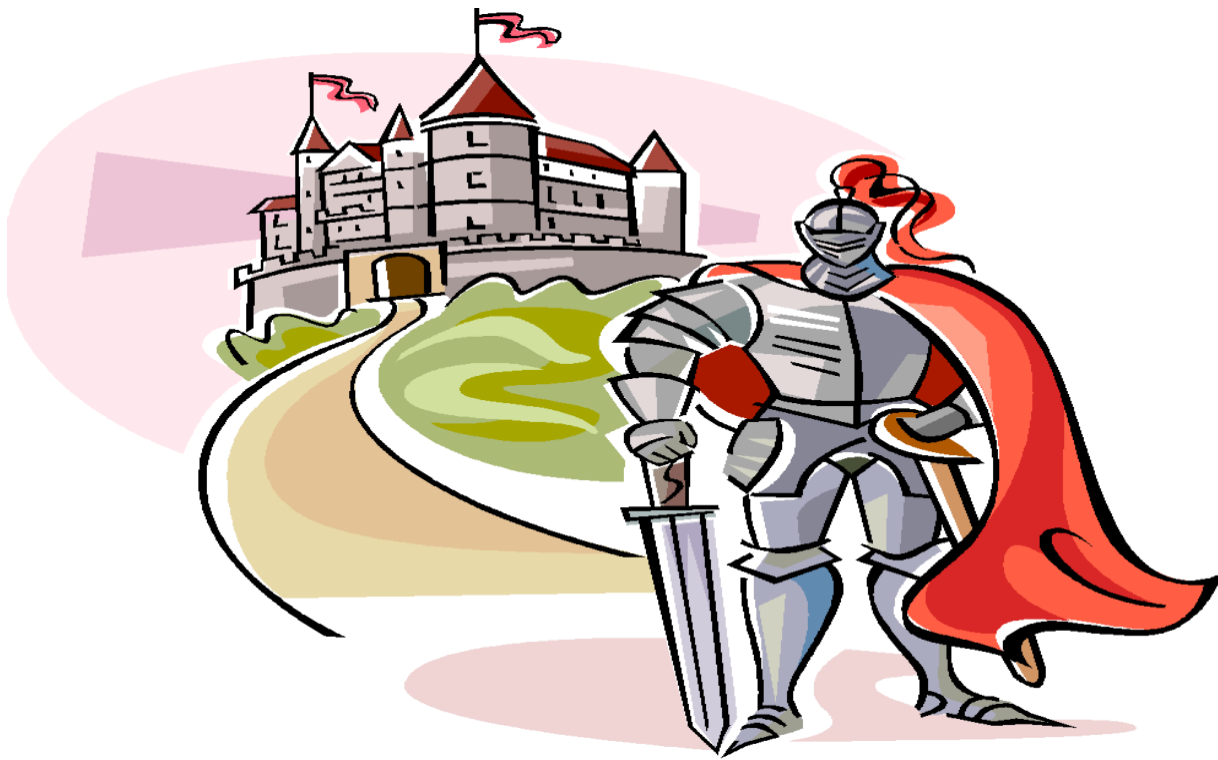


Beulah Land Christian Academy Parent Handbook 2024-2025

280 Headland Avenue
Dothan, AL 36303
334-673-2767



This handbook was prepared to introduce parents to Beulah Land Christian Academy, and to the responsibilities we jointly assume in creating an optimal learning environment for students. The success of our program depends upon the cooperative efforts of parents and staff. Please read this handbook carefully.

(Revised 2024)

“Train up a child in the way that he should go, and when he is old, he will not depart from it.”

Proverbs 22:6

A Special Note from the Director

Dear Parents,

Welcome to Beulah Land Christian Academy, where our goal is to provide a warm, safe and developmentally appropriate environment for every child.

This handbook is designed to ensure that your family has a rewarding experience with BLCA and to outline the program's policies and procedures. We have tried to anticipate many of your questions about our program. We strive to work closely with parents and guardians in a partnership that will facilitate the transitions between home and school. Daily communication and a sense of trust between parents and teachers are vital.

Our goal is to provide the highest quality care and education for children and to ensure that parents are valued and respected. To accomplish this, we depend on parents to be responsible and active child care consumers. We expect parents to read this handbook, follow the policies and procedures outlined, provide us with all the necessary information, and be open and honest with us regarding your feedback about the program. We welcome your comments, questions, concerns, and suggestions about your child's experience at BLCA. We understand that nothing is more important than your child's early education experience.

Given the nature of an ever-changing quality early education and care program, this handbook is a "living" document. You will be notified of formal policy changes during the year. In addition, the handbook will be updated as needed.

I am looking forward to another year here at Beulah Land Christian Academy. My prayer for this school year is that everything we do and everything we say will bring honor and glory to our Lord and Savior, Jesus Christ. Feel free to communicate with me if you have any questions, concerns, comments, or suggestions via Bright-wheel, email: blca.director@gmail.com and/or call (334)673-2767. Please give me at least 24hrs to respond.

Thank you for the opportunity to **"Give your child a beginning with the end in mind...EXCELLENCE!"**

Thank you,

Alaina Reed

Ms. Alaina Reed, Executive Director

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BEULAH LAND CHRISTIAN ACADEMY
280 Headland Ave. Dothan, AL 36303 – 334-699-2310

Board of Directors 2024-2025
Beulah Land Christian Academy

Mr. Scott Faulk, Liaison for the Board of Directors

Teachers and Staff 2024-2025

Alaina Reed
Executive Director

Nursey-Pre-K -Elementary Faculty

PreK4
Barbara Morris
Alaina Reed

Kindergarten/1st Grade
Cynthia Austin

PreK3
LaTonya Snell
Dovie Scott

PreK2
Alma Jackson
Sheila Hodges

PreK1
Mary Williams
Barbara Bulger

Nursery
Shavon Bryant
Annie McGhee
Mary Francis Snell
Breshay Tiller

Security
Jason Danzey

SCHOOL MOTTO:

“Give your child a beginning with the end in mind...EXCELLENCE.”

OUR HISTORY

*Beulah Land Christian Academy was found by the Greater Beulah Missionary Baptist Church under the leadership of Pastor R. Paul Hollman. It began as a preschool childcare facility. On August 2, 1999, the doors opened with five (5) students and four (4) staff members. The enrollment rapidly increased by the end of that year to 34 children. At that point, the founders decided that instead of just providing care for children ages two (2) years to four (4) years, to add infants, six (6) weeks and older, plus a Kindergarten class. The building that was the original sight for the academy soon grew too small, so in the fall of the year 2000, the school moved to its present site in the **BEULAH LAND CHRISTIAN LIFE CENTER**. Soon after moving into the life center a First-Grade class was added. **The ABEKA CURRICULUM** was chosen from the beginning as the vehicle of daily studies and learning. It has been extremely instrumental in helping us live up to our **SCHOOL MOTTO**, which states, **“Give your child a beginning with the end in mind...EXCELLENCE!”** Today, we continue to maintain a significant number of students yearly.*

MISSION STATEMENT AND PURPOSE:

The mission of *Beulah Land Christian Academy* is to impact our communities through Christ-Centered, educational experiences by igniting a spirit of love and unity between students, parents, teachers, and administrators so that transformation is clearly realized and experienced in our growth process. *Beulah Land Christian Academy* is 501 (c) 3 Non-Profit, Licensed facility for children 6 weeks to 12 years old.

OUR AIM:

To provide educational experiences of lasting value that will spiritually, physically, intellectually, socially, and culturally develop the total personality of each child.

Non-Discrimination Statement:

It is the policy of *Beulah Land Christian Academy* not to discriminate on the basis of race, color, national origin, sex, age or disability in admission and access to, or treatment or employment in its program or activities.

Anti-Bias Philosophy Statement:

Beulah Land Christian Academy is dedicated to providing an anti-bias environment for children and adults. An anti-bias environment is one that encourages an active approach to challenging prejudice, stereotyping and bias.

CURRICULUM

A BEKA

CHRISTIAN CONCEPTS

Bible Verses/Bible Stories

ACADEMICS

Colors/Shapes Letters/Numbers

Reading Comprehension

Mathematics/Reasoning

Social Skills/Language Development

CULTRAL ENRICHMENT

Music Dance Public Speaking

“A Beginning with the End in Mind...EXCELLENCE!”

GENERAL INFORMATION

Enrollment Policies

Beulah Land Christian Academy serves children from the ages of 6 weeks to 12 years old. Visitors to our center are welcome by checking in with the Executive Director or Program Coordinator's office.

The following completed forms/fees are **required** for enrollment at Beulah Land Christian Academy.

- *Registration form*
- *Tuition Contract*
- *Media Form*
- *Birth Certificate*
- *Blue Slip*
- *Social Security Card*
- *0 Balance Confirmation from previous center*

Registration Fees

- *Registration Fee \$100.00 (paid yearly)*
- *Success Pack/Abeka Curriculum Fee (K1 thru K5) Price of Pack depends on Grade Level*
- *Supplies List Fees-depends on Grade Level*
- *Weekly Fees \$130/Full Time, \$110/Part-Time (25 hours or less per week, with a consistent schedule submission)*

Hours of Operation

Beulah Land Christian Academy is open from **6:00 a.m. to 6:00 p.m.**, Monday through Friday. Summer Hours June-July will be 6:00a.m. to 5:00 p.m., Monday through Friday

Holidays

Beulah Land Christian Academy will be closed on the following days:

- New Year's Break
- Martin Luther King Jr. Day
- President's Day
- Good Friday
- Memorial Day
- Juneteenth Day
- Independence Day
- Staff Development and Training
- Labor Day
- *Thanksgiving Break
- *Christmas Break

****We will close at 1pm the day before our Thanksgiving Break and the day before our Christmas Break**

BLCA will be closed for the week of July 4th

Arrival and Departure Policy

Because the safety of our children is priority at Beulah Land, **ALL** Parents are required to sign their FULL signature every time they drop off and pick-up their children. The daily sign-in/sign-out is located on the table, in the front lobby. ****Please find a parking space (not in front of the doors) when dropping off and picking up your child (ren). Children will be released to adults (over 18 years of age) who are **authorized** on the Childcare Release Form **ONLY**. If someone other than those listed on a child's authorized adult pick up list, parent's or legal guardian must notify the office at once, with the name of the person that will pick up the child, time of pick up, how many days this person will pick up. We will need to see a photo ID of the person before we release the child/ren. **NO ID, NO RELEASE.****

Sign-in and Sign-Out

In compliance with our licensing requirements by State of Alabama Department of Human Resources, all children must be signed-in and signed-out on a daily basis. For security purposes, a sign in/out sheet must be maintained daily by the center. It must include, for each child in care,

the date, the child's name, the time when the child arrived and left the center, and the parent or guardian's signature.

Late Policy for Breakfast/Lunch

If you would like your child to eat breakfast at BLCA, you must bring your child between 6am-8am. If you bring your child after 8am with his/her breakfast, you must sit in the lunch room with him/her until he/she is finished. If you are going to be late and you want your child to eat lunch at BLCA, you must let us know **by 9:30 am**. After 9:30am, your child will NOT be included in the lunch count. The only way your child will be permitted to come in after 9:30am is a Doctor's excuse ONLY. No child will be permitted to come in after 11:30am, regardless.

Late Pick Up Policy

Beulah Land Christian Academy closes at **6:00pm Monday through Friday**. If you will be late picking up your child, please provide us with as much notice as possible. Please note that you will be charged **one dollar (\$1.00)** for every minute your child is present after **6:00pm**. **They must be paid at time of pick-up or the following morning at drop off**. Failure to do so could mean your child will not be allowed to return to BLCA until such fee is paid.

If someone we are not familiar with is to pick up your child, it is essential that you inform your child's teacher in advance of the pick-up. This person must be listed as an authorized person on the Emergency Contact and Parent Consent form. Remind the authorized person that they will be asked for ID such as a driver's license to ensure your child's safety. Even if the individual has picked up before, he or she may still need an ID if the teacher in charge has never met him or her.

If parents do not arrive to pick up their child from the BLCA,

- Staff members will first try to contact the parents using all phone numbers provided on the Emergency Contact and Medical Consent form.
- If parents are unable to be reached, staff members will try to contact all emergency contact persons.
- If staff members are unable to contact emergency contact persons, the Executive Director will be notified and **she will then notify the Department of Human Services and/or the Dothan Police Department.**

Daily Schedule and Activities

The classroom's teachers work cooperatively to create a daily schedule and plan activities that meet each child's developmental abilities and needs. The daily schedule and activities create a balance between active and quiet times; large and small group, and individual activities; small and large muscle activities; indoor and outdoor play times; as well as times for self-selection and teacher-directed activities.

Consistency from day-to-day is particularly important to the overall well-being of the children and classroom environment. Children thrive on consistency! Routines will be maintained whenever

possible for arrivals and departures; meals and snacks; resting or nap times; personal care routines like diapering/toileting and hand washing; and transitions.

Meals and Snacks

We provide breakfast, lunch and snacks daily. It is *suggested* that Supplemental foods should not be brought from home except for special dietary needs.

Breakfast-If a child is brought to school with their breakfast or needs breakfast after 7:45am, it is the parent's responsibility sit with their child until he/she has finished eating. Staff, at this time, will be preparing their class to participate in Chapel Time, which starts promptly at 8am.

Lunch Count-A lunch count is taken every day by 9:30am, if you know you will be late bringing your child and would like your child to be counted for lunch, please call by 9:30am to be included in this count. If you do not call you must provide your child's lunch for the day or feed them before.

Treats are welcome for birthdays and other celebrations. We suggest that parents bring sugar free goodies or other educational supplies for birthday gifts. **No homemade food is allowed.**

Allergies-Please notify an administrator if your child has any allergies or adverse reactions with certain foods or beverages. It is your responsibility to make sure *Beulah Land Christian Academy* has this updated information.

Nap/Rest Time

The Alabama Department of Human Services requires that all children must be provided a regularly scheduled nap or resting time. Children will not be forced to sleep but will be encouraged to lie quietly for a period of time. The length of time a child should have to remain resting varies by child. There is no hard and fast rule regarding the maximum amount of time a child should have to remain resting. Children should be provided alternative quiet activities if unable to rest.

Children are encouraged to bring 2 appropriate-sized Blankets OR 1 sheet & Blanket / from home to use during nap/rest time. These items will be stored in your child's cubby or on his/her cot or mat; there is limited space for storage of such items. Please take this into consideration when deciding which items to bring. All items should be clearly labeled with your child's name, all blankets will be sent to be washed on Friday of at least every 2 weeks

TUITION AND PAYMENT POLICIES

Tuition Rates

Your tuition amount will be determined by the schedule you choose (Full-Time/Part-Time/After School Care). **Monthly tuition is consistent throughout the year regardless of holidays or vacation time.**

Full-Time Fee: \$130 per week Part-Time Fee: \$110.00 per week (25hrs. a week)

Registration Fee: Paid Every School Term ****\$100.00 per child** (Infants-K5)

****K1-K5 must purchase Curriculum and Supplies**

Sibling Discount: 10% discount per sibling

For example: 1st child=\$130.00 2nd child=\$117.00 You pay: \$247.00 per wk.

Payment Policy

INVOICES will be given on Friday **Only IF** your account is delinquent. Payment is due **on Monday of each week, unless a different permanent payment schedule (ex. Every two weeks, every Friday, 1st of each month, etc) has been established with the Executive Director/ School Board only.** Late fee of **\$25.00** will be added to the invoice of an account that is past due, a PAST DUE letter will be given to you. Depending on your payment schedule, no account can be more than two (2) weeks behind. **After 2 weeks of non-payment,** without arrangements with Executive Director/School Board, **your child will automatically be removed from enrollment in Beulah Land.** You will be required to pay all enrollment fees again in order to re-enroll.

Personal check, cashier's check, credit card, debit card, and money orders are accepted. **Please write your check payable to: Beulah Land Christian Academy.**

BLCA reserves the right to dismiss any child whose financial obligations are more than 30 days in arrears. Payment will be due on your scheduled payment plan; the only exception is hospitalization with a doctor's official statement.

Returned check fee: \$35 plus Check Amount. **No checks** will be taken after a Returned Check has been received in our offices. Money Order, Debit or Credit will be accepted only. **NO CASH** If you make a payment on Bright-Wheel and it's returned due to insufficient funds, you will automatically be charged **\$35**.

Child Care Subsidy Program (Family Guidance)

Any family receiving a subsidy for tuition will be required to pay their child's tuition on the same payment schedule. The state or federal reimbursement procedure does not change your personal obligation to pay for the use of our programs and these family accounts must hold a two-week balance. Your child(ren) must be swiped in and out EVERYDAY, or you will be charged BLCA's regular fee.

Families that apply to BLCA using Family Guidance Assistance must pay *balance* of the amount not paid by Family Guidance. For example, BLCA charges \$130 per week for tuition, Family Guidance agrees to pay \$128, and the parent's responsibility is \$2 per week.

Withdrawal/Termination of Services Policies

Parents are required to give a two-week notice in advance when planning to withdraw a student, and to fill out a "**Withdrawal Form**". If the advanced notice is not given and the form is not filled out, you (parent/responsible party) will be charged the full month's fee.

We will give two weeks' notice of termination for which full tuition is due, whether or not the child is in attendance or not. The provider reserves the right to give a written notice of immediate termination where there are extreme circumstances that affect the well-being of the provider, staff, or other children in attendance.

Anyone who withdraws or is terminated from BLCA and has a balance that is outstanding will need to have the account settled within 14 days. All Accounts not settled within 14 days will be turned over to a collections agency regardless of amount owed. All accounts turned over to collections will have a \$30 per week late fee plus 35% collections fee added to the amount due.

The following are conditions that will cause childcare service to be terminated:

- Failure to pay/Continuous late payment
- Excessive late pick-ups
- Child behavioral problems that cannot be resolved.
- Inability to respect staff, children, other parents/guardians
- Not following BLCA policies/procedures

- Our ability to meet parent or child’s needs
- Failure to complete the required forms
- Failure to follow the rules and guidelines of Family Guidance Program
- Lack of compliance with handbook regulations/policies
- A family owing tuition at the end of the school year.
- Physical or verbal abuse or intimidation of staff or children.

Examples of Child Behavioral Problem, but not limited to:

- Disrespectful to a teacher/s with words or actions (*intentionally* not following directions, not paying attention in class, disrupting class, etc)
- Hitting, Biting, Pinching, Throwing, Pushing, Hair Pulling, or otherwise hurting themselves or others.
- *Intentionally* breaking supplies, materials, school property, etc.
- Running, Jumping, Wrestling, Climbing on school furniture (pews, chairs, tables, etc.)
- Name Calling, Yelling, Foul Language or Teasing—everyone deserves to be treated with respect.
- Eating food items *outside* of designated eating area (gum, candy, chips, etc.)

HEALTH AND SAFETY POLICIES

Health Related Issues

In order for your child to attend Beulah Land Christian Academy, he/she must be well enough to eat the meals from and snacks provided by BLCA. They must also be able to go outdoors. If your child exhibits symptoms of illness such as fever, vomiting, diarrhea, sore throat, frequent cough, heavily running nose, frequent sneezing, unknown rash, conjunctivitis (*pink eye*), etc. during the 24-hour period prior to scheduled attendance at BLCA, your child should be kept home until the symptoms mentioned have disappeared or a note is obtained from your physician stating that your child does not have a contagious condition. Children must wait 24 hours after the last fever, vomiting and diarrhea episode without medication. Please note that with *conjunctivitis* your child cannot attend the center until he/she has been on medication for 48 hours, no exceptions.

Documentation of Sick Child Pick-up

Children who are mildly ill and do not exhibit any of the following conditions may attend. Children must be able to participate in activities (which includes outside time, as well as gross movement activities.) All parents will be notified of any communicable illnesses present in the center via a sign posted on the main entrance to the center explaining the illness. In addition, parents with children in the classroom of the infected child will receive a letter regarding the illness. Arrangements should be made to pick-up children as soon as possible. If you cannot be reached within 15 minutes, an authorized person from the registration forms will be called to pick

up your child. Please make sure your registration forms are updated. Please make every effort to follow these state Health Department requirements.

Re-Admission

BLCA reserves the right to make the final determination of exclusion due to illness. Any exceptions to our illness policy will require a written note from a licensed health care professional stating that the child is not contagious. Please do not mask your child's symptoms with Tylenol/Motrin or similar medication. To control the spread of illnesses, contagious children must stay home. We want your child here at BLCA, but in order to protect all the children and staff, we must take illness very seriously.

State Guidelines for Illness

Our first priority at Beulah Land Christian Academy is providing a healthy, safe learning environment for all children. A child will be sent home as soon as possible if any of the following is experienced: an illness prevents the child from participating comfortably in activities (as determined by the Executive Director/or the teacher); an illness results in a greater need for care than the staff can reasonably provide without compromising the health or safety of other children in the classroom; or a child is experiencing any of the following conditions:

- **Fever** of 101 or greater, until 24 hours symptom free without fever reducing medication
- **Signs/symptoms of severe illness**, including: lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, and/or wheezing
- **Diarrhea** (not associated with diet changes or medications) (Two instances) until diarrhea stops for 24 hours or the continued diarrhea is deemed not be infectious by a licensed health care professional.
- **Blood in stools** not explained by dietary change, medication, or hard stools
- **Vomiting** (One instance) the child can return after vomiting has been resolved for 24 hours or until a health care provider determines the cause for vomiting is not contagious and the child is not in danger of dehydration
- **Persistent abdominal pain** (continues more than 2 hours) or intermittent pain associated with fever or other signs/symptoms of illness
- **Mouth sores** with drooling, unless a health care provider determines the sores are not contagious
- **Rash** until a physician determines that these symptoms do not indicate a communicable disease
- **Pink eye** (conjunctivitis) until after treatment has been initiated for 24 hours
- **Scabies**, until after treatment has been completed
- **Tuberculosis**, until a health care provider states that the child is on appropriate therapy and can attend child care
- **Impetigo**, until 24 hours after treatment has been initiated
- **Strep throat**, until 24 hours after initial antibiotic treatment and cessation of fever
- **Chicken pox**, until all sores have dried and crusted (usually 7 days)
- **Hand, Foot and Mouth** sores have dried and crusted and no fever

- **Pertussis**, until 5 days of appropriate antibiotic treatment has been completed
- **Mumps**, until 10 days after onset of symptoms
- **Hepatitis A virus**, until 1 week after onset of illness
- **Measles**, until 7 days after onset of rash
- **Rubella**, until 7 days after onset of rash
- **Unspecified respiratory tract illness** accompanied by another illness which requires exclusion
- **Herpes simplex**, with uncontrollable drooling
- **Bed Bugs** until 7 days after bugs sighted

A child who becomes ill while at BLCA must be removed from the classroom in order to limit exposure of other children to communicable disease. An ill child will be sent to the office to wait for his/her parent to arrive. For this reason, we ask families to make every effort to pick up a sick child within 30 minutes after contacted.

BLCA reserves the right to make the final determination of exclusion due to illness. Any exceptions to our illness policy will require a written note from a licensed health care professional stating that the child is not contagious.

Please contact Beulah Land Christian Academy at 334-673-2767 or 334-699-2310 by 9:00AM whenever your child is ill.

Physicals and Immunization Records

Each child must have a current physical and immunization record on file at Beulah Land Christian Academy. The physical on file must be updated at least annually; immunization records must be updated whenever a new immunization is received. Updated immunization records and physicals may be mailed to BLCA directly from your healthcare provider. BLCA's address, 280 Headland Ave. – Dothan, AL 36303

Documentation of Incidents/Accidents

Every effort is made to keep your child safe; however, children are likely to acquire bumps, bruises, and scratches during their early years. An “**Accident/Incident Report**” will be filled out and given to you. You will receive a phone call or message via Bright-Wheel. The original copy of the report will be placed in your child's file.

Emergency Medical/Dental Procedure

It is important that parents complete and update, as needed, an Emergency Contact and Parental Consent Form. This form contains contact information for both the parents as well as the individuals authorized to pick up the child in the event of illness or emergency. In addition, the form allows Beulah Land Christian Academy staff members to seek emergency medical care from

authorized care providers in the event of serious injury. **It is the responsibility of the parent to complete this form and to make corrections to this information when necessary.**

- If a child becomes ill or injured after arriving at the center, the teacher will attempt to contact the parent(s) at all available telephone numbers. If a parent cannot be reached, the individuals listed as emergency contacts/authorized pick-up persons on the Emergency Contact & Parental Consent form will be called.
- Children who are ill or seriously injured will be sent to the office and remain under the supervision of the Executive Director and/or Executive Assistant until a parent arrives.

If the child requires immediate medical attention:

- The staff member who witnessed the emergency situation will remain with the injured child and instruct someone else to call 911. If no one is available, the staff member will first ensure the child is stable and if possible, bring the child with him/her to call 911.
- A staff member who witnessed the emergency situation will accompany the child to the hospital, bringing the child's physical exam, immunization records, and Emergency Contact & Parental Consent Form.
- The Executive Director or Executive Assistant will contact the parent(s)

Mandatory Child Abuse Reports

As childcare professionals who interact with children on a daily basis, each staff member of Beulah Land Christian Academy is a Mandated Reporter for child abuse and neglect and must contact the Alabama Department of Human Services whenever abuse or neglect is suspected.

Medication

If your child does have an illness that requires medication, the following policy will be in place. **NO** over-the-counter medicine will be dispensed, including diaper rash ointments, teething gel and sunscreen.

Many antibiotics and other medications can be administered 1 or 2 times per day. When visiting the doctor for your child's illness, please request a medication that can be administered in the morning before child care and the evening after leaving child care. The only medication that can be brought to the school and administered is Inhalers for breathing issues. You will need a letter from the physician stating how to administer the breathing treatments. The Inhaler should be in the original-prescribed container. It will be kept in the Executive Director's Office in a locked container out of the reach of children until it's being used. The parent should be aware of expiration dates so the Inhaler will be changed as needed.

Safety and Security

The entrance to our building is secured by an Aiphone system. Each family will ring the doorbell, wait until they hear the lock, then pull the door open. Also, while entering or exiting the center please be aware of others who are possibly not authorized or look unfamiliar or suspicious in anyway. Do not allow them access into the building by holding the door open when you are buzzed in.

Toddlers-Kindergarten will be combined in our “Big Room” during the mornings & afternoon hours for drop-off(6-8am) & for pick-up(4-6pm) to accommodate staff to child ratio standards from the State of Alabama Department of Human Services.

****Once you have reunited with your child and are departing, Beulah Land Christian Academy is no longer responsible for your child. For safety reasons, please do not let your child run ahead of you inside or outside of the building.**

Inclement Weather

We want to ensure the safety of children at Beulah Land Christian Academy. When hazardous weather conditions exist, Beulah Land Christian Academy will close when Dothan City Schools are closed. There are no refunds or make-up days due to inclement weather. If the Center is closed due to inclement weather, there will be a message left on the Beulah Land Knights Facebook page and in the Bright-Wheel App. Please sign up for **BRIGHTWHEEL!** This is a system that allows you to gain quicker access to emergency information, events, and changes at BLCA.

Disaster Response Plan

In the case of a disaster of any kind, we have prepared the center for evacuating the children and have emergency supplies for up to 72 hours.

Emergency supplies include:

- Drinking water
- Non-perishable food
- First aid supplies
- Battery operated radio
- Flashlights and extra batteries
- Diapers and formula for infants
- Emergency documents and telephone numbers
- Garbage bags

The children will practice fire drills monthly, earthquake emergency procedures and evacuation quarterly. We continually check the center for potential hazards.

Fire –In the event of a fire, children will be evacuated according to the Fire Evacuation Plan posted in each room. Children will be evacuated by staff. Teachers will then check the roll and count all children. Children will remain in the designated location until the facility is cleared for re-entry by the Fire Department. Parents will be called to pick up their children if a fire occurs.

Tornado – In the event of a tornado or severe weather, children will be moved to the lowest level and interior wall of the facility. Children will not be allowed to leave the facility with parents until the immediate threat of a tornado or storm is over.

Lock Down – Children will be moved to interior hallways away from all windows, all doors will be locked and there will be no one moving throughout the facility.

Bomb Threat – Children will be evacuated from the facility according to the fire escape plan. They will be moved to the designated safe locations. If the threat is from outside and children should remain in the building, the children will be moved to the lowest interior wall.

Flood – Children will be moved to the highest interior level of the building.

Hazardous Material (Chemical) Spill – If the event is indoors, we will evacuate as according to the Fire Escape Routes. We will locate upwind of BCN and the chemical spill. If the event is outdoors, we will remain indoors with all doors and windows closed. We will follow emergency crew instructions if there is a need for evacuation.

Power Failure - Staff members and children should remain in the classroom and if possible, proceed with activities as usual, or may go to the outdoor playground until power resumes.

If power cannot be restored within **2 hours**, BLCA will close and parents will be contacted.

- Executive Director/Teachers will contact parents to inform them of the closing and of the need to immediately pick up their child via phone, Beulah Land Knights Facebook, and the Bright-Wheel App
- Activities will resume as possible until parents arrive.

Emergency telephone numbers

Beulah Land Christian Academy: (334) 673-2767

Fire/Police/Ambulance: 911

Alabama Department of Human Resources (DHR) (334) 242-1310

Poison Center: 1-800-222-1222

Animal Control/Wiregrass Humane Society: (334)-792-6693

Ms. Alaina Reed, Executive Director (334) 673-2767 or (334) 699-2310

Emergency Off-Campus Site:

Jerry Lee Faine Elementary School
1901 Stringer Street
Dothan, AL 36303
Principal- Mr. Jeff Torrence
334-794-1455

Hospital for life-threatening emergencies

Communicable Disease Report Line:1-800-228-0469

DISCIPLININARY POLICY AND PARENT CODE OF CONDUCT

Child Discipline

We use positive child discipline methods in order to assist children with self-control and becoming self-disciplined. Child discipline situations are handled with empathy and redirection. Strong communication with parents is also top priority.

If a student exhibits persistent inappropriate behavior, a meeting will take place between the center staff, executive director and parents in order to create a positive behavior plan for the child. Beulah Land Christian Academy will work diligently to create an environment and a plan that encourages the development of skills necessary for school success. Every opportunity will be explored to assist the child in maintaining their placement. Beulah Land Christian Academy reserves the right to send a student home if persistent, distracting and/or dangerous behavior continues.

Each teacher will also provide the parents with the rules and discipline policies and procedures of their classroom.

Parent Code of Conduct

Beulah Land Christian Academy requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of Beulah Land

Christian Academy is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of BLCA, but is also the responsibility of every parent/legal guardian or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. Parents who violate the Parent Code of Conduct will not be permitted on BLCA property thereafter.

Swearing/Cursing

No parent or adult (or child) is permitted to curse or use other inappropriate language on the center's 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 the director, staff members or other parents.

Threats

Threats of any kind will not be tolerated. Beulah Land cannot afford to sit by idly while threats are made. **ALL** threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, BLCA will not assume the risk of a second chance.

PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.

COMMUNICATION

Day-to-Day Communication

Please tell your child's teacher about anything special or different about your child's day, such as: an early pick up for an appointment; an authorized person picking up your child; if your child is not eating breakfast; any sickness; teething; etc. Writing this information down is also encouraged to ensure the teacher understands the instructions completely.

Infant/Toddler Communication

The infant and toddler teachers provide parents with daily activity sheets. Parents may write instructions about feeding, sleeping, etc. for the teachers. Your child's primary caregiver/teacher records daily activities.

Changes in Your Child's Life

Your child's teachers should be notified about any unusual or upsetting experiences that may affect behavior, such as an illness or death in the family, a recent move, separation, or a parent out of town.

Current Address, Phone Numbers and Emergency Information

If your address, home or work numbers, or emergency contacts change, please complete a "**Parent Information Update Form**" which is available in the Executive Directors Office and in the front lobby. It is extremely important that we have **UPDATED INFO**.

Parent-Teacher Conferences

Parent-teacher conferences will typically be held twice per year, as well as each time your child transitions classrooms. The goal of the parent-teacher conference is to gain insight into your child's development both in the center setting, as well as the home setting. During conferences, your child's development and any goals you may have for your child will be discussed. Parents are encouraged to request conferences whenever they feel it necessary.

Questions/Concerns

The staff at Beulah Land Christian Academy strives to offer the best care we can to your child. We know that at times misunderstandings and miscommunications can cause a strain. If you have any questions or concerns, do not hesitate to bring it to the attention of the teacher most directly involved. If the concern is not resolved, the executive director, Ms. Alaina, can be reached at 334-673-2767 or 334-699-2310, the Bright-Wheel App or by e-mail at blca.director@gmail.com. The director is available to assist parents and staff in resolving concerns.

Confidentiality

Confidentiality is a top priority for Beulah Land Christian Academy. Personal information of families and staff will not be shared for any reason without prior written consent of the individual. When discussing a child's activities and friends in the classroom, only first names will be used. In situations regarding behavior problems and/or Incident/Accident Reports, names of children involved will never be given to families. Parents are not to ask their child or their child's teacher to show them who another child is for any reason. Please see the Executive Director if your child is having any problems or issues with another child.

HOME/ACADEMY COOPERATION

Play Clothes/Change of Clothing

Please send your child to Beulah Land Christian Academy in comfortable play clothes and shoes. Play is usually active and often messy; comfortable, washable clothes are important if your child is to participate fully in the program. Outdoor play is scheduled every day as an essential part of our planned curriculum. We expect all children to be dressed appropriately for both indoor and outdoor activities.

All children occasionally get their clothes wet and have toileting accidents. Whenever this occurs, it is best to change the child into an extra set of clothing provided by the parent. Your child's teacher will request that you bring at least 2 complete sets extra clothing, including underwear, to be kept at school and replenished as needed. **Please be sure to label the Ziploc bag with all items enclosed.**

Items from Home

Toys, stuffed animals, or other items from home are strictly prohibited. They are not to be brought into the center UNLESS it is a Show-n-Tell Day. In this event, Please clearly label all belongings brought into the center. It is recommended that items of value, such as iPods or handheld gaming systems be left at home, due to the risk of damage or theft. BLCA is NOT responsible for lost, stolen or damaged items.

Weapons/Violent Play

There is a strict policy of not allowing "weapon play" at Beulah Land Christian Academy. Children are not permitted to play with weapons of any type or size or to pretend that other items are weapons, including their fingers, hands, or blocks. Redirection will be used when a child is engaging in weapon or violent play.

If a child brings a weapon to BLCA, the weapon will be placed out of sight and sent home the same day with a note explaining the policy about weapons.

****Definition:** Any object which could be used to injure another person and which has no school-related purpose will be considered a weapon. An object which has a school-related purpose but which is used to threaten or inflict injury will also be considered a weapon. Weapons include, but are not limited to, knives all types of guns, scissors, paperclips, sticks, rocks, pencils, firearms, fireworks, explosives or other chemicals, and simulated (including toy) weapons.

Competitive behavior is minimized in our programs. In young children, competition often increases negative behavior and decreases acceptance of others. Bullying is not considered acceptable behavior; all efforts will be made to guide children in finding appropriate ways to interact with others.

Attendance

Regular attendance is strongly encouraged for the benefit of the child as well as the classroom as a whole. If your child will be absent, please call the BLCA by **9:00am** so your child's teacher may make accommodations to the lesson plan. If your child will be absent for an extended period of time (more than 2-3 days), the center must be notified in writing of the date the absence begins and the expected date your child will return.

Enrollment will be terminated if a child is absent for a period of 2 weeks or more, and no notice has been received or contact made by the family.

Room Transitions

Your child will transition to a new classroom per school year. As the time for a transition to the new classroom approaches, you will receive a letter containing information about your child's transition into his/her new classroom. Both your child's current and future teacher is available to address any questions or concerns you have during the transition process. Before the transition into a new classroom has been completed, parents are encouraged to schedule a meeting with the new teacher in order to familiarize themselves with the new classroom, children, and curriculum. BLCA transition time occurs during the months of June through July.