



BELL SHOALS  
ACADEMY

EARLY LEARNING CENTER  
FAMILY HANDBOOK  
2023-2024

2102 Bell Shoals Rd  
Brandon, FL 33511  
(813) 689-9183

**MARK 12:29-31**

“The most important one,” answered Jesus, “is this: ‘Hear, O Israel: The Lord our God, the Lord is one. Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength.’ The second is this: ‘Love your neighbor as yourself.’ There is no commandment greater than these.”

## TABLE OF CONTENTS

Accreditation -----	4
Adjusting to School -----	4
Allergies -----	11
Attendance -----	11
Calendar -----	17
Changes at Home -----	4
Changes in Information -----	4
Clothing/Personal Items -----	7
Communication -----	14
Curriculum Overview -----	6
Daily Snacks & Lunch -----	11
Discipline Practices and Procedures -----	7
Drop-Off & Pick-Up Procedures -----	10
Early Learning Center Supplies -----	5
Entrance Policy -----	5
Enrollment Agreement -----	16
Explorers Club & Discovery Camp -----	8
Financial Information -----	15
General Information -----	4
Goals -----	3
Handbook Acknowledgement Form -----	22
Health Regulations -----	12
Identifying Special Needs -----	6
Injury at School -----	12
Learning through Play -----	19
Media Center -----	8
Mission Statement -----	3
Nutritional Chart -----	18
Philosophy -----	3
Photographing Children -----	9
Reporting Abuse and Neglect -----	13
Safety -----	13
Screening and Assessments -----	5
Social Networking -----	8
Special Events -----	9
Toilet Training/Use -----	5
Video Monitoring -----	7
VPK ONLY Addendum - Arrival & Dismissal, Calendar -----	23
Welcome -----	3



ALL POLICIES IN THIS HANDBOOK ARE SUBJECT TO CHANGE. STUDENTS AND PARENTS WILL BE NOTIFIED WHEN SUCH CHANGES OCCUR. THIS HANDBOOK IS ALSO AVAILABLE ON OUR WEBSITE.

## **WELCOME**

Welcome to BSA Early Learning Center (ELC)! We are excited about all of the opportunities that await us this year! We believe the ELC is an extension of the home, and we desire to partner with you in the education of your child. God has a plan for your child, and we are honored to be a part of His kingdom's work.

We are pleased to have you on our team as we strive to Know, Grow, Show and Go for Christ. Education is primarily the parents' responsibility, and the school functions as an extension of the home to aid the parents. We thank God in advance for the victories we will experience together this school year.

This handbook provides you with information to help better understand the ELC's purpose and operational policies. We expect you to know, support, and follow the stated policies. Please feel free to email, call, or come by the office if we can be of assistance to you.

In His Service,

Gyia Carney, Early Learning Center Director

*"...since the day we heard about you, we have not stopped praying for you and asking God to fill you with the knowledge of His will through all spiritual wisdom and understanding. And we pray this in order that you may live a life worthy of the Lord and may please Him in every way: bearing fruit in every good work, growing in the knowledge of God..." Colossians 1:9 &10*

## **MISSION STATEMENT**

The mission of Bell Shoals Academy Early Learning Center is to provide a developmentally age appropriate, unrivaled, Christ centered education that equips and inspires the next generation.

## **VISION**

Bell Shoals Academy's vision is to encourage all our students to become passionate followers of Christ.

## **PHILOSOPHY**

The philosophy of education at Bell Shoals Academy is based on a God-centered view of truth and man as represented in the Bible. The entire process of education is seen as a means to bring the student into fellowship with God (I Cor. 6:19-20), to assist them in developing the mind of Christ (Phil. 2:5), and to help them demonstrate Christ-like character qualities (Gal. 5:22-23).

## **GOALS**

- To provide a positive and stimulating learning environment
- To encourage "hands-on" experiences in all areas of learning
- To promote growth in a child's ability to express themselves verbally
- To offer a variety of opportunities that will enhance the child's interest and curiosity in our world
- To develop the child's confidence in the use of fine and gross motor skills
- To strengthen and reinforce the child's listening and concentration skills
- To foster the child's sense of responsibility
- To build respect for others
- To nurture each child's awareness that they are a child of God

## **ACCREDITATION**

Bell Shoals Academy and Early Learning Center are accredited by the Association of Christian Schools International which is recognized by the State of Florida as an accrediting body for Christian schools.

Bell Shoals Academy and Early Learning Center admits students of any race, color, national or ethnic origin to all rights, privileges, programs and activities generally accorded to or made available to students at the Academy. It does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Bell Shoals Academy and Early Learning Center reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices and personal qualifications. This includes a willingness to cooperate with BSA's administration and policies.

## **GENERAL INFORMATION**

Office Hours: 8:15 a.m. – 3:30 p.m. (subject to change, visit our website for the most current hours)

### **Visitor Guidelines:**

- You must have a current background check on file to be on campus. Parents/visitors who have completed a background check every year will be registered into our security system. To visit the campus, please sign in at the kiosk and receive a visitor badge. A drivers license may be required. Before leaving campus, please log off at the kiosk.

Parent Involvement – Parents are urged to partner with Bell Shoals Academy through:

- Preschool Volunteer Fellowship
- Parent Teacher Fellowship
- Prayer & Service
- Volunteering

### **Volunteer Guidelines:**

- All volunteers who will be supervising students or driving on field trips must have an approved background check online (fee required) two weeks prior. Please make arrangements for younger siblings when volunteering or attending a field trip.

## **ADJUSTING TO SCHOOL**

Some children will enter our Early Learning Center program and adjust almost immediately. Others may need more time to transition into a new environment. Learning to separate is part of growing up, and many children go through a period of adjustment. Our teachers will work with families to assure that transitions from home to school and back home again are as smooth as possible.

## **CHANGES AT HOME**

We are aware that families come in all shapes and sizes. To help us give your child the most successful experience we can we need you to inform us of any changes in your family life. Sometimes changes that adults adjust to easily are more difficult for your children. We want to help your child have the most positive experience during his/her first years of school.

## **CHANGES IN INFORMATION**

Changes such as a new residence, new telephone numbers, change of jobs, or a new family doctor or pediatrician, must be updated in FACTS SIS IMMEDIATELY. Please also notify your teacher when changes are made. This is very important in case there is a need for us to contact you in an emergency.

## ENTRANCE POLICY

Before enrollment is complete and your child is placed on a class list, the following requirements must be met:

1. The State of Florida currently has established the entrance age for Kindergarten children to be 5 years old on or before September 1<sup>st</sup>. In conformity with this rule, your child must turn 2, 3 or 4 years old on or before September 1st of the fall in which he/she enters BSA ELC.
2. ALL 3 and 4 year old children enrolling in BSA ELC must be fully toilet –trained and self-sufficient using the restroom by the start of school. Pull-ups are NOT permitted.
3. All children of BSA ELC must have, by Florida State Law, a copy of standard health records (form 680 or form 681 and form 3040) issued by a physician certifying that the child is free from any communicable diseases and immunizations are up to date. These health forms are provided and completed by your physician's office. We must have current copies of your child's immunization record and physical examination in the Academy Office prior to the start of school. Parents are required to stay current on all required immunizations. Students may not attend school if current state forms are not provided by the first day of attendance. Students may not have current immunizations due to exemptions or extensions.
4. All families must have the required enrollment forms completed.
5. All students must have, by Florida State Law, a copy of their birth certificate on file before being admitted into the classroom.
6. All families must pay a non-refundable, non-transferable annual registration fee.
7. All students are accepted on a trial basis. Continued enrollment requires acceptable attendance and citizenship by the student as defined in the handbook, as well as positive support by family members. No family is guaranteed reenrollment.
8. All families are expected to prayerfully support the school, staff, faculty, and administration. We will not spread gossip, criticize, or display hostility toward any BSA employee. Such undisciplined behavior may result in our student being removed from the school.
9. BSA is not responsible for the loss or damage of personal property.
10. BSA reserves the right of dismissal of any student who continually and willfully neglects academics, displays poor citizenship, fails to cooperate with faculty, or fails to reflect the Christian principles of the school.
11. Students should not deface or destroy school property. The full cost of repairs will be assessed, and the student will be subject to disciplinary action. (For other reasons for disciplinary action, see Discipline Policies page.)
12. BSA has limited resources to provide opportunities to students who have specific educational needs that cannot be fully met through the classroom.
  - Once a student with exceptional needs has been identified, a team will develop recommendations, and those recommendations of the academic services plan team must be followed. Recommendations may include students attending a school that can meet the students' needs. (See page 6 for Identifying Special Needs)
  - BSA is not equipped to service students with severe exceptionalities such as emotional handicaps, behavior disorders, Autism, mental retardation, and other severe exceptionalities.

## SCREENING & ASSESSMENTS

In order to follow your child's growth and development, we use various observation and assessment tools throughout the year. These assessments help us better provide for your child's learning and will be discussed with you throughout the school year. Assessments are kept in your child's portfolio by your child's teacher (see Identifying Special Needs page 6). BSA is glad to offer suggestions and referrals to private and statewide agencies that provide services.

## EARLY LEARNING CENTER SUPPLIES

A small list of requested classroom supplies will be sent home at the beginning of every school year. The supplies will be used throughout the school year to enhance the curriculum and activities for your child and his/her classroom. If due to financial hardship you are unable to provide the requested supplies, please speak directly to the ELC Director.

## **CURRICULUM OVERVIEW**

BSA ELC offers a well-structured, exciting and fun approach for our students. At our school, children are always learning and developing. Each day is expected to bring new opportunities to play, investigate, and express ideas through group discussions, art, field trips, language arts, foreign languages experiences, music, and health and safety. Our monthly themes are appropriate to the age of the child. Specific skills such as the alphabet, number awareness, phonics, fine and gross motor skills, and written communication will be integrated into the units. Organized play will be an important learning tool throughout our student's day. Our ELC encourages self-expressions, creativity through art, enjoyment of stories, dramatization, responding to and participation in a variety of musical experiences, acquiring an understanding of healthy habits and safety rules, and much more.

Our teacher-created curriculum is supplemented by several formal teaching tools such as The Creative Curriculum and Frog Street Press. The multi-sensory Handwriting Without Tears is an adopted curriculum by our ELC, and uses magnetic boards and clay to help young children develop those important fine motor skills for elementary school. Our teachers are trained to ask our students higher-order level questions while they are learning through organized play, such as "What would happen if..." and "How would you..." to help children develop early critical-thinking skills. Children will interact daily in self-selected Blocks, Dramatic Play, Manipulatives, Listening, Reading, Writing, and Art Centers. To encourage literacy, our teachers use daily read-alouds, oral language, letter and sound recognition, phonological awareness, print concepts, and written communication. Each day, our children explore the world of mathematics, more specifically number recognition, counting, patterning sequencing, time, money, and place value skills. We focus on developing the "whole child" and our trained teachers individualize their lessons to each child's developmental needs.

BSA ELC offers our students a wide variety of special classes that are attended on a weekly basis. The children enjoy Physical Education, Music, Computers, Media, and the 4-year olds enjoy learning Spanish and STEM. Each day our children are taught about God's word. Bible stories, singing, sharing, and Bible verses are part of this instruction, and each month highlights a special virtue. Each classroom will hold a daily devotional time and offer a blessing before snack and lunch (full day programs). For more on our learning philosophy see the addendum at the end of the handbook.

## **IDENTIFYING SPECIAL NEEDS**

Researchers have developed norms for specific developmental milestones for each age group. These norms can assist parents and teachers in recognizing stages and milestones in a child's developmental progress. However, all children are unique and have special, individual needs. We feel that each child's development will progress within the limits God has established.

The BSA staff receives ongoing training regarding the varying needs of the preschool child. When a student appears to need assistance beyond that which we are equipped, the following steps may be taken.

- Pray for the child and note their strengths and abilities
- Administer the Ages and Stages Questionnaire (ASQ)
- Administer the BSA ELC Assessment
- Parent/Teacher Conference
- Recommendation for the child to attend a Developmental Screening through the Early Childhood Council of Hillsborough County (ECC) and the Florida Diagnostic and Learning Resources System (FDLRS)
- Referral to Inclusion Support Services:
  - With parent permission, Inclusion Support Services will send someone out to observe the student in the classroom setting.
  - After observing the student, the Inclusion Support Staff will devise an Individualized Learning Plan (ILP) for the student.
  - The Inclusion Support Staff will work with the teacher and parents to accommodate the needs of the student.
  - A list of additional resources can be provided to parents (available in the BSA office).

## **DISCIPLINE PRACTICES AND PROCEDURES**

An important part of the educational process is the development of character. When misconduct occurs, corrective measures will be employed in the classroom to help the student change his/her attitude and behavior. Parents are expected to support the discipline policies of our school. We are partners working together to: *"Train up a child in the way he should go and when he is old he will not depart from it."* Prov. 22:6

The Hillsborough County Ordinance 03-25, Section 1.06, and 01-14 Section 1.04(5) "Child Discipline" requires that parents are notified in writing of the disciplinary practices used while care prior to admission. Spanking or any other form of physical punishment is prohibited. Discipline shall not be associated with food, rest, or toileting. Children shall not be subject to discipline that is severe, humiliating, or frightening.

The goal of discipline is to help children see the sense of acting a certain way. Of course, this is a time consuming task and it is important that we remain realistic in the expectation of the behavior of each child. His/her development age and stage must be taken into consideration.

At our Early Learning Center, we encourage positive behavior in the following ways.

1. Allowing the child choices of activities, equipment, and materials, giving him/her a feeling of control over his/her environment so that conflict with others can be avoided.
2. Guidance in developing language skills which will help resolve conflicts with words and not with inappropriate behaviors such as biting, hitting, kicking, etc.
3. Use simple, positive reminders to restate rules.
4. Help children understand the consequences of their actions, and if appropriate, help them make amends.

If a child experiences difficulty controlling his/her behavior:

1. He/she will be redirected to another play area that may prevent escalation of the problem.
2. If a problem still exists, the child will be removed from the play area and given time away from the group to regain control. The child determines the time limits for this personal time. He/she may return to the group when he/she is ready.
3. If needed, the Director or Principal will be called for help. A follow-up call to parents will occur.
4. If continued unacceptable behavior occurs, the parent meeting will be scheduled to discuss a team approach to remedy the problem.
5. If a solution to the problem is not found, the ELC has the right to dismiss the student from the school.

## **VIDEO MONITORING**

Video equipment is used for safety purposes as a deterrent and to monitor our campus. The administration and staff may review the recordings of video cameras to secure evidence/ proof of student misbehavior.

Note: No video or audio recording is permitted in bathrooms or locker rooms under any circumstances by anyone. Students who violate this rule may face expulsion.

Please see Academy "Emergency Action Plan Guideline" for more details.

## **CLOTHING/ PERSONAL ITEMS**

Comfortable play clothes are best for children to wear to school. Clothes that the child can remove and put on independently are very helpful in teaching self-help skills. Long dresses, cowboy boots, and sandals are difficult for children to manage and/or climb in and should not be worn to school. We also discourage difficult to manipulate belts, snaps, and buttons. Please clearly mark your child's name on any outer garments (jackets, sweaters, etc.). Closed toe shoes and socks are required. Please do not send your child to school wearing Crocs or flip flops.

Please send an extra change of clothing in a gallon-sized bag with your child's name on each item to be kept in the classroom. If your child wears clothes home, please send another set the following day (shorts, shirt, underwear, and socks).

The following items should not be brought to school: balloons, real or toy weapons, candy or gum, expensive jewelry, money, glass containers or bottles. Security toys and blankets to ease a child's transition are welcome.

## **SOCIAL NETWORKING**

1. Using technology to identify students or staff in defamatory, abusive, or generally negative terms will not be tolerated. It is our desire to ensure the health, safety, and security of our students and staff. The reputation of our school as a Christ-centered ministry is paramount. Technology includes but is not limited to cell phones, iPads, iPods, social media sites, email, etc.
2. Any posting on the web that identifies students or staff as members of the BSA community without permission of the school administration/ individuals is not acceptable.
3. Any inappropriate posting may cause disciplinary action.

It is our desire and intention with these policies to continue to encourage our students, parents, and staff to conduct themselves in ways that support and reflect our Christian testimony in a public forum. With this in mind, we have developed an Acceptable Use Policy for electronic devices which will be signed by students and parents through our computer classes.

## **MEDIA CENTER**

Library Hours - The library is open for students during the school week from 9:00 a.m. until 3:15 p.m.

Behavior - The Media Center is both a library and a classroom. Students are expected to use quiet voices as they would in any other library. No food or drinks are permitted in the library at any time.

Borrowing Books - Checkout time period is two weeks. Books may be renewed for an additional two weeks, as long as a hold has not been placed on that volume and the book is not overdue. Students may only check out one book per day, but they may have a total of two books at any one time. Students may return their books at any time through our drop off slot, to their homeroom teacher, or may on their next class visit. Also, overdue books will cause report cards to be held at the end of a quarter including the end of the school year. Videos may not be checked out by a student; however, parents may do so for a period of one week.

Lost/Damaged Items - If you lose an item, you will be charged the purchase price of that item. You can receive a refund if the item is found and returned in usable condition. If an item is damaged but still usable, students will be charged 25% of the purchase price of the item to repair it. If an item is damaged beyond use, the student will be charged the full purchase price for the item.

## **EXPLORERS CLUB & DISCOVERY CAMP**

Explorers Club is our before/after school program designed to help parents who need care for their children on a regular basis beyond the hours of the school day. We offer supervision by an experienced staff and a variety of enrichment activities for children from preschool through eighth grade. Daily activities include homework time, snack time, supervised free play, crafts, and organized games.

- Acceptable behavior is expected. The same BSA classroom discipline rules apply.
- Explorers Club operates every day that school is in regular session and is available on early release days. To enroll in the program, go to our website. For safety and staffing, enrollments must be prescheduled.
- For your convenience we offer "COURTESY CARE" for EMERGENCIES when families need just one day of care instead of an entire month. Courtesy Care is available to ELC - 8th grade and not intended to be a regularly occurring event. Day of care needed must be paid at least 24 hours in advance. Children who have not prescheduled Courtesy Care will be taken to Explorers Club after car line where late pick up fees will apply. See drop off and pickup procedures for more information.
- Discovery Camp is a 9-10 week, theme-based series of summer camps offered to academy parents. Information is available on our website.



## SPECIAL EVENTS

1. FIELD TRIPS are an extension of the classroom. Parents will be provided with all information concerning the trip and adequate chaperones will be acquired. In order to participate in a field trip, a student must have a signed permission form on file from his/her parents. For the majority of our field trips, BSA relies on parents to provide transportation for their own student. Parents must conform to all state and federal transportation guidelines. PLEASE NOTE: No activity fees will be refunded when students do not attend a field trip or use passes.

### Field Trip Chaperones:

To ensure safety on ELC sponsored field trips, the following rules must be observed:

- a. All chaperones must have completed a background check form (submitted with fee) two weeks prior. In addition, they must be at least 21 years of age, and all drivers must be 25 years old.
  - b. Smoking is not allowed.
  - c. Dress modestly as a good example to our students who have a dress code.
  - d. Communicate discipline problems to the teacher.
  - e. Know the emergency plan. The teacher will have medical release forms. Get a cellular phone number from the teacher if possible.
  - f. Make sure the students have their seat belts on at all times. Students are not allowed in the front seat.
  - g. Go directly to and from the field trip following the route selected by the teacher. Do not make extra stops to purchase food or other items that the entire class will not enjoy.
  - h. Make arrangements for siblings as they are not allowed on class trips.
  - i. When returning to the campus, please remain with students until the teacher arrives.
2. PARTIES—Parties are to be celebrated simply. Parties are meant to be fellowship times for the class. To make our parties more enjoyable for the whole class, please observe the following guidelines:
    - a. Teachers may plan the following: Thanksgiving, Christmas, Valentine's Day, Easter, End-of-Year.
      - Parents may help with parties under the direction of the teacher.
      - Please realize that the number of parents participating in parties may be limited and siblings should not attend, and may be at teacher discretion.
    - b. Homeroom parents plan for the teacher's birthday or un-birthday.
    - c. If you desire to celebrate your child's birthday at school please contact your child's teacher. Any invitations given out at school for private birthday parties must include all students in the class. Please, in fairness to all our students, do not make balloon or flower bouquet deliveries to the classroom. We also request no limousine pick-ups or other exclusive events.
  3. SCHOOL PICTURES AND YEARBOOKS - During the course of the school year, a school photographer will visit us to take individual and class group pictures. Parents will be notified early in the school year as to when the pictures will be taken. BSA annually publishes a yearbook for currently enrolled students. The cost of the yearbook is included in the tuition (except for VPK Only students). Yearbooks will not be distributed to students whose accounts are in arrears. If a family withdraws during the school year, they must communicate a desire to receive a yearbook to the yearbook advisor.

## PHOTOGRAPHING CHILDREN

All images of children including photographs, website images, videotapes, audiotapes, etc. will be used for educational purposes only. A photo release consent form must be signed by the parent at the time of enrollment. This form will be placed in your child's folder located in the Academy Office. The Early Learning Center Director will notify the staff of children whose parents do not wish to have their child photographed. Teachers may display photographs in their classroom, in individual and class memory books, and their professional portfolios.

## DROP-OFF & PICK-UP PROCEDURES

We want your student's arrival and pick-up to proceed as smoothly and safely as possible. Therefore, we require that you follow the designated car line traffic pattern to avoid congestion. Detailed information regarding car line will be given at open house.

- Use sidewalks and do not walk across active car lines or allow your children to do so.
- Use extreme caution and abide by the 7.5 mph speed limit when driving or walking through the parking lots.
- Cell phone use during car line is dangerous.
- If you need to go to the office or leave your car for any reason, please park in designated parking areas only.
- Do not leave children unattended.
- Students will only be released to an adult who is 18 years of age and older, on the students approved pickup list in FACTS SIS, and can provide a current government issued I.D. for identification.
- If you need to speak with your child's teacher, please make an appointment with them. Conferences cannot be held during dismissal.

### Morning/ Afternoon Carline:

- Please display all car tags of the student/s you will be picking up.
- Keep the car line moving at the pick-up area by pulling completely forward.
- Your child will be taken to your car by a teacher, but it is the parent's responsibility to buckle their child into their car seat.
- If you need to speak with your child's teacher, please make an appointment with them. Conferences cannot be held during carline.
- Be sure your child is ready to leave the car when the patrols/ carline monitors approach your car. *Have your student fully dressed, including shoes and socks.* If your student is not fully ready for school, please pull out of the carline, park and assist your student as needed. Please remember we are also an Academy and students must be in their classrooms seated and ready to learn by 8:15 a.m.

### Park and Walk – MORNING drop off only:

The option to park and walk your student to class is only available at morning drop off, through the south doors facing the Worship Center from 8:00 a.m. - 8:15 a.m. Please refer to the map for the designated Park and Walk location. Refrain from walking through active carlines. No Park and Walk is available for Dismissal – Carline must be used. If you need to pick up your student before dismissal, use the main BSA Office entrance to sign out your student at the Security Desk. All ELC sign outs must occur at least 15 minutes prior to Carline Dismissal (Academy students cannot be signed out after 2pm).

### ARRIVAL: 7:50 a.m. – 8:15 a.m.

- All students, ELC-8<sup>th</sup> grade, should arrive no earlier than 7:50 a.m. Doors will remain locked until that time. Supervision is not provided prior to 7:50 AM so your child should remain in your care until that time.
- Carline – ELC students should use the carline on the Bell Shoals Road side of the school. Students will be supervised by an approved carline monitor from 7:50 a.m. until 8:00 a.m. and then will be escorted to their classrooms and released into their teacher's supervision.
- Park and Walk - Students may be walked to their classrooms from 8:00 a.m. to until 8:15 a.m.
- Children arriving after 8:15 a.m. must be brought to the Academy front desk by a parent/guardian to be signed in first and then walked to their classroom. All doors with the exception of the entrance off Overhill Drive (Special Events Center) WILL BE LOCKED. It is important for your child to arrive by 8:15 a.m. and have regular attendance in order to participate in all aspects of the planned program.
- Children must be escorted by an adult at all times. Patrols are used to help walk students and are monitored by adult caregivers until children are received in the classroom by their teacher. Adults must remain with their child in the breezeway outside the classroom until the classroom teacher and/or assistant receives them in the morning. Please do not leave students unattended.

**DISMISSAL:** Your ELC student will be with his/her class in the pick-up area as designated on the map that is handed out at Open House.

Regular Dismissal Schedule:

<u>CLASSES</u>	<u>TIME</u>	<u>LATE AFTER</u>
2 & 3 Yr Old 1/2 Day	11:45 am	12:00 pm
2 Yr Old Full Day (No Sibling)	2:30 pm	2:45 pm
2 Yr Old Full Day (w/ 3yr Sibling)	2:35 pm	2:50 pm
2 Yr Old Full Day (w/ 3yr or 4yr Sibling)	2:40 pm	2:50 pm
3 Yr Old Full Day (No Sibling)	2:30 pm	2:45 pm
4 Yr Old 1/2 Day Wrap	12:15 pm	12:30 pm
4 Yr Old Full Day (All)	2:40 pm	2:50 pm
4 Yr Old VPK Only Program	See VPK ONLY Carline Addendum page 23	

Early Release Dismissal Schedule:

<u>CLASSES</u>	<u>TIME</u>	<u>LATE AFTER</u>
2, 3, & 4 Yr Old 1/2 Day	No School	
ELC Full Day	11:45 am	12:00 pm

#### LATE PICK-UP:

All students who are not picked up on time will be taken to Explorers Club and signed in by a teacher. These students must be signed out from Explorers Club. A charge of \$1.00 per minute to a maximum of \$30.00 for each student will be assessed on the family statement. Repeated late pickups will result in additional charges.

### **ATTENDANCE**

State Law requires that if your child will not be in school, that you inform the school that morning. Please email your child's teacher or call the Academy Office and let us know by 8:30 a.m. that day.

### **DAILY SNACKS & LUNCH**

- Please send a nutritious snack with your child daily. Snack times are no longer than 30 minutes.
- If your child attends full day, please provide a lunch in a separate container or have it clearly marked. We encourage well-balanced lunches, and prefer students to drink nutritious beverages such as milk, water, and juice. For more information, go to [ChooseMyPlate.gov](http://ChooseMyPlate.gov).
- No candy is allowed.
- All food needs to be cut up into small pieces no larger than a one-fourth-inch square for infants and a one-half-inch square for toddlers to prevent choking (see USDA Healthy Guide page 18).
- We do not have the ability to heat lunches.
- If the student does not have a lunch for the school day, a \$5.50 fee will be assessed to your students account and the ELC staff will provide a lunch for your student.

### **ALLERGIES**

BSA ELC strives to provide a safe educational environment for every child. If your registration form indicates that your child has food, seasonal, other allergies, or a medical condition you will receive an Allergy Action Plan form and or a medical form at the beginning of the school year. We ask that parents work with their Pediatrician to complete the form and return it to the Office. BSA ELC requires written, signed documentation from your physician specifying the allergy or allergies, any limitations your child may encounter during their day, how to address an emergency situation in case of accidental exposure at school, and suggestions for accommodations that we may be able to provide. If your child has food allergies, the parent must provide a daily snack or purchase a supply to be kept inside the classroom for snack time and for "special" days, such as birthday celebrations and parties. Epi Pens or other allergy medication must be provided by the family, and will be kept in the classroom and administered by the Director or teacher in case of emergency. Written permission by the parent indicating that the Director and faculty have permission to administer this medication must be provided.

## HEALTH

### 1. IMMUNIZATION REQUIREMENT:

Prior to enrollment into a Florida school, every child shall present a certificate of immunizations (form 680) and a school entry health examination (form 3040). A student shall be exempted from this requirement only upon receipt of a completed 681 state form. Parents are required to stay current on all state required immunizations for each grade level. A student's attendance is denied if immunizations are not current.

### 2. HEALTH ISSUES AND SICKNESS:

Upon the recommendation of the American Academy of Pediatrics, a child should not attend school with:

- fever above 101 in the last 24 hours
- vomiting or diarrhea in the last 24 hours
- yellow or green mucus indicating infection
- common cold—from onset of symptoms through two days
- sore throat
- persistent coughing
- any unexplained rash
- pink eye or other eye infection
- stiff neck
- exposed, open lesions
- any skin infection—lice\*, boils, ringworm, or scabies. \*BSA has a "No Nit" policy. If a child is identified as having head lice or nits, he or she shall not be permitted to return to class until free from lice and nits. Parents are responsible for providing the appropriate treatment to eliminate lice and nits before the child returns to school. The student must be cleared by the Office before returning to class.

Children should remain home for at least 24 hours after these symptoms have subsided. This will help ensure that the illness has actually passed and that your child will be well enough to resume school activities. Students with symptoms indicating the possible presence of a communicable disease will be isolated from other students, and the parent/guardian will be contacted to take the student home.

### 3. ACCIDENT/ ILLNESS RESPONSE

- If your child becomes ill or suffers an accident while at school, we will make every effort to contact you.
- Please come promptly when notified of a student's illness or injury. We cannot "allow them to rest for the day" or provide continuous care.
- If we cannot locate you, we will then try to contact the local person you have designated to be notified in case of an emergency. *Please keep this vital information up to date.*
- In the event an accident occurs at school, a report will be sent home with your child within 24 hours.
- Medical costs for accidents occurring at school are the parents' responsibility. However, a student accident insurance program is included in the tuition and covers each student. This secondary plan is designed to pay medical costs NOT COVERED by any other insurance plan.
- If a medical emergency occurs, we will call 911.

### 4. MEDICATION

- A current Request for Medication Administration form must be completed for ALL medicine needed while at school. Medicine will be kept in the Academy Office in a locked cabinet.
- All medication must be delivered to school by an adult in the container in which it was dispensed.
- A separate supply of medication must be kept at school. Medication will not be transported between home and school on a daily or weekly basis.
- The label must indicate the student's name, name of medication, physician's name, dosage (amount), and time (frequency).
- If the medication requires equipment for administration (cup, spoon, dropper), the parent is responsible for supplying the articles, and they must be labeled with the student's name.
- New parental authorization forms will be requested periodically.
- When medication is discontinued or changed, parents must notify the teacher and office. At the end of the school year, medication not taken home by the parent will be destroyed.

## **SAFETY**

### **1. GENERAL STUDENT AND STAFF SAFETY:**

- Federal background checks are required for all BSA employees.
- Background checks are required for all parents and volunteers who drive on field trips and come onto campus. The fee for annual online background check will be the parent's responsibility.
- Anti-bullying programs will continue to be taught in classrooms and assemblies.
- Safe Zones – At 8:15 each morning, all parents will need to exit campus or check-in at the security desk. This safe zone allows our staff to secure the hallways and classrooms before school each day.
- All staff are annually trained in security procedures and crisis response.
- BSA is a participating school with Hillsborough County Public Schools as well as The Florida Division of Emergency Management. These relationships give us timely and significant information that may impact the safety and security of BSA.
- The BSA emergency checklist has been shared with BSC leadership.
- In some emergency situations, the administration and staff are not at liberty to discuss confidential academy information. If unsafe situations occur, the administration will take every measure to keep our students and staff safe and communicate accordingly. Parents should not demand to know details nor question our teachers or staff. Releasing information to others may compromise our safety measures.
- Through FACTS SIS, we will alert you of emergency situations at school. It is vital that you keep your information current so that you will be notified. It is YOUR critical responsibility to check on FACTS SIS to update family information and emergency contacts. This is our school emergency notification system for closings, lockdowns, or other important safety information.
- If marital status, custody, or name changes occur, please notify the Academy Office and DO NOT make these kind of changes on your own in FACTS SIS. Also please inform the teacher in writing of any legal custody and/or court order issues. We must have a copy of any legal procedures documentation on file.

### **2. PROCEDURES:**

- Doors are monitored during car line. After car line all doors will be locked.
- Use only the main school entrance by the Special Events Center after 8:15 a.m. To ensure safety, students and parents should not admit anyone into the building.
- Visitors must sign in at the security desk with their driver license, wear a visitor badge, and have a current background check on file.
- Inform the office in writing by 2:00 p.m. when someone different is picking up your student (including name of person picking up, date of pickup, and signature of guardian). The person picking up your student will be required to show state issued identification.
- Update all address and phone changes, email, and emergency contacts in FACTS SIS.
- Report strange or unusual activities on campus.
- Violations of security procedures will be seriously addressed.

### **3. EMERGENCIES - All families will be required to fill out an emergency evacuation information sheet. In an extreme emergency, students will be taken to a secure location. All parents will be contacted when it is safe to leave the building and dismiss our students.**

### **4. INCLEMENT WEATHER / NATURAL DISASTERS – BSA ELC will follow Hillsborough County school cancellations. County information is always announced on local television and/or radio stations, and every effort will be made to notify our ELC families by telephone, in writing, or email.**

### **5. DRILLS AND INSPECTIONS (fire, tornado, etc.) are held regularly in accordance with county and state rules and regulations. If parents are present during a drill, they should participate. Directions for exiting each room are posted. Please note: Pulling the fire alarm will result in contacting the Fire Department and could result in a false alarm fine. If a student pulls the fire alarm as a prank, the resulting fine will be the responsibility of the student's family. Parents should strongly caution students that this is a major offense and will be treated in a very serious manner.**

### **6. REPORTING – Florida law mandates that all staff who know of, or have cause to suspect, abuse or neglect of a child, elderly or disabled person must report the incident to the Florida Abuse Registry. All employees are required to read the Child Abuse and Neglect in Florida guide. Florida Abuse Hotline 1-800-96-ABUSE.**

## PARENT COMMUNICATION

The administration and faculty desire to communicate in a timely and efficient manner to both parents and students. The following are avenues of communication: FACTS SIS, email, letter or note, phone call, or scheduled conference. The preferred method is email for short, informational messages. Please allow 24 to 36 hours for our teachers to respond to emails. When concerns arise, parents and teachers should meet face to face to prayerfully resolve the issue.

1. APPS – The BSA app and FACTS SIS parent home app is available for download. They include grades, lesson plans, homework, calendar, special events, accounting, timely push notifications, and other resources.
2. EMAIL – Important school wide information will be sent out from the office via FACTS SIS email. Weekly updates from classes, sports information, lunch menus, calendars, newsletters, the complete parent/student handbook, and school closings can also be viewed on FACTS SIS and/or our website.
3. CUSTODY / COURT ORDERS - Please inform the teacher and office in writing of any legal custody and/or court order issues. To prevent misunderstandings and enforce legal procedures, we must have a copy of documentation on file.
4. PARENT-TEACHER CONFERENCES are scheduled as needed by teachers or parents. Please call ahead to schedule conferences. Unscheduled conferences prohibit teachers and administrators from their duties and adequately addressing your concerns. Every effort should be made to schedule conferences during school hours.
5. CONFLICT RESOLUTION - Honoring God with our words is a priority at BSA. “May the words of my mouth and the meditation of my heart be pleasing in your sight, O LORD, my Rock and my Redeemer” Ephesians 19:14. From time to time miscommunications or misunderstandings occur between students, teachers, and parents. When this occurs, we seek to honor the Lord and resolve the issue. Please use these steps:
  - a. Parents should always contact the teacher that is the closest to the situation and schedule a phone conference or make an appointment to meet. Coming by the teacher’s room before or after school without an appointment is not appropriate. If a parent has not met with a teacher before discussing the matter with administration, he will be directed back to the teacher. In most situations, this scheduled conference will result in a solution.
  - b. Sometimes, parents are concerned that a conference might result in a negative impact on their student. This is contrary to the mutually respectful relationship between our academy and its families. At BSA, our Christian teachers model Christ’s unconditional love to all students. Conferences result in a stronger relationship and a better understanding of the student’s needs and/or challenges.
  - c. If an issue is not resolved during the first conference, a parent may schedule a meeting with the administrator who directly supervises the teacher. The parent may be asked to attend so that everyone can give input during the conference.
  - d. If the concern is still unresolved, the supervisor, teacher, and parent can meet with the principal.
  - e. Parents, teachers, and administrators may contact the Head of School and/or Education Steering Committee if further mediation is necessary.
  - f. It is not appropriate to use social media or send a mass email to a list of people to communicate a concern. It is appropriate to only communicate with the people most directly involved and to follow the Biblical steps outlined above. Parents will be asked to review and complete those steps.

It is our experience that many concerns can be easily resolved when those who are most involved pray and meet together face to face. We strongly discourage our staff from participating in sensitive or lengthy conversations in the hallways, at carline, on the phone, by email, or FACTS SIS. Our teachers are happy to meet with you at a planned and calm time. A teacher may ask another teacher or administrator to attend the conference.

Please respect our teachers and staff by refraining from impromptu conferences about school business at venues such as church, athletic events, etc.

## FINANCIAL INFORMATION

As a ministry of Bell Shoals Church, Bell Shoals Academy conducts itself in a manner that honors the Lord. The financial conduct of the school and its parents must reflect responsibility, timeliness, and good communication. When you enroll your student(s), we enter into a contract that reserves a space for your child. We purchase textbooks and resources and make plans for your student. This contract is your pledge to BSA to pay the tuition and fees so that we can meet the budget of the school. We employ our teachers and staff based on enrollment and must pay those contracts. When families do not uphold their financial obligations, it is a tremendous hardship to the school.

Numbers 30:1b-2 "This is what the LORD commands: When a man makes a vow to the Lord or takes an oath to obligate himself by a pledge, he must not break his word but must do everything he said."

To meet that goal, please read the following guidelines carefully:

1. Billing statements and related account information will be available on FACTS SIS.
2. Tuition installments are auto-drafted from your checking or savings account on your selected date of either the 5th or the 20th of the month. You are responsible to input your banking information and give permission for BSA to receive this money. Payments received more than 5 days past due will result in a late charge of 5% of the unpaid balance. If more than 2 payments are delinquent, attendance will not be permitted until arrangements have been made to bring the account to a current status. The monthly payment is due regardless of the number of days attended or the number of school days in the month.
3. A check received for any type of payment (i.e. tuition, Explorers Club, Discovery Camp, athletics, etc.) returned due to "non-sufficient funds" will be subject to the service charge penalty fee. The same applies to any auto-draft that is rejected due to "non-sufficient funds."
4. **WITHDRAWALS:** A 30-day notice is required in the case of withdrawal. You are responsible for the tuition costs of those days. All withdrawals must be officially completed through the academy office and must be made in writing. Parents obtain and fill out a withdrawal form, and the form will be circulated to each of the student's teachers. The student must also be cleared of all charges to the lunchroom and any fines or books that are due to the library. All charges (tuition, lunchroom, library, etc.) must be paid before records and/or report cards can be released. The enrollment fee is not refundable unless you move away before the school year begins. FACTS Enrollment Fee and/or Insurance Fee are not refundable upon withdrawal. Also, 15% of the tuition balance is due after school begins. All tuition installments paid up to and including date of withdrawal are forfeited. When a family's account is overdue, you may be contacted to attend a meeting of the Education Steering Committee and/or the Head of School. This committee will determine a course of action. Your contract states that if your account is two payments in arrears, your student may not be allowed to attend classes until your account is current. These guidelines will apply to Athletics, Explorers Club, Discovery Camp, Dance Quest, Speech Therapy, Tutoring, and any other service or special events provided at the Academy.
5. **IMPORTANT POLICY:** Student athletes will not be able to try out or participate if financial accounts are not current. An Athletic Eligibility Form will be required for tryouts and must reflect a current financial status.
6. **IMPORTANT POLICY:** At the end of each quarter, families who are not financially current will not be able to view FACTS SIS until ALL accounts are settled. This includes tuition, athletic fees, Explorers Club, AEP fees, lunchroom, and Media Center.
7. At the time of re-enrollment, your account must be current.
8. Tuition assistance is available for those who meet the criteria established by an independent financial needs assessment agency. Applications are due annually by April 15th and are available online only after completing reenrollment.
9. With rising costs, we find that tuition and registration do not fully cover the cost of a child's education. We appreciate the efforts of the Parent-Teacher Organizations, grandparents, and alumni in providing financial support. Contributions above tuition are greatly appreciated and may be tax deductible. Many businesses offer tax deductible matching funds or grants as an opportunity to support Christian education.

## ENROLLMENT AGREEMENT

In your enrollment packet, a signed copy indicating your understanding and agreement of our policies was included. These policies are:

1. We recognize that our participation is needed in prayer and service in order to properly partner with BSA in the education of our child(ren).
2. We will follow the Matthew 18 principle for dealing with questions and conflicts which says to bring all questions and concerns to the person most directly involved. In most instances, this would be the classroom teacher or coach. If a satisfactory conclusion is not reached, the appropriate administrator should be contacted.
3. We understand that we are expected to prayerfully support the school, staff, faculty, and administration. We will not spread gossip, criticize, or display hostility toward any BSA employee. Such undisciplined behavior may result in our student being removed from the school.
4. School authorities are hereby given permission to discipline my child(ren) when necessary in accordance with school policies and generally accepted Christian school practices. It is understood that parents will support the authority of the faculty concerning discipline.
5. We understand that all students are accepted on a trial basis. Continued enrollment requires acceptable attendance, grades, and citizenship by the student as defined on the report card, as well as positive support by family members. No family is guaranteed reenrollment each year.
6. We will permit our child(ren) to go on scheduled field trips and other school activities.
7. It is the responsibility of the parent to provide the school with any changes or updated legal documents, addresses and phone numbers.
8. BSA is not responsible for the loss or damage of personal property.
9. BSA reserves the right of dismissal of any student who continually and willfully neglects academics, displays poor citizenship, fails to cooperate with faculty, or fails to reflect the Christian principles of the school.
10. Students should not deface or destroy school property. The full cost of repairs will be assessed, and the student will be subject to disciplinary action. (For other reasons for disciplinary action, see Discipline Policies page.)
11. If I, as a parent, or any agent acting in my behalf or on behalf of my child, bring any legal action against the school or its agents, I understand that I will be responsible to pay all legal fees and other expenses related to such action. All disputes shall be settled in binding arbitration. The child of the litigating family shall be withdrawn.
12. BSA has limited resources to provide opportunities to students who have specific educational needs that cannot be fully met through the classroom.
  - Once a student with exceptional needs has been identified, a team will develop recommendations, and those recommendations of the academic services plan team must be followed. Some recommendations may include students attending a school that can meet the students' needs (see page 6 for Identifying Special Needs).
  - BSA is not equipped to service students with severe exceptionalities such as emotional handicaps, behavior disorders, Autism, mental retardation, and other severe exceptionalities.





## 2023-2024 Calendar

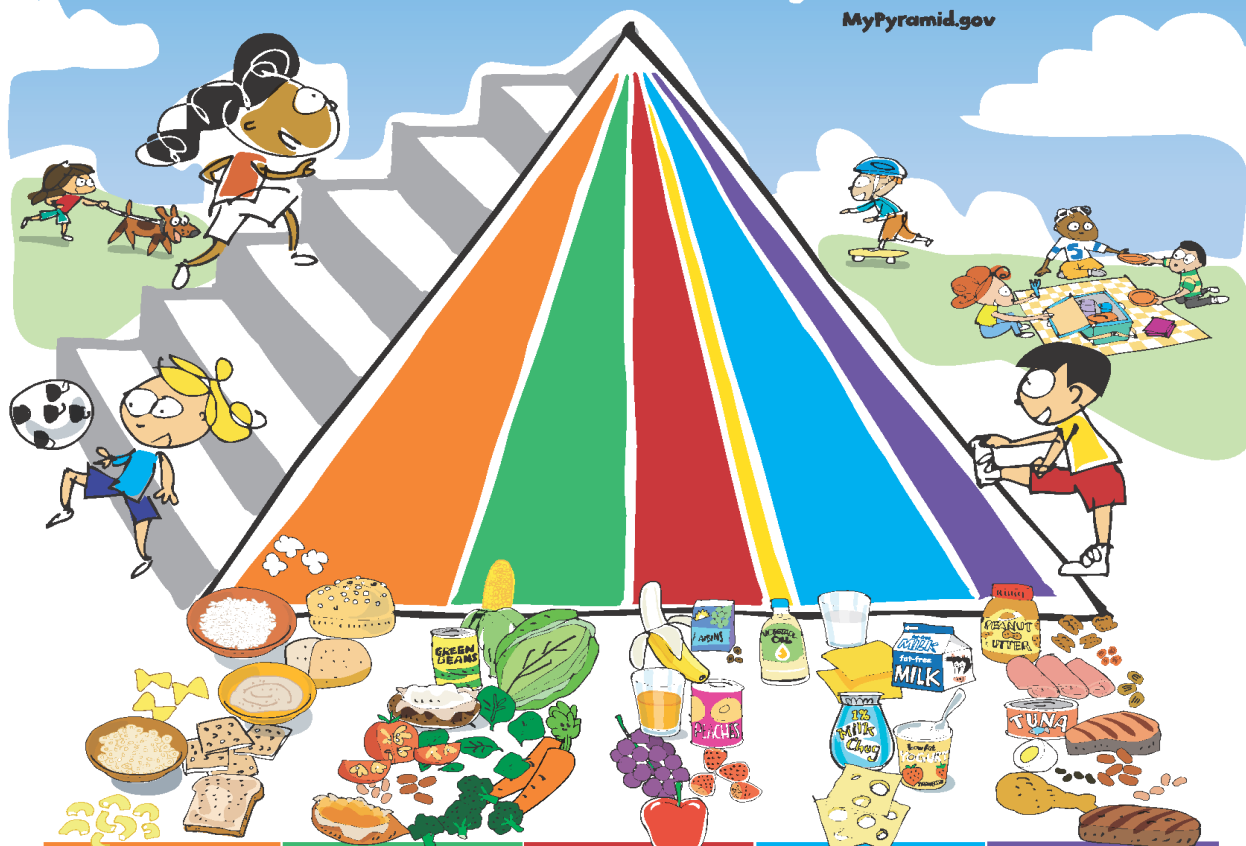
August 7	Teacher Pre-planning begins
August 10	Back to School Bash – Jr.K – 8 <sup>th</sup>
August 14	First Day of School for Jr.K – 8 <sup>th</sup> and VPK Only Meet the Teacher – ELC (VPK Only Teacher Meet TBD)
August 21	First Day of School for ELC (2s, 3s, VPK Half Day, VPK Full Day)
August 22	Parent Night Jr.K - 5 <sup>th</sup>
August 24	Parent Night 6 <sup>th</sup> - 8 <sup>th</sup>
September 4	School Closed – Labor Day
September 28	ELC Grandparents Day
September 29	Jr.K-8 <sup>th</sup> Grandparents Day Early Release for Jr.K - 8 <sup>th</sup> and Full Day ELC (VPK Only classes and Half Day ELC schedule TBD)
October 12	End of 1 <sup>st</sup> Quarter Grading Period
October 13+16	School Closed – Fall Break
November 10	School Closed – Veterans Day
November 20-24	School Closed – Thanksgiving Break
December 19-20	Middle School Exams, Middle School Half Days
December 21	End of 2 <sup>nd</sup> Quarter Grading Period Half Day ELC-8 <sup>th</sup> Grade
December 22-January 8	School Closed – Christmas and New Year Break
January 8	Non Student Day – Teacher Professional Development
January 9	Students Return to School
January 15	School Closed – Martin Luther King Jr.
February 19	School Closed – President’s Day
March 1	Panther Pledge Run
March 8	End of 3 <sup>rd</sup> Quarter Grading Period
TBD	Last Day of School for VPK Only Classes
March 11-15	School Closed – Spring Break
March 29 + April 1	School Closed – Easter Break
April 8-12	Cog-At Testing for 3 <sup>rd</sup> , 5 <sup>th</sup> , 7 <sup>th</sup> Grades
April 15-19	Iowa Testing for 1 <sup>st</sup> - 8 <sup>th</sup> Grade
May 16-17, 20+21	Middle Early Release, Middle School Exams
May 21	Middle School Early Release / Last Day of School for Middle School Middle School Awards and 8 <sup>th</sup> Grade Graduation
May 22	Last Day of School / Early Release for all ELC classes - 5 <sup>th</sup> Grade End of 4 <sup>th</sup> Quarter Grading Period
May 23+24	Teacher Work Days

# MyPyramid

For Kids

Eat Right. Exercise Have Fun.

MyPyramid.gov



## Grains

Make half your grains whole

Start smart with breakfast. Look for whole-grain cereals.

Just because bread is brown doesn't mean it's whole-grain. Search the ingredients list to make sure the first word is "whole" (like "whole wheat").

## Vegetables

Vary your veggies

Color your plate with all kinds of great-tasting veggies.

What's green and orange and tastes good? Veggies! Go dark green with broccoli and spinach, or try orange ones like carrots and sweet potatoes.



## Fruits

Focus on fruits

Fruits are nature's treats — sweet and delicious. Go easy on juice and make sure it's 100%.

## Milk

Get your calcium-rich foods

Move to the milk group to get your calcium. Calcium builds strong bones.

Look at the carton or container to make sure your milk, yogurt, or cheese is lowfat or fat-free.



## Meat & Beans

Go lean with protein

Eat lean or lowfat meat, chicken, turkey, and fish. Ask for it baked, broiled, or grilled — not fried.

It's nutty, but true. Nuts, seeds, peas, and beans are all great sources of protein, too.

For an 1,800-calorie diet, you need the amounts below from each food group. To find the amounts that are right for you, go to [MyPyramid.gov](http://MyPyramid.gov)

Eat 6 oz. every day;  
at least half should be whole

Eat 2 1/2 cups every day

Eat 1 1/2 cups every day

Get 3 cups every day;  
for kids ages 2 to 8, it's 2 cups

Eat 5 oz. every day



**Oils** Oils are not a food group, but you need some for good health. Get your oils from fish, nuts, and liquid oils such as corn oil, soybean oil, and canola oil.

## Find your balance between food and fun

- Move more. Aim for at least 60 minutes everyday, or most days.
- Walk, dance, bike, rollerblade — it all counts. How great is that!



## Fats and sugars — know your limits

- Get your fat facts and sugar smarts from the Nutrition Facts label.
- Limit solid fats as well as foods that contain them.
- Choose food and beverages low in added sugars and other caloric sweeteners.



U.S. Department of Agriculture  
Food and Nutrition Service  
September 2005  
FNS-381



USDA is an equal opportunity provider and employer.

Children learn in many ways, a concept some do not understand. Children learn by exploring, touching, feeling and experimenting. Through play they will begin to develop all the skills & concepts they need before entering kindergarten. It is important parents and teachers allow children to develop at their own pace, through play they will begin to develop new skills while still making learning fun! Below is information that will explain the many ways in which children learn through play and the skills they will begin to develop.

**When children participate in circle time they learn...**

- \*to organize their own thoughts
- \*to tell a story with a beginning, middle and end
- \*to make up their own stories
- \*letter and number recognition
- \*calendar skills
- \*that their ideas have meaning

**When children look at books, they learn...**

- \*that books are important and enjoyable
- \*that print is written down words
- \*to express their own thoughts, feelings & ideas
- \*to make up their own stories
- \*that pictures tell just like words
- \*to recognize certain words
- \*to use more complex language patterns in their own speech
- \*that they like books & would like to read them someday when they are ready!

**When children dance, they learn...**

- \*balance and coordination
- \*to be conscious of the moods and rhythm of music
- \*to express themselves physically

**When children sing songs, they learn...**

- \*principles of music & rhythm
- \*vocabulary
- \*memory skills & sequencing
- \*to be conscious of others
- \*enjoyment of different melodies
- \*various concepts emphasized in songs

**When children play with instruments, they learn...**

- \*to be conscious of rhythms in music
- \*concepts of fast, slow, loud, & soft
- \*to express themselves in different ways
- \*auditory discrimination, to recognize differences in sounds
- \*to interpret & understand signals and cues

**When children play letter games, they learn...**

- \*to recognize and name some upper & lower case letters
- \*to associate letters with the sounds they represent
- \*that letter are parts of the words they say, & that letters make up all those magical words that are read from books
- \*to recognize their name and other words, all on their own, without stress & only if they want to and if they are ready

**When children play with puzzles, beads, lace cards & math manipulatives, they learn...**

- \*eye-hand coordination
- \*number concepts like more & less, longer & shorter
- \*to create and reproduce patterns
- \*concepts of color, shape & location
- \*use of number words; first, second...
- \*to notice differences & to form categories
- \*left and right progression (a reading skill)
- \*one to one correspondence
- \*patterning skills

**When children play with pegboards, they learn...**

- \*one to one correspondence, one peg for one hole - a math skill
- \*possible left to right progression
- \*concepts of addition, as they add one more peg
- \*symmetry, shapes, order and design
- \*to make and repeat patterns
- \*eye-hand coordination

**When children play with blocks, they learn...**

- \*concepts of size, length, & location
- \*to count, sort & classify (math skills)
- \*to cooperate with others
- \*to solve problems
- \*fine motor skills
- \*about the properties of wood
- \*to see themselves from a different perspective, that of a giant (self-awareness)

**When children easel paint, they learn...**

- \*to develop, their imagination and creativity
- \*to develop eye-hand coordination
- \*to distinguish and purposely create shapes
- \*to express their feelings and ideas
- \*that their ideas have values
- \*relationships of space & size
- \*concepts of symmetry, balance and design

**When children finger paint, they learn...**

- \*to exercise their imagination and creativity
- \*about how colors mix and make new colors
- \*concepts of shape, size and location
- \*an acceptable way you make a mess, & have fun sharing ideas with others who are near

**When children play with playdough they learn...**

- \*to see the shape against the background of the table, a pre-reading skill
- \*concepts of shape, sizes, length and height
- \*to see negative space when a cookie cutter shapes are taken away
- \*to express feelings by squeezing and pounding
- \*to express their imagination & creativity
- \*that the quantity of something remains the same even when the shape changes

**When children cut, glue & collage they learn...**

- \*to control the small muscles in their hand
- \*concepts of shape, size and location
- \*to exercise their imagination & creativity
- \*about different textures
- \*how to create patterns & designs, a math skill
- \*concepts of shape, size, location and design, which are relevant to reading
- \*to distinguish patterns from background (a reading skill express themselves)

**When children play in dramatic play area they learn...**

- \*to be flexible in their thinking
- \*to express themselves with their words
- \*to try out different adult roles
- \*to solve problems through negotiation
- \*to sort & organize play things
- \*to make decisions
- \*to improvise and use things in a symbolic way
- \*to carry out their ideas-with the help of others (cooperation)
- \*to lace, tie, button, zip, & snap,
- \*to dress themselves (independence)

**When children play with puppets they learn...**

- \*to express their ideas with words
- \*to take on the role of someone else
- \*to use their voice tones as well as words
- \*to use their imagination
- \*to learn how it feels to be someone else

**When children use items in the science center they learn...**

- \*new vocabulary
- \*concepts of texture, color, weight & size
- \*to group objects into categories
- \*to observe likeness and differences
- \*to appreciate nature and develop a sense of world

**Play with sand & water table they learn...**

- \*how to use tools
- \*to solve problems
- \*concepts of warm, cool, wet, damp & dry, heavy & light
- \*how to play socially with others
- \*to observe changes, a science skill
- \*to create systems for classifying, sorting, and arranging (math skills)
- \*concepts of full & empty, shape & volume

**When children do cooking projects they learn...**

- \*about nutrition, taste & food groups
- \*how heat & cold change s things
- \*whole-part relationships and concepts of volume & measurement
- \*vocabulary- a language lesson
- \*awareness of other cultures

**When children play on climbing equipment they learn...**

- \*physical strength, coordination & balance
- \*to cooperate with others in group games
- \*to solve problems
- \*self-confidence as they develop new skills

# Bell Shoals Academy Early Learning Center

## Handbook Acknowledgement Form

### 2023 – 2024

Please complete form and return to the homeroom teacher.

---

Student Name (please print)

---

Grade

- *Our signatures indicate that we have received, read, and support the 2023-2024 Student Handbook.*
- *We also agree to cooperate with Bell Shoals ELC in the enforcement of the rules and regulations of the institution and to meet the terms of the agreement about expenses, business details, and so forth, as outlined by Bell Shoals ELC.*
- *I understand that in order to follow my child's growth and development that a variety of observation and assessment tools will be used through the year with my child.*
- *We consent for BSA personnel to have access to our child's records.*
- *We agree with the school's effort to train our child in the Bible and will encourage our child in this and in all other phases of instruction.*

---

Parent/Guardian Signature

---

Date:

---

Parent/Guardian Signature

---

Date

## VPK ONLY DROP-OFF & PICK-UP PROCEDURES

We want your student's arrival and pick-up to proceed as smoothly and safely as possible. Therefore, we require that you follow the designated car line traffic pattern to avoid congestion. Detailed information regarding car line will be given at Open House.

- Use sidewalks and do not walk across active car lines or allow your children to do so.
- Use extreme caution and abide by the 7.5 mph speed limit when driving or walking through the parking lots.
- Cell phone use during car line is dangerous.
- If you need to go to the office or leave your car for any reason, please park in designated parking areas only.
- Do not leave children unattended.
- Students will only be released to an adult who is 18 years of age and older, on the students approved pickup list in FACTS SIS, and can provide a current government issued I.D. for identification.
- If you need to speak with your child's teacher, please make an appointment. Conferences cannot be held during arrival or dismissal.

### Morning/ Afternoon Carline:

- Please display all car tags of the student/s you will be picking up.
- Keep the car line moving at the pick-up area by pulling completely forward.
- Your child will be taken to your car by staff, but it is the parent's responsibility to buckle their child into their car seat.
- Be sure your child is ready to leave the car when the patrols/ carline monitors approach your car. *Have your student fully dressed, including shoes and socks.* If your student is not fully ready for school, please pull out of the carline, park and assist your student as needed. Please remember we are also an Academy and students must be in their classrooms seated and ready to learn by 8:15 a.m.

### Park and Walk – MORNING drop off only:

The option to park and walk your student to class is only available at morning drop off, through the south doors facing the Worship Center from 8:00 a.m. - 8:15 a.m. Please refer to the map for the designated Park and Walk location. Refrain from walking through active carlines. No Park and Walk is available for Dismissal – Carline must be used. If you need to pick up your student before dismissal, use the main BSA Office entrance to sign out your student at the Security Desk. All ELC sign outs must occur at least 15 minutes prior to Carline Dismissal (Academy students cannot be signed out after 2pm).

### Arrival 7:50 a.m. – 8:15 a.m.:

- All students, ELC-8<sup>th</sup> grade, should arrive no earlier than 7:50 a.m. Doors will remain locked until that time. Supervision is not provided prior to 7:50 AM so your child should remain in your care until that time.
- Option 1 Carline – ELC students should use the carline on the Bell Shoals Road side of the school. Students will be supervised by an approved carline monitor from 7:50 a.m. until 8:00 a.m. and then will be escorted to their classrooms and released into their teacher's supervision.
- Option 2 Park and Walk – Students may be walked to their classrooms from 8:00 a.m. to 8:15 a.m.
- Children arriving after 8:15 a.m. must be brought to the Academy front desk by a parent/guardian to be signed in. All doors WILL BE LOCKED with the exception of the main BSA entrance off Overhill Drive (Special Events Center). It is important for your child to arrive by 8:15 a.m. and have regular attendance in order to participate in all aspects of the planned program.
- Children must be escorted by an adult at all times. Patrols are used to help walk students and are monitored by adult caregivers until children are received in the classroom by their teacher. Adults must remain with their child in the breezeway outside the classroom until the classroom teacher and/or assistant receives them in the morning. Please do not leave students unattended.

### Dismissal Schedule for VPK ONLY classes:

<u>DAY</u>	<u>TIME</u>	<u>LOCATION</u>
Monday – Friday	12:15 p.m. – 12:30 p.m. After 12:30 p.m.	For your convenience, a carline will be offered under the blue awning. A late fee of \$1 per minute will apply.



### **VPK ONLY School Calendar 2023-2024**

August 16	First Day of School for VPK Only
September 5	School Closed – Labor Day
September 8	Non Student Day
September 29	ELC Grandparents Day
October 14 + 17	School Closed – Fall Break
October 27	Non Student Day
November 11	School Closed – Veterans Day
November 21-25	School Closed – Thanksgiving Break
December 17	End of 2 <sup>nd</sup> Quarter Grading Period
December 22-January 6	School Closed – Christmas and New Year Break
January 9	Students Return to School
January 15	School Closed – Martin Luther King Jr.
February 19	Non Student Day
February 20	School Closed – President’s Day
March 8	Last Day of School for VPK Only

**This calendar is tentative and subject to change.**