



The Lutheran School

Belvoir Christian Academy

Early Childhood Education

(Infants – Pre-K4)

Student/Family Handbook

2026-2027

For it is by grace you have been saved, through faith –
and this is not from yourselves, it is the gift of God –
not by works, so that no one can boast.

For we are God's handiwork,
created in Christ Jesus to do good works,
which God prepared in advance for us to do.

- *Ephesians 2:8 - 10*

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BCALIONS.org

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The Lutheran School

Welcome to our BCA Family,

Welcome to Belvoir Christian Academy and Early Childhood Education. We look forward to working with you as we partner in caring for your child. We will make every effort to make your child's stay with us an educational, enjoyable, and meaningful experience.

The history of The Lutheran School and First Lutheran Church's commitment to educate each child who enters through our doors guides us to honor and serve them to the best of our ability. What a child learns socially, physiologically, and academically is important, but the environment and atmosphere in which the child learns are also important. A respectful and open relationship that fosters dialogue between parents, students, teachers, and administrators makes a significant impact on the child's mind, attitude, choices, and lifestyle. Our mission to "value students in a nurturing community" extends through our partnership with our families.

We believe that Christian education is, first of all, the responsibility of the Christian parent and that First Lutheran Church and Good Shepherd Lutheran Church assist in this responsibility by supporting Belvoir Christian Academy.

Parents, school, and church partner together in educating the whole child in his or her spiritual, academic, emotional, and physical development. With the help of the Holy Spirit, we support and encourage attitudes that develop Christian character traits and a life focused on Jesus' love and forgiveness.

As a Christian school, we can offer the support you need in the effective caring and nurturing of your child, grounded in the love of Christ, from infants through 8th grade.

May God truly bless you and your child during this coming year.

In His Service,

David Topp
Principal

JoAnn Seay
Early Childhood Education

HISTORY OF BELVOIR CHRISTIAN ACADEMY/THE LUTHERAN SCHOOL

In 1887, the members of First Lutheran Church, Chattanooga, Tenn., founded a Lutheran school to provide for the religious and secular training of the children with the church. It has been in continuous operation since that time and completed its 135th year as of June 3, 2021. The school is jointly supported by First Lutheran Church on McCallie Avenue and Good Shepherd Lutheran Church, next to the school, on Belvoir Avenue.

The first structure was built in 1887 to serve the congregation and school in the vicinity of Terminal Station where the Chattanooga Choo-Choo now stands. Later it was relocated to the corner of 14th Street and Rossville Avenue. In 1923, the congregation moved to Highland Park where a new three-room school was built at the corner of Hickory and Bennett Avenues.

As the school continued to grow, the present site on Belvoir Avenue was purchased and the new school was completed in 1951. In 1971, a four-room addition was constructed to accommodate the expanding enrollment. Then, in the early morning of December 16, 1972, fire destroyed the building and damaged the new addition. The school continued to operate in a number of locations through the kindness of many people and businesses in the Chattanooga community.

After considerable prayer and discussion, the school was rebuilt to meet the growing demands for Christian school in the Chattanooga area. In 2006, the Lutheran School was renamed "Belvoir Christian Academy" to be reflective of the local Belvoir area, as well as to indicate our Christian heritage and beliefs. Today's building, completed in 1973, is now home to 200 students, for infants, starting at age six weeks, through the 8th grade.

STATEMENT OF FAITH

Jesus said, "Suffer the little children to come unto me and forbid them not, for of such is the Kingdom of Heaven." Belvoir Christian Academy is a ministry of First Lutheran Church where we help our children grow in faith and love in Jesus. Our School is known for academic quality and for our ability to aid our students in sound Christian moral development serving the people of Chattanooga. As a Christian school, our curriculum includes in-class daily teachings from God's Holy Word. We integrate our Christian beliefs into everything we teach. Many parents wonder, "What will they teach my child about religion at BCA?" Simply stated, BCA exists to help ground our students in the living Christian faith as taught by our Lord and Savior, Jesus Christ.

We teach about the Bible, faith, and Salvation. We believe that:

- The Bible is the source and basis for all our beliefs. (2 Tim. 3:15-17)
- All people and all faiths are to be shown respect. (Matthew 22:39)
- Only through faith in Jesus Christ can people be saved. (John 3:16)

We teach about God. We believe that:

- God is the Almighty, loving creator of everything and everyone. (Genesis 1:1)
- God is one God, but three equal persons (Trine). He is God the Father, God the Son (Jesus), and God the Holy Spirit – not three Gods but one God. (Matthew 28:19)
- God is the Judge before whom all people will give an account for the lives they lead. (2 Cor. 5:10)
- God is a Savior (Jesus) who died for our sins and arose from the dead. (Acts 4:11-12)
- God is the Author of the Bible who, through the Holy Spirit, inspired men to write what He wanted to communicate to humankind – especially who He is, His truths, and how He has come to the rescue of humankind through the work of Jesus Christ. (2 Timothy 3:16)
- God is Love. He loves all people perfectly and completely. (1 John 4:9-10)

We teach about people. We believe that:

- People are created individually and specially by God. (Psalm 139:13-16)
- People are loved always and completely by God. (John 3:16)
- People are expected by God to live lives of holiness and perfection. (Matthew 5:48)

- People are unable to obey God perfectly (everyone sins). (Ecclesiastes 7:20)
- People are forgiven their sins and given the gift of everlasting life in heaven only through faith in the death and resurrection of Jesus Christ. (Romans 6:23)
- People are unable to earn God's favor or forgiveness; rather we receive faith and forgiveness through the gift of God. (Ephesians 2:8-9)
People, sadly, will be condemned to eternal suffering if they do not have faith in Christ. (Matthew 13:49-50 and John 14:6)

We teach about relationships. We believe that:

- People should submit to one another out of reverence for Christ. (Ephesians 5:21)
- People should tell their friends how much the Lord has done for them and how he has had mercy on them. (Mark 5:19)
- Marriage is a holy union, created by God, and is intended to be between one man and one woman. (Genesis 2:24, Mark 10:7, Ephesians 5:31, Corinthians 7:2)

"For God so loved the world that He gave His only Son, that whoever believes in Him shall not perish but have eternal life." John 3:16

MISSION STATEMENT

BCA's Early Childhood Education partners with families to nurture children in a loving, Christ-centered environment, guiding each child to their God-given potential. Rooted in the Lutheran tradition, we support the whole child—spiritually, socially, emotionally, physically, and intellectually—through play, exploration, and relationships that inspire curiosity, kindness, and a lifelong love of learning in God's grace and truth.

VISION STATEMENT

Our vision is to be a beacon of light in our community that empowers people to embrace the life-changing power of Jesus Christ, that strengthens families, and equips them to live for Him.

CORE VALUES

- **God's Word:** We are centered on the Gospel of Jesus Christ, our Savior. The Bible is God's truth for our lives and the foundation for everything we do.
- **Spiritual and Educational Development:** We provide a coordinated system of dynamic, appropriate, and exceptional Christian education.
- **Relationships:** We build on Christ to establish strong, healthy relationships within our school and community.
- **Servant Leadership:** We empower and equip students to realize, develop, and use their God-given time, talents, and treasure to become models of service to Christ and others in the world.
- **Outreach:** We share the Gospel of Jesus Christ with others through an intentional system of word and action.

PHILOSOPHY

- There are God-given, fundamental truths revealed in Scripture. These serve as the foundation upon which to build a life of faith and service.
- God has revealed Himself in the Trinity: Father - Creator, Son - Redeemer, Holy Spirit – Sanctifier.
- Law and Gospel, Word and Sacrament are dynamic expressions of God reaching into individual lives to work His will.
- The Holy Spirit gives power. This power enables us to overcome the strength of sin and its guilt. We strive to help children, parents, and each other tap into this source of power daily. We strive to live out God's will for our lives through the power of the Holy Spirit.
- God calls us to a life of excellence in what we do, what we say, and what we produce.

- Belvoir Christian Academy has a commitment to the Lutheran Confessions and our Lutheran heritage.
- Our ministry extends beyond the classroom walls and the children to each family and to the greater community.
- We recognize that all children, regardless of their academic abilities or challenges, are gifts from God.
- We serve the children and the wider community by preparing students for a life of faithful stewardship of God's gifts.
- We are compelled to integrate our Christian beliefs into all aspects of life and curriculum.
- We affirm that God has called all people according to their gifts into varieties of service.

EARLY CHILDHOOD EDUCATION

At BCA, we are focused on the development of the whole child, meaning knowledge, skill, ability, attitude, and character by means of teaching, training, study, and experience. It is based on the Bible and has three specific goals:

- To lead the individual to faith in Christ and to keep him/her in that faith.
- To help the individual to develop and exercise a Christian walk in word and deed, in all aspects of life.
- To remind the individual that they are a child of God and recipients of Jesus' gifts of forgiveness, grace, and eternal life in heaven granted through His death and resurrection.

BCA's Christian education nurtures children's faith for a lifetime of service to God and their fellow men. All teaching, especially exposure to God's Word, is empowered by the Holy Spirit for accomplishing God's purposes. Students are prepared to become responsible stewards of the gifts God has bestowed upon them. In 2 Timothy 3:16, it is said, "All Scripture is God-breathed and is useful for teaching, rebuking, correcting, and training in righteousness."

Tennessee Department of Education Standards for School-Administered Child Care Program

The Early Childhood Education program falls under the Department of Education and follows all of the rules & regulations required. We have bi-annual unannounced visits, as well as a scheduled annual review to go over all documentation, students' records, staff training and qualifications, and classroom procedures. The rules and regulations can be found at the website listed below.

[0520-12-01 Standards for School Administered Child Care Programs10-19-18.pdf](#)

Revised 12/15/2025

ACCREDITATION

Being an accredited school is a high honor, and it assures parents, children, the community, and congregations that an excellent education is being provided to the students.

Belvoir Christian Academy Early Childhood Education has been accredited by the National Lutheran School Accreditation (NLSA) since August, 2025. NLSA is governed by the National Accreditation Commission, composed of representatives from various participating districts of The Lutheran Church-Missouri Synod and the Lutheran Church-Canada. The process is owned and operated by The Lutheran Church-Missouri Synod as a service of LCMS School Ministry. The Tennessee Department of Education recognizes NLSA accreditation; therefore, NLS is considered a Category 2 school in TN. BCA's current NLSA accreditation runs through August 2030.

STUDENTS

Belvoir Christian Academy is a Christ-centered family where students grow in faith, experience individual academic excellence, and prepare to use their God-given talents now and into the future. We are here to help children grow academically, spiritually, socially, and emotionally. Our student body is made up of a wide variety of talents, backgrounds, and experiences. It is our school's privilege to assist in the growth and development of young people.

PARENTS

The home is and always will be the chief agency for the Christian training of the child. A Christian school does not relieve the parents of their God-given obligations. The purpose of our school is to serve as an aid and extension of the home in the vital work of Christian training. "Teach a child how he should live, and he will remember it all his life." Proverbs 22:6. When the home and school are both Christ-centered, a child is indeed receiving quality education.

FACULTY

One of the most important ingredients of a school is its faculty. Our faculty are spirit-filled Christians trained in their respective areas of responsibility who are concerned about the total welfare of their students. The Tennessee Department of Education certifies our K-8 teachers; some of them hold Master's degrees. Varied experiences and backgrounds enrich them; many received training in our Lutheran colleges. They are engaged in a program of continuous spiritual and professional growth.

RELATIONSHIP OF THE CHURCH AND SCHOOL

First Lutheran Church and Good Shepherd Lutheran Church support the school ministry. Through the school, these churches educate children in the Christian faith and all academic areas. The school is a vital mission to our community as well as to those who belong to the congregations. The churches support the school through their prayers, volunteer efforts, and financial support.

PARENT AND TEACHER LEAGUE (PTL)

- **Mission Statement**
 - The Belvoir Christian Academy Parent and Teacher League (PTL) works for your child by maintaining close working relationships between parents, teachers, staff, and all BCA students to enhance the Christian educational experience by providing equipment, services, and fellowship events to build school spirit and relationships within the BCA family.
- **Purpose**
 - The purpose of the PTL is to encourage and cultivate high standards of Christian education; to promote open communication and goodwill among parents, teachers, administration, school board, Good Shepherd Lutheran Church, and First Lutheran Church; and to encourage parental participation in school events.
- **Meetings**
 - PTL meetings are held monthly after school (or some evenings). ALL PARENTS are encouraged to attend meetings designated for the event they have volunteered for. Belvoir Christian Academy - The Lutheran School (BCA) is owned and operated by First Lutheran Church, which is a member of the Mid-South District of The Lutheran Church-Missouri Synod. The policies and activities of BCA are controlled and supervised as outlined in the constitution and bylaws of First Lutheran Church. The principal is directly responsible for overseeing the operation of the K-8th program of BCA, and the director is responsible for the Early Childhood Education. The school Board of Directors provides input and suggestions and approves school policies and programs. The principal reports directly to the Board

of Directors. The Chairperson of the BOD reports to the First Lutheran Church Council. The Church Council reports to the voters' assembly.

ADMINISTRATION

Belvoir Christian Academy- The Lutheran School (BCA) is owned and operated by First Lutheran Church, which is a member of the Mid-South District of The Lutheran Church-Missouri Synod. The policies and activities of BCA are controlled and supervised as outlined in the constitution and bylaws of First Lutheran Church. The principal is directly responsible for overseeing the operation of the school. The school Board of Directors provides input and suggestions and approves school policies and programs. The principal reports directly to the Board of Directors. The Chairperson of the BOD reports to the First Lutheran Church Council. The Church Council reports to the voters assembly.

BOARD OF DIRECTORS (BOD)

The school Board of Directors meets approximately once per month. The meeting dates are available from either the principal or the school Board Chairperson. In order to foster open communication where possible, anyone may address the BOD by seeking permission from either the principal or the Board Chairperson. A portion of the meeting will be set aside for your discussion. Anything discussed in the Board of Directors meeting is confidential. In accordance with this, these meetings are not open to the public.

SPIRITUAL LIFE

WORSHIP

In addition to the Christian training children receive both at home and in school, we consider it necessary for the children to attend Sunday School and worship services together with their parents. Psalm 122:1 states, "I was glad when they said unto me, let us go into the house of the Lord." Parents are urged to set a good example for their children in these matters.

CHURCH ATTENDANCE

Keeping with our mission statement to "partner with families to guide each child to their God-given potential," we understand the importance of knowing what you believe, why you believe it, and how you can defend your faith. We expect our parents who enroll their children in Belvoir Christian Academy Early Childhood Education to lead by example in the development of Christian practices and values in their children. Regular attendance at worship services and stewardship of time, talent, and treasures of the Lord's gifts are among these values. The child's teacher will encourage church attendance with families. The teacher's concern for the spiritual well-being of the child and his/her family will be emphasized.

If you do not have a church home, First Lutheran Church, Good Shepherd Lutheran Church, Cross of Christ Lutheran Church, and St. Philip Lutheran Church invites you to attend church services and Sunday School or Bible Class each Sunday.

Please join us if you are looking for a church home.

Church	Website	Address	Worship Times	Child Sunday School	Adult Bible Study
First Lutheran	https://www.first4u.org/	2800 McCallie Ave, Chattanooga	Sunday: 8:30 am 11:00 am	9:45 am	Wed. 12:30 pm Sunday

					9:45 am
Good Shepherd	https://gslcflock.org/	822 Belvoir Ave, Chattanooga	Saturday: 5:00 pm Sunday: 9:00 and 11:15 am	10:15 am	Saturday 3:45 pm Sunday 10:15 am
Cross of Christ	http://www.cocluth.com/	3204 Hixson Pike, Chattanooga	Saturday: 6:00 pm Sunday: 9:00 am	10:15 am	10:15 am
St. Philip		51 W 25th St, Chattanooga	Sunday: 11:00 am 12:30 pm		

SUPPORTING YOUR CHILD'S TRANSITION

WHAT TO SEND WITH YOUR CHILD

As your child ages, they will require different items. Parent/Teacher communication is essential to be sure your child has what he/she needs.

Infants:

- | | |
|--|---|
| ☐ Feeding Schedule
☐ Pacifier/Teether
☐ Pack' N Play Sheets
☐ Rash Cream
☐ Sleep Sack (Must have arms free—no swaddles)
☐ Baby Food/Snacks (We provide hot lunch) | ☐ Bottles/Sippy Cups
☐ Several Changes of Clothes (seasonally appropriate)
☐ Diapers
☐ Wipes |
|--|---|

Toddlers-PreK

- | | |
|---|---|
| ☐ Water Bottle/Sippy (no infant bottles)
☐ Cot Sheet/Blanket | ☐ Seasonally Appropriate Change of Clothes
☐ Nap roll (no sleeping bags) |
|---|---|

*Stuffed animals may be kept as a nap-time friend for the week, but no other toys are permitted from home. They will be sent home on Friday with bedding.

Due to the high potential of allergies, please refrain from sending any peanut products with your child.

NAP POLICY

Per state guidelines, we are required to offer a nap/rest time in each classroom. Children need rest for health and growth. Each room is set to a comfortable temperature, lights are dimmed, and light music is played to provide a cozy atmosphere for sleep. While we encourage every child to sleep, some are simply not sleepy. We provide quiet activities that students can do as they rest on their cot. All students are required to stay on their cot/mat during this time so that others may rest and to reduce the risk of falls. Students are permitted to go to the restroom during nap time, but not excessively (typical avoidance behavior).

Parents must provide proper bedding for their child to nap at the start of the week, such as a cot sheet and blanket or a nap roll (no sleeping bags). All bedding is sent home on Friday to be washed at home.

***Stuffed animals may be kept as a nap-time friend for the week, but no other toys are permitted from home. They will be sent home on Friday with bedding.**

MEALS AND SNACKS

Hot lunches and two snacks are provided daily. Calendars for the lunch schedule are posted outside the classroom, on our website (bcalions.org), and passed out monthly. Snacks are provided twice during the day, mid-morning and after nap time. Lunch is provided for Infants - Pre-K2 starting at 11:00 am, and for Pre-K3 and Pre-K4 starting at 11:30 am. Water is offered throughout the day – parents are required to provide their child's cup/water bottle each day. Please inform the Director, Assistant Director, and your child's lead teacher of any food allergies or specific food needs in writing.

FOOD ALLERGY POLICY

BCA's food service provides daily meals for all children, for Infants (once eating table food) - Pre-K4. Your child's physician must document all food allergies and food sensitivities. We will make an allergy poster for any child with allergies (including a photo and list of restricted ingredients) to post on the classroom door and in the ECE office, as well as alert the cafeteria staff.

If accidental exposure occurs and an EpiPen is required, it must be in the original RX box with the label with the child's name and within the expiration date. Parents must also provide a completed medication authorization form allowing us to give the treatment needed.

Please let us know if you would like to bring snacks for celebrations, such as birthdays. They must be store-bought with a label and pre-approved by staff. No direct PEANUT PRODUCTS or CROSS-CONTAMINATED PRODUCTS will be permitted.

TOILET TRAINING

Staff will provide appropriate supervision and assistance while respecting children's privacy and promoting independence in toileting skills.

Supervision:

- Staff must maintain visual or auditory supervision of children using the restroom at all times.
- Staff will position themselves to ensure safety while respecting children's privacy.
- Restroom doors are unlocked and open during use with staff supervision.

Pre-K2: Direct assistance and close supervision

Pre-K3: Some supervision with increasing independence

Pre-K4: Independence with staff available for assistance

In Pre-K2, the teachers will work with students and parents to help children become fully toilet-trained. This means the student is no longer in diapers or pull-ups and can use the restroom unassisted, having the dexterity to properly clean/wipe themselves and re-dress themselves. Additionally, children must be able to quickly acknowledge and effectively communicate their need to use the restroom to their teacher so that he or she may go as needed.

Children who have turned three years old on or before Aug. 15 and are completely potty-trained may progress to Pre-K3. Those who are not potty-trained will not proceed to our Pre-K3 program and cannot stay in our Pre-K2 program, per state guidelines.

A maximum of 4 children in the restroom area at one time.

POTTY TRAINING ACCIDENTS

Teachers/staff will respond calmly and reassuringly to any accidents. It is sometimes common for a child to have an occasional accident. Children 2 and under will receive assistance with cleaning & changing clothes promptly. Any soiled clothing will be placed in a plastic bag to be sent home with parents at the end of the day. We will document any accidents to be able to see if there is a trigger/pattern, and we will notify parents. For students 3-5, they are expected to clean & change themselves in the hall restrooms. Some incidents may require more in-depth cleaning, so the child may be sent home.

PARENT/TEACHER COMMUNICATION

SCHOOL and PARENT COVENANT

Belvoir Christian Academy accepts as its mission the goal of providing every student with an academic, physical, and spiritual education. Our faculty promises parents a working partnership committed to the good of their children, a covenant that includes the parents' positive participation and desire to see their children enjoy a Belvoir Christian Academy experience.

We will maintain an educational environment where students may reach their fullest potential and be prepared for higher education. With these ideals in mind, we offer this promise to our students and parents:

- Belvoir Christian Academy will share the love of Jesus with our children and their families every day.
- Belvoir Christian Academy values a safe and secure environment.
- The individuality of each child of God shall be valued and respected.
- We believe that integrity, patience, and responsibility can be taught. Our daily effort will uphold the instruction of these values.
- If a student is being disciplined, the consequence will be commensurate with the severity of the offense. Teachers will notify the parents when their child's conduct is a problem.
- We will strive to understand each student's academic capabilities. We will welcome parental insight and input so that each child may achieve his/her God-given potential.

Additionally, we believe it is reasonable for Belvoir Christian Academy parents to make this promise to their children's teachers:

- We will uphold the teachers and honor them in our homes, offering up prayers for them with our children.
- We will make ourselves fully informed regarding what is happening in the classroom and the school – checking the website, reading the newsletter, the teacher's notes, and other official communication.
- We will see to it that our children attend school regularly and that they arrive on time.
- We will notify the teacher or director if the student is late or with any concerns.
- We will work with BCA and the churches to partner together in educating the whole child in his or her spiritual, academic, emotional, and physical development. With the help of the Holy Spirit, we support and encourage attitudes that develop Christian character traits and a life focused on Jesus' love and forgiveness.
- We realize that the ability and personality of each child are different. It will be our responsibility to determine how this covenant applies to our individual children and to communicate that understanding to all the teachers involved.

CLASSDOJO

ClassDojo is a communication platform. BCA is considered a ClassDojo school. This means that classes from infants through 8th grade, and administration, will be using this platform to effectively and effortlessly

communicate with our individual families as well as our school as a whole. ClassDojo allows us to confidently share photos, videos, and important info on a secure feed with our BCA families in an instant. ClassDojo is an app that can be downloaded or added to any device or desktop. Please check with your child's teacher to join or be added to BCA's ClassDojo school link.

PRAXISCHOOL

"Praxi" is the school-wide grade and communication program for teachers and parents. The program contains progress reports, grades, lunch account information, upcoming calendar items, and extended care accounts. Important information will be sent concerning school closings and other important school notices via email.

DAILY SHEETS

Infant - Two-Year-Old Classes send home daily sheets that provide information about your child's eating, sleeping, and toileting habits. This is also an additional way to communicate that your child is out of a particular needed item.

CONCERNS AND CONFLICT RESOLUTION

When concerns, disputes, disagreements, or offenses arise among parent(s)/guardian(s) and the faculty, staff, administrator, or school board of Belvoir Christian Academy (BCA), it is a matter of grave concern for everyone involved. Conflicts that occur at BCA should be resolved promptly (Matthew 5:23-24; Eph. 4:26-27). Parties to disputes are urged by the mercies of God to proceed with one another with "the same attitude that was in Christ Jesus" (Phil. 2:5). In so doing, the faculty, staff, administrators, and school board are urged to reject a "win-lose" attitude that typifies secular conflict.

Christian conflict resolution seeks to resolve disputed issues in a manner pleasing to God. Those in conflict are urged to proceed prayerfully in good faith and trust. Disputes are more likely to be resolved harmoniously if those involved in the conflict recognize one another as redeemed children of God. Therefore, the following procedure for conflict resolution will be followed.

1. It shall be the responsibility of the initiating party (party may refer to parent(s), guardian(s), faculty, staff, administrator or school board member(s)) to make contact with the faculty, staff, or administrator verbally or in writing.
2. It is expected that problems directed at a particular faculty, staff, or administrator shall be directed, in writing, to the specific faculty, staff, or administrator by the initiating party with the concern, with the objective of seeking resolution or reconciliation with the specific faculty, staff, or administrator. The faculty, staff, or administrator initial response time should be within one business day, in writing, to the initiating party.
3. If either a resolution of the problem or reconciliation between the initiating party and the faculty, staff, or administrator is not achieved, then the principal and/or early childhood director will mediate the conflict resolution.
4. In the event that the conflict is between the principal and the initiating party, then the school board chair or a school board designee will mediate the conflict resolution.
5. If the above procedure has been followed without resolution or reconciliation, then the matter will come before the school board. The initiating party may petition the school board to address the issue in-person, which must be submitted in writing at least one week before a regularly scheduled meeting to be considered by the school board chair. The school board chair will approve or deny the petition based on the information available to the school board to make a decision. A summary of the issue and any subsequent communication showing the matter has not been resolved will be submitted, in writing, at least 48 hours before the school board meeting at which said issue will be discussed. The school board will make a decision concerning the matter up to and including the removal of child(ren) or student(s) from BCA.

SOCIAL MEDIA/ONLINE PRESENCE

- BCA Website: bcalions.org
- BCA Facebook page: (<https://www.facebook.com/BCALIONSCHATT>)

EMERGENCIES

Belvoir Christian Academy has the highest concern for our students' safety. Thus we have developed a thorough emergency response plan covering most natural disasters and other emergencies.

As parents, you play an essential role in keeping students safe during an emergency. Please consider the following guidelines that are of particular importance to parents in emergencies so that you may help our staff respond effectively to an emergency:

Please make sure the school office has updated cell phone numbers in case we need to send a text regarding school closings, etc.

- **Be prepared for early dismissals.** In some emergencies, such as inclement weather, we might deem it prudent to send students home early. If there is an early dismissal, we will send you a message through ClassDojo and Praxi.
- **School or area emergency.** If there is a school or area emergency, please do not rush to school to pick up your child. Traffic will block any needed emergency vehicles, and your presence in the school building during an evacuation, for example, may delay the process. Keep in mind that police will bar parents from school grounds in some emergencies. The safety of our students is paramount to us, and we will reunite students and parents as soon as possible.

- In some emergencies, we may relocate students to a different site.

Relocation Site:

**Good Shepherd Lutheran Church
822 Belvoir Ave, Chattanooga, TN 37412
Phone: 423.629.4661**

- **Get information from local media in an emergency.** In an emergency, stay tuned to local media: WRCB-Channel 3, WTVC-Channel 9, WDEF-Channel 12, and local radio stations for current information regarding how parents will be safely reunited with their children.
- **Update any changes to your emergency information.** Please make sure that you keep Praxi School updated with any changes to your emergency information including your cell phone numbers, and e-mail addresses. **This information must be updated by the parent in Praxi each year.**
- **Inclement Weather** (snow, flooding, etc). Belvoir Christian Academy administration will make their own decision regarding school closings each day. **BCA does not follow Hamilton County school closing decisions. The reason being, is because we do not have bus routes or student drivers across the county** Please stay informed of BCA closings by staying tuned to local media listed above.

BCA will conduct the following drills during operation hours:

- Fire
- Intruder (Lock down)
- Exterior threat near BCA (Lock out)
- Inclement Weather

MEDIA RELATIONS

For matters relating directly to school business, only authorized school officials may contact the news media. It is the responsibility of the Belvoir Christian Academy administration to initiate and/or respond to media requests and

to manage those interactions.

The School obtains authorization from those whose photographs are taken with the intent to publicize the School. Their consent allows the school to incorporate these photographs in situations appropriate to the image of an academic institution, including release to the news media, on its website, in videos, or in other recruitment or promotional materials, including paid advertising.

VACATION REQUEST

Families, after 12 consecutive months of enrollment in the Early Childhood Education Program, are eligible for a two-week vacation at half the tuition price per week. This does not apply to students who are only enrolled for the academic school year (Aug. - May). A vacation week is Monday through Friday, and a vacation request form must be completed and given to the director or assistant director at least one week before the date of the start of the vacation. This does not apply to employees of BCA or the Early Childhood Education Program.

ACADEMICS

Academic growth is encouraged at each age level. A thematic approach is used to introduce concepts in the key curriculum areas of math, social studies, religion, language arts, science, music, art, and physical education. Children experience a hands-on approach to learning that includes a balance of child-initiated and teacher-directed activities. These experiences not only teach academic concepts, but they are also designed to teach important skills that are necessary for future school success, such as following directions, organization, and responsibility.

Social growth comes from helping the children to make the transition from home to school and to feel secure in a group. They learn to treat others with respect, courtesy, and love. Pupils learn to share, compromise, and solve problems in a welcoming, Christian environment.

Teachers/Leads provide the most up-to-date and age-appropriate curriculum for each stage of learning and development. Currently, we utilize the Enduring Faith and One in Christ curriculum from Concordia Publishing for Biblical teachings for all ages. Enduring Faith and One in Christ focuses on the moral teachings of Christ and the gift of salvation for every person. Christ is at the center of everything taught at BCA, with Jesus' teachings demonstrated through stories, music, art, and creative play.

CURRICULUM

The curriculum used for our infants, Pre-K1 and Pre-K2, is a combination of Frog Street and Mother Goose Time. This curriculum allows teachers to create an individualized and responsive learning environment. This curriculum also uses 38 objectives that are predictive of a child's success in school, including developing motor skills, color recognition, developing a word base, and appropriate social behavior.

SPECIAL SERVICES

Belvoir Christian Academy works in conjunction with the Hamilton County Schools in identifying speech delays and providing services to those students. Therapists are welcome to come to BCA to serve any of their clients. BCA Early Childhood Education is not capable of meeting all special needs services due to staff training and building restrictions. Those requesting enrollment with an existing IEP will be evaluated and enrolled on a case-by-case basis.

- We consult and work with:
 - Tennessee Early Intervention Services (TEIS) or **Amy's PALS**
The Preschool Assessment Education is a district-run site where a team of professionals evaluates young children to identify developmental needs and determine eligibility for special education services. Referrals to PALS may come from , parents, pediatricians, or other community agencies. Amy's P.A.L.S. can be contacted at 423-498-7200

FIELD TRIPS

Field trips are an important component of the curriculum. They provide instructional activities that assist the teacher in accomplishing the objectives of the curriculum. The teacher is responsible for making all arrangements and overseeing the overall field trip. Parents are required to transport their child to and from the field trip location, as well as chaperone their child for the entire duration. Field trips are a privilege, not a right. A teacher may exclude a child.

The following is observed for all field trips:

- A letter to parents preceding the trip (a copy of this letter is also filed in the school office).
- The parent must complete and sign the permission slip and return it before the deadline noted on the form to attend the field trip.

ATHLETICS/STUDENT SERVICES

SOCCER SHOTS

Soccer Shots is an engaging children's soccer program for ages 2-4 years. Join the best coaches in the business for age-appropriate soccer skills, character-building, and FUN! Lessons are at BCA during the school day. Flyers are available upon request.

1 day per week - Payment coordinated by Soccer Shots

ANGELA'S ANGELS

Join Tyler and Ernie Meyer for a fun day of gymnastics/athletic prep for Pre-K2 through Pre-K4. With decades of experience in the Chattanooga area, they will train children in basic athletic gymnastic moves (rolls, balancing, jumps, and much more) as well as age-appropriate fitness. Flyers are available upon request.

1 day per week - Payment coordinated by Angela's Angels

HEALTH AND SAFETY

ACCIDENTS and INJURIES

Situations occur during the school day that might require a parent to be notified about the status of their child. Every effort is extended to ensure the safety of each child. BCA staff will apply first aid to a child when necessary, but will not treat a serious injury. The following procedures are followed.

- First aid is given as soon as possible.
- If the accident/injury is serious, the parent/guardian is contacted immediately, as well as emergency services as needed.
- If the parent/guardian cannot be reached, the physician or dentist of record will be contacted by BCA.

Listed below are instances for which a parent will be immediately notified to inform of the status and ask for direction on how to deal with what has happened.

- Concussion protocol will be followed for all head injuries
 - Loss of consciousness
 - Student has vomited
 - Student's head hurts or is unstable
- Injuries that result in apparent broken bones or dislocated joints

Other injuries that appear minor will be evaluated on a case-by-case basis and may result in application of ice or a band-aid and a parent may be called. You can request that you be called for any injuries at any time.

Accident Report

A student accident report will be filled out and placed in the student's cumulative file by the staff member in attendance. If requested, a copy is given to the parent/guardian.

ACCIDENT INSURANCE (STUDENT)

All students enrolled at BCA are covered by the student accident insurance policy held by First Lutheran Church. This policy covers only those accidents which occur at BCA during the hours of attendance or BCA sponsored activities. This policy is secondary coverage which means that it will only apply after parents'/guardians' other insurance coverage has been applied. It is the responsibility of the student and/or parent/guardian to promptly report any and all accidents to the student's teacher and administrator. Failure to do so may affect the settlement of a claim. It is recommended that families have some form of financial coverage besides the school insurance.

When BCA has attempted to provide some degree of supplemental insurance coverage, this description is not intended to provide precise advice as to the extent and limitations of coverage and should not be relied upon in determining the insurance needs of your child.

CHILD ABUSE OR NEGLECT

Child abuse is defined as any act or failure to act by a caregiver that results in harm, the potential for harm, or threat of harm to a child (person under 18), and it can take many forms, including physical, sexual, emotional/mental, neglect, and exploitation. Physical abuse is the intentional use of physical force that can result in physical injury. "Physical injury" includes but is not limited to: severe bruising, lacerations, fractured bones, burns, internal injuries, or any injury constituting great bodily harm. Sexual abuse involves pressuring or forcing a child to engage in sexual acts. Emotional abuse refers to behaviors that harm a child's self-worth or emotional well-being, such as but not limited to: name-calling, shaming, rejecting, withholding love, and threatening. Neglect means a child whose caregiver neglects, refuses, or is unable to provide necessary care, housing, food, clothing, medical or dental care, education, or emotional validation that results in seriously endangering the physical health of the child. Exploitation refers to using a child for purposes that harm or exploit them, such as human trafficking.

Everyone in Tennessee is a mandated reporter. Tennessee Code Annotated 37-1-403(i) (1) requires all persons to report suspected cases of child abuse or neglect. "Any person who has knowledge of or is called upon to render aid to any child who is suffering from or has sustained any wound, injury, disability, or physical or mental condition shall report such harm immediately if the harm is of such a nature as to reasonably indicate that it has been caused by brutality abuse, or neglect or that, based on available information, reasonably appears to have been caused by brutality, abuse, or neglect. Failure to report abuse is a violation of the law and a Class A misdemeanor, carrying a sentence of up to three months' imprisonment, a fine, or both. Those who report and "act in good faith" are immune from any civil or criminal charges that may result. The reporter has the right to remain confidential and anonymous." — www.tn.gov

Children's Advocacy Center: 423-266-6918
Child Protective Services: 423-266-0162
Child Protective Services in Catoosa Co., Ga: 706-935-2368
Walker Co: 706-375-0726
Family Crisis Center: 706-375-7630
Suicide Support Group: 423-266-3575

COMMUNICABLE DISEASES/ILLNESSES

The director and/or assistant director are required to report any disease of a public health concern to the Department of Public Health in accordance with the Law.

If a child suddenly becomes ill or shows signs of illness, the teacher will immediately notify a parent/guardian. The following is a list of symptoms that are cause for sending your child home. Please remember that this is not an exhaustive list of symptoms/illnesses – there may be additional symptoms that could result in your child being sent home. The director and/or assistant director will determine if a physician's note is needed before a child may return to school in the event of a suspected illness.

****Children experiencing fever, vomiting, and/or episodes of diarrhea will need to be picked up immediately and be symptom-free for 24 hours (without medication) before returning to school. For example, if your child becomes ill on Tuesday, he or she may not return until Thursday.****

- **Fever** - A raised temperature is considered a fever when it reaches 100.4 degrees Fahrenheit or higher when taken by ear or temporal artery.
- **Earache/Ear Infection**
- **Pinkeye** - Children must see a doctor. Children with pinkeye can return to school 24-48 hours after a prescribed antibiotic has been started, symptoms have improved, and the child has a doctor's note that states the condition is being treated with a return date.
- **Severe headache/head pain**
- **Skin Eruptions** - Bumps, blisters, or sores located around the mouth, nose, hands, feet, diaper area, or anywhere on the body. These could be a cause for concern, such as hand, foot, and mouth, impetigo, chickenpox, molluscum contagiosum, etc. In some cases, the child may require a doctor's note concerning the skin eruptions before the child can return.
- **Rashes** - Children experiencing a sudden, unexplained rash or rashes lasting longer than 48 hours may be a cause for concern, such as cellulitis, fifth disease, roseola, etc. If a rash falls into the above category, the child may require a doctor's note concerning the rash before the child can return.
- **Ringworm** - Children diagnosed with ringworm may attend school if all ringworm areas are covered (with the child not disturbing the coverings) and the child has a doctor's note that states the condition is being treated with a return date.
- **Pinworm** - Children diagnosed with pinworms cannot attend school until the child has a doctor's note that states the condition is being treated with a return date.
- **Continuous/Congested Coughing**
- **Vomiting**
- **Diarrhea**
 - Infants, Pre-K1, and Pre-K2 children experiencing three episodes of diarrhea in one day will be sent home and cannot return until they are symptom/medication-free for 24 hours.
 - Pre-K3 and Pre-K4 students experiencing one episode of diarrhea will be sent home and cannot return until they are symptom/medication-free for 24 hours.
- **Head Lice Policy** – A child identified as having head lice will need to be picked up immediately and may not return until the following day, **ONLY** if treatment has occurred and has been verified. Verification may include a product box top or an empty bottle. Treatment is defined as the removal of all lice bugs and nits (eggs). The child must be bug-free to return to school. Other families in that room will be notified.

In the event of a medical emergency, the ambulance should be called by a member of the school staff. Family emergency data is maintained on each enrollment application in the school office and includes names and phone numbers for contacting parents and other designated individuals in an emergency. Emergency data are updated annually. These contacts will be notified immediately after an ambulance has been called.

AHERA Management Plan

On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA), which required the Environmental Protection Agency (EPA) to promulgate the final rules for asbestos management by October 17, 1987. The final rules required that all public and private schools develop a new

Asbestos Management Plan and submit it to Governor McWherter, or his designee, by October 12, 1988. Belvoir Christian Academy, as announced in 1989, has complied with all aspects of this regulation. The Management Plan, which includes previous asbestos abatement projects, six-month surveillance reports, the location and condition of any remaining asbestos-containing materials in our buildings, as well as the response action chosen for each, is available for your review in the main office. This written annual notification is required by the new AHERA regulation.

IMMUNIZATIONS

State law requires all public and private school students to present written evidence of immunization against certain diseases within thirty days of admission and have this information in the students permanent file/record. Belvoir Christian Academy encourages all enrolled students to be immunized according to the Tennessee guidelines. **We accept immunization exemption due to religious or medical reasons.**

- **Medical** -- Physician (MD, DO) or department Public Health Nurse authorized to indicate specific vaccines medically exempted (because of risk of harm) on the new form. Other vaccines remain required. The medical reason for the exemption does not need to be provided.
- **Religious** -- This exemption requires a signed statement by the parent/guardian that vaccination conflicts with their religious tenets or practices. If the child needs documentation of a health examination for the school, it must be noted by the healthcare provider on the immunization certificate. In that case, the provider should check the box that the parent has sought a religious exemption to explain why immunization information is absent or incomplete.

The Tennessee Department of Health (TDOH) has issued new immunization rules and has issued a new Official Certificate that is required for entry into school, effective July 1, 2010. All newly required vaccines are routinely recommended for all children; most children should have already received them. Detailed information is listed below (new requirements are underlined). To summarize:

****NOTE: Georgia immunization forms will no longer be accepted in Tennessee; they must be transferred to the Tennessee forms by your doctor.****

- For children entering Preschool:
 - Diphtheria-Tetanus-Pertussis (DTaP or DT if appropriate)
 - Hepatitis B (HBV)
 - Poliomyelitis (IPV or OPV)
 - Haemophilus influenzae type B (Hib): age younger than 5 years only
 - Pneumococcal conjugate vaccine (PCV): for ages younger than 5 years only
 - Measles, Mumps, Rubella (1 dose of each, usually given together as MMR)
 - Varicella (1 dose or history of disease)
 - Hepatitis A (1 dose by 18 months of age)
- For children entering Kindergarten:
 - Diphtheria-Tetanus-Pertussis (DTaP or DT if appropriate)
 - Hepatitis B (HBV)
 - Poliomyelitis (IPV or OPV): final dose on or after the 4th birthday is required
 - Measles, Mumps, Rubella (2 doses of each, usually given together as MMR)
 - Varicella (2 doses or history of disease)

MEDICATION

****ALL MEDICATIONS ARE DISPENSED BY ADMINISTRATION WITH APPROPRIATE DOCUMENTATION AND PERMISSION****

All medications must be in the ORIGINAL pharmacy container with the child's name on it. Medications are kept in a locked filing cabinet in the director's office. We require a completed Medication Authorization Form by the

parent/guardian in order to administer the medication to the child. If the Medication Authorization Form is not completed, our care staff is not allowed to administer the medication. Handwritten authorizations signed by a parent/guardian are also acceptable. Per state guidelines, do not send your child to school with any medication (Tylenol, Motrin, allergy medicine, laxatives, etc.) in their food, water cups, bottles, etc. Hepatitis A (2 doses)

SECURITY/SURVEILLANCE CAMERA POLICY

Security cameras are one of the most visible ways to enhance security. They help deter intruders, monitor daily activities, and provide valuable documentation if an incident occurs. We are mindful of privacy and avoid placing cameras in or around bathrooms/private areas. Our cameras are placed in each classroom, entrances/exits, hallways and playgrounds.

A school surveillance photo/video becomes an “education record” under FERPA when it is directly related to students. Therefore:

- Access is limited to staff with a legitimate educational interest, and only for a specific purpose.
- Access will be granted, if requested by law-enforcement.
- Access may be granted to parents/guardians if deemed necessary by administration and will be controlled and limited to the specific concerns of their child.
- Retention of footage will be 30 days.
- If needed, for legal purposes footage will be archived until the issue is resolved, then will follow the retention procedure.
- Footage is primarily used for security, training, and for investigating incidents.

SMOKING, ALCOHOL, AND FIREARMS

In accordance with state guidelines, the Early Childhood Education program is a tobacco-free campus, which means there is no smoking allowed on the premises. This also includes, but is not limited to: vapes, e-cigarettes, and any other product that produces smoke/vapor. The consumption or possession of alcohol is not permitted on the premises. Firearms shall not be on the premises of a childcare program, or in any vehicle used to transport children, or in the presence of a child.

STUDENT RECORDS

TENNESSEE DEPARTMENT OF EDUCATION'S RULES AND REGULATIONS

Student files must include:

1. A current information form, which shall be updated annually and as changes occur, and which shall include:
 - a. The child's name and date of birth;
 - b. Name of parent(s);
 - c. Child's and parents' home address (or addresses) and phone numbers;
 - d. Parents' business addresses, phone numbers, and approximate work hours;
 - e. Any special needs or relevant history of the child or the child's family; and
 - f. The name and address (home and business or school) of a responsible person to contact in an emergency if parents cannot be located promptly.
2. Name, address, and telephone number of a physician to call in case of an emergency.
3. Written consent of parent(s) regarding emergency medical care.
4. A written plan stating to whom the child shall be released.
5. Written transportation agreement between the parent and the program regarding daily transportation between home and the program, and the program and school. If parents have a third-party transportation arrangement, verification and details of the arrangement shall be maintained in the child's file.
6. A copy of the child's health history provided by the child's parent or other caretaker, which need

not be signed or certified by a health care provider, shall be on file in the program and shall be available to appropriate staff.

7. Daily attendance records for each child to include time in and time out.
8. Prior written permission of the parent for each off-site activity.
9. Immunization Record.

A child's records shall be kept for one (1) year following the child's leaving the agency; provided, however, that the health record shall be returned to the child's parent upon request when the child leaves the agency. Records of children enrolled in pre-kindergarten programs may be made part of the child's cumulative file.

CHILD CONDUCT (ROAR) EXPECTATIONS

ROAR

- R – Respectful:** Respect is a fundamental human value that involves treating others with dignity, valuing their opinions and acknowledging their fights and feelings.
- O – Optimistic:** Optimism is a mental attitude characterized by hope and confidence in success and a positive future. Optimists tend to view hardships as learning experiences or temporary setbacks.
- A – Accountable:** Someone who is accountable is completely responsible for what they do and must be able to give a satisfactory reason that is pure, right and true.
- R – Responsible:** The person who caused something to happen - to be in control of yourself - having a capacity for moral decisions - moral, legal, or mental accountability

ROAR provides us with an intentional process to help children grow in these areas and develop thinking skills and a positive decision making process that will enable them to get along with others and strengthen their self confidence.

Based on Psalm 51:10: "Create in me a clean heart, O God, and renew a right spirit within me."

DISCIPLINE

The goal of the teacher is to help parents help children learn and practice appropriate behaviors. As parents define, plan, and carry out their discipline decisions with their child, below are selected Bible verses to help guide parents in informing their plans and keeping discipline within their family based on Biblical principles. Review these verses as you and your spouse/ significant other decide on how you will discipline your child.

- *Proverbs 11:06* - "Train a child in the way he should go and when he is old will not turn from it."
- *Ephesians 6:4* - "Fathers [and mothers] do not provoke your children to anger but bring them up in training and instruction of the Lord."
- *Proverbs 20:11* - "Even a child is known by his actions, by whether his conduct is pure and right."
- *Proverbs 23:13* - "Do not withhold discipline from a child."

Most behaviors will be handled by the classroom teacher. For most discipline issues, the students will be redirected from the situation or removed from the classroom. In the case of removing the student from the classroom, He/She will be taken to another room by either the classroom aide or the teacher to calm down and refocus the behavior, and will return within approximately 15 minutes.

If the behavior continues or escalates, the student will be taken to the ECE Director.

A behavior report will be completed and given to the parent at pick-up, and a copy will be kept in the student's file. After three behavior reports, a meeting with the ECE Director and parents will be called to determine how to

proceed, and a behavior plan will be created. If the behavior plan cannot be met by the set timeline, another meeting will be called, and it may be determined that we cannot serve the needs of the child, which may result in the dismissal of the child from the BCA Early Childhood Education Program.

Children who physically hit, bite, or kick a teacher will immediately be sent to the ECE Director, parents will be called, and the child will be sent home for the day and may return the following school day.

BITING POLICY

Every attempt will be made to prevent biting in the classrooms. However, some children at this age may be prone to occasional biting incidents. Teachers will first attempt to find the source of the child's frustration and redirect his or her attention elsewhere. If biting occurs, the child will have an appropriate consequence, such as a brief time-out, and be explained why this behavior is unacceptable. After three biting incidents or a severe bite that breaks the skin in one day, a parent will be notified, and the child will be sent home.

Note: Any child who makes contact with an adult with any part of his or her body will be sent home on the first infraction. The child can return the next day. The 3rd infraction will result in the child being removed from BCA's Early Childhood Education program.

BEHAVIORAL PROBATION

Children new to the Early Childhood Education program shall be placed on a 2-week probationary period. If it is observed that a child's behavior negatively impacts the classroom culture or that we are unable to provide care that meets the child's needs, the child will be asked to leave the program.

RESTROOM PROCEDURES

Pre-K3 and Pre-K4 students use the restrooms in the main hallway. Teachers send children to the restroom as a class at least four times daily, but they are encouraged to go as often as needed throughout the day.

Cameras are not permitted in or facing the restrooms for privacy reasons. For the safety of children and staff, students must be able to go through the entire toileting routine independently. Please remember this when dressing your child – avoid clothing that they have a hard time manipulating.

Scheduled Restroom Breaks: Upon arrival (as needed), before snack, before lunch, after lunch/before nap, after nap, before outdoor play, before departure.

DROP-OFF AND PICK-UP PROCEDURE

Our educational hours are from 6:30 am to 3:15 pm, with aftercare hours from 3:15 pm to 6:00 pm. There will be no additional charge for aftercare hours, as it is included in the tuition rates. Per DOE guidelines, 18- 21-year-old teachers will be allowed to care for children during aftercare hours.

LOCATION

Parents are only to enter and exit the building through the triple doors underneath the carport in the rear parking lot. Only staff are allowed beyond the front desk unless permission is granted.

From 6:30 am to 9:00 am, parents/guardians will be greeted at the door by staff.

PARENTS, PLEASE DO NOT OPEN THE DOOR FOR ANYONE

(Let BCA staff open the door for safety reasons.)

SIGN IN AND OUT

All students must be signed in and out daily at the front desk by a parent/guardian. From 9:00 am to 6:00 pm, parents will have to ring the doorbell and be let in by staff. Be prepared to show ID at pick up; not all staff know who you are or which child you usually pick up. Please be patient and know that this is only a procedure to keep your child safe.

LATE PICK-UP POLICY

Any late pickup will be charged a minimum \$10 late fee for the first minute and \$1 for each additional minute after the first minute for up to 14 minutes, per child. If your child has not been picked up by 6:15 pm, you will be charged an additional \$50 fee. This policy is in effect for Infants through Pre-K4. Late pick-up charges will be billed the following morning and collected via auto draft. For example, if you arrive at 6:07 pm to pick up your child, you will be charged \$16 for this late pick-up (\$10 for the first minute and \$6 for the additional 6 minutes). If you have two children, the fee would double to \$32. To avoid late pick-up charges, please ensure that you arrive no later than 6:00 pm.

Late Pick-up Charge per Child

Minute	Charge	Total Charge
1st	\$10	\$10.00
2nd-14th	\$1.00 per minute	\$11.00-\$23.00
15th-30th	\$50	\$73.00

In the event a child has not been picked up by 6:30 pm, and acceptable coordination has not been made with the Early Childhood Education program, the appropriate authorities will be contacted in accordance with state and local law and guidelines.

ADMISSIONS

NONDISCRIMINATION POLICY

The Early Childhood Education program admits students of any race, color, sex, nationality, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, sex, nationality, or ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, and other school-administered programs.

WAITLIST

Prospective families who officially enroll to hold a future spot in Infants through Pre-K4 will be notified as soon as an opening is available for their child. Once you are notified of an opening, your child's start date must be within 2 weeks, or we will move on to the next family. However, families do have the option to begin paying to secure the spot for their child, even if they are not ready to attend at this time. If you decline the spot at the time you are notified of an opening, your child will be moved to the bottom of the waitlist. When another spot is available, you will be contacted again. If the spot is declined a second time, families will be removed from the waitlist. To be put back on the waitlist, they must start the enrollment process again.

FINANCIAL

TUITION and FEES

Payments can be made yearly, monthly, or weekly through EFT and are managed through our Early Childhood Student Accounts Office.

- All Early Childhood Education fees are non-refundable.
- All Summer Camp fees are non-refundable.

For updated pricing, please visit www.bcalions.org

DELINQUENT ACCOUNTS

Accounts will be considered delinquent on the 20th day of the month in which the payment is due. A late fee of 1.5% of the total delinquent balance will be charged to the account on the 20th of the month.

Accounts will be billed for returned checks or EFT's at the rate the bank charges per incident. If an EFT payment is stopped by the parent(s)/guardian(s) without making other payment arrangements, the account will be considered delinquent.

A delinquent account will be sent a letter after the 20th of the month in which an account becomes delinquent, advising that a late charge has been applied to the delinquent balance. An account that is 15 days delinquent will be notified that the child(ren) will be excluded from school until the account is brought current.

In all circumstances, the parent(s)/guardian(s) can avoid late charges by submitting an alternate written payment arrangement before the 20th of the month in which an account becomes delinquent. These payment arrangements must be approved by the Finance Committee of the Board of Directors before being accepted. The parent(s)/guardian(s) understand that they will be responsible for all costs of collection, including reasonable attorney's fees and court costs if collection by an attorney is necessary for any portion of the tuition or other charges due. A student will not be allowed to re-enroll for the next school year unless all payments are current or alternate payment arrangements have been made.

WITHDRAWAL POLICY

Families who withdraw their child(ren) from Infants through Pre-K4 must follow the following procedures for the withdrawal to be official. Adherence and communication with BCA is essential during this process.

- To withdraw a student at any time, a Withdrawal Form MUST be submitted through the BCA Praxi Parent Portal.
- To withdraw a student at any time, a two-week written notice (email is acceptable) must be given to the Student Accounts Office and to the Early Childhood Director (ccc@bcacademy.net).
- Monies owed will be based on the cost of tuition from the termination date, including the two-week notice.



The Lutheran School

STATEMENT OF FAITH

Jesus said, "Suffer the little children to come unto me and forbid them not, for of such is the Kingdom of Heaven." Belvoir Christian Academy is a ministry of First Lutheran Church where we help our children grow in faith and love in Jesus. Our School is known for academic quality and for our ability to aid our students in sound Christian moral development serving the people of Chattanooga. As a Christian school, our curriculum includes in-class daily teachings from God's Holy Word. We integrate our Christian beliefs into everything we teach. Many parents wonder, "What will they teach my child about religion at BCA?" Simply stated, BCA exists to help ground our students in the living Christian faith as taught by our Lord and Savior, Jesus Christ.

- **We teach** about the Bible, faith, and Salvation. We believe that:
 - The Bible is the source and basis for all our beliefs. (2 Tim. 3:15-17)
 - All people and all faiths are to be shown respect. (Matthew 22:39)
 - Only through faith in Jesus Christ can people be saved. (John 3:16)
- **We teach** about God. We believe that:
 - God is the Almighty, loving creator of everything and everyone. (Genesis 1:1)
 - God is one God, but three equal persons (Trine). He is God the Father, God the Son (Jesus), and God the Holy Spirit – not three Gods but one God. (Matthew 28:19)
 - God is the Judge before whom all people will give an account for the lives they lead. (2 Cor. 5:10)
 - God is a Savior (Jesus) who died for our sins and arose from the dead. (Acts 4:11-12)
 - God is the Author of the Bible who, through the Holy Spirit, inspired men to write what He wanted to communicate to humankind – especially who He is, His truths, and how He has come to the rescue of humankind through the work of Jesus Christ. (2 Timothy 3:16)
 - God is Love. He loves all people perfectly and completely. (1 John 4:9-10)
- **We teach** about people. We believe that:
 - People are created individually and specially by God. (Psalm 139:13-16)
 - People are loved always and completely by God. (John 3:16)
 - People are expected by God to live lives of holiness and perfection. (Matthew 5:48)
 - People are unable to obey God perfectly (everyone sins). (Ecclesiastes 7:20)
 - People are forgiven their sins and given the gift of everlasting life in heaven only through faith in the death and resurrection of Jesus Christ. (Romans 6:23)
 - People are unable to earn God's favor or forgiveness; rather we receive faith and forgiveness through the gift of God. (Ephesians 2:8-9)
 - People, sadly, will be condemned to eternal suffering if they do not have faith in Christ. (Matthew 13:49-50 and John 14:6)
- **We teach** about relationships. We believe that:
 - People should submit to one another out of reverence for Christ. (Ephesians 5:21)
 - People should tell their friends how much the Lord has done for them and how he has had mercy on them. (Mark 5:19)
 - Marriage is a holy union, created by God, and is intended to be between one man and one woman. (Genesis 2:24, Mark 10:7, Ephesians 5:31, Corinthians 7:2)

"For God so loved the world that He gave His only Son, that whoever believes in Him shall not perish but have eternal life." John 3:16

By signing below you are acknowledging that you received a copy of our Statement of Faith and you understand that we will be teaching your child(ren) in accordance with our faith and practice as Belvoir Christian Academy is a mission of First Lutheran Church.

Signature _____

Date _____