's admission status. Parents will only receive a registration packet after the child(ren) has been accepted.

ENROLLMENT/RE-ENROLLMENT

Enrollment is based on and contingent upon the following:

- Class size restrictions
- Faculty strength
- Facility capacity
- Family cooperation with the Academy's vision, philosophy, policies and procedures which include although not limited to academic standing, conduct, involvement, and financial integrity.

TRANSFERS

BOLPA will accept scholar transfers up to the second week of the second semester. The following guidelines will be used in determining acceptance of any transfer scholar:

- Copy of scholar's current report card
- An Admission Test
- Copy of scholar's current standardized test scores (SAT/TCAP or TERRA NOVA).

ACCIDENT/INCIDENT POLICY

The safety of the children in our care is a major priority & we strive daily to make our conditions as safe and accident free as possible. However, accidents do happen. In the event of an emergency, (one requiring more than a band aid, but not a trip to the ER), you will be notified asap. If the injury is of a more serious nature, we will call 911 & administer first aid until help arrives. An incident report will be provided if an accident occurs.

EMERGENCY PLANS

Our emergency exits are posted at the entrance and back exit. We have scheduled fire drills. In the event of an emergency, the parents will be notified immediately.

CHILD ABUSE

The law requires BOLPA to report suspected child abuse & neglect to Child Protective Services (CPS). This is for the protection of each child.

DISCIPLINE

It is the responsibility of BOLPA to maintain discipline at all times. If a child is consistently misbehaving & continuously being disruptive, he/she will be given time to "think" about what occurred, and the consequences of their actions. If problems continue to occur, then a conference will be scheduled with the parent(s) to discuss other disciplinary options. If the behavior continues, the child may be suspended for a period of time or expelled depending on the nature of the behavior. Severe behaviors may warrant immediate suspension or expulsion. Scholars sent to the office four (4) times during the course of one (1) nine week grading period will receive a three (3) day suspension. The scholar is removed from class for the remainder of the day and must be picked up immediately by their parent/guardian. When scholars are suspended from school, they will not be allowed to make up any graded assignments or tests. The parent/guardian may be required to attend an administrative conference to clear the matter.

Scholars sent to the office four (4) times during the course of one (1) nine week grading period will receive a three (3) day suspension. The scholar is removed from class for the remainder of the day and must be picked up immediately by their parent/guardian. When scholars are suspended from school, they will not be allowed to make up any graded assignments or tests. The parent/guardian may be required to attend an administrative conference to clear the matter. Scholars may be excused from any and all field trips if the scholar has had any infraction a week before the planned trip. Scholars may also be excused from a field trip if there has been any infraction on a past field trip.

Scholars will be excused from any school program/production if the scholar has had three infractions during rehearsal.

Extreme infractions of school rules are not governed by the “three strikes” process. The offenses that are subject to immediate administrative action include but are not limited to:

1. Illegal and/ or Criminal Behavior

A. Offenses

1. Assault on Academy personnel or another scholar.
2. Threatening bodily harm to Academy personnel or other scholars.
3. Possession of a firearm, knife, or any potentially lethal weapon.
4. Malicious destruction of/ or damage to school property.
5. Stealing school property.

B. Penalty

1. Suspension and/or possible Expulsion from the Academy.

NOTE:

If any school property is broken or damaged by a scholar, the family assumes responsibility and is required to replace the item(s).

BOLPA Chain of Command

Concerns should be addressed to your child’s teacher. If a resolve is not reached, the concerns should be addressed to the Headmistress. If a resolve is still not found, the appropriate channels will be used to ensure resolution occurs. Thank you for respecting our chain of command.

INCIDENT INVESTIGATION PROCEDURES

When a problem or conflict arises concerning a staff member, scholar or parent, the following measures will be completed;

1. Communicate the problem to the director in writing.
2. The headmistress will speak with everyone involved in the incident per noted from the information given to the director.
3. The headmistress will document all discussions made and complete the necessary forms (i.e. incident form or disciplinary action form).
4. The headmistress will give a written report to the Director of Operations regarding the results of the investigation.

The headmistress will meet with or provide in writing the results of the investigation with the people involved.

TELEPHONE CALLS/MESSAGES

We seek to maintain a working relationship with all parents and vendors therefore, the Academy will respond to all emergency calls as soon as possible and all other calls within twenty-four (24) hours of the message.

HEALTH POLICIES

COMMUNICABLE DISEASES

To prevent the spread of contagious conditions or diseases, the Director can exclude and isolate a child until the parent or guardian picks the child up from the school premises. Contagious conditions and diseases include but are not limited to: measles, chicken pox, mumps, whooping cough, scarlet fever, diphtheria, Vincent's angina, conjunctivitis, ringworm, impetigo, scabies, and pediculosis.

A child can be readmitted (**after 24 hours**) once proof of treatment has begun for ringworm, impetigo, and scabies. However, a scholar's scalp must be inspected and proof of treatment must be submitted before a scholar can be readmitted from pediculosis.

FIRST AID & DISPENSING MEDICATION

In the event of minor injuries, the Academy staff will administer first aid to scholars whose parents give permission. In accordance with the Tennessee Board of Education policy on administering medication to scholars, only medicines which must be given during school hours will be administered and must be brought by the parent or guardian to the school office for dispensing at school.

All medication must be brought in its original container.

A parent authorization form must be completed before the Academy staff will dispense any medication.

Medication must be in form ready to dispense. Pills that must be divided for dosage amounts in half quarters must be brought to school pre-divided.

BOLPA will not administer medicine to be put in a scholar's eyes.

BOLPA retains the discretion to reject request for administration of medicine. No over the counter medication will be administered.

HEALTH POLICIES

In order to prevent & control the spread of communicable illnesses amongst the children & staff, strict health policies must be followed at BOLPA. Cooperation between staff & parents is essential to ensuring a safe and healthy environment for all of our program participants.

- Immunizations – all children must meet the requirements for immunizations to be enrolled and remain at **BOLPA**. Parents will be notified of necessary immunizations. Any immunization received after enrollment should be reported to the Director immediately so current information can remain on file for each child. The Hepatitis B vaccination is now required, by law, on children born after 11/22/91. This vaccine is a series of 3 shots.
- Daily Health Check – All children will receive health checks daily, upon arrival for obvious symptoms of illness. Children displaying symptoms of contagious illnesses will not be admitted. Parents are required to notify the staff of any symptoms of illness that the child has been exhibiting at home, and of any medications administered before arrival.
- Communicable Diseases – Parents are also required to notify the staff if their child has been exposed to a communicable illness so appropriate precautions may be taken.
- Notification of Illness – Parents will be notified if their child becomes ill at BOLPA. They are expected to pick up their child within 30 minutes or provide the name of an authorized person picking up the child. Until the child is picked up, efforts will be made to isolate them from the others. However, since this requires one-on-one care by the staff, every effort should be made by the parent to pick up the child immediately. Please keep all telephone numbers & names current so that someone is always available to pick up your child in case of an illness.
- Medication – PARENTAL SIGNATURE/AUTHORIZATION REQUIRED. NO over the counter medications will be administered.

CRITERIA FOR DENIAL OF SERVICE DUE TO ILLNESS

Children may be denied admission based on, but not limited to, the following symptoms:

- **TEMPERATURE** – A temperature of 101^o F orally or 100^o F auxiliary.
- **IMPETIGO** – red, oozing erosion capped with golden yellow crust that appears “stuck on”.
- **SCABIES** – crusted, wavy ridges and tunnels in the webs of the fingers, hands, wrists & trunk.
- **RINGWORM** – flat, spreading, ring-shaped lesions.
- **CHICKEN POX** – crops of small blisters on a red base that become cloudy and crusted in 2 to 4 days.
- **HEAD LICE** – nits (white dots) attached to the hair shafts.
- **CULTURE PROVEN STREP THROAT** – that has not been under treatment for at least 24 hours.
- **CONJUNCTIVITIS** (pink eye) – red, watery eyes with thick, yellowish discharge.
- **PERSISTENT DIARRHEA** – a noticeable or sudden increase in the number of stools, a reduction in the stool consistency with an increase in the fluid content, and a tendency for the stool to be greenish in color. Parents will be notified if the child has two abnormal stools in one day & will be required to pick the child up immediately if the child has a third abnormal stool in one day. (The Director, with the concurrence of the child's physician, may allow infants ranging in ages 6 weeks – 12 months to remain at the center following three abnormal stools if there are no other symptoms of gastroenteritis or viral diarrhea such as fever, vomiting, irritability, dehydration, or lethargy. This exception is made because young infants frequently exhibit symptoms of diarrhea when adjusting to dietary changes in formula and food, when on medication, and when teething. The infant's condition must not cause a sanitation problem or cause the staff to neglect the care of other children in their care, if the infant is to remain at BOLPP.)

- **PERSISTENT VOMITING** – the parent will be notified if the child expels the contents of his/her stomach, and the parent will be required to pick the child up immediately if the child vomits a second time during the same day.
- **PINWORM** – intestinal round worm. Itching near anal area. Worms may be observed in the child's stool.
- Unexplained or unusual SKIN RASHES, SKIN ERUPTIONS or DISCHARGES.
- **SEVERE COLD** – severe cold symptoms accompanied with persistent coughing, fever, sore throat, or yellow/green mucus discharge from the nose or mouth.
- A child who does not feel well enough to participate in the usual daily activities, including going outside on the playground.
- A child who needs more attention or individual care than the staff can give without neglecting the other children in their care.

RETURNING FOLLOWING AN ILLNESS

Children may return to BOLPA after an illness only when their presence does not endanger the health of the other children & when they are well enough to participate in the regularly scheduled daily activities. Children may not return following a communicable illness unless they present a written doctor's statement.

A child may return to BOLPA without a doctor's statement when:

- Fever has been 100⁰ F orally or 99⁰ F auxiliary or below for 24 hours.
- Nausea, vomiting, or diarrhea has subsided for 24 hours.
- Lice are under treatment. Parent must bring medication or proof of treatment.
- Conjunctivitis treatment has occurred for 24 hours and the eyes are no longer discharging.

REST TIME

All children in preschool will rest immediately after lunch. Each child is required to have a two inch fire resistant rest mat. Mats and cover must be labeled in large and bold ink.

POTTY TRAINING

Children generally achieve potty training between the ages of 2 & 1/2 to 3 years. Potty training will begin when your child is ready. The task is easy and quick. Some signs to look for include appropriate language skills to communicate the need to use the potty, staying dry for long periods of time, the ability to dress and undress self, and an interest in staying dry or clean. We take a very relaxed attitude towards potty training. Please realize this should be your child's accomplishment and not yours or mine. Children should not be compared to the progress of others as well. Children train easily when they are ready. Parents must begin the potty training process at home. We will follow up with potty training here. During this time, we require that children wear pull-ups.

The following rules apply while your child is learning to use the potty: NO OVERALLS, ONESIES, BELTS, BUCKLES, SNAPS, BUTTONS, or ZIPPERS.

DRESS CODE

The BOLPA dress code emulates the high academic and Christian standards BOLPA maintains. Scholar's attire must be presentable, attractive, modest, and reflect the appropriate gender. No student's appearance should attract undue attention. BOLPA eagles are required to wear uniforms daily. If a scholar arrives out of uniform, parents will be contacted to pick the scholar up or bring appropriate uniform clothing.

UNIFORMS

K2-K3 Girls: Red or Blue polo shirt and plaid skirt. K2-K3 Boys: Red or Blue polo shirt with khaki pants. K4-1st Girls: Light blue peter pan collar shirt with plaid skirt or jumper and plaid crosstie. K4-1st Boys: Light blue collar shirt with khaki pants and plaid necktie. *On Thursdays, all scholars will wear white shirts for Chapel. Boys will wear navy pant on Thursdays. *All scholars will wear their spirit shirt and blue jeans on Fridays. In an effort to plan for little accidents, please bring a complete change of clothing (underwear & outerwear) that has been clearly marked for identification. Check them once a month to make sure the clothes still fit and are appropriate for the season. It is mandatory to have an adequate amount of pampers/underwear per day. Their extra clothing and pampers/underwear will be kept at BOLPA and used only when necessary. Outdoor play & art activities are an important part of our program. Please consider these activities when dressing your child for the day. NOTICE Hairstyle should be neatly combed and trimmed. No hair beads of any kind are permitted

TOYS/ACCESSORIES

Toys will be provided by BOLPA and none should be brought with your child except for special occasions. BOLPA is not responsible for replacing Hair bows/barrettes and we will not assume the responsibility of your child's toy items, any accessories, glasses, or other items, except during the special occasions, i.e. share day.

FIELD TRIPS

Planned field trips provide a variety of experiences for each child. These trips are educational & fun allowing the children to develop an appreciation for learning. Parents are invited to serve as chaperons on these field trips. *IT IS NECESSARY THAT A WRITTEN PERMISSION FORM FROM PARENTS/GUARDIANS BE RECEIVED IN ORDER FOR THEIR CHILD TO ATTEND. Scholars may be excused from any and all field trips if the scholar has had any infraction a week before the planned trip. Scholars may also be excused from a field trip if there has been any infraction on a past field trip.

FUNDRAISERS

BOLPA has several fundraisers. Parents' participation is greatly needed. Fundraisers are used to purchase new toys, supplies and equipment.

MEALS

Meals are prepared daily according to the USDA Food Program Schedule. Our meals meet the USDA's nutritional standards. Students in kindergarten or above are required to pay for school lunch, or bring their own. Students in kindergarten or above are also required to bring their own snack. Lunch payments are separate from all other Academy payments. Therefore, lunch fees must not be combined with any other type of payment, i.e. tuition, FSO, etc.

We serve breakfast, lunch, and snacks.

HONOR RECOGNITIONK3 & above

- **Honor Roll**
Scholars who maintain an A average in each subject area and do not have a Needs Improvement (N) or Unsatisfactory (U) in conduct.
- **A-B Honor Roll**
Scholars who maintain an A or B average in each subject area and do not have a Needs Improvement (N) or Unsatisfactory (U) in conduct.
- **Citizenship**
Scholars will receive citizenship awards at the end of each nine-week period if they have maintained satisfactory conduct for the grading period.

END OF YEAR AWARDS**Valedictorian and Salutatorian Honors: K5**

The Academy recognizes the valedictorian and salutatorian for each class at the end of the year. Scholars who have the highest grade point average (GPA) will receive the valedictorian award. Scholars who have the second highest grade point average will receive salutatorian the scholar with the highest grade point average.

Example: The scholar who has a 3.56 GPA will be valedictorian and the scholar with a 3.52 GPA will be salutatorian.

FRIENDLY REMINDERS

Every child has a unique experience in child care. Some experiences are favored over others. Subsequently, your child may experience one of the following:

1. Crying until becoming accustomed to the environment.
2. Receive occasional scrapes or bruises.
3. May get dirty, esp. during the summer months due to our trips to the playground.
4. May soil clothes with food stains, washable paint or crayons.
5. May lose barrettes or hair bows.

***We will do everything possible to KEEP these things to a minimum.**

Parents & child must interview with the Director prior to completing a registration packet.

Additional material may be requested to include, written letter of recommendation from a previous teacher or a statement of the child's conduct from the previous school. Scholars are admitted based on the recommendation from the Director, teacher, admission test scores and evaluation of academic and behavioral records.

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ACADEMIC DISMISSAL POLICY

Scholars are required to maintain a 77 (C-average) or above average in each subject area by the end of each semester (two-nine week periods). A scholar who does not maintain a 77 average or above in each subject will be placed on academic probation. If at the end of the second semester the scholar's grade has not improved, the scholar may not be able to re-enroll for the next academic year. BOLPA's administration reserves the right to accept or deny a scholar for re-enrollment.

Before an Eaglet is dismissed from the Academy, we will do everything possible within our resources to help the scholar succeed academically and behaviorally. The final decision is based on a combination of factors. The plan of action and decision process is outlined below. A plan of action meeting is required with the director, teacher, scholar (if appropriate), and parent if the scholar has a D or F letter grade in any subject area after progress report period or nine week period.

FACTORS AFFECTING DISMISSAL

- Frequency of attended parent meetings.
- Responses from the parent(s).
- Scholar's academic and behavioral progress.
- discipline
- Final conference with parent(s).

The Academy offers a Christian counseling program that is biblically based for scholars exhibiting a need.

RULES & REGULATIONS

SCHOLAR'S RIGHTS AND DUTIES

The Academy is a community of faculty, staff, and scholars with rules and acceptable behavior. All members are awarded valued membership and must uphold the duties that accompany that membership.

Each scholar has the right to:

- Have a safe environment that is conducive to learning.
- Be secure in his/her person, papers, and effects against unreasonable searches and seizures; unless there is reasonable suspicion that the scholar is concealing materials prohibited by law and/or school law.
- Freedom from discrimination on the basis of sex, race, color, or national origin.
- Be informed of all school rules, guidelines, expectations, and regulations.

SCHOLAR RESPONSIBILITIES

- Know and comply with all school rules, guidelines, expectations, and regulations.
- To respect the authority of all BOLPA faculty and staff in maintaining discipline in the school and at school sponsored events.
- Respect and uphold the dignity of fellow BOLPA eaglets.
- Shun obscene and/or malicious remarks.
- Attain their highest level of academic performance.
- Maintain punctual and consistent attendance.
- Dress in accordance with the uniform code and meet standards of health and proper hygiene.
- Maintain and improve the school grounds, preserve school property, and exercise the utmost care while using school facilities.
- Refrain from any conduct that may lead to physical harm or disrupt instruction.
- Report to their teacher or Director any eaglet threats of violence, either direct or indirect.
- Report to their teacher or Director any knowledge of alcohol, drugs, illicit paraphernalia or weapons at school.
- Report to their teacher or Director any suspicious/unknown person in or around the campus.

IMMUNIZATION

All eaglets must have a current permanent certificate of immunizations to attend school in Tennessee.

In accordance with the Tennessee Department of Health regulations regarding immunizations for school attendance (1200-14-1.29) proof of a second dose of MMR vaccine, or its separate components, is required for attendance in all grades. (TCA 49-6-5002)

AGE REQUIREMENTS

A child entering Kindergarten must be five (5) years of age on or before August 15th of the school year enrolled. (TCA 49-6-3001)

ATTENDANCE POLICY

Tennessee law requires that all children ages 6-17 be enrolled in a public or private school. It further compels private schools to report in writing, to the local superintendent of the public school system in which the children live. (TCA 49-6-3007)

ABSENCE AND TRUANCY

Tennessee State law requires that the school year consist of 180 instructional days. The Academy's school year is divided into 2 semesters consisting of 2 nine-week grading periods each. Scholars must not be absent more than 18 days of the 180 days to be eligible to pass to the next grade.

EXCUSED ABSENCES as defined by state law are:

1. Scholar illness.
2. Death or serious illness within the scholar's immediate family.
3. Official representative of school in school-sponsored activity.
4. Legal court summons not the result of the scholar's misconduct.
5. Extenuating circumstances created by emergencies over which the scholar has no control, as approved by the Director.

A written explanation from the parent or guardian is required within two (2) school days of the scholar's return to school. Absences other than those outlined shall be considered unexcused and truant. Prolonged truancy may result in suspension.

Note: The Director may require an official or another source to verify that the absence is excused.

TARDY POLICY

Scholars must be present at least 3 ½ hours of the school day to be counted as present for that day. Scholars checking in after 9:00 am must be signed in at the office and obtain a pass to be admitted into class. Scholars leaving during the school day must be signed out in the office. Scholars will not be released during the school day without a written request from the parent or guardian.

A child is deemed tardy at 9:05 a.m. He or she must report to the designated area until classroom devotional time has ended. Scholars who receive five (5) or more tardy marks during a nine-week grading period will not be eligible for perfect attendance. If the child is absent all day or is not present at least one-half of the school day, the parent should forward, in writing, the reason for the child's absence.

EARLY CHECKOUT

Children are expected to be in school from 9:00 am until 4:00 pm. To ensure that the teachers are not interrupted when preparing for dismissal, scholars may not be checked out between 3:30 pm-4:00 pm. If you have an emergency or scheduled appointment and need to check your child out, you must do so before 3:30 pm. Please notify the Academy office in advance, **IN WRITING**, that you will be picking your child up early so we can have your child prepared to leave when you arrive.

SCHOOL CLOSINGS

The following factors affecting the safety and health of scholars are considered when closing the Academy:

1. Weather conditions, both existing and predicted.
2. Occurrence of or imminent possibility of any emergency condition.
3. Inability of teaching personnel to report for duty which might result in inadequate supervision of scholars.

Additional information regarding Academy closings can be received on the school's voice mail system (383-5546) and television station FOX-13.

Remind 101 messages are sent to parents as well. Please keep current contact numbers on file w/your child's teacher and the front office.

RECORDS

The Academy maintains confidential records of each scholar's educational history, including final grades, conduct assessments, and achievement test scores. If a scholar transfers to another school, Academy academic records will be forwarded upon formal request from the receiving school.

SCHOLAR ASSIGNMENT & EVALUATION OF PROGRESS

CLASS ASSIGNMENTS

Scholars are assigned to a specific grade based on the prior year's performance and the satisfactory completion of a grade appropriate admission test.

Grading System

Honor awards are given every nine-week period

Grade for knowledge of subject areas are expressed numerically.

Letter/numerical equivalents for Kindergarten and First Grade are:

A = 93-100 B = 86-92 C = 77-85
D = 70-76 F = Below 70

Junior Kindergarten scholars will receive the following notations on progress reports/report cards:

E= Excellent, S=Satisfactory
N=Needs Improvement, U=Unsatisfactory

Progress Reports

Reports detailing a scholar's progress are sent to parents at the 4.5-week mark of each 9-week grading period.

Report Cards

Report cards showing the grade for the current nine-week grading period can be picked up in the office at the appropriate time. Report cards are not sent home with scholars. Teachers will indicate if a conference is mandatory. Parents may request a teacher conference during a teacher's planning period, before and after school.

Conferences

Parents are always encouraged to discuss their child's progress with appropriate Academy personnel. Parents may set up a conference with a teacher or the Director through the Academy office.

HONOR RECOGNITIONK4-K5

- **Honor Roll**
Scholars who maintain an A average in each subject area and do not have a Needs Improvement (N) or Unsatisfactory (U) in conduct.
- **A-B Honor Roll**
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PROMOTION/RETENTION

The minimum requirement for promotion is a 70 or better cumulative average. However, it is mandatory that scholars have a 70 or better in math and reading, regardless of their cumulative average to be promoted. The appropriate school official will make promotion and retention considerations on the basis of what is in the best interest of the scholar.

SCHOLAR BEHAVIOR

DISCIPLINE

The Academy seeks to develop self-control in its scholars to promote a controlled environment conducive to learning. However, when established classroom rules are broken, a teacher may refer a scholar to the office after three (3) infractions during the course of a day. Corporal punishment is administered by the Headmistress or Headmistress' designee in the presence of another professional employee if a consent form is on file. If a consent form has not been provided, the parent is called to pick up the child or administer discipline. Established classroom rules may be obtained from each of your child's teacher.

Note: Parents/guardians will be notified when a scholar has been paddled.

Scholars sent to the office four (4) times during the course of one (1) nine week grading period will receive a three (3) day suspension. The scholar is removed from class for the remainder of the day and must be picked up immediately by their parent/guardian. When scholars are suspended from school, they will not be allowed to make up any graded assignments or tests. The parent/guardian may be required to attend an administrative conference to clear the matter.

Scholars may be excused from any and all field trips if the scholar has had any infraction a week before the planned trip. Scholars may also be excused from a field trip if there has been any infraction on a past field trip.

Scholars will be excused from any school program/production if the scholar has had three infractions during rehearsal.

Extreme infractions of school rules are not governed by the "three strikes" process. The offenses that are subject to immediate administrative action include but are not limited to:

1. Illegal and/ or Criminal Behavior
 - A. Offenses
 1. Assault on Academy personnel or another scholar.
 2. Threatening bodily harm to Academy personnel or other scholars.
 3. Possession of a firearm, knife, or any potentially lethal weapon.
 4. Malicious destruction of/ or damage to school property.
 5. Stealing school property.
 - B. Penalty
 1. Suspension and/or possible Expulsion from the Academy.

2. Malicious, Destructive, and Defiant Behavior

A. Offenses

1. Open or continued defiant attitude toward a member of Academy personnel.
2. Vulgar, profane or rude remarks to Academy personnel or fellow scholar.
3. Physical or verbal intimidation of other scholars.
4. Fighting in or on school property.

B. Penalty

1. Suspension.
2. Possible expulsion from the Academy.

NOTE:

If any school property is broken or damaged by a scholar, the family assumes responsibility and is required to replace the item(s).

SCHOOL SEARCHES

Physical searches of scholars, containers, or packages, brought onto school grounds by scholars and visitors may be conducted if the Director has a reasonable suspicion that a scholar or school visitor has in his/her possession a prohibited item or substance (drugs, drug paraphernalia, dangerous weapons, and other property that may cause harm to school property, scholars, and/or the faculty and staff). (TCA 39-17-1309, 49-6-4011)

REPORTING ABUSE/NEGLECT

Faculty and staff will report any knowledge of abuse or neglect regarding a scholar who is suffering from or has sustained wound, injury, disability, or physical or mental condition that has been caused by brutality, abuse, or neglect or that on the basis of available information, reasonably appears to have been caused by brutality, abuse or neglect. (TCA 37-1-403)

