

# Baymeadows Christian Preschool

## Parent & Student Handbook

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### Welcome

Welcome to Baymeadows Christian Academy and Preschool. Our Pastor, Director, and staff welcome and congratulate you on your decision to enroll your child at Baymeadows Christian Academy and Preschool.

Baymeadows Christian Academy and Preschool is committed to providing a Christ-centered educational environment grounded in biblical principles, academic excellence, and age-appropriate developmental instruction. Our curriculum is designed to promote spiritual, academic, and personal growth through a Christian worldview.

Baymeadows Christian Preschool operates as a ministry of Baymeadows Baptist Church, which oversees the operation of the Preschool. Families are invited and encouraged to attend church services. Our mission is to *“Take Church to Community by Touching Lives.”*

Enrollment constitutes agreement to comply with all policies outlined in this handbook and all signed Parent/Guardian Agreements.

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### Administration

- **Pastor:** Braydon Teach
- **Administrator:** Garry Broward
- **Director:** Amy Nichols
- **Administrative Assistants:** Beverly Broward, Kaye Sanders

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# Mission Statement

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

Through our academic ministry, we are committed to providing a quality Christian education that promotes high academic standards while training children in biblical principles as the foundation for a life pleasing to God.

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## Purpose

The primary purpose of Baymeadows Christian Academy and Preschool is to train children in the knowledge of God and the Christian way of life.

Baymeadows Christian Academy and Preschool exists to:

- Provide care that is second only to that of the parent by meeting each child's emotional, physical, and developmental needs
- Teach obedience, respect, manners, and habits consistent with biblical principles
- Provide a quality Christian education using the **Abeka Curriculum**, offering a strong academic and spiritual foundation

## Preschool Curriculum Includes

- Bible stories and biblical truths
- Phonics and alphabet formation
- Number concepts and recognition
- Object recognition and classification
- Health, safety, manners, and science
- Music, arts, and crafts

Baymeadows Christian Academy and Preschool admits students of any race, color, and national or ethnic origin and does not discriminate on the basis of race, color, or national or ethnic origin in the administration of its educational policies, admissions policies, or other school-administered programs.

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## Campus Security

Baymeadows Christian Preschool is committed to maintaining a safe and secure campus. The **front office located in the gymnasium building** is the **only authorized entrance and exit** for student drop-off and pick-up.

All parents, guardians, and visitors are required to enter through this location at all times.

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## Attendance & Arrival Times

Developing good attendance habits is important for children as they approach school age. Attendance in the VPK program is state-mandated.

Parents are expected to ensure students arrive **by 8:30 AM**. Instruction begins promptly at 8:30 AM, and students must be seated and ready to learn.

Drop-offs later than **9:00 AM are not permitted**, unless prior arrangements have been approved by the office.

If a child will be absent more than one day, parents must notify the office at **904-733-3400**.

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## Communication

Parents wishing to speak with the Director or their child's teacher must contact the office at **(904) 733-3400**. Email communication may be sent to **Baymeadowschristian@gmail.com**.

School-wide communication, updates, and announcements are shared through:

- Facebook: *Baymeadows Christian Academy*
- Website: [www.bbcjx.org](http://www.bbcjx.org)

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## Drop-Off & Pick-Up Procedures

- Parents must sign children in and out using the classroom iPad.
- Children arriving after **9:00 AM** will be escorted to class by office staff.
- **11:45 AM dismissal is conducted via carline only.**
- Parents must remain in their vehicles during carline.
- Children not picked up by **12:00 PM** may incur a late pick-up fee.

- Children are released only to authorized individuals listed on enrollment forms. A photo ID is required if the individual is not recognized by staff.

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## Folders

Students in **K-2 and older** will have folders sent home daily. Parents are expected to check folders each day for completed work and important communication.

Folders must be emptied nightly and returned the following school day.

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## Dress Code

Students must wear **close-toed shoes**, preferably sneakers. Crocs are discouraged due to playground mulch.

Children should wear comfortable, weather-appropriate clothing suitable for active play. Parents should expect clothing to become dirty during normal school activities.

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## Field Trips

Children ages three (3) and older may participate in scheduled field trips. Field trips are an additional expense.

A signed permission slip is required for participation. Parents are encouraged to attend and may sign up as chaperones. Transportation is provided by parents.

Students who do not attend a scheduled field trip **may not attend school that day**.

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## Illness Policy

Baymeadows Christian Preschool is equipped to care **only for well children**. Children exhibiting fever (100.4°F or higher), vomiting, diarrhea, lice, conjunctivitis, or other contagious symptoms must be picked up within **one (1) hour** of notification.

Children must remain out of school for **a minimum of 24 hours symptom-free without medication** before returning.

The school does not have facilities for extended care of sick children.

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## **Injuries & First Aid**

Minor first aid will be administered as needed. Accident reports will be completed for injuries.

Parents will be notified of head, face, or neck injuries or injuries requiring further medical attention. In emergencies, **911 will be called**, followed by parent notification.

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## **Meals**

Morning snack, lunch, and afternoon snack are provided. The school does not prepare meals according to specific dietary restrictions.

Parents must provide alternate meals for allergies, food aversions, or religious preferences. All allergies must be reported to the office.

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## **Medications**

Medication may only be administered with written authorization and must be:

- In original packaging
- Properly labeled with child's name and dosage
- Stored and administered through the office

Over-the-counter medications must be age-appropriate and may not be used as fever reducers.

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## **Nap Materials**

Nap items (blankets, pillows, etc.) are sent home every Friday for laundering and must be returned on Monday.

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## Parties

Birthday celebrations are permitted with teacher approval with a minimum of a one week advance notice.

Parents must provide enough refreshments for the entire class.

Store Bought Mini Cupcakes, cookies are recommended,  
**No balloons and no full birthday parties** are permitted.

Holiday celebrations are coordinated by classroom teachers.

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## Supplies

A supply list will be sent home, and parents are asked to bring in requested supplies. Consumables supplies will need to be replenished throughout the year.

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## Supplies

Teachers will help potty train students in K2 (and toddlers, as they are developmentally ready). By the start of K3, all students **MUST** be fully potty trained, NO pull-ups, underwear only.

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## Tuition, Vacation & Withdrawal

Tuition is billed monthly and due by the close of business the last Friday of each month. Accounts not paid in full by the **5th** of the following month will incur a **\$15 late fee**. Accounts unpaid after the **15th** may result in exclusion from attendance.

Full-time students are eligible for vacation credits after **90 days of enrollment**, provided the account is current.

A **two-week written notice** is required for withdrawal. Tuition and fees are non-refundable.

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## **What NOT to Bring**

Gum, candy, toys, stuffed animals, phones or books, unless given permission by the teacher for a special project or event. Our facilities are subject to use by other church affiliated organizations and as such we cannot be responsible for personal belongings left on premises.

NO guns, knives, swords, or toys depicting violence are permitted under any circumstances.

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## **Baymeadows Baptist Church – Service Schedule**

### **Sunday**

- Sunday School: 9:30 AM
- Morning Service: 10:30 AM
- Evening Service: 5:30 PM

### **Wednesday**

- Classes: 6:30 PM