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## **INTRODUCTION**

The Holt Street Memorial Baptist Church Academy program is a Christian based school experience. The ABeka curriculum is a Christian reading readiness program published by the Pensacola Christian School in Pensacola, Florida. This program is used as a basis for our curriculum here at Holt Street.

## **PHILOSOPHY**

The Holt Street Memorial Baptist Church Academy provides quality childcare to member and nonmember families to reduce the conflict between parental responsibilities and daily work requirements.

The Academy is offered as a supplement to, not a substitute for, the family as the primary agent for the care and development of the child. The Academy program operation is developmental in nature and staffed with professionally qualified child development management personnel and care-giving adults.

Our program strives to provide a high quality educational program which is both child centered and developmentally appropriate. Our focus is to provide a safe, secure, nurturing environment, which fosters the spiritual, social, emotional, physical and cognitive growth of each child.

We will expose your child to a well-rounded introduction to various fields of study such as art, reading, music, phonics, writing, history. Literature, science, math, vocal expression, Bible stories, manners and gross and fine motor skills. Enrichment activities in the form of field trips will be offered to provide additional learning.

We believe that experiences offered during the early years of a child's life provide a solid foundation that will be beneficial at each stage of development in life.

## **GOALS**

1. To develop each child's ability to foster a positive self-concept.
2. To develop social skills.
3. To encourage children to question, explore and problem-solve in order to develop their thinking ability.
4. To encourage language development.
5. To enhance physical development and skills.
6. To encourage and demonstrate health, safety, and nutritional practices.
7. To encourage creativity through playful expression and freedom of activity.
8. To encourage children to respect the cultural diversity of others.
9. To develop each child's self-help skills.

## STATEMENT OF FAITH

We believe and teach that the Bible, both the Old and New Testaments, is the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:15, 2 Peter 1:21).

We believe and teach that there is one God, eternally existent in three persons (Father, Son and Holy Spirit) who created man by a direct immediate act (Genesis 1:26-27, Matthew 28:19, John 10:30).

We believe and teach the deity of the Lord Jesus Christ (John 10:33); His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35); His sinless life (Hebrews 4:15, 7:26); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9); His bodily resurrection (John 11:25, 1 Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11, Revelation 19:11).

We believe and teach the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace, through faith alone, are we saved (John 3:16-19, 5:24 Romans 3:23, 5:8-9, Ephesians 2:8-10, Titus 3:5).

We believe and teach the resurrection of both the saved and the lost; that they are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).

We believe and teach the spiritual unity of believers on our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28).

We believe and teach the present ministry of the Holy Spirit by whose indwelling and infilling the Christian is enabled to live a godly life and witness to the saving grace of Christ (Acts 1:8, Romans 8:13-14, 1 Corinthians 3:16, 6:19-20, Ephesians 4:30, 5:18, Titus 2:11-14).

## **AGE REQUIREMENT**

We accept students academically appropriate for Kindergarten through sixth grade. The summer enrichment program serves children in the first through sixth grades.

## **OPEN HOUSE**

An open house will be held during the year. Written notices will be sent announcing the meeting.

## **PARENT ORIENTATION**

Parent Orientation will be held each year prior to the beginning of the school year.

## **PARENT INVOLVEMENT/VOLUNTEERS**

Parents are an integral part of the Academy's total program. We encourage parents to spend time visiting with their child during the day. Your participation can be helpful in many ways such as:

- Being a member of the Parent Advisory Board
- Volunteering your time, talents and skills
- Sharing your family customs, traditions and food recipes
- Attending conferences concerning your child's development

Parent volunteers are encouraged to assist with classroom activities, field trips, and child care. On-the-job training will be provided under the supervision of the director.

## **PARENT/ TEACHER CONFERENCES**

Requests for conferences may be made through the office or by sending a note by your child to the teacher. Parents may have a better opportunity for having a successful conference when the teacher can plan for the conference in advance; therefore parents are asked to make appointments for conferences with teachers. Please do not engage the teacher in extended conversation during drop-off, pick up, or class hours, either socially or concerning your child. The teacher's attention MUST be on the children in her class and not on social chitchat with parents. This is for the safety of our children. Confer with the teacher about your child, but refrain from discussing the child in his or her presence.

## **PARENT COMPLAINT PROCEDURE**

Complaints from parents should first be made to the appropriate teacher and then to the director. If the complaint concerns a teacher, the director will consult the teacher and then the matter will be discussed with both the complainant and the teacher present. If the director cannot settle the complaint, the Academy Superintendent will be asked to hear and resolve the issue.

Any complaint concerning Academy policy not covered by the Student Handbook or other published documents, must be presented in writing to the Superintendent.

## **DISCIPLINE POLICY**

Our discipline policy is one of positive guidance and an attitude of teaching a child to control him/her self. Teachers do not spank the children. At no time will children be placed where they cannot be seen or heard, for safety's sake. Through planning and preparation, our teachers create an environment which will encourage positive behavior. The schedule is alternated with quiet and active times so each child can "get his wiggles out" at an appropriate time. His/her regular attendance and being on time will aid in this. We believe in being positive with your child and encouraging his or her ability to exhibit acceptable behavior.

Classroom Teacher:

These are the steps to be followed by any employee of Holt Street Memorial Baptist Church Child Development Center and Academy when a child is interrupting the educational process of others in the classroom:

- First, try to refocus the student, "Johnny, pay attention." Calling a child's name lets them know you acknowledge the behavior, and want it to stop.
- If the behavior continues, separate the student away from the group, but never out of the classroom. Take a chair and face it toward the group, and set a timer, no more than three minutes to allow Johnny to settle down.
- Ask Johnny, "Are you ready to re-join the group?" If Johnny is ready, allow him to return to the group, if he says no, allow him a few more minutes, and then ask again.
- If Johnny's behavior continues to be disruptive, send him to the Director.

Director:

These are the steps that will be followed by the Director when a child has been disruptive in a classroom setting, and the Teacher was unable to get them to settle down:

- Try to settle the child by having a personal conversation to see if something is bothering them that they need to discuss. If the student settles down, and agrees to cooperate with the classroom teacher, they can be sent back to class.
- If the student refuses to settle down, parents will be called to come and pick the student up, and he/she will not be allowed to return until there is a conference with the teacher, parents, and Administration.

Parents:

- Holt Street Memorial Baptist Church Child Development Center and Academy is a teaching institution. If you do not subscribe to this method of discipline, please write what you allow for your child, and Holt Street Memorial Baptist Church Child Development Center & Academy Administration, including the Superintendent will decide if we will accommodate your wishes.

## **HOURS OF OPERATION**

The building is open Monday through Friday from 6:00 a.m. to 5:30 p.m. We are closed on all Federal holidays. The parent of any student who remains after nine (9) hours daily must sign an after-school contract which will require additional tuition. A late fee of \$15.00 plus \$5.00 per minute will be charged for any child not picked up by closing time each day.

## **ENROLLMENT**

All parents who enroll their children in the Academy will be provided an orientation and tour of the facility. Parents and children will be given an opportunity to visit the new classroom, meet the staff, and become familiar with the program. To ensure your child's enrollment, all forms are to be completed prior to your initial visit.

## **TERMINATION OF ENROLLMENT**

The Academy's program is designed to be a positive experience for children. Occasionally, the program may not be appropriate for a child's continued enrollment. Termination may result if the program does not meet the needs of the child or the expectations of the parents, or if the child repeatedly displays disruptive or inappropriate behavior, The Academy will make every effort to assist the child and parents in determining the causes of the disruptive or inappropriate behavior based on the child's individual needs.

Parents may terminate enrollment according to terms of their contract. The Academy director will make a decision in consultation with staff, the child's parent(s) and appropriate supervisory personnel regarding continued enrollment. Service may also be terminated for nonpayment of fees. The Academy reserves the right to refuse service. The failure of parents to comply with the rules reserves the right to dismiss any child unable to conform to established rules, participate in group experiences, or whose fees have not been paid.

## **GUIDANCE**

Occasionally, children are unable or unwilling to control their own behavior. They hurt themselves, other children, their care givers, or destroy property. When this occurs, parents will be notified. Depending on the severity of the incident, parents may be informed of the behavior, be asked to meet with the Academy director or designee, or be required to remove their child from the Center for a specified period of time. If we are unable to change the behavior by using the positive guidance techniques above, the child may be prohibited from attendance for a minimum of one week. After returning from the one week transition, if the problem continues, the child will be removed. The Academy director will consider readmission on a case-by-case basis.

## **MEALS**

Wholesome, well balanced meals are provided according to the USDA Child Care Food Program at no additional charge. A cycle menu designed to meet USDA nutritional requirements is posted on the bulletin board inside the lobby. Parents are asked not to bring food from home (with the exception of formula which must be contained in plastic bottles).

Please inform us if your child is on a special diet or is allergic to any foods. Allergies must be noted by a physician and will be posted in the child's classroom.

## **BIRTHDAYS**

Children may bring purchased ice cream, cookies, cupcakes, or birthday cake to be shared with the other children, as long as it meets the approved regulations of the Health Department.

Gifts must not be brought to the School. Parents/guardians must get all party plans approved in advance, by the Principal.

## **UNIFORMS**

All students are required to wear uniforms. Girls wear blue jumpers, white Peter Pan collared blouses, necktie white or blue socks or tights, and black or blue Mary Jane shoes. All boys wear blue or grey slacks or shorts (depending on the season), white oxford shirt and tie, or white polo. Boys wear black lace up shoes, *-no gym shoes*.

Only closed in rubber sole shoes are acceptable. The school is NOT responsible for lost earrings, bows, barrettes, and jewelry.

## **GUIDANCE POLICY**

All personnel practice a positive approach to discipline that will aid children in developing self-control. The goal is for children to learn to control their own behavior and conform to the rules and limits, not because they are afraid of being punished, but because of a caring and trusting relationship that has been nurtured and developed.

The following guidance techniques are used with the children:

### **SCHOOL AGE**

1. Encourage children to develop problem-solving skills.
2. Anticipate problems and plan ahead.
3. Talk with the children to help them understand how their actions cause a problem.
4. Immediately stop dangerous behavior.

5. Observe when children are restless and change the activity to allow the energy to be redirected in a positive manner.
6. Redirect activities toward acceptable behavior. Make frequent checks on the child to make sure that he or she follows through.
7. Praise appropriate behavior.
8. Maintain a positive view toward the child. Keep a sense of humor.
9. Explain desired behavior in a positive manner.
10. Involve the children in setting rules and limits.
11. Offer choices. Provide several acceptable alternatives

**No form of guidance such as spanking, frightening, verbal abuse, humiliating, or binding will be tolerated.** The Academy has a very active child abuse prevention program. The director or designee will notify the Department of Human Resources of any known or suspected child abuse or neglect. Staff members are trained annually in identification of child abuse and the procedures to be followed in reporting suspected abuse.

### **ILLNESS**

1. Children learn best when they are in good health. To make certain that all children are in good health and are ready to participate in the versatile program that we have, a Medical Report is required as part of our registration procedure for each child. This Medical Report is required before a child enters our program and is to be reviewed upon request. It is important that a child attends daily, but not if he or she is ill. Upon entering school after an illness, the child must appear to be fully recovered with a statement from an attending physician.
2. Should a child appear ill during the day, he or she will be isolated immediately and his or her parents contacted.
3. The Department of Human Resources (DHR) requires that parents of all school age children pick up or arrange for a designated person to pick them up when sick.
4. Parents are required to notify the Center whenever a child has been exposed to a contagious disease. We will, in turn, notify other parents.
5. All new students must have the immunization required by the Health Department for their age.
6. All parents and volunteers who work with the children must present certification of good health and negative tuberculin results.

## **ADMINISTRATION OF MEDICATION**

No medication will be administered during school hours. If medication is needed during the day, parents must make arrangements with the director to come and administer it.

## **EMERGENCY EVACUATION PLAN**

**SEVERE WEATHER/FIRE EMERGENCY PLAN:** An evacuation plan to be used during severe weather warnings has been worked out so that children will be moved to a place of safety. Our facility has been inspected and approved by the Fire Department. Fire exits are close, and children will be exited through the nearest door.

Evacuation from the Academy in the event of gas leaks, toxic spills, earthquakes, etc., will be done as notified by authorities.

In case of power failure, the Academy is equipped with emergency lighting. Children will be moved to a proper place at this time. The Academy is not equipped with a backup power generator; therefore, in cold weather or excessive heat, parents/guardians will be required to pick up their children.

## **VISITORS**

Parents and guardians are encouraged to visit; however, we ask that you please report to the director's office before entering the classrooms. If you wish to visit a teacher, please make an appointment with the office manager. This appointment can be made by calling the office.

## **INSURANCE**

A registration fee includes the cost of a health and accident insurance policy for your child. The policy provides coverage for expenses incurred from accidents which occur while your child is on the school premises or on field trips.

## **FUND RAISING**

All students' fund raising activities will be monitored by the director.

## **FIELD TRIPS**

All field trips will be scheduled after the director's approval using the field trip request form (a separate form for each field trip will be provided). Students who are a discipline problem may be denied the privilege of attending a field trip or require parents/guardians to accompany the child.

## **PAYMENT OF FEES AND LATE CHARGES**

### **APPLICATION PROCESSING FEE**

- \$25.00
- Turn in application materials with the \$25.00 application fee

### **REGISTRATION FEE**

- \$150.00 non-refundable
- A registration fee will be paid upon re-enrollment of your child for each succeeding year
- A registration fee includes the cost of a health and accident insurance policy for your child. The policy provides coverage for expenses incurred from accidents which occur while your child in on the schools premises or field trips.

### **LATE PICK UP FEE**

- A late fee of \$15.00 plus \$5.00 per minute will be charged for any child not picked up by closing time each day
- The building is open Monday through Friday from 6:00 a.m. to 5:30 p.m.

### **BOOKS AND EXTRACURRICULAR FEES**

- Books and extracurricular fees, etc. will be paid before admission into the Academy. The book fees are based upon class assignment.
- If it becomes necessary to access a lunch fee, it will announced later.

### **TUITION:**

- **Tuition is \$425.00 per month. Tuition is due on the first, and a late fee will be assessed after the third. We ask that parents keep all accounts up- to- date.**

### **AFTER-SCHOOL CARE FEE**

- \$50.00 per week.
- The Center will accept certified checks or money orders made payable to Holt Street Memorial Baptist Church Child Development Center (CDC). Please include the child's name on the payment.
- A registration fee will be paid upon admission. The registration fee will be refunded **only** if the child's family moves out of town prior to the beginning of school. Proof must be presented before the registration fee is refunded.
- A registration fee will be paid upon re-enrollment of your child for each succeeding year.
- Please **DO NOT** send payments by your child or give money to his or her teacher. You may mail your payment directly to the attention of the director or pay in the office.



THE REGISTRATION FEE, BOOK FEE, EXTRACURRICULAR FEE, AND FIRST MONTHS TUITION MUST BE PAID AT THE TIME OF ENROLLMENT. Any child may be refused admittance to the Academy's program if any of the forms are not on file. Children will not be allowed to remain at the school if immunization certificates are outdated.

### **ARRIVAL/DISMISSAL**

1. Children are to be brought into the Academy through the EAST ENTRANCE of the building or as directed.
2. Parents should escort children into the building using the East entrance.
3. All parents or guardians must pick the child up from the Academy. Parents are requested to close the vehicles door after the child is stationed in the car, with seat belts/car seats according to the age of the child to prevent accidents. Please do not leave valuable items in your vehicle. The Academy cannot assume responsibility for items lost through theft or vandalism.
4. If someone other than the parent(s)/guardian(s) is to pick up child/children, advanced notification must be given by parent(s)/guardian(s) to the teacher and /or director in writing.
5. The Academy will not assume responsibility for a child who has not been brought to the appropriate staff personnel by a parent/guardian or designee, as indicated in the Application Form.
6. Parents are reminded not to leave children in an unattended vehicle.
7. Breakfast is served daily from 7:00 a.m.-7:45 a.m.

### **MORALS AND MANNERS**

A child's home environment affects his or her thoughts and actions at school. As a parent, you are encouraged to demonstrate good moral principles in the home so that teachers can reinforce them at school. Please teach your child to say "thank you," "please," "I'm sorry," "may I," etc.

### **CHILD ABUSE AND NEGLECT**

In the event of suspected child abuse or neglect, the teacher and director are required by law to report the same to the Department of Human Resources (DHR), local chief of police, or any appropriate law enforcement authority.

## HOLIDAYS

Monday through Friday 6:00 a.m.-5:30 p.m.

The school will be closed in observance of the following holidays:

Labor Day	1 day	
Thanksgiving	2 days	
Christmas	6 days	
New Year's Day	1 day	
M.L. King Jr. Day	1 day	
Memorial Day	1 day	
Independence Day	1 day	
Spring Break	5 days	(Consistent with MPS schedule)

An annual calendar is enclosed in this Parent Handbook with dates for holiday observances. Necessary closings for other days will be announced at least two weeks in advance, except in an emergency situation.

## SCHOOL PICTURE

Dear Parents,

Please provide us with a current school picture of your child. If you do not have a school picture, you may send a 4"x 6" or smaller photo (good quality, please). We will attach this picture to your child's file to better identify him or her.

Thank you for your assistance.

Johnetta Glass  
Principal

**HOLT STREET MEMORIAL BAPTIST CHURCH  
ACADEMY  
1870 South Court Street     Montgomery, AL 36104  
(334) 261-4141**

**APPLICATION PROCESS**

Before an interview can be completed, the following steps must be taken and forms must be turned into the office.

1. Read all materials. If you have questions or concerns, please do not hesitate to contact us.
2. Fill out all forms completely and to the best of your knowledge. Please make sure that you have signed all forms that need to be signed. Any forms not completed or signed will be returned to you and will cause a delay in the interview process. **(Please note that the Medical Consent form must be notarized.)**
3. Turn in all application materials with the \$25.00 application fee.
4. After reviewing the application materials, we will contact you for an interview and testing.

Application Materials required:

1. Student Application Form
2. Medical Consent Form (notarized)
3. Student Confidential Reference Form
4. Pastor's Reference Form (Fill out top portion, school will mail)
5. Blue State of Alabama Immunization Certificate (Original, not a copy)
6. Student's Social Security Card (to be copied by staff)
7. Student's Birth Certificate (to be copied by staff)