



Parent Handbook

*A Christian School focusing on an education for
the heart, mind, body, and soul.*

Shining God's light through future generations!

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Mission Statement

The mission of Beacon Christian Academy is to nurture the "whole child" in areas of physical, intellectual, emotional, social, and spiritual development. We believe in creating a fun, loving, and most of all, a Christ-centered environment for our children to grow and develop their skills for a strong academic and Biblical foundation with a Christian perspective guided by the unfailing Word of God. Our teachers and staff are committed to praying for every child and their family each day. Through our programs, we help each child to develop a Christian character with Christ-like qualities such as honesty, respect, compassion, and obedience.

Programs Offered

In each of our classes, we follow a developmentally appropriate scope and sequence. We continually reassess your child's personal needs and strive to implement personalized teaching strategies.

- **P3 Program:** (3 years old) - Along with learning to follow directions and developing valuable social skills, the students are exposed to colors, shapes, numbers, counting, letters, art and music in a fun, minimally structured environment. Tuesday – Thursday 8:00-11:30
- **P4 Program:** (4 years old) - Students participate in structured, yet vibrant classroom settings with an emphasis on learning at a pace equal to their own ability. We strive to make learning fun to stimulate the students' minds as they grasp new concepts. September through January, Tuesday – Thursday from 8:00 -12:00 and February through May, Monday - Thursday from 8:00 – 12:00
- **Kindergarten Program:** (5 years old) - Students participate in structured classroom settings, as the students focus on gaining greater mastery in all concepts. We continue our emphasis on meeting individual educational needs. September through January, Monday – Friday from 8:00-12:00 and February through May, Monday – Friday from 8:00-2:30
- **Elementary Grades:** (First through Sixth grade) - The scope of our elementary grades meets or exceeds the state's standards, while the speed and sequence will continue to be tailored to each child's abilities.
- **After Care Program:** Our After Care Program is designed to provide care for students already enrolled in any of our programs. Monday – Friday 8:00-5:30

Preschool Subjects

For our preschool subjects, we use developmentally appropriate curriculum, activities, and topics. We continually emphasize God's hand in all we see and do to rightly recognize His hand in creation, knowledge attainment, and our growth as worthy beings gifted to honor God by developing our gifts and talents.

- **Art:** In art class, your student will begin to learn the following skills: identifying colors and shapes, coloring, cutting, gluing, painting, etc. These skills are essential. Not only do they help

with school assignments, but they also develop small motor skills, and hand-eye coordination, as well as encourage creativity.

- **Bible:** Bible time is another fun part of our day. Through learning traditional Bible stories, your student will hear of God's love for them. During this time, they will also learn Bible verses that begin with each letter of the alphabet. We strive to make the Bible story and Bible verse applicable to their world.
- **Chapel:** Students participate in teacher lead chapel each week with a variety of topics, messages, and worship songs.
- **Math:** Math is taught in a fun, hands-on environment. Your student will learn their numbers by reciting amusing poems and playing games that teach number identification, value, and counting skills.
- **Music and Recess:** Although not an actual class, the students sing, dance, and play basic rhythm instruments. Our emphasis is placed on experiencing and enjoying music. During daily recess, your student has the chance to build social skills and develop physical agility. Recess will be outside, weather permitting, so please have your student dress accordingly.
- **Phonics:** The students are introduced to the letter's names and their sounds. Starting with vowels, and then adding consonants, we teach the mechanics of combining these sounds to make blends and then words. Students become eager to learn more letters as they realize they can now read words!
- **Reading:** Once your student has become familiar with the mechanics of reading words, we introduce them to reading and comprehending sentences and then stories.
- **Writing:** Our focus is on your students' understanding of the formation of letters and numbers. As their small motor skills develop and writing skills progress, we then focus on mastering the formation of letters and numbers.

Elementary Subjects

For our elementary subjects, we seek to present a challenging, but engaging, curriculum. Our activities, topics, and schedule, when provided will build upon God's word and wisdom. Our focus will be to hopefully discover and develop the talents and abilities God has gifted to our students.

- **Art and Music:** Art and music are connected to their History and Science classes. During art appreciation, we will learn about famous artists of the countries studied, as well as have an opportunity to experience the artist's medium and style while having a chance for their own

interpretations. During music class, we will learn about famous composers from each country and their pieces. Students will learn theory and composition and will be able to make their own song at the end of the year.

- **Bible:** We study heroes of the Bible and the character traits that made them heroes. Our purpose will be to inspire the students to see that God fills every moment of every day with purpose and hope.
- **Chapel:** Students participate in teacher lead chapel each week with a variety of topics, messages, and worship songs.
- **Geography:** Students will experience the culture of each country: dances (in music class), foods, arts and crafts, games, and sports. They will also tour the United States, learning the capitals and uniqueness of each state.
- **Handwriting:** Students will be working on mastering manuscript cursive writing, emphasizing formation and smoothness. In addition, students will work on neatness and style.
- **History:** Students will learn about historic periods and develop an appreciation of their country. They will be learning the principles of Individualism, Self-Government, Christian Character, and Conscience.
- **Language Arts and Spelling:** Students will continue with a phonics-based Language Arts program. The students will also have a structured Spelling program. We will memorize primary spelling patterns and reinforce good spelling habits.
- **Math and Logic:** Math will be taught in a lively, hands-on manner, using manipulatives and games. We will also regularly play many logic games and solve mental puzzles to improve problem solving abilities.
- **Science:** The students will focus on discovering God's creation and its nature and order. We will also emphasize our place in creation.
- **Specials:** We will have PE, Art, Music, and Computers once a week.

Admission Information

Before participation can be approved our staff will determine if your child meets certain prerequisites. First, your child must be potty trained and able to take care of their own toileting needs by themselves. This includes being able to enter the bathroom, sitting on the toilet, wiping themselves and pulling up their own clothes. No pull-ups are allowed. Next, all children are screened to determine if they meet our class readiness requirements. Finally, we do not have a special needs program, therefore no special needs students can be admitted or enrolled, however, certain special needs children with their own aide may be exempt.

Requirements: Beacon Christian Academy program eligibility table

Program	Eligibility Requirement
Summer	Child must be 3 years old on or before the first day of the program and no older than entering 1st grade .
P3	Child must be 3 years old on or before August 31 .
P4	Child must be 4 years old on or before August 31 .
Kindergarten	Child must be 5 years old on or before August 31 .
First Grade	Child must be 6 years old on or before August 31 .
Second Grade	Child must be 7 years old on or before August 31 .
Third Grade	Child must be 8 years old on or before August 31 .
Fourth Grade	Child must be 9 years old on or before August 31 .
Fifth Grade	Child must be 10 years old on or before August 31 .
Sixth Grade	Child must be 11 years old on or before August 31 .
After Care	Child must be currently enrolled in one of the above programs .

Re-Enrollment Process:

Re-Enrollment: Current enrolled students have a preferential enrollment period before applications from the public are accepted.

New Student Enrollment Process:

Application: To start the application process, please visit www.beaconobx.com, click the admissions tab and follow the directions. There is a \$30 application fee due with your application.

Enrollment: After you have submitted the online application, we will reach out to you to when we have confirmed your spot. Once you are confirmed, you will receive an email from us with instructions on how to complete your enrollment. To reserve your spot after your child has been accepted, you will need to complete the online enrollment, submit a \$100 non-refundable enrollment fee, and set up your tuition payments through FACTS. If you have a change of status for the school year, please call us as soon as possible. **Your financial commitment is for the whole program unless we can fill your spot.**

Prior to the start of school, the following fees/items are also required:

- **\$200 Security Deposit** - Paid through FACTS and waived if you pay tuition in full at the beginning of the program. If you pay monthly, this will be applied to your last month's payment. Added to your first month's tuition payment.
- **Book Fee** - Varies for preschoolers. For kindergarten and above, there is no book fee.
- **\$20 Cot Fee** – Applies to P3, P4, and kindergarten students that stay after 1:00. Added to your first month's tuition payment.
- **Medical Form** - upload before submission of enrollment or you may turn into the office before school starts.

- **Immunization Record** - upload before submission of enrollment or you may turn into the office before school starts.
- **Medical Action Plan Form** - if student has any food allergies or other allergic reactions.

Disenrollment: Beacon Christian Academy reserves the right to disenroll any student. The three primary reasons for disenrollment are financial arrears on payment, violation of the parental agreement, and attendance and tardiness. Our school depends on timely and accurate payment with the support of our parents. This is critical for the retention of top-quality talent, facility maintenance, and proper stewardship in general. Further, we consider our families as a part of the overall effort to ensure every child can learn in a calm, Christ centered environment thus the BCA Parent agreement binds in fellowship to achieve that goal. Finally, each family must make every effort to adhere to our attendance and tardiness policies within which we are bound to a schedule that must be kept barring any emergencies or events beyond our control. In these matters we feel that BCA and our parent and family partners are bound in a fashion like Euodia and the Apostle Paul, Timothy, and Syntyche by being of the same mind in the Lord.

Financial Commitment:

Tuition is an annual agreement. **Your financial commitment is for the whole program unless we can fill your spot.** All payments need to be paid through FACTS Tuition Management. Their website is www.factsmgt.com. We do understand that people move or receive military orders to relocate. In these situations, please give us at least 2 weeks written notice, or you will forfeit your security deposit. For ease of payment, parents are offered a few payment options for their tuition:

- **Preschool:**
 - 9-month installment plan
 - Full tuition payment at the beginning of the year
- **Kindergarten/Elementary Grade:**
 - 9-month installment plan
 - Full tuition payment at the beginning of the year
- **Summer Program:**
 - 3-month installment plan
 - Full tuition payment at the beginning of the summer

Some families are eligible to receive financial support through NC Subsidy Program (P3 & P4) or NC Opportunity Scholarship Program (Kindergarten through elementary). These payments from the State are paid directly to us and offset what the family may owe. If for any reason these payments end, the family will be responsible for any of the tuition that may be due.

Payments are due on the first of each month. **A \$25 late fee will be assessed after the first.** If payment has not been received by the fifth, your child will not be able to attend until payment arrangements have been made. Timely and regular payments are necessary to help us keep our school running efficiently. Please call the school office if you are experiencing any unusual difficulty in making your payment.

Dress Code

We have a dress code for grades Kindergarten and higher. Students need to wear solid colored khaki style bottoms with a solid-colored collared shirt. Logos on the shirt are acceptable but can be no larger than the student's fist. Pants, shorts, dresses, skirts, etc. are all acceptable bottoms and a button down or polo shirt

are acceptable shirts. If you need help with understanding what is permitted, please search Old Navy or Children's Place uniforms.

Parental Participation

Activities: Parents are encouraged to participate in any of the following ways. Please see your teacher about how you can help. Parents and families can also join our BPA (Beacon Parent Association) which helps coordinate some of the things listed below.

- Field Trip Chaperone/Driver
- Party Coordinator/Helper
- Classroom Helper
- Special Project Coordinator/Helper
- Special Events Assistant (i.e., Mid-Year Program, Graduation, etc.)
- Arts and Crafts Assistant
- Reading group volunteer
- Morning drop off parking lot attendant

Arrival/Departure Safety:

Arrival

- Parents will use a security code to enter the building.
- Preschool parents will use chalk to write the date on their student's lunchbox label that was provided by the school.
- Parents must accompany their preschool student to their classroom but not enter the classroom. Elementary students can walk themselves to class.
- Notify staff of the student's arrival. Students must never be left unattended.
- The teacher will sign students in and write the time they arrive.

Departure

- Parents will use a security code to enter the building.
- An authorized adult must come to the classroom to pick up the student from their teacher. A picture ID may be required until we get to know the authorized person(s) picking up.
- Parents cannot enter the classroom.
- The teacher will sign out the student and record the time.
- For your child's safety, if you contact us by phone with different pick-up arrangements, you may be asked to verify your child's date of birth to confirm the change, and the new person picking up your child will be required to show a picture ID. Please also email written permission before the child can leave with that new person.

Birthday Party Invitations: If a child wants their teacher to distribute their birthday party invitations, there needs to be an invitation for every child in that class so that no child feels left out. Please see the Food Policies on page 10 for providing snacks to celebrate your child's birthday.

Field Trips: Field trip permission forms will be provided by teachers and need to be signed by a parent/guardian for your child to participate in the field trip. A Transportation Permission Form will be

posted, requiring your signature, for your child to ride with the specified driver. All children must provide a car seat/booster, if needed, with their name on it, for field trips.

Parent/Staff Meetings: You may request a meeting with your child's teacher by contacting your teacher directly. We also recommend taking advantage of the scheduled Parent/Teacher Conferences.

Visitation: Parents are welcome to visit Beacon Christian Academy at any time. You do not need to make an appointment, but you do need to notify the office of your arrival. **There is no smoking, vapes, tobacco, alcohol, drugs, or firearms allowed anywhere on the property at any time.**

Filing Complaints: If you have concerns regarding your child's care or wellbeing at Beacon Christian Academy, please contact the office directly at (252) 715-3235 to discuss your concerns. If you feel the care is negligent, contact the North Carolina Division of Child Development at (919) 814-6300.

Policies and Procedures

Building Security:

Parents will be issued a 4-digit code to enter the building to drop off and pick up their child. Please do not share this code with any other person or hold the door open for other people. If you have someone who picks up your child regularly, please ask the office to issue them a code. To keep everyone safe, our security system has cameras to record all activity inside and outside our building. We also practice fire drills with the students once a month and emergency preparedness drills with them every three months. Emergency preparedness drills consist of Shelter-in-place, Lockdown and Evacuation drills.

Classroom rules:

- No walking or talking without permission.
- Treat others the way you want to be treated.
- Stop, look, and listen when a teacher calls your name.
- No chewing gum.

Attendance Policy: Consistent attendance is an important indicator of academic success, and we at Beacon Christian Academy seek to partner with families to provide students with greater opportunities for success by promoting regular, on-time attendance. Routine absences can greatly hinder a student's ability to perform in the classroom, and regular tardiness can cause disruptions to the school day that negatively impact the entire class. As such, BCA takes attendance very seriously. Absences are marked as either excused or unexcused:

- **Excused:** We recognize that life can come with difficulties that lead to unavoidable absences for which it would be unfair to penalize a student. An absence due to illness, medical appointment, the death/illness of a family member, or other unavoidable reason may be marked as excused pending approval by your student's teacher. For medically necessary absences such as illness or doctor's appointments, a doctor's note is **required** to be submitted to the teacher for the absence to be marked as excused. For other kinds of absences, teachers may request alternative documentation to confirm the child's reason for not being present at school. Students will be required to request make-up work

immediately upon their return to school. Excused absences **will not** be granted for planned vacations or family events without prior approval.

- Unexcused Absences: Students absent for reasons not approved by the school, or absent without a valid reason, will have their absence marked unexcused. Disciplinary action may be taken after a certain number of absences:
 - 5 Absences – Parent meeting with Teacher
 - 8 Absences – Parent meeting with Teacher and AdministratorSubsequent absences may result in further mandatory meetings with administrative staff, and possible disenrollment.

Assignments turned in after their due date will be subject to a grade-point deduction of 10% per day after their due date, regardless of a student's absence from the classroom on the day the assignment was due. For unforeseen circumstances resulting in an excused absence, students will be granted a grace period upon their return to school totaling one day for every day the student was absent (If a student is absent for 5 days, they will be given a 5 calendar-day grace period). For unexcused absences, no grace period will be granted.

Tardy Policy: The academic day at Beacon Christian Academy begins at 8:00 a.m. Students are expected to arrive at school on time every day, and elementary students arriving after 8:05 a.m. will be marked tardy and will be required to sign in at the office and turn in a tardy slip to their teacher (P3 and P4 parents may drop off their student as late as 9:00 a.m. without sign-in being required). Successive tardies will be met with disciplinary action according to the following general outline:

- 5 tardies will be marked as an unexcused absence and parents will be notified
- 7 total tardies will result in one hour of after-school detention, and parents will be notified of the date and time for detention.
- 10 total tardies will result in one day's suspension from school, and parents will be required to attend a conference with their teacher and a member of administrative staff.

All disciplinary action resulting from successive tardies will be applied subject to teacher discretion on a student-by-student basis. Tardy count for each student will reset at the end of every 9-week quarter.

Discipline/Behavior Management: Based on the belief that our actions or inactions influence how children learn and develop values; Beacon Christian Academy will practice the following discipline and behavior management policy:

WE:

- Treat your child as a gift from God and respect their needs, desires, and feelings
- Model appropriate behavior for your child
- Listen to your child and communicate with them on their level
- Praise, reward, and encourage your child
- Set limits for your child
- Provide alternatives for inappropriate behavior
- Balance the degree of discipline with misbehavior
- Use short, supervised periods of "time-out"
- Do stay consistent in our behavior management program
- **Do not**, in any way, physically punish your child
- **Do not**, in any way, verbally abuse your child
- **Do not** shame or punish your child if bathroom accidents occur
- **Do not** deny food or rest as a punishment
- **Do not** place your child in locked rooms, closets, or boxes as punishment

- **Do not** allow discipline of your child by children
- **Do not**, in any way, diminish children's parents, families, or ethnic groups

Discipline Plan:

1. 1st time: Child is warned.
2. 2nd time: Child loses a reward. For the first couple of weeks, there will be a grace period of several warnings before loss of rewards.
3. 3rd time: Child has a "time out" from free play and a note will be sent home if the child routinely has "time outs".

Time Out: "Time Out" refers to the removal of a child from a situation in which the child is misbehaving and has not responded to other discipline techniques. The "time out" space, a chair, is located away from the activity but within the teacher's sight. During this "time out," the goal is to have your child think about the misbehavior that led to his/her removal from the group. Afterwards, the teacher discusses the incident and appropriate behavior with the child. When the child returns to the group, the incident is over, and the child is treated with the same affection and respect shown before the incident occurred.

Severe Disruption:

- The child will be given 3 warnings with a note sent home each time.
- Third warning - a conference will be set up with the administrator and teacher, during which interventions and remedies will be discussed.
- Fourth warning, and a conference with the administrator and teacher, your child may be asked to stay home for a week.
- Fifth warning - the child will be asked to stay home for a week.
- Sixth warning - the child will be expelled and no longer able to attend.
- Corporal Punishment: This form of discipline is considered on a case-by-case basis if consideration is discussed as a possible remedy. Corporal punishment will **NEVER** happen without the parents' written permission, a parent or their witness in the room, and it being videoed.

Cell Phones: Students are not allowed to have cellular phones, smart watches, or other internet-connected devices while on school premises. Parents are not allowed to give their child access to their personal cellular phone, smart watch, or internet-connected devices while on school premises. Students and parents are not allowed to film, record, or photograph on school premises or at school-sponsored events without prior approval from administrative staff. Violation of these policies will result in severe disciplinary action, up to and including disenrollment for repeat violations.

Food Policy: When good eating habits and positive attitudes toward food are established at an early age, the chance of an individual enjoying optimal health throughout life is increased. For young children, eating a nutritionally balanced diet is essential to growing and developing normally. **We will encourage your child to save their sugary snacks until the end of the day.** Our school is mandated by the state to ensure compliance with the USDA meal standards. As parents you know your child best. Please provide food that meets those guidelines that your child will also eat. **If it is in their lunch box, we will expect them to eat it.**

Please refer to the chart below to determine what meals your child will need to bring with them.

Beacon Christian Academy Meal and Food Policy Summary Table

BCA Program:	Bring:
P3 & P4 school only:	morning snack and drink
Kind & Elementary school only:	morning snack and lunch with drinks
School and then aftercare:	morning snack, lunch, and afternoon snack with drinks

Food Policy Continued: To better monitor what your child has eaten throughout the day; please send their food in resealable containers. Avoid juice drinks that are mostly sugar. Some drinks may appear to be 100% juice, but a closer look will tell you that they are not much better than sugar water. **Soda is not allowed.** Please note these additional guidelines from the state:

- **Due to state regulations, we are not allowed to warm up food.**
- When food is sent from a child's home and it will only be served to that child, there are no restrictions on the source. **Due to food allergies, if the food is served to other children, such as a birthday cake for a party, it must come from an approved source. Nothing can be homemade. Anything brought in must be purchased from commercial establishments.**
- All lunch boxes and drinks (if they cannot fit inside lunch box) must be appropriately labeled with the child's first name, first letter of their last name and the date the food/drink was placed in the container. If the drink cannot fit in the lunchbox, a separate tag will be needed for it. Tags for their lunchboxes will be provided for you.
- Non-nutritious food can be served only for special occasions and in addition to nutritious meals and snacks.
- No child may go for more than four hours without food being provided.
- Drinking water is freely available, and encouraged, to children of all ages and offered at frequent intervals.
- Children's food allergies must be posted in the area where children are fed.
- If a health care provider does not prescribe the diet, written instructions must be provided by the child's parent and be on file at the center.
- Raw eggs or products containing raw eggs may not be served to the children.

The Child Day Care Commission approved use of the USDA meal patterns as the minimum amount of food which can be served to comply with their standards for adequate nutrition. The following meal patterns contain the minimum food components needed to comply with state requirements:

CACFP MEAL PATTERNS

BREAKFAST

Serve Milk, Vegetable or Fruit, Grain*

COMPONENT	AGES 1-2	AGES 3-5	AGES 6-18	ADULTS
Milk	1/2 cup	3/4 cup	1 cup	1 cup
Vegetable, Fruit or Both	1/4 cup	1/2 cup	1/2 cup	1/2 cup
Grain*	1/2 oz eq	1/2 oz eq	1 oz eq	2 oz eq

* Meat and meat alternates may be served in place of the entire grains component at breakfast a maximum of three times per week.
oz eq = ounce equivalents

LUNCH / SUPPER

Serve All Five Components

COMPONENT	AGES 1-2	AGES 3-5	AGES 6-18	ADULTS
Milk	1/2 cup	3/4 cup	1 cup	1 cup*
Vegetable	1/8 cup	1/4 cup	1/2 cup	1/2 cup
Fruit	1/8 cup	1/4 cup	1/4 cup	1/2 cup
Meat/Meat Alternate	1 oz	1 1/2 oz	2 oz	2 oz
Grain	1/2 oz eq	1/2 oz eq	1 oz eq	2 oz eq

* A serving of milk is not required at supper meals for adults.
oz eq = ounce equivalents

SNACK

Select Two of the Five Components

COMPONENT	AGES 1-2	AGES 3-5	AGES 6-18	ADULTS
Milk	1/2 cup	1/2 cup	1 cup	1 cup
Vegetable	1/2 cup	1/2 cup	3/4 cup	1/2 cup
Fruit	1/2 cup	1/2 cup	3/4 cup	1/2 cup
Meat/Meat Alternate	1/2 oz	1/2 oz	1 oz	1 oz
Grain	1/2 oz eq	1/2 oz eq	1 oz eq	1 oz eq

oz eq = ounce equivalents

Refer to USDA FNS Exhibit A for further guidance on grain serving sizes.



Fluid Milk



Vegetable



Fruit



Meat/Meat Alternate



Grain



Visit cacfp.org for more nutrition education resources.
CACFP is an indicator of quality care. This institution is an equal opportunity provider.

Policies and Procedures continued:

Inclement Weather:

When it becomes necessary to close school due to adverse weather conditions, **we do not necessarily mirror the public school system**. The BCA staff will convey this information to you through at least one of the following ways:

- Facebook: Beacon Christian Academy
- Class Dojo
- Parent Alert: A text message will be sent to number on file

If we have a **Two-hour delay**:

- Preschool Program will be cancelled for that day
- Elementary Grades will start two hours later
- If your child is in the After Care program, it will be delayed 2 hours

If we have an **Early Dismissal**:

- Kindergarten (after January), Elementary Grades and After Care program will be dismissed early
- P3 and P4 will dismiss at their normal time
- If it is a scheduled early dismissal, all grades and aftercare will dismiss at noon.

Summer Program: When it becomes necessary to close due to adverse weather conditions, BCA staff will contact you.

Emergency Preparedness Drills:

All students and staff practice emergency drills monthly. Some drills we practice are lock down, fire, facility evacuation, and shelter in place. In the event of a real emergency, at the direction of law enforcement, we request that you do not come to the school or call. You will be contacted by your child's teacher/administration as soon as safe and appropriate to do so or as law enforcement allows us. You will be notified as to where and when your child can be picked up. It is our job to work with the authorities to ensure everyone's safety.

Medication Administration: All medications and permission forms must be dropped off at the school office. The staff will administer medications during school hours in a discrete and confidential manner. The following guidelines must be met:

- The medication comes in an original container labeled with child's name
- The medication is accompanied by a properly filled out and signed copy of our "Permission to Administer Medication" form

Please be aware...

- Parents will be notified if a child refuses to take his/her medication
- A written log will be kept showing medication administration

- If the medicine is not picked up within 72 hours after “Permission to Administer Medication” form has expired, we will dispose of the medication
- School personnel will not administer herbal or homeopathic medicine
- Medicine containing aspirin will not be administered due to the risk of Reye’s Syndrome
- Over the counter medications like sunscreen and lip balm fall under the above guidelines

It is still the parent’s/guardian’s responsibility to assure that their child takes the correct medication(s) at the correct time(s) and the proper dosage(s).

Child Sickness: We strive to keep our school as healthy as possible with our students and teachers. Please notify us if your child is staying home due to sickness. A child should not be brought to school with any of the following symptoms. Please help keep the teachers and students healthy.

- COVID-19 Symptoms - Fever, chills, shortness of breath, cough, loss of taste or smell, sore throat, headache, nausea, or stomach pain.
- Fever - A child’s temperature must be less than 100 degrees without fever reducing medicine for 24 hours before returning to school.
- Diarrhea and vomiting - A child must be free of these symptoms for 24 hours before returning to school.
- Strep – A child may return after 24 hours of being on an antibiotic.
- Conjunctivitis (Pink Eye) – A child may return after a 24-hour treatment with antibiotic eye drops.
- Ringworm - A child may return to school following 24 hours of treatment with fungicidal.

Obtaining Your Child’s Records: A parent may obtain their child’s records with a written request to the school office.

Pets: According to the Sanitation Guidelines, “pets shall not be allowed in a childcare center, including the outdoor learning environment.” This means we will not be able to permit pets to visit for “Show and Tell.”

Reporting Child Abuse and Neglect: North Carolina Law requires that any person who suspects child abuse or neglect in a family report the case to the county department of social services. North Carolina law also requires any person who suspects child maltreatment at a childcare facility to report the situation to the Intake Unit at Division of Child Development and Early Education at (919) 814-6300 or (800) 859-0829. Reports can be made anonymously. A person cannot be held liable for a report made in good faith.

Non-Discrimination Policy: Beacon Christian Academy enrolls students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities accorded or made available to students at the school. We do not discriminate based on race, color, national or ethnic origin in administration of its educational policies, admissions, policies, scholarship and load programs, athletic and other school administered programs.

Tobacco/Smoke Free Policy: The use of all tobacco products, vapes and e-cigarettes are prohibited everywhere, by everyone, always everywhere on the property.

Staff Cleaning Duties/Schedule: The following items are cleaned daily using the state-mandated sanitizing/disinfecting solution:

- Lavatories
- Tables and Desks
- Food service areas

The following items are cleaned weekly using the state mandated sanitizing/disinfecting solution:

- Sleeping cots

The following items are cleaned monthly using the state mandated sanitizing/disinfecting solution:

- Student chairs
- Toys

Student/Teacher Ratio:

At BCA, our goal is to keep our Student/Teacher Ratio at no more than 1:12. This ratio meets the highest standard set by the National Association for the Education of Young Children and allows us to better meet your child's needs.

North Carolina State Minimum Requirements for Teacher/Student Ratios

Age of Children	State Requirements Ratio: Staff/Children	Maximum Group Size Permitted
3 to 4 years	1/15	25
4 to 5 years	1/20	25
5 years and Older	1/25	25

Supplemental Services: Children attending Beacon Christian Academy are not excluded from speech therapy, physical therapy, or occupational therapy. These services may be available here at BCA through the Public Schools. Please contact the public school that your child would normally attend for more information.

School Supply List

Sept to May Program:

P3, P4 and Kindergarten: BCA will provide developmentally appropriate pencils.

- **10 ½" W x 16L Bin or Crate (Not Kindergarten):** for cubby to store extra clothes and rest time items. Can be a plastic container, sturdy basket, etc.
- **2 Glue sticks:** Please write the child's first name and first letter of their last name on each stick.
- **1 Box of Crayons:**

- **P3:** Fat crayons limited to eight. Please write the child's first name and first letter of their last name on **each individual crayon**.
- **P4:** Fat or skinny, it is up to you, limited to eight crayons. Please write the child's first name and first letter of their last name on **each individual crayon**.
- **Kind:** Skinny crayons or Twistable work the best, limited to 16 count. Please write the child's first name and first letter of their last name on **each individual crayon**.
- **Pencil Box:** To hold the child's writing and drawing supplies. Please write the child's first name and first letter of their last name on the box.
- **Pair of scissors:** Please buy Fiskars style scissors or similar (blunt or rounded tip). Please write the child's first name and first letter of their last name on them.
- **Paint Smock:** This can also be an old shirt, preferably 2-3 sizes too large for them. Please write the child's first name and first letter of their last name on it.
- **Backpack** (at least 14x12): Please make sure it is large enough to carry home their day's treasures, lunch box, and extra materials. Please write the child's first name and first letter of their last name on their backpack.
- **Student Lunch Box: No oversized lunch boxes! We do not have room in fridge.** Please write the child's first name and first letter of their last name on the outside.
- **Change of clothes:** Your child will need underwear, socks, shirt, pants (weather appropriate), and an extra sweater or sweatshirt in a bag. Please write the child's first name and first letter of their last name on the bag.
- **Extra Jacket: Temperature** varies due to the wind. Having an extra jacket will guarantee that your child can always go outside to play.

Additional Supplies Needed:

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|-----------------------------|--------------------|
| • Foam soap and soap refill | Pack of Kleenex |
| • Ream of copy paper | Dry Erase Markers |
| • Pack of toilet paper | Disinfecting Wipes |
| • Pack of paper towels | |

Donations of the following items are always appreciated:

- Small toys for treasure box
- Small chocolates/candies for staff treat box 😊

After Care: P3 and P4 Only

Those who stay all day during nap or rest time will need:

- **Blanket**
- **Small Pillow** (if desired)
- **One stuffed animal for rest time only** (if desired)
- **Cot** (we supply; you rent for \$20 from us per program)

Parents need to take all the bedding home on the last day of each school week for washing.

Elementary Supply List: Teacher's will give you specific school supplies that are needed for your child's grade at least a week before school starts.

Below are items that all Elementary grades will need

- **Pencil Box:** Please write the child's first name and first letter of their last name on the box.
- **4 Large Glue Sticks**

- **Pack of No.2 Pencils**
- **2 Erasers**
- **Yellow Highlighter**
- **Pack of dividers** – preferably with pockets
- **3 ring binder**
- **Dry Erase Lap Board with Eraser**
- **Package of Crayons/Colored Pencils:** No more than 24
- **1 Pair of Scissors:** Please write the child’s first name and first letter of their last name on them.
- **1 Ruler:** English and metric measurements
- **1 Paint Smock:** This can also be an old shirt, preferably 2-3 sizes too large for them, with their first name and first letter of their last name written on it.
- **A Pair of Socks and Tennis Shoes:** Please wear on your assigned PE day.
- **Backpack:** Please make sure it is large enough to carry home a 3-ring binder, lunch box, and extra materials. Please write the child’s first name and first letter of their last name on their backpack.
- **Student Lunch Box:** Please write the child’s first name and first letter of their last name on the outside.
- **Extra Jacket/Sweatshirt:** **Temperature** varies due to the wind. Having an extra jacket/sweatshirt will guarantee that your child can always go outside to play.

Additional Supplies Needed:

- Foam soap and soap refill
- Ream of copy paper
- Pack of toilet paper
- Pack of paper towels
- Pack of Kleenex
- Disinfecting wipes
- Dry Erase Markers

Donations of the following items are always appreciated:

Small toys/sensory toys for treasure box

Small chocolates/candies for staff treat box 😊

Summer (If summer program is available) Supply List:

Please apply sunscreen before arriving at school. BCA will provide and apply additional sunscreen as needed. Sunscreen is considered “over the counter” medication so you need to sign a “Permission to Administer Medication Form” for us to apply it.

- **10 ½” W x 16L Bin or Crate (Not Kindergarten):** for cubby to store extra clothes and rest time items. Can be a plastic container, sturdy basket, etc.
- **Lunch Box** - Please write the child’s first name and first initial of their last name. Your child will need a nutritional morning snack, lunch and drink each day.
- **Re-usable water bottle-** Please write the child’s first name and first initial of their last name
- **Extra change of clothes:** Your child will need underwear, socks, shirt, and pants in a plastic Ziploc bag. Please write the child’s first name and first initial of their last name on the bag.
- **Pack of crayons** - Fat for younger kids, skinny for older kids. Please write the child’s first name and first initial of their last name on each marker.
- **Large shirt or art apron for crafts** - Write the child’s first name and first initial of their last name.
- **2 glue sticks** - Please write the child’s first name and first initial of their last name.

- **Pencil box**
- **Foam soap and soap refill**
- **Disinfecting wipes**
- **Ream of copy paper**
- **Package of toilet paper**
- **Package of paper towels**
- **Package of Kleenex**