

BEULAH LAND CHRISTIAN ACADEMY

Student/Parent Handbook

2013-2014 School Year



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

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

It is the policy of Greater Beulah Baptist Church/Beulah Land Christian Academy not to discriminate on the basis of race, color, national origin, sex, age or disability in admission and access to, or treatment or employment in its program or activities. As a religious institution, Greater Beulah Baptist Church/Beulah Land Christian Academy is permitted and reserves the right to prefer employees or prospective employees on the basis of religion.



Welcome to Beulah Land Christian Academy

School Motto

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

School Statement of Purpose

- To provide quality care for children regardless of race, color, sex, or national and ethnic origin in a loving and safe environment
- To provide a Christian service to families and children of the community
- To encourage spiritual development as well as social, emotional, physical, and intellectual development
- To afford learning in an age-appropriate environment

School Mission

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

School Alma Mater

All hail to Beulah Land
We're the Mighty Knights
And for God we stand

Beulah Land
Sweet Beulah Land
Where loving God and learning
Go hand and hand

Beulah Land Christian Academy
Excellence leads us to destiny

The more we go
The more we'll know

We'll grow, Grow, GROW!

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BEULAH LAND CHRISTIAN ACADEMY

280 Headland Avenue, Dothan, AL 36303

Phone (334) 673-2767 FAX (334) 712-0269

"Give your child a beginning with the end in mind...Excellence."

A. Yvonne Beachem, Academy Administrator

August 2, 2013

On behalf of the Faculty and Staff, I want to welcome you to Beulah Land Christian Academy. BLCA is a special place for students to learn and grow. I believe in our mission and dedicate myself to creating an environment that is both safe and secure.

I encourage parents and students to become actively involved in the school. Students will discover new friends, new skills and new interests. I want your child to experience an exciting school year at BLCA.

I look forward to working with you and your child during the 2013 – 2014 school year.

Sincerely,

Yvonne Beachem
Academy Administrator



BEULAH LAND CHRISTIAN ACADEMY

Board of Directors, Faculty, and Staff

Willie Brown
Chief-Board of Director

Dorothy Anderson

Franklin Jones

Grace Rookard

A. Lois Sims

A Yvonne Beachem
Academy Administrator

Jackie Hutchinson-Harvey
Executive Assistant

Rose Gibson
Administrative Assistant

Elementary Faculty

Mollie Snell
Kindergarten

Barbara Morris
Grade 1

Pamela Anderson
Grade 2 and 3

Micheal Thomas
**Grade 4 and 5
CLP Instructor**

Pre-K Faculty

Frances Snell
Nursery

Mary Williams
Toddler

Linda Daniels
Nursery/Toddler Teacher Assistant

Taliah Hudspeth
Nursery/Toddler Teacher Assistant

Helen Garner
PK-2 Class

Alaina Reed
PK-3 Class

Dawanna Chambers
PK-4 Class

Keisha Porter
PK2 Teacher Assistant

Alma Gibbs
Culinary

Judy Brannon
Culinary

Terry Brannon
Security/Maintenance

SEE BLCA PRE-SCHOOL CALENDAR

ON CALENDAR TAB

SEE BLCA SCHOOL CALENDAR

ON CALENDAR TAB

Beulah Land Christian Academy
School Year 2012 – 2013

Rights and Responsibilities

Students

The student has a right to an education in an environment conducive to learning and personal growth. The student is expected to:

- Attend school every day, arrive on time, and complete all class work
- Show respect to all adults and their fellow students
- Understand and follow the rules of BLCA

Parents

The parent(s) has the right to expect that BLCA will address the learning needs of their child(ren). The parent has the right to be informed of all aspects of their child's education. In order to meet your child's education needs, we ask the following of the parent(s):

- Send your child to school each day, on time, and prepared to learn
- Encourage your child to read, to do their homework, and to be excited about learning
- Respond to communications from BLCA pertaining to your child
- Cooperate with BLCA to solve behavioral problems when they arise
- Be involved in your child's education and participate in school activities

BLCA Teachers and Staff

We recognize that education is a team effort and we are committed to upholding the highest standards for our teachers and staff. We have a right to teach in an environment that fosters learning, personal growth, and support of the students' needs. Each teacher is expected to:

- Work with each student to help them realize their potential for learning and growth
- Encourage responsible behavior and reinforce the importance of education and individual growth for each student
- Keep parents informed of the student's academic and behavioral progress
- Use procedures appropriate for age, background, and level of maturity when dealing with unacceptable behavior from students
- Show respect to all students, parents, and BLCA staff
- Be accessible to parents
- Promote a positive attitude about learning at BLCA

Beulah Land Christian Academy
School Year 2012 – 2013

Standards of Behavior

Generally, students are expected to:

- Follow directions given by teachers and all school officials
- Show respect toward school property and the property of others
- Speak and act in a respectful manner toward all adults and fellow students
- Listen and stop talking when an adult is speaking to them
- Remove hats and other head coverings when in the building
- Keep hands, feet, and objects to oneself
- Follow school safety procedures
- Be considerate of others
- Respect the work of other students
- Remain quiet and refrain from running in the hallway
- Peacefully resolve conflicts by talking and listening to the other person

In the classroom, students are expected to:

- Be prepared to learn by coming to school on time with all the appropriate materials
- Respect every student's right to learn
- Follow directions given by their teacher at all times
- Complete all tasks on time as assigned by their teacher
- Raise their hand to be recognized by the teacher
- Remain quiet while the teacher is talking
- Ask permission to leave their seat
- Show their teacher respect at all times

On the playground, students are expected to:

- Speak and act in a respectful manner toward all adults and fellow students
- Follow the directions of their teacher
- Follow the playground safety rules
- Play cooperatively and respectfully with others
- Keep hands to oneself

In the restroom, students are expected to:

- Carry nothing into the restroom
- Respect the rights of other students who are in the restroom
- Respect the property in the restroom and help keep it clean
- Keep walls and doors free from any drawings, markings, or writings

SEE BLCA TUTION TAB

Absences & Fee Policy

Payment will be due on your scheduled payment plan. The only exception is hospitalization with a doctor's official statement for more than a week.

Any student absent more than 30 days will be required to re-enroll. Registration fee and any past due amounts must be paid before student is allowed to re-enroll.

Refund Policy

Registration fee is non-refundable. If your child is withdrawn or dismissed from BLCA for any reason, you are liable for the entire month of tuition in which he or she has attended.

Record Withholding

Upon enrollment, parents are required to enter into a contract with BLCA for which the parents agree to pay the student's entire tuition.

- If entire tuition is paid, BLCA will be required to release the student's grades and other educational records.
- If tuitions are not paid, BLCA will be entitled to withhold the student's records until all outstanding balances are paid in full.

Method of Payment

Cash, money order, debit card, cashier's check or any bank certified fund. Any tuition payment that is returned for insufficient funds or credit card denial, a \$25 fee will be charged.



Beulah Land Christian Academy

Enrollment Information

Excitement is here in this new school year at Beulah Land Christian Academy. We have many new and exciting things to offer and want you to be a part of our family. We encourage you to contact the school administration office for information. When you are ready to become a Beulah Knight, follow these steps:

- Complete the entire Admission Form and sign
- Copy of the students birth certificate
- Copy of Social Security Card
- Current blue immunization form
- Signed Parent's Statement
- Medical Information Form
- Turn in the application with the registration fee to the main office

BLCA reserves the right to admit, deny admittance or re-admittance to prospective or attending students.

Enrollment Policy

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

Attendance and Absences

Absences will be excused upon receipt of written documentation explaining each absence when the child returns to school.

Written documentation should contain:

- Student's name
- Date(s) of absence
- Reason for absence
- Signature of parent or guardian

School work missed due to excused absences may be made up. Excessive and unexcused absences during the school year can result in poor and failing grades. Please make every effort to have your child at school every day. In cases of prolonged illness, please make arrangements with BLCA Academy Administrator and your child's teacher to make up work.

Excused Absence

Documentation from:

Doctor, parent or guardian

Death in immediate family

Pre-planned absences with approval by principal

Unexcused Absence

Failure to provide documentation from:

Doctor, parent or guardian

Suspension from school

Tardiness

A student is tardy if he/she arrives after 8:00 a.m. A tardy is excused if the student brings a valid reason such as a dental or doctor's appointment. **Being tired, oversleeping, alarm clock not functioning, lost keys, stopping to get gasoline, or not feeling well are not valid reasons.** When tardy:

1. Parent must go to the office to sign student in
2. The student is required to go to the office for an admittance slip
3. On the fourth unexcused tardy, the student loses P.E. time
4. If student continues to be tardy, parent/teacher conference
5. If after parent/teacher conference, students continues to be tardy-Detention Status
(Please note: information will be on student's Progress Report and Report Card)

Elementary Fall Detention
October 2013 (Oct 14-18)
8:00 a.m. – 12:00 noon

Elementary Spring Detention
March 2013 (March 24-28)
8:00 a.m. – 12:00 noon

Detentions must be served. The detention slip should be signed by a parent and returned to the Administration Office. Failure to return the detention form signed will result in a referral to the school's Board of Directors for recommendation for ISS.

If a Pre-K child arrives any time after 8a.m., they will not be able to eat breakfast unless parent can sit with them in a room other than where devotion/class is taking place. We would like for the children to be here by 8a.m. for morning devotion.

If a Pre-K child arrives any time after 11a.m., they will need to bring their lunch because the culinary staff will have already obtained lunch count.

Finances

As we begin this new school year, it is BLCA's Accounting Department's responsibility to collect all outstanding balances. Therefore, it is necessary that fees and tuition be paid when due (see 2013-2014 Tuition and Fees). To maintain enrollment all tuition and fee polices must be satisfied as prescribed by BLCA's Board of Directors. The Board of Directors reserves the right to change and/or charge fees as deemed necessary for regular operational expense.

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

Tuition Prices includes Fees and Afterschool Care (students must be picked up by 4pm). Students picked-up after 4pm, will be charged \$1 per minute (To be paid when child is picked up).

No grades or any other school records will be released or transferred unless **ACCOUNT** is **paid in full.**

Sign-In & Check-out Procedures

Every Pre-K child must be signed in and signed out every day by a parent or guardian. **Only individuals authorized on the student's admission form to pick up the student will be allowed to check out the student.**

The Family Guidance Program requires documentation that students enrolled in the program are in attendance daily.

Students may be checked out of school through the Administration office by parents for medical or emergency reasons. Other check-outs are not permitted unless specific permission is obtained from the administration as a pre-planned absence.

Facility Entrance and Exit

Parents must enter and exit through the daycare entrance. Use this entrance for safety reasons and to receive memos and other information that will be necessary for you to review.

Food Services

Breakfast, lunch, and an afternoon snack will be provided daily.

- If a child arrives anytime after 8:00 a.m. (daycare), he/she will not be able to eat breakfast unless parent sit with him/her in a room other than where devotion/class is taking place. We would like for the children to be here by 8:00 a.m. so he/she will not miss devotion, a very important part of our day.
- If you bring child after 11 a.m., you will also need to bring his/her lunch because the cook will have already prepared for a certain number.

This does not apply to K5 – Grade 5; they must be here by 8:00 a.m.

Dress Code

The school administrator may advise students and parents or guardians about appropriate dress for school. Absolutely no clothing is allowed that is likely to cause disruption to the learning process, or endangers the health and safety of the student.

School Supplies

Parents are expected to provide their child's supplies throughout the year. Your child's teacher will provide a supply list at the beginning of the year. Please check with your child regularly to ensure he or she has the proper and adequate supplies.

First Aid Procedures

In case of illness or injury at school, the child will be cared for temporarily by a member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents and paramedics will be contacted immediately. Please ensure that contact numbers are updated in case of an emergency. If your child is sick before school

Emergency Plan

In the event that we have threatening weather, an evacuation plan is posted in designated areas. If we are warned before the storm reaches the area, we will notify the parents and request that you pick up your child.

PTC – Parent Teacher Conference

Conferences are strongly encouraged between parents, teachers, and the school administrator. We welcome the opportunity to discuss your child's education or any issue of importance to you and your child at any time. Conferences can be arranged by calling the Administration Office at (334)673-2767

Visiting Hours

We have an open-door policy. Join us at any time. Stop by the Administration Office to obtain a visitor name tag.

Summer Camp Program

The summer camp program runs from June through July.



Beulah Land Christian Academy

Grading Policy

All entries made by the teacher on a student's report card are made after careful consideration of classroom learning, test performance, attitude and effort. Please discuss each report card with your child carefully. Report cards will be sent home with each student after each nine weeks. Report cards are to be signed by the parent or guardian and returned to the teacher.

The following grading scale will be used:

A	92-100	S – Satisfactory
B	83-91	U – Unsatisfactory
C	74-82	
D	65-73	

The A and A-B Honor Roll will be posted after each nine week period.

Honor Roll Honor Roll Requirements

A	Maintain an "A" average in each subject for the nine weeks
A-B	Maintain an "A" and "B" average in each subject for the nine weeks

Honors Day

BLCA Honors Day Program will be held in conjunction with its annual May Day Celebration. Students will receive certificates and awards.

FOR FAMILY GUIDANCE CLIENTS ONLY

What if the parent fails to pay the CMA assessed parental fees?

Providers are required to collect the CMA assessed parental fee and report to the CMA any parent who fails to pay their parental fees. Upon notification, the CMA will issue advance notice to advise the parent that the parental fees must be paid in full or child care assistance will terminate. Providers must immediately notify the CMA if the parent pays all or a portion of the delinquent fees.

Can a parent transfer to another provider if they have not paid their CMA assessed parental fee?

A parent may not transfer a child to a new provider unless the CMA assessed parental fee is current. The parent is required to provide the CMA with a written statement/receipt signed by the provider, that all parental fees are current.

If the parent owes additional fees to the provider, the provider should credit the parent for the CMA assessed parental fees first. Parents will not be denied transfer for non-payment of fees or charges other than the CMA assessed parental fees.

Is the provider required to issue a receipt for payment of CMA assessed parental fees?

The provider **must** issue the parent a receipt at the time the parent pays the assessed parental fees. If the provider is unable to produce a valid copy of the receipt given to the parent, the parental fees are deemed not to have been collected. The receipt should indicate the period of time that the fee payment represents.

Failure by the provider to collect the CMA assessed parental fee is considered to be noncompliance with program requirements. For each instance the required parental fee is not collected the provider will have a financial chargeback. Multiple instances of noncompliance may result in the provider being disqualified from participating in the Child Care Subsidy Program.

What is considered provider Noncompliance with Program Requirements?

If the provider fails to comply with the provider's published policies and/or the constraints agreed to by the provider on the current Provider Registration Form, the providers registration is subject to being terminated. Noncompliance includes, but is not limited to any combination of the following behaviors:

1. Failing without good cause to submit accurate billing
2. Failing to timely void inaccurate attendance entered in the point-of-service (POS) machine
3. Moving the POS from the facility's legal address, as indicated on the Provider Registration Form, to receive payment for care at an unregistered location
4. Failing to collect the required parental fees and/or failing to report timely and consistently any parent who fails to pay the required parental fee
5. The provider is found in possession of a parent's Time and



BEULAH LAND CHRISTIAN ACADEMY 2013 – 2014 School Year

Parent's Statement

Student's Name: _____

This signed document will be kept in student's cumulative file for future references.

I hereby agree to pay _____
(check one) _____ weekly _____ biweekly _____ monthly
any and all financial obligations to Beulah Land Christian Academy on or before the due date and understand that late fees will be charged if payment is received after the due date each month. BLCA deserves the right to dismiss any child whose financial obligations are more than 30 days in arrears. I understand that my child's grades or any other school record will not be released or transferred until my school bill is paid in full.

I further understand that the school reserves the right to dismiss any child who fails to comply with the established regulations and authorize Beulah Land Christian Academy to employ such discipline, as it deems necessary for the training of my child.

I give my permission for _____ to take part in all school activities, including sports and school sponsored trips away from the school premises.

I further agree to hold the school and its agents harmless of any liability to my child or any guardian or parent thereof because of any claims on behalf of my child against the school or any agent thereof because of any injury or alleged injury to my child.

I understand that it is my responsibility to ensure that my child is prompt, prepared and in attendance each school day.

I have received a copy of the Parent/Student Handbook for Beulah Land Christian Academy.

I have read and understand the terms stated on this application and am aware of and agree with the Parent/Student Handbook Policies and Procedures that are therein included.

Parent Signature

Date _____/_____/_____

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Ph# (334) 673-2767 FAX# (334) 712-0269 Email: blca.director@gmail.com

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