



BAYMEADOWS
CHRISTIAN ACADEMY
& PRESCHOOL

Mission Statement

Building the Church,
by Building Community,
by Touching Lives

The Mission of Baymeadows Baptist Church, Christian Academy and Preschool is to reach people with the gospel of Christ, to train Christ followers through the teaching of God's Word and to impact our community and world for the cause of Christ through life changing ministry.

We are committed to providing ministry that nurtures an atmosphere of Godliness and Holiness and gives all a desire to know God in a more personal way.

Through our Academic Ministry we will strive to provide a Quality Christian Education that promotes the highest standards for learning while training both children and adults in the Biblical Principles that will be the foundation for living a life pleasing to God.

Statement of Non-discrimination

Baymeadows Christian Academy and Preschool admits students of any race, color, ethnicity to all the rights, privileges, programs and activities generally accorded or made available to students at the school.

2023-24 Enrollment Packet

All applicants must complete an enrollment packet and submit all required documents, including the non-refundable registration fee. Incomplete applications will not be accepted.

Contract Terms:

An enrollment contract is required to be signed by the financially responsible parent or guardian of the student attending Baymeadows Christian Academy & Preschool. The terms are to include, but are not limited, to the

following:

- All policies, rules, and regulations stated in the student handbook must be followed.
- The financially responsible parent or guardian is responsible for making the payments according to the plan selected AND through Tuition Express.
- All fees and Tuition are non-refundable in the event of withdrawal or dismissal.

Admission & Registration Information

In order to complete the registration process, please return the completed enrollment packet along with the following:

- Non-refundable registration fee of \$75.00, payable by cash, check or credit card
- Copy of student's birth certificate
- DH3040 School Entry Health Exam issued by Florida dated within 1 year of enrollment
- DH680 Florida Certification of Immunization (not expired)
- For VPK Students:
 - VPK Certificate obtained from Duval County Early Learning Coalition
 - Signed VPK Attendance Policy
 - Completed VPK Signature Authorization Form

Tuition & Financial Policies

Tuition is billed every Monday and due by close of business Friday, unless an exception is approved by the office to carry a one week balance.

Tuition may be paid through the online payment portal or via autodraft from your bank account or credit card.

Tuition may be paid weekly, bi monthly or monthly but must be paid the week of services. If two or more transactions are declined, payment will have to be made with cash or money order.

In order to have your payments the same each week, we take the annual school total and divide it by the number of weeks in the school year. You are charged for each week unless, you choose to use your vacation time, as outlined below.

With the exception of the vacation credit provision (explained below), payment is required whether your child is in attendance or not. If your child is enrolled in the "Full Time" program, you are entitled to one week of vacation credit at 100% of tuition per school year. The second week at 50% tuition. You are eligible for vacation credit after ninety days of enrollment. Vacation credit may only be used for days the child is not in attendance and must be requested in writing through the front office prior to the 1st day of vacation, exception maybe made through the office.

Communications in Changes of Financial Circumstances:

It is the desire of BCA to serve every student and family with a quality Christian education. We ask that if a parent's financial situation changes that they please notify the school office as soon as possible before a past due balance occurs. BCA will do our best to work with each parent and family with regards to financial situations.

Communication is key.

We offer a Sibling Discount of 20% to the oldest in Full-Time Preschool or Academy Students not on scholarships, and a Military or First Responders of 15% with proof of ID.

We ask that you give us two weeks notice of your intention to withdraw your child.

There is no refund or reimbursement of any fee (registration, tuition, etc) for any student.



2023-24 Preschool & Daycare Tuition Schedule

	Registration	Student Fee	*** FULL TIME 5 Days 7:00AM-6:00PM	Part-Time 5 Days 8:30AM-3:15PM	Part-Time 5 Days 8:30AM-11:45AM	Part-Time 3 Days** 7:00AM-6:00PM	Part-Time 3 Days** 8:30AM-11:45AM
Infants	\$75.00		\$253.00				
Waddlers	\$75.00		\$242.00				
Toddlers	\$75.00	\$55.00	\$231.00				
K2*	\$75.00	\$110.00	\$220.00	\$180.00	\$121.00	\$176.00	\$95.00
K3*	\$75.00	\$110.00	\$210.00	\$170.00	\$110.00	\$171.00	\$100.00
VPK*	\$75.00	\$110.00	\$165.00	11:45 AM-3:15PM \$215.00 Monthly (Price after VPK)	FREE with certificate from ELC of Duval		

***K2, K3, and VPK– Child must be the appropriate age on or before September 1st.**

****Three day option must be the same three days each week and if the day is on a holiday it will not be made up.**

EXTENDED CARE OPTIONS	
RATES	
AM Care 7:00-8:30 includes AM snack	\$95.00/Monthly
Non-School Days	\$50.00/Day

Tuition charges are the same each week/month, regardless of attendance or closures.

Tuition Contract

Student Name: _____ DOB: _____

Enrollment (Start) Date: _____

We are pleased to confirm our commitment to Baymeadows Christian Preschool for the child listed above to attend beginning on the listed start date. It is our commitment as parents, guardians, or financial obligor, to pay the tuition costs, book fees, enrollment fees, and all other fees that might apply to my child's education at Baymeadows Christian Preschool.

I hereby acknowledge the following tuition costs:

1. A non refundable registration fee of \$75.00 is due and payable upon enrollment of our child.

Age Group	Schedule	Weekly Cost

2. A student fee of \$ _____ is due by _____ and will be charged annually.
3. Tuition is charged every Monday. Tuition payments may be made online through Tuition Express or set up to auto draft from a bank account or credit card every Monday. Please initial your selection here:

____ I will make online payments each Monday (bimonthly or monthly payments are allowed as long as they are made in advance of tuition charges)

____ I have completed the enclosed form to have tuition charges auto drafted from my bank account or credit card each week. (Bimonthly or monthly auto drafts may be chosen as well)

_____ I will make weekly payments via credit card, cash, or check in the front office.

4. I understand that if our child is not enrolled full time, we are responsible to register and pay for our child to attend any non-school days (holidays, planning days, breaks, etc.)
5. I understand that payment is required whether or not our child is in attendance, including holidays and weather closures, unless our child is eligible for vacation credit and we request it in writing.
6. I understand that if and when our account becomes two weeks or more delinquent and we have failed to set up or maintain a satisfactory payment arrangement, our child is subject to be expelled from Baymeadows Christian Preschool. At the discretion of our financial department, any unpaid accounts will be reported to our collection agency and the national credit agencies.

7. All tuition and fees are non-refundable.

Parent/Guardian Name: _____

Parent/Guardian Social Security Number: _____

Parent/Guardian Signature: _____ Date: _____

Office Staff Signature: _____ Date: _____

Application of Admission 2023-2024

FILL IN ALL BLANKS—ONE FORM MUST BE SUBMITTED FOR EACH STUDENT

(Please Print)

Student Name : _____ Nickname: _____
(First) (Middle) (Last)

Circle One: Male Female Birth Date: _____ Birthplace: _____

Home Phone: ____ - ____ - ____ Home Address: _____

City: _____ State: _____ Zip: _____ Ethnic Origin/Race: _____

Family Members

Father's Name: _____ Mother's Name: _____
SSN _____ SSN _____

Step-Mother (If applicable) _____ Step-Father (If applicable) _____

Who does child live with? _____

First Contact (Parent/Guardian Only)

First Contact Name _____ Relationship to student: _____

Custody? **Y N** Same address as student **Y N** (IF **NO** then list below)

Email _____

Address: _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Work Phone _____

Contact's Employer _____ Position _____

Second Contact (Parent/Guardian unless none available)

Second Contact Name _____ Relationship to student: _____

Custody? **Y N** Same address as student **Y N** (IF **NO** then list below) Email _____

Address: _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Work Phone _____

Contact's Employer _____ Position _____

THIRD CONTACT (we are required to have three contacts per child in case of emergency)

Title _____ Name _____ Relation to student _____

Address _____ City _____ State _____ Zip _____

Work Phone: ____ - ____ x ____ Cell Phone ____ - ____ - ____ Home Phone _____

Additional Authorized Pickup Information

I hereby give my permission to the following persons to pick up my child from this school. A Picture I.D. will be requested for those picking up students.

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

MEDICAL INFORMATION

List any allergies or disabilities the school should be aware of: _____

List any medical comments or medical alerts: _____

By signing below, you are stating that this information provided in this enrollment packet is true and correct to the best of your knowledge. You are also giving consent for Baymeadows Christian Academy & Preschool to provide any emergency dental or medical care prescribed by a duly licensed physician or dentist.

Parent/Guardian Signature

Date of Application

Parent/Guardian Agreement Preschool

Please initial by each item to indicate your understanding and agreement.

_____ **Campus Security** Baymeadows Christian Preschool/Academy is very concerned about the safety and security of your child while on campus. The front office (located in the gymnasium building) is the only entrance and exit for drop off and pick up.

_____ **Discipline Policy** Our permission is granted to the Preschool/Academy Director, teacher and workers to exercise discipline in accordance with the following measures Time Out; A Privilege taken away such as: play time or activity time or putting their head down on the desk. We understand that if the above measures are not successful, we will be called to the Preschool/Academy to discipline our child personally, or remove our child from the school for that day. We also understand that if the behavior problem continues, and cannot be resolved, our child is subject to be expelled from Baymeadows Christian Preschool/Academy. Realizing that the success and harmony of the operations of the Preschool and Academy depends upon and requires the combined efforts of the teachers, students and parents toward the spiritual and academic achievement of our child to be obedient, respectful and cooperative.

_____ **Contact Information** Please ensure that we have current and correct contact information for parents, guardians and emergency contacts. In the event of an emergency, we need to be able to reach you as quickly and easily as possible. We recommend saving our numbers (904-733-3400 and 904-733-5458) in your phone so you know who is calling. If a parent/guardian works outside the home, we must have a contact number for them at work. In the event a phone number changes, please notify the office immediately.

_____ **Media Release** We authorize Baymeadows Christian Preschool/Academy to use and reproduce any and all photographs, audio or video tapes which BCA takes of my children and any family members that may be produced for school literature, website, social media, advertisements or promotional purposes, without any form of compensation. The foregoing shall remain property of Baymeadows Christian Preschool/Academy sole and completely.

You may opt out by indicating “no” in the initial line to the left.

_____ **Lunch and Meals** I understand that if for any reason my child cannot or does not wish to eat the lunch provided by the school, it is my responsibility to send a lunch from home. The school does not prepare meals according to specific dietary restrictions. All lunch plates will be served according to our posted menu.

_____ **Late Pickup** I understand that if I do not pick up my child at the specified time, I will be charged late pick up fees of a flat \$15.00 for the first 5 minutes and \$1.00 per minute for each minute thereafter, for the first occurrence. Late fees will increase for each additional occurrence. Excessive lateness may result in termination of care.

_____ **Statement of Faith** We Believe: The Bible is the Word of God and is Inspired, Inerrant, and Infallible. It is the Final Authority for our Faith and Life (II Timothy 3:16,17). The Trinity of the Godhead and that God exists eternally in three persons, The Father, The Son, and The Holy Spirit each being equally and completely God. (John 14:10, 13, 26) The Deity of Christ who is the virgin born Son of God, God incarnate in man, part of the God head, Sinless and Perfect, sent from Heaven to shed His blood on the Cross to pay the price of man’s sin through His Death, Burial, and Resurrection. (John 1:1, II Corinthians 5:19-21) The Holy Spirit is the person of the Godhead given to man to convict of sin and unrighteousness, indwells the believer in Jesus Christ and works to comfort us, to be our teacher and illuminate God’s Word in our hearts. (John 16:7) Salvation comes only by placing my faith in the work of Jesus Christ, the Blood He shed to pay the price of my sin and His forgiving Grace and Mercy by asking Him to forgive my sin and be my Lord and Savior. There is no salvation in any other one. (Ephesians 1:7, Romans 10:13) Eternal Security of the Believer at the time of salvation through Jesus Christ, and that we are kept by God’s power and are secure in Christ forever. (John 6:37-40) Man’s Sinful Nature passed to all men through Adam’s sin in the Garden of Eden, condemning man to an eternal separation from God apart from the saving work of Jesus Christ being received. (Romans 3:23). The Church is the Body of Believers in Christ, established by Jesus Christ for the furtherance of His Word and Work through gatherings of Local Groups of Believers, given authority for Water Baptism and The Lord’s Supper, and Commanded by Christ to Evangelize and Disciple others for Him. (I Corinthians 12:12-14, Matthew 28:19-20, Acts 2:41-42). We as parent(s)/ guardian(s) understand this policy and agree to have our child/ children taught these beliefs.

Parent/Guardian Agreement Preschool Page 2

Please initial by each item to indicate your understanding and agreement.

_____ **Arrival Time** Please make every effort to bring your child in no later than 9:00 AM. VPK starts at 8:45 AM and VPK students are expected to arrive on time. If your child will be arriving later than 9:00 AM due to a doctor's appointment or other unavoidable event, please contact the office to let them know so your child can be included in ratio and lunch counts. **We do not allow drop offs later than 10:00 AM.**

_____ **Children's Belongings** All items brought to the school must be labeled with your child's name. This includes jackets, nap materials, backpacks, lunch bags, etc. Clothes may get dirty or stained while we play so please dress appropriately. Please leave personal items such as toys and electronics at home. We are not responsible for items broken or lost.

_____ **Potty Training** We work on potty training beginning in K2. Following Christmas break, students in K2 will be expected to wear underwear or cotton training pants on a regular basis to encourage potty training. Students must be fully potty trained by the summer following K2, before entering K3. Due to staffing and facility limitations, we do not allow any pull ups or diapers in K3. Students who have excessive accidents in K3 will need a parent to come change them. Students may not be admitted to K4/VPK if they are not fully potty trained or are having excessive accidents.

_____ **Health Records** It is your responsibility to provide current health records for your child. A School Entry Health Exam (DH 3040) date within two years and a current Florida Certification of Immunization (DH 680) must be on file. If current records are not turned in as requested, your child may be unable to attend until records are received.

_____ **Withdrawal** Should it become necessary to withdraw your child, please notify the office in writing at least two weeks prior to their last day. Previously paid tuition and fees cannot be refunded.

_____ **Vacation Policy** If your child is enrolled in the "Full Time" program, you are entitled to one week of vacation credit at 100% of tuition per school year. The second week at 50% tuition. You are eligible for vacation credit after ninety days of enrollment. Vacation credit may only be used for days the child is not in attendance and must be requested in writing through the office prior to the 1st day of vacation, exception maybe made through the office.

_____ **Tuition and Attendance** In order to have your payments the same each week, we take the annual school total and divide it by the number of weeks in the school year. Tuition payments are due in full whether or not the child is in attendance, including holidays and weather closures. **You are charged for each week unless, you choose to use your vacation time.**

Sick Policy Agreement

Baymeadows Christian Preschool & Academy is equipped only to care for well children. We reserve the right to temporarily deny any child admittance to the school for reasons of obvious illness, or to request immediate pick up should symptoms become apparent during the course of the day. Any child who is unable to participate in our normal daily routines will be sent home. We realize that most of our parents work and we do try to accommodate you as much as possible, however, for the health and well being of all children in our care we feel it is vital to maintain a strict wellness policy. We ask for you to please assist by keeping sick children at home.

- **Fever:** Children will be sent home if their temperature is higher than 99.4 (axillary) or 100.4 (orally). Children must be free of fever for at least 24 hours without the use of fever reducing medication before returning to school. The same applies if your child develops a fever at home—they must be fever & medication free for 24 hours before returning to school.
- **Rash:** Any rash other than a common diaper rash or skin irritation will require that child be sent home and evaluated by a doctor. A doctor's note will be required for the child to return unless the rash is gone.
- **Conjunctivitis (pink eye):** Children will be sent home, if there appears to be an unusual amount of discharge from or irritation to their eye(s), and must stay home the next day for observation. Before returning to school they will need an evaluation and diagnosis from their doctor in writing of exactly what it is. Conjunctivitis requires 24 hours of treatment and no discharge before returning.
- **Diarrhea:** Children will be sent home if they have two or more loose bowel movements in one day and must stay home the next day for observation. Before returning to school (after the day of observation) children must be free from diarrhea for 24 hours with at least 1 regular bowel movement. If your child has one or more loose bowel movements on their first day back they will again be sent home.
- **Vomiting:** Children will be sent home if they vomit and must stay home the next day for observation. Before returning to school (after the day of observation) children must be symptom free with no vomiting for at least 24 hours.
- **Lice:** Children can return after treatment and must be nit free. The Director or Assistant Director will make an evaluation and determine if the child can be readmitted.
- **Other:** Children must be able to participate in the day's activities. It is at the discretion of the Director and/or Assistant director when a child is unable to stay at the facility.

Medication: If at all possible, medication should be administered by a parent at home. Prescription medications must be in their original packaging labeled with the child's name and dosage instructions. They should be brought to the office and a medication administration form must be filled out. **Over the counter medication must be age appropriate.**

***If we have two or more children in a class displaying the same symptoms of illness we may increase the time from 24 to 48 hours or follow CDC guidelines on when the child may return to school.**

If you are called to pick up your child, we ask that you arrive within one hour. If you are unable to come, please have arrangements in place for someone else to pick them up. If you are not able to pick up your child within an hour, we reserve the right to charge a fee for additional care provided.

Please sign below indicating your understanding and commitment to adhering to these policies.

Parent/Guardian Signature

Date