

Raleigh**Christian**Academy

Preschool Handbook



Raleigh**Christian**Academy

a ministry of Beacon Baptist Church
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A delightful learning experience for four-year-olds

Beacon Baptist Church Daycare

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Raleigh Christian Academy Preschool is a ministry of Beacon Baptist Church. Our preschool operates in harmony with our church. We strive to do the following:

- “ To help each child to develop in the manner God has set forth in him.
- “ To see that each child grows and matures by meeting his needs physically, intellectually, emotionally, socially and spiritually.
- “ To be an extension of the home by offering a nurturing and loving atmosphere.

**Thank you for entrusting your child to our care.
May the Lord partner together our efforts as well as our hearts.**

GRIEVANCE PROCEDURE

Disagreements sometimes arise between parents and the teacher. The first step is to approach the teacher to solve the conflict. A meeting should be scheduled in which both parents and the teacher are present. Usually most conflicts can be solved at this level. If the conflict is not resolved at this level, the preschool director will meet with both parents and the teacher. At this point, if the parents are not satisfied, the administrator will meet with all involved parties. If the conflict has not been resolved, the final appeal would be made to the Pastor of Beacon Baptist Church.

TERMINATING PRESCHOOL SERVICES

Raleigh Christian Academy Preschool is a program based on the traditional school calendar. The first day of school is in August, and the last day of school is in May. Parents who choose to terminate their child's enrollment before the end of school, must give the school office a two-week notice. Parents are required to pay for those two weeks.

Dear Preschool Parent,

In today's work-a-day world, many families are forced to have both parents in the job market. With adequate childcare a problem for many parents, Beacon Baptist Church seeks to minister to families by providing a home away from home for their children. With loving preschool teachers and clean physical facilities, our preschool seeks to provide a wholesome, nurturing environment for every child. Each teacher is a Christian and serves out of a sense of calling to this ministry.

Raleigh Christian Academy Preschool is dedicated to more than simply meeting your child's physical needs during the day. We strive to meet the emotional and spiritual needs of children just as parents would in their own homes. With more than twenty-eight years of daycare experience, Raleigh Christian Academy Preschool has a long track record of dependability and trust. We guarantee to be the next best thing to your own home! While there is no substitute for a mother's own love, our staff of teachers and workers will give your child the love and affection he or she needs for healthy development.

It is our desire to provide you with the best care possible. Thank you for selecting Beacon Baptist Church. We look forward to serving you and your family. Indeed, we view it as our ministry to help parents with their most prized possessions — their children. Please feel free to contact our preschool director should you ever have question or suggestion.

Sincerely,



*Dwight Ausley
Administrator*



WHAT WE BELIEVE

STATEMENT OF FAITH

1. We believe the Bible to be the plenary, verbally, inspired Word of God, the only infallible, authoritative rule of faith and practice.
2. We believe that there is one God, eternally existent in three persons, the Father, the Son, and the Holy Spirit.
3. We believe in the Deity of Jesus Christ, His virgin birth, His sinless life, His vicarious death through His shed blood, His ascension to Heaven and personal premillennial return.
4. We believe that salvation is by grace through faith alone and that all people are sinners in need of being saved.
5. We believe in the present ministry of the Holy Spirit, Who enables the believer to live a godly life.
6. We believe in the spiritual unity of believers in our Lord Jesus Christ.

MISSION STATEMENT

- *To lead a child to Christ*
- *To build a child up in Christ*
- *To equip a child to serve Christ*

STATEMENT OF NON-DISCRIMINATION

Raleigh Christian Academy and Beacon Baptist Church Daycare admits students of any race, color, nationality or ethnic origins to all the rights, privileges, programs and activities generally accorded to or made available to students at the school.

Miscellaneous

BIRTHDAYS

Parents may send cupcakes or cookies for their child's birthday. Due to children with allergies, parents are required to bring in store bought items, listing the ingredients. Parents must notify the child's teacher at least **two days** in advance. Refreshments will be served during the children's snack time. If individual party favors are brought for children, they will be placed in each child's cubby for him to take home at the end of the day. Raleigh Christian Academy Preschool is unable to host parties which will include multiple decoration, visits from clowns, etc.

OUTSIDE PLAY

Except in intense heat or inclement weather, children will have an outdoor time each day. If a child has been out sick, he will be expected to go outside for fresh air and sunshine. The teacher will encourage recuperating children not to overdo it after being ill. Teacher and administrative discretion is used on cold, windy and damp days. Parents should dress their children accordingly. For safety reasons, children can be found inside on days where the temperature is below 40° or above 90°.

TOYS

Toys are not to be brought to school unless there has been special permission granted by the teacher. The teacher will alert parents if bringing a toy for show-and-tell is permissible.

VIDEOS

Videos may be used on limited occasions. All videos shown will have a "G" rating and will have already been approved by the administration. Children should not bring videos to school.

FIELD TRIPS

Children in preschool do not take field trips. Teachers will organize a special activity for both parents and students to enjoy here on campus.

cur, then there has been a breakdown in the disciplining process. It may be necessary for the parents to return to take the child and repeat the discipline process. While proper discipline is both difficult and often time-consuming, the rewards for both the parents and the child are innumerable. Training a young child to obey will pay off when the parent sees the finished product. Consistently dealing with every wrong behavior in love will reap an obedient child. It is easier to make a young child obey than it is to make a young teen obey. The molding and shaping of behavior from a Biblical perspective does work.

If a parent cannot arrive within the hour or a reasonable period of time (as determined by the administration), the child will not be allowed to return to the preschool the next school day. This decision is determined by the administration.

While a child's behavior may not be acceptable behavior, it may be normal behavior for this age. RCA will work consistently with all children and parents. However, when classroom discipline methods, parent meetings and parent visits do not produce the desired behavior in the child, parents will be asked to remove their child from the preschool.

STATEMENT OF PHILOSOPHY

Raleigh Christian Academy is committed to the application of God's revelation in every area of life and thought (Colossians 1:15, 16). We believe that the fear of the Lord is the beginning of wisdom (Proverbs 1:7) and that, consequently, man does not see any dimension of life accurately apart from the grace and knowledge of God. Therefore, the essence of Christian education is to set the relationship between the knowledge of God and that of His creation in its right order: an acknowledgement of God is essential to a sound and accurate knowledge of life and the world (Matthew 7:24; John 17:3).

Just as there is no right knowledge apart from the knowledge of God (Romans 1:21, 22), there is no right knowledge of truth apart from His Word (John 17:17). The Word of God is the final authority for all matters of faith and practice (II Timothy 3:16, 17; Matthew 24:35). In Scripture, God speaks that truth is necessary to a sound and accurate knowledge of life and the world (I Corinthians 2:1-15). All academic subjects, programs and activities must be in harmony with the Scriptures. No teaching, theory, policy or practice which contradicts the teaching of Scripture may be presented as true (II Corinthians 10:5).

We believe in the fallen nature of man. He is defiled and stands in need to be reconciled to God. This reconciliation has been made possible through the death and resurrection of Jesus Christ (Romans 8:23; Hebrews 9:12; II Thessalonians 5:23). Therefore, the Gospel shall be an integral part of the program as the academy seeks to win children to Christ.

Raleigh Christian Academy seeks to minister to the intellectual, physical, spiritual and social needs of its students (Luke 2:52). Recognizing that the primary responsibility for the education of children rests with their parents (Ephesians 6:4; Deuteronomy 6:6, 7), the school seeks to work closely with the Christian home and under the authority of Beacon

Baptist Church to instill in students standards for life and learning that is consistent with the Scriptures and which results in Christ-like character. The academy wishes to produce students with a Christian worldview and with a discernment of right and wrong based on the clear precepts and principles of Scripture.

In addition, the school purposes to provide an academic program of high quality so that students may be prepared in a satisfactory manner for college, ready and able to perform God's will for their lives. We believe that God has instilled certain spiritual and natural gifts to every young person. This can be nurtured and fostered at RCA with the offering fine arts instruction and extracurricular activities that further develop the whole child. This will be accomplished by hiring and maintaining a faculty and staff who are committed to Christ, members of Beacon Baptist Church, and who have a deep understanding of Biblical integration. By the direct teaching and godly examples of Christian faculty, students will be encouraged to live exemplary and Christ-like lives.

Raleigh Christian Academy is open to students who are in harmony with its purpose. Students who are accepted for enrollment are expected to be cooperative, obedient, well-mannered and positive toward the school and its distinctives. The school has a racially nondiscriminatory policy. That is, we do not discriminate against applicants and students on the basis of race, color, and national or ethnic origin. We believe this policy to be consistent with the clear teaching of Scripture (James 2:1-9).

Some activities call for immediate discipline by the parents. These actions, when committed even the first time, require a parent to come to school to administer discipline. These actions are as follows:

1. Cursing or any kind of indecent language
2. Fighting (including biting, hitting or spitting)
3. Destruction of school property or personal property
4. Defiance (An Outward show of defiance such as a tantrum, or an inward show of defiance such as a refusal to speak to authority.)
5. Continual disobedience (The teacher and parents have established the plan that will occur if the behavior continues.).

At the time these incidents occur, parents will be called to administer the necessary discipline. Parents **must arrive within the hour** beginning once they are called. Discipline is not effective if the child cannot associate the wrong action with the discipline. With the hour time limit, the teacher can remind the child that his parent is coming to take care of the matter. When the parent arrives, a private area or conference room will be provided. We encourage parents to take the following steps in the discipline process:

1. Remind the child of the wrong action.
2. Help the child to understand that he must ask God to forgive him.
3. Pray with the child.
4. Administer the discipline.
5. Pray with the child again and help him thank the Lord for his mommy and daddy who care enough to discipline and want to see him do right.
6. Lead the child back to the classroom to ask for forgiveness from the teacher and others (depending on the situation).
7. Encourage the child to make the right choices.

The child should show a sense of remorse and a change in behavior. The child should also show that he is sorry for the wrong and show an eagerness to please both his parents and his teacher. If this does not oc-

Discipline From a Biblical Perspective...

God's Word is the source of authority for our lives and the standard we follow in the classrooms. The goal is for children to obey the authority before them so that they will learn to obey God. The Bible clearly commands us to "walk in His ways" (Deuteronomy 8:6). RCA preschool teachers are committed to training the children to do what is right. Children will be trained to obey quickly, to do everything asked of them and to do it with the right attitude. Teachers will encourage the children to do right with both motivational items and words of praise. Teachers will also help move children to the point where they will obey because it is the right thing to do and because they love God.

Romans 6:23 tells us, "For all have sinned, and come short of the glory of God." Because of our sinful nature, everyone has the capability of doing wrong. Children will disobey. Proper discipline will deal with the wrong action and help children to 1) look back at what happened the last time the action was committed and 2) encourage children to make the right decision. We do believe in biblical discipline; however, we do not administer corporal discipline. Biblical discipline should be handled by the parents. Children must learn to obey the teacher in the classroom. Discipline matters are handled consistently by our teachers.

In many cases, the classroom teacher will handle discipline. The children must see her as the authority in the classroom. A teacher's methods might include removing the child from an activity, taking away a privilege or giving time out. Teachers will communicate with parents concerning their child's behavior. Children must learn to fear the consequences set before them. The consequence should not be pleasant or tolerable; otherwise, children will choose to endure the consequences and commit the wrong action again. At this time, parents and the teacher will work together to discuss the situation and to see the child choose the right action.

EDUCATIONAL OBJECTIVES

To Lead Children To Christ

1. All students will be taught that the Bible is the inspired, inerrant Word of God and that it is the only source for truth.
2. All students will have an opportunity to hear the Gospel through Bible classes, chapels and special meetings.
3. Students shall understand the importance of living an exemplary life before others that Christ might be magnified and that others might come to a saving knowledge of Jesus Christ.

To Build Children Up In Christ

1. Students will be provided Biblical standards that are conducive to wholesome Christian living.
2. Students will be provided an atmosphere that punctuates and encourages Christian growth.
3. Students will be taught the importance of making life choices and decisions in accordance with Biblical principles.
4. Students will hear the relevance of God's Word as it pertains to every subject.

To Equip Children To Serve Christ

1. All students will be taught the importance and necessity of performing the will of God in their lives.
2. All students will have an opportunity for physical, social and intellectual activities that assist in their development as children of God.
3. An academic program will be offered that stimulates the intellect of each student that will meet or exceed state requirements.
4. Through academia, RCA students will develop character-building habits such as determination, hard work, self-discipline and preparation.
5. Through Biblical integration in every class, chapels and Bible classes, students will learn the importance of scrutinizing the current culture and world events through the eyes of Scripture.

A Checklist of Responsibilities For the Parent

1. Begin each day by studying the Word of God.
2. Pray that the Lord will guide you in training your child.
3. Pray for your child that he will grow to love and serve the Lord.
4. Pray for your student's teacher that she will be led by God during every moment spent with you child and the others in her class.
5. Pray for the administration of RCA to make godly decisions.
6. Eat a good breakfast with your child.
7. Help your child to be prepared for school each morning.
8. Send your child into the classroom each morning with a loving smile and a quick goodbye.
9. Be involved and stay informed daily in your child's schooling:
 - Call the teacher for updates.
 - Participate in school functions.
 - Attend every PTF and parent/teacher conference.
 - Support and encourage the teacher.
10. Pray for your child, his classmates and his teacher throughout the day.
11. At the end of every day, specifically question your child about what he learned in school.
12. At the end of every day, empty your child's supply bag and read each paper sent home.
13. If any questions or concerns come to mind, call the teacher for answers or clarifications.
14. Enjoy the K4 experience.

Dress Code

We strive to maintain a Christ-honoring atmosphere; therefore, we ask that parents abide by the following:

GUIDELINES FOR BOYS

1. Hair should be cut in a traditional style so that it is not over the ears or the top of the collar. RCA reserves the right to determine whether the hairstyle is inappropriate for the K4 program.
2. Boys may wear shorts, jeans, khaki or athletic-style long pants.
3. Shorts must have belt loops. No athletic style shorts.
4. A boy may wear a belt if he is capable of buckling and unbuckling the belt by himself; however, a belt is not required.
5. Writing or pictures on clothing must be appropriate for a Christian atmosphere.
6. T-shirts are acceptable.
7. Shirts must be tucked during the school day.
8. Shoes must be worn for safety purposes.
9. Tennis shoes or some type of enclosed shoes are appropriate.
10. Jewelry should not be worn. This includes watches.

GUIDELINES FOR GIRLS

1. Girls will wear dresses or skirts of a modest length.
2. Dresses skirts purchased with the intention of being a mini-skirt should not be worn.
3. Sundresses or jumper-style dresses with large armholes or spaghetti straps must be worn with a shirt.
4. Writing or pictures on clothing must be appropriate for a Christian atmosphere.
5. T-shirts are acceptable.
6. Shoes must be worn for safety purposes.
7. Tennis shoes or some type of enclosed shoes are appropriate.
8. Small earrings are acceptable unless they become a distraction in the classroom.
9. No other jewelry should be worn.

Restroom Habits

RCA's K4 program is structured to introduce the four-year-old child to the school environment. The school environment requires that each child be capable and responsible with his/her restroom habits. This includes the following:

- Each child must be completely potty trained. This means that the child does not have accidents at school or at home. The child is considered to be completely potty trained if he wakes himself up to use the restroom -- whether at home or at school.
- Each child must be responsible to take care of all his/her needs in the restroom. This includes operating snaps and buttons.
- Each child must also have the ability to wipe himself/herself. Parents must train children to take care of these needs.

Children who are not completely potty trained cannot stay in the preschool program. If accidents occur only at nap time, then the preschool child must be picked up at noon each day.

POTTY INCIDENTS

If a potty incident occurs, the teacher will discuss the incident with the parents. If potty incidents continue, the administration will be informed and further actions may be taken.

EXPECTATIONS FOR STUDENTS

Children coming in to the preschool program should do the following:

- Tell the teacher when he needs to go to the restroom.
- Be able to operate snaps and buttons.
- Be able to do his job completely (including wiping after a BM).
- Properly wash his hands after using the restroom.
-

CHANGE OF CLOTHING

A change of clothing will be kept at school for times of sickness. The change of clothing must still meet the dress code.

Becoming a Part of the RCA Family

ADMISSION

Parents must agree to support the teachers and administration of Raleigh Christian Academy Preschool in order for their child to be enrolled. The preschool program begins in August. With space permitting, four-year-olds will be accepted until November 1. **After November 1, a child will only be accepted if he is currently using the A BEKA Curriculum.** An interview with the preschool director will determine whether or not the child will be admitted.

ANNUAL REGISTRATION FEE

Registration for children who are currently enrolled begins the last two weeks of January. The registration fee is due each year to reserve the child's space in the preschool program. The fee is usually at a reduced rate and is non-refundable. Registration for the general public begins February 1.

WAITING LIST

When space is not available in a classroom, we will place the child on a waiting list. To be placed on the waiting list, a completed application plus the registration fee must be given to the school office. The parent will be contacted when space is available. If the parent chooses another preschool while on the waiting list, the registration fee will be refunded. If an opening occurs and the parents do not enroll their child, the registration fee is not refundable.

INTERVIEW PROCESS

Once space is available, the preschool director will conduct an interview with the parents. During the interview, the preschool director discusses policies and procedures concerning students, classrooms and daily needs.

The following items are needed at the time of the interview:

1. An up-to-date immunization record for your child
2. A copy of your child's recent physical
3. Emergency numbers, including family contacts and your child's pediatrician
4. Your child's social security number (if not complete on application)
5. The *Parent Cooperation and Support Statement* must be signed before any child can attend.

The Successful School Day

- .. Each child should bring his supply bag every day. All other supplies will be kept in the classroom. If a student forgets to bring his bag to school, his papers will remain at school until the bag is returned.
- .. Be careful to take good care of the supply bag. If the bag is lost or damaged, a new bag must be purchased from the bookstore.
- .. Parents should label coats and sweaters with first and last names before entering the classroom.
- .. Parents should teach their child how to put on his sweater or coat by himself.
- .. A child should enter the classroom between 7:45-8:05 every morning.
- .. Parents should encourage their child to be obedient. The teacher will always encourage him to make the right choice.



When Your Child Is Sick

When a child is sick, parents can assist teachers in preventing illnesses from spreading to others. Beacon Baptist Church Daycare asks the following:

1. A child should stay at home if they have a fever, diarrhea, vomiting, unexplained rashes, runny nose with *green* or *yellow* mucus (this usually indicates an infection), infectious diseases or any other viral symptoms.
2. If a child was sick during the night, he should not attend class the following day. Please do not give medication to control the symptoms.

Parents will be called to pick up their child for the following:

1. Fever of 100.5° or higher
2. Vomiting and nausea
3. Symptoms of upper respiratory infection including continuous coughing, wheezing or thick green mucus
4. Having 3 or more diarrheas.

Beacon Baptist Church Daycare policy states that a child may return to school after having been without fever for 24 hours and without the aid of fever-reducing medication. If a child leaves school for vomiting and diarrhea and returns the following day with the same symptoms, parents will be called immediately to pick up their child. A doctor's note may be required at the Preschool Director's discretion.

If medication is necessary, parents should administer the medication at the prescribed times. Asthmatic treatments can be administered through the school office. Proper documentation must be on file. Forms require the signatures of the child's parents, the pediatrician and the school administration.

SICK TIME

Parents can receive one week free due to their child's illness. A child must be absent from school all five days (Monday-Friday) due to illness. A request for a sick week must be put in writing and submitted to the school office.

Please Note This...

Information About Cost

BILLING

Accounts are paid on a weekly basis. **The full weekly payment is required whenever the preschool is open three days or more of any one week.** Families enrolling more than one child into our preschool and/or daycare program are eligible for a discount. This information can be obtained from our business office. **K4's weekly payment is due each Friday.** A late charge will be added if the bill is not paid. All late fees must be paid. If an account is seven calendar days past due, RCA reserves the right not to accept the child on the eighth day. You may access your account at any time through InfoDirect found on our school website at raleighchristian.com.

RESOURCE FEE

Families are required to pay an annual resource fee for each child enrolled. The Resource Fee provides the following items:

1. NAP TIME MAT -- Children in our preschool program must have a nap mat.
2. SCHOOLCAST -- *SchoolCast* is our emergency contact system in which all enrolled families are notified within minutes of any special closings due to weather, etc.
3. BOOK FEES -- This will cover the cost of the curriculum and materials for each child.
4. SCHOOL CALENDAR -- The calendar shows special occasions on which the daycare and/or school will be closed.
5. ART FEES -- Art supplies will be covered under the Resource Fee. Occasionally, children may be asked to bring in something specific for a special project (ie. family picture, leaf, etc.).

AGE REQUIREMENTS FOR CHILDREN

In order to be eligible for the preschool program, children must be four years old on or before **October 15**.

HOURS OF OPERATION

Both the school and preschool open at 7:00 AM and close at 6:00 PM. Children are in their classrooms from 7:35 AM until 3:00 PM.

MORNING

Children may be dropped off as early as 7:00 AM. Parents must escort their child into the building. Parents will accompany their child to the restroom and then to the early morning care room. At 7:35 AM, parents may escort their child directly to the classroom. If children are in the early morning care room, the teacher will accompany the children to their classroom.

EARLY MORNING CARE ROOM

This classroom is designated at the beginning of the school year for those children arriving between 7:00 AM and 7:35 AM. There is no additional charge to the parents of preschoolers.

TARDINESS

A child arriving after 8:05 AM is tardy. After 8:05, the parent will accompany his child to the school office for an admittance slip. It is important in teaching character to a child that the parent make sure the child is on time. Being tardy to school is also disruptive to the teacher and the children. After ten tardies in a given semester, parents will not be allowed to check their child in at the school office until 8:45 AM, so as not to disrupt Bible time.

VISITATION

Parents should wait until after September 15 before visiting the child's classroom. Teachers desire for parents to see their children with all classroom habits in place. Before visiting the classroom, parents must advise the preschool director one day in advance. The day of visitation, parents must stop by the school office to sign in and receive a visitor's badge.

Communication Between Parents and Teachers

Students will place notes, papers and memos in their folder in their bookbag each day. Parents should check the bookbag at the end of each day, and go over all papers with their child. The best time for the parent to contact the teacher is during the child's nap time. Conferences can be scheduled to discuss specific information.

THE EVALUATION CONFERENCE

During the year, the teacher will schedule several conferences to discuss progress and behavior of each student. **This is a REQUIRED CONFERENCE that both parents must attend.** Attending conferences are **IMPORTANT!** This shows the child's teacher that they have parental support and gives information that will help in educating each student.

EXTENDED SCHOOL DAY (ESD)

Parents may pick up their children anytime throughout the school day. Since the academic day ends at noon, parents may wish to make arrangements to pick up their children at this time. There is not a reduction in cost for those choosing to pick up their child early in the day. The ESD (Extended School Day) program begins at 3:00 PM for those children not picked up earlier in the day. The ESD program hours are from 3:00 PM-6:00 PM. This structured time will be full of fun for your preschooler. A parent must sign out their at the ESD parent desk. There is no additional charge for those in the four-year-old program.

SUMMER CARE

We do provide care during the summer months for children that have completed our preschool program or are registered for the fall. Fun activities and exciting field trips begin the first week of June and end the first week of August. Parents will receive sign-up information in the spring.

HOLIDAYS

The Beacon Baptist Church Daycare/RCA school calendar lists the holidays and special days during which the daycare will be closed. Due to Christmas Break and Spring Break, no other Vacation Weeks are given.



SPECIAL CLOSINGS

During inclement weather, closings or delays will be announced on television stations and WPTF 680 radio. Our listing will be posted as ***Raleigh Christian Academy***. Parents may also check the school's website, **www.raleighchristian.com** -- SchoolCast will also be used to notify parents of any special closings.

PERSONAL INFORMATION

A change in address, phone numbers, emergency contacts or a change in a child's personal information (such as an allergy) must be given to the preschool director. This information should be in writing.