



Parent and Student Handbook

2020-2021

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www.bentonvillechristian.org

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**Any item marked with a double asterisk will be subject to COVID-19 Protocols which are outlined in the Appendix at the end of this document. These protocols will only be lifted when the pandemic is over.

About this Guide

Bentonville Christian Academy (BCA) faculty and staff are pleased to welcome you to our school. We have provided this guide to give parents and students a clear understanding of the policies and procedures of our school. It is our request that each parent and student carefully read this guide and comply with our policies in order to help keep our school running as safely, smoothly and efficiently as possible. If you have any questions, or need clarification on a BCA policy, please don't hesitate to call us at 479-616-4880.

Your Signature: After you and your child read through this manual, please sign the forms included on the last page of this manual and return the forms to the office.

About our School

BCA was founded as a non-profit corporation by a group of parents, educators, and church members in August of 2010 with a pre-kindergarten (PK) program that would establish a nurturing environment for children to grow academically, socially, and spiritually. In 2014, BCA expanded into school-age education with the addition of a Kindergarten class. That growth has continued and BCA currently serves students ages three - sixth grade.

BCA is governed by a volunteer Board of Trustees consisting of parents, educators, and church leaders. The Board takes ultimate responsibility for the fiscal management of our organization and, through their efforts each year, they ensure that BCA has sufficient financial resources to support and enhance the quality of our programs and facilities. The Board also oversees and evaluates the Head of School.

Our Mission

Christ-Centered. Family-Focused. Academically-Awesome.

Board of Directors: 2020-2021

President – Sean Evans

Vice-President/Secretary – Kathy Matherly

Treasurer – Alan Bender

President-Emeritus – Greg Bryan

Dave Davis

Jim Sliker

Administrative Staff

Head of School: *Amber Moore*

Preschool Director: *Kathy Dunfee*

Office Manager: *Melva Kirkley*

Accreditation

The school became an associate member of Arkansas Nonpublic Schools Accrediting Association (ANSAA) in the spring of 2017. BCA is also a member of National Christian School Association (NCSA) and will pursue full accreditation in the coming years in coordination with both ANSAA and NCSA.

Student Records

We must have a complete file on each child updated annually at enrollment time. All required emergency information, addresses, phone numbers, and parent signatures must be completed by parents. Immunization records must also be kept up-to-date and verification must be provided. Each child is also required to have a copy of his/her birth certificate on file. We ask that parents remain diligent about updating their child's file when addresses, phone numbers, or other contact information changes. Information pertaining to your child will only be released with your written permission or in accordance with FERPA (Family Educational Rights and Privacy Act) regulations.

Conferences

Parents will be asked to attend a Fall and Spring conference to review student's progress, assessments, and to discuss their child's adjustment and performance at school. Teachers will also hold conferences with students to set goals and monitor growth throughout the year. Parents may request special conferences with their child's teacher at pre-arranged times.

Communication

BCA is committed to providing parents with news and information. A monthly newsletter will be emailed to families with updates, calendar items, and general information. BCA will use school information apps like Brightwheel, Seesaw, and Google Classroom to communicate student specific work and information. Teachers will establish a method of communicating with parents on a weekly basis regarding class-specific items such as curriculum studies and events. Teachers will clearly outline the planned means of communication at back-to-school events. All school employees have a school email address, which you may use to contact. Many

of our faculty share their personal phone number for texting and communicating with parents. We ask that you please be respectful of using this contact outside of school hours. Additionally, you may keep up-to-date with the latest information via our website, bentonvillechristian.org or by following us on Facebook, Twitter, or Instagram.

Adjustment to School

Some students will have difficulty separating from the parent who brings them to school. Usually, this is very short-lived and the child adjusts to the day's activities once the parents leave. If separation anxiety is prolonged or extreme, we will discuss with the parent the best approach to take. There are many different ways to handle separation anxiety and the approach depends on several variables, unique to each child. The following general hints may be helpful:

- Children adjust better to being at school when their arrivals and departures are on a regular, consistent schedule.
- Children who usually separate from their parents willingly may show some separation anxiety after a disruption in their attendance. (It sometimes takes a few days to readjust to school after staying home for an illness.)
- Children who arrive after activities have begun will miss the special time we have for welcoming each child into the school day. Children who arrive late are often self-conscious and reluctant to separate from parents and enter the group. Please familiarize yourself with your child's class routine and try to schedule an arrival time which is comfortable for your child.
- If a child is having separation problems, the best plan of action is to stay with a consistent routine. Teachers can only help with separation problems when children are at school on a regular basis.

Field Trips**

Elementary & Middle School

BCA must obtain parent signatures on field trip permission forms for every child on every trip we take. Without a parent's signature for a specific trip, the student may not attend. When students go on field trips, we ask that they do not bring money unless requested by teachers.

In most situations, the school van or bus will be used to transport students to and from field trip locations. Parents who attend field trips should drive their own vehicles instead of riding the van, which will help ensure that all children have a seat. Parents may only transport their own children on field trips unless written permission has been obtained before the trip.

Trips to the Bentonville Public Library are a part of our regular schedule. Students may check books out with their personal library card. Parents must set up accounts in order for students to

participate. All books, fees, pertaining to the library check out are the responsibility of parents. If you do not wish for your child to be able to check out books from the library, please let the teacher know.

Parents who volunteer for field trips can help in the supervision of all students as directed by the classroom teacher. Volunteers should help walk students to and from venues and guide them through the educational sites. It is important that the volunteer maintain a supervisory role during the field trip.

Discipline of students on field trips will be the sole responsibility of the classroom teacher. If a parent witnesses a problem during a field trip, the parent should report to the teacher in charge immediately.

Birthday & Parties**

Scheduling of birthday parties at school is at the discretion of the teacher. Please, communicate and schedule birthday parties well in advance and understand if teachers are unable to accommodate your request. Birthday parties during lunch time, can be accommodated, if scheduled two weeks in advance. Please check with teachers for students with allergies.

Attempts are made to consider all the students' feelings. At school, students may distribute invitations to personal parties only if all students or if all students of the same gender in the class are invited, otherwise party invitations must be delivered outside of the school.

Volunteer Opportunities

We hope that you will take an active role in your child's education — by being involved in the classroom when needed, volunteering for a variety of events on campus, and participating with the Parent Teacher Organization. Information for how to get involved with the PTO is available at the front office.

Offering your time and talent to the many wonderful programs and events at our school throughout the year is a great way to use your skills, meet new people, and support our children. Parent volunteers are always needed and most welcome. The Parent Teacher Organization exists solely to actively support, promote, and strengthen the school community.

We also appreciate businesses who give back to the school. If your company offers a service hours reimbursement, for example the Walmart VAP program, please share that information with us.

Materials Distribution

Representatives from numerous organizations frequently make requests of our school to distribute their materials, flyers, and notes to our families. Attempting to honor these requests

would drastically increase the volume of written communications our families receive daily.

To maximize the effectiveness of our school's internal communications to staff, students, and parents, BCA will not post, distribute, or promote other organization's materials in our school.

Exceptions

The school will distribute materials for other non-profit organizations that offer additional enhancement, programs or sports activities to our students, as long as the programs or activities are not in direct competition with the programs available through BCA. (Example: Happy Feet, Cub Scouts, Brownies, The Boys and Girls Club, Sports Camps)

Fundraising

BCA relies on the support and involvement of our entire school community — trustees, parents, faculty/staff, parents of alumni and grandparents. Through special events and a coordinated fundraising effort, we provide a variety of meaningful ways for you to become involved in the life of our school. Your volunteerism and contributions forge a partnership that helps provide a successful experience for the children who attend BCA.

There are other ways that you can contribute financially to the school. If you are an employee of Walmart, your volunteer hours are reimbursed as a financial gift to the school. You can select Bentonville Christian Academy as the non-profit recipient for Amazon purchases through Amazon Smile. We are thankful for any support.

Admission & Dismissal

BCA does not discriminate on the basis of race, color, religion, national origin, ancestry, physical disability, or gender. Each child must apply for enrollment for each school term (academic and summer). The application for returning students is shorter in length, but is still a requirement for each school year and summer term.

Pre-Kindergarten

Students must be 3-years-old and fully potty trained to be admitted to the Pre-K program. Families are encouraged to tour the campus and meet with the Pre-K Director. After the tour, families should submit an application to be placed in a classroom or on the waiting list. Payment of the Application Fee is required to hold a place for enrollment. Application Fee is non-refundable, but will be applied toward enrollment fee when child enrolls.

Elementary & Middle School

Students must be 5-years-old by August 1st to enter Kindergarten. The admission process starts with a campus tour and family interview. Previous school records and teacher

recommendations are required prior to the admission of new elementary and middle school students. Prior grades, achievement test scores, conduct reports, and attendance records will be taken under consideration for admission. After completing and submitting the application, an assessment/shadow day will be scheduled. Applicants will join their peers in their current grade and participate in assessments. Admission to BCA is based primarily on individual developmental readiness, therefore the assessments are a vital part of our admission process and final decision. General results from these assessments will be shared with parents/guardians along with a decision of admission, however, copies of the official assessment will remain in the applicant's confidential application file.

Students with Special Needs

BCA enrolls students with special needs and students classified as special education if it is determined that BCA can meet the needs of the students. While we strive to admit all students whose families desire placement at BCA, unfortunately, we cannot meet the needs of all students with special needs. The final determination for the placement of special needs students is made by the Admission Committee with information from school staff, families, previous school records, student assessments, and based on class make-up.

Dismissal

If, after admission, a child proves to be disruptive, injures other children, or has difficulty functioning within the structure of our program, staff will notify parents and a plan of action will be developed and implemented. Thereafter, if the difficulties cannot be resolved, Administration may recommend withdrawal. Alternatives for more appropriate placement or treatment may be explored.

If, after a child's admission, the parent causes undue hardship to the staff or unreasonable distraction from the teacher's regular duties, the staff will ask for resolution of the problem. Thereafter, if parental needs cannot be met, Administration may recommend withdrawal of the child.

Our philosophy on developing and maintaining a productive family/school partnership at BCA is the following: BCA believes that a positive and constructive working relationship between the school and a student's parents or guardian is essential to the fulfillment of the school's mission. Thus, the school reserves the right not to continue enrollment or not to re-enroll a student if the school reasonably concludes that the actions of a parent or guardian make such a positive and constructive relationship impossible or otherwise seriously interfere with the school's accomplishment of its educational purposes and positive spiritual environment.

Change Information

When a parent wishes to change or update their student or family information, they may do so by logging in to their Brightwheel account or notifying the school office.

Tuition & Fees

An enrollment fee is assessed to enroll the student for the school year. There is an additional enrollment fee for students participating in summer programs. This annual fee is non-refundable. The non-refundable Curriculum Fees are due on both August 1st and January 1st.

The student may withdraw from BCA at any time after giving a two-week notice. A late fee may be assessed to past due accounts in accordance with school board policy. Tuition is calculated by the number of days in the school year or summer term, and not by the number of days in a month. Continued non-payment may result in student dismissal.

A charge of \$25 will be applied for all returned checks. After the second returned check, fees will be accepted only in cash or money orders. No credit or refunds of tuition shall be given for the days school is closed or the schedule is modified for inclement weather or emergencies.

Discounts and Convenience Fees

- Payments for any period of time less than annually will be subject to a 3% convenience fee unless the payment is made through automatic ACH debit.
- Multiple children
 - 2nd child or any additional children will receive 10% off their tuition
- Payment in full
 - 3% discount if tuition is paid in full before the first day of school
- Semesterly payments
 - 1% discount if tuition is paid at the beginning of each semester August and January

School Hours

8:00 a.m. to 3:00 p.m. - Academic Day

3:00 p.m. to 6:00 p.m. - Extended Care After School Program

CURBSIDE DROP-OFF & PICK-UP**

7:30 a.m. - 8:00 a.m., Morning Drop-Off

3:00 p.m. - 3:15 p.m., Elementary & Middle School Afternoon Academic Day Pick-Up

2:45p.m. - 3:30p.m., Pre-Kindergarten Afternoon Academic Day Pick-Up

The car rider line configuration map is at the end of this document.

Pre-Kindergarten

Pre-Kindergarten Curbside service is available to all Pre-K families. You will use the Brightwheel app on your phone to check your child in or out of school by scanning the code made available by school staff then entering your PIN and signature. If you need assistance setting up the Brightwheel app on your phone, call or come by the school office.

Elementary & Middle School

Elementary & Middle School car rider line functions as traditional car rider lines do. You are not required to sign your student in or out, if they are in elementary and middle school. Please, stay in the car rider line before and after your child has entered or exited your vehicle to maintain the safety for all students.

Signing Students In/Out**

Pre-Kindergarten

You are required by Arkansas DHS to sign your child in and out each day. The adult signing your child in/out must use the Brightwheel app on their phone to scan the code made available by school staff then entering their PIN and signature.

Elementary & Middle School

Elementary & Middle School staff will check elementary and middle school students in and out via the Brightwheel app.

All

Persons unknown to the staff will be asked to present a photo identification. The parent must notify the school if someone who has never been to BCA before will be allowed to pick up their child. This information must be provided to BCA in the form of written permission of a person designated as an authorized check-out person. You may add or remove people from the authorized check-out list for your child by request at the front desk or through the Brightwheel app. Children may not leave with any unauthorized adult or anyone under the age of 18 unless it is the parent.

Tardiness & Early Dismissal

Elementary & Middle School

Tardies and early pick-up will be recorded on the student report card. **Three unexcused tardies or early dismissal will be recorded as one absence.** We hope that every parent will make a conscientious effort to get his/her child to school on time and allow him/her to complete

the day. Special circumstances need to be discussed and approved by the Head of School.

Students should arrive in time to be settled into their classrooms and be ready for instruction to begin at 8:00 a.m. Parents who need to speak to their child's teacher should see the teacher before the instructional period begins at 8:00 a.m. Teachers have assigned duties in the morning; if you need to speak at length with your teacher, please schedule an appropriate time.

Scheduling Appointments

Elementary & Middle School

Every period of the school day has a designated purpose. When a student misses class time, the teacher must re-teach the subject or lesson missed, taking valuable time away from other students or other subjects. When possible, parents need to schedule appointments during after-school hours to prevent their child from missing important instruction. If a student must leave early due to an appointment or other circumstance, please let the teacher know in advance so that make-up arrangements can be made.

Exceptions to this are pre-arranged and pre-approved therapy appointments.

Absences**

Elementary & Middle School

If a student is absent more than 10 days per semester or 20 days for the school year, he/she may not receive credit for that semester. The Administration will decide if extenuating circumstances are to be considered.

When a student is absent, the teacher will communicate with parents any assignments that need to be completed. Students will receive one day to complete missed assignments per absence. Your child's teacher will inform you and your child of the process to pick up make-up work.

Extended Absence/Travel

Elementary & Middle School

BCA recognizes that family travel can often be a stimulating and educational addition to the lives of children. We also recognize that time away from the regular course of studies can place a student at a disadvantage. In order to minimize this disadvantage, families planning to take children out of school for an extended period should inform the Head of School and teachers **at least two weeks in advance**. It is very important that the student follow through on assigned work during the absence so that he/she will not fall behind.

Academic Guidelines

Pre-Kindergarten

The Pre-K programs are offered as either a two-day, three-day or a five-day program. Each program includes learning through play and planned instruction. Each child is considered a unique individual and is encouraged to progress at his/her own rate of development. Learning takes place both from discovery and guidance from the teacher. The activities of each classroom are hands-on and child guided. In a relaxed learning environment the curriculum covers alphabet/sound recognition, math activities, science participation, music, art, language activities and Bible stories. Playtime includes housekeeping, blocks, puzzles, books, and other activities that further develop fine and gross motor skills.

Elementary & Middle School

The elementary and middle school programs are mandatory five-days per week, unless indicated to be otherwise through an Individual Service Plan (ISP). Instruction in traditional subjects plus the Bible is designed to increase an individual student's academic achievement to the maximum level, regardless of age or grade. Parents are required to select a virtual or Face-to-Face option before the start of the school year.

Face-to-Face

Class periods are designed to give students enough time to complete their assigned work during class time. We prefer for students to do their work where teachers can supervise and assist when needed, leaving their evenings for family activities. It is BCA's philosophy that students should not have large amounts of homework. Some students, however, will not manage to complete all their work during class time. These students will need to go to take work home. Please notify your child's teacher if your child is bringing home an excessive amount of work. Students will, on occasion, be assigned reading materials, reports, or projects to be done outside of school hours. We ask that parents watch carefully for project due dates.

Virtual Learners

Students who select a virtual learning option will be supplied with all the curriculum from the grade level faculty. There will be opportunities for students to participate in class during "real-time". It is recommended that families set a consistent learning schedule that works for each student and partner with the teacher on maintaining contact with the class. Devices to support virtual learning will be available to check out from the school.

All

Bentonville Christian Academy aims to aid each student in developing an understanding of God while developing a willingness to obey His commands. Chapel, daily Bible stories, a scoped and

sequenced Bible curriculum, and Bible verse memory are all ways in which students are exposed to God's Word.

Rest Time

Pre-Kindergarten

Pre-kindergarten students will rest sometime between 11:30am and 1:45pm each day. Rest time is a requirement for licensing; however, those children who are not accustomed to napping will stay quietly on their cot with a calm activity during this time.

BCA will provide a cot and a sheet. A small beach towel or beach towel sized blanket needs to be provided by the parents. One small sleeping friend, such as a small stuffed animal, may be brought in and kept in the child's tub. However, any child that relies on the comfort of a pacifier will not be permitted to use it at any time during the day. BCA will provide each pre-kindergarten child with a 16 quart (16.75" x 11.9" x 7") tub with a lid that all personal items including their rest time blanket must fit in. Blankets will be sent home once a week or if they are soiled to be washed. BCA washes cot sheets once per week.

Progress Reports

At BCA, we believe that the most important aspect of education is ensuring that students grasp and master the presented material in a positive, supportive environment. We strive to provide our students with sufficient opportunities to learn the material. Therefore, if a teacher feels a student has not mastered an assignment or material, they may be asked to correct or repeat a similar assignment.

At the beginning of each year, faculty will outline the goals and expectations of students at the grade level. Progress on your child will be shared throughout the school year.

Illness at School**

This year MORE THAN EVER, it is imperative that parent's adhere to these guidelines. Students will be required to present a physician's note before a child is able to return to school. To protect children from the spread of communicable diseases, state regulations require that children with any of the following symptoms not be allowed to attend school:

Health Condition	Symptoms requiring that the child be sent home	Guidelines for when a child can return to school
Fever	101 or Greater **As outlined in the COVID19 appendix, temperature is 100.4 or greater	Must be fever free without medication for 24 hours (24 hours from start of being fever free) or a doctor's note stating the condition is not contagious **As outlined in the COVID19 appendix, must be fever free for 48 hours
Diarrhea	2 or more watery stools in a 24 hour period	Must be diarrhea free for 24 hours (24 hours from last diarrhea) or a doctor's note stating the condition is not contagious
Vomiting	2 or more occasions within the past 24-hour period	Must be free from vomiting for 24 hours (24 hours from last vomit) or a doctor's note stating that the condition is not contagious
Rash	Body rashes, not obviously associated with diapering, heat or allergic reactions to medications	Rash must be completely gone before returning or a doctor's note stating the condition is not contagious
Sore Throat	If associated with fever or swollen glands in the neck	Must be free from symptoms from 24 hours or a doctor's note stating that the condition is not contagious
Severe Coughing	Episodes of coughing which may lead to repeated gagging, vomiting, or difficulty breathing	Conditions must be minimized significantly and a doctor's note stating that the condition is not contagious or completely free of symptoms
Pink Eye	Pink or red eye(s) which may be swollen with white or yellow discharge, with fever or eye pain	Must be on antibiotics for a minimum of 24 hours
Head Lice	Tiny insects that live on human scalps and nits (eggs) are found on the hair shaft	May return after treatment and has been given approval to return to the classroom by office
Mouth Sores	Multiple sores in mouth	Health care provider determines the condition is non-infectious
Ringworm	A fungal infection of the scalp or skin	After treatment by a health care provider has begun

Impetigo	Skin infection mostly seen on face - bumps or large patchy areas	May return 24 hours after treatment has been initiated
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If a child displays any of the previously described symptoms while at school, we are required to contact parents to pick up their child. Children will be isolated until they can be picked up. If a child is without any of these symptoms, but still appears ill and unable to participate in the group’s activities, we will notify parents that their child is not feeling well.

Please have contingency plans worked out in advance for such occasions and make sure that your child’s file indicates other friends or relatives who could pick up your child if needed.

Medicines

All medications must be kept in the office, unless otherwise arranged with the parent, for example EpiPen or inhaler.

BCA can administer prescription and over-the-counter medications during the school day at the request of parents. You will need to fill out a permission form and bring the medication in its original container. Permission forms must be renewed yearly. Parents bringing prescription medication must follow these guidelines:

- Turn-in and register the medication with the office. State Regulations require that medications shall be given to children only with signed, written parental permission. Permission shall contain:
 - Date
 - Drug name
 - Time
 - Dosage
 - Length of time to give medication
 - Type of medication and what it is given for

Note: Dosages greater than specified on the label shall not be given.

- In addition to the written permission, please follow these guidelines for medication:
 - Medicine must stay in its original container.
 - Medicine must be within date, no expired.
 - Medicine labels must have the child's name, dosing instructions, and provider’s name and phone number.
 - Medicine must have a child resistant cap.

Over-the-Counter Medication

BCA can administer over-the-counter medication with the written permission of parents. State

Regulations require that medications shall be given to children only with signed, written parental permission. Each year, parents must complete a consent form granting BCA permission to administer emergency care or specific medication. This form is included at the end of this document. If a medication is needed, a staff member will attempt to notify parents by phone first. If there is no answer, and we have written permission in their file, a trained office employee will administer the medication. Parents will then receive an email indicating the medicine type, dosage, and time.

Note: Dosages greater than specified on the label shall not be given, unless a doctor's note is provided.

Care Plan

If your child has a medical condition (examples: asthma, nut allergy, diabetes), you will need to get a care plan or action plan filled out by your child's physician. Most physicians have forms on file they prefer to use, but the office also has copies on hand. This form will require parent signatures and emergency contacts. Care plans must have clearly stated parameters, directions, and symptoms for when to give medication. Care plans must also be updated yearly. A meeting will be scheduled with the classroom teacher, parent, and Head of School or Pre-Kindergarten Director to go over the care plan prior to attendance.

If your child uses an inhaler for asthma, you will need to provide an inhaler for use at school to be kept in the front office.

If your child has been prescribed an epipen, you will need to provide one for school. You may meet with the Head of School or Pre-Kindergarten Director to decide where they will be kept, either in the office or your child's classroom.

Notification of Injuries

To notify parents of minor injuries at school, an injury report is created which has information regarding when and where an injury occurred, as well as how it was treated. Injury reports will be filled out and an email or paper notification will be sent to the parent.

For any type of head injury, injury to the face, or any injury that staff suspects may be more serious, the parent will be notified immediately.

Health Screenings

Vision and hearing screenings will be conducted for PK, K, 1, 2, 4, and 6 during the school year. Parents will be notified only if a follow-up visit to the doctor is necessary.

Body Awareness

Students in grade 5 will attend a presentation on body awareness conducted by local pediatricians or counselors. Parents will receive an email with more details prior to the presentation day.

Guidance & Counseling

BCA partners with 4 Rivers Guidance Counseling to provide support for our faculty, students, and parents. This support is offered through consultation with teachers and parents, and individual meetings with students when appropriate.

Dining**

Students must provide their own lunch (including drink), morning snack for elementary and middle school, and water bottle. Should a student forget a lunch, we will make an effort to contact the parent.

The school keeps a small supply of packaged items in case of forgotten lunches, snacks, or water. We do not budget for food service. If a student is provided one of these items, his or her account will be charged the following:

- \$3 Lunch - pre packaged Macaroni & Cheese or Ravioli, fruit cup, veggie cup
- \$0.50 Water
- \$0.50 Snack

Parents are welcomed and encouraged to join their children for lunch. You are welcome to sit with your child at the lunch tables provided.

Elementary & Middle School

In addition to lunch, elementary and middle school students should bring one snack for the morning.

Pre-Kindergarten

Licensing for Pre-K requires that student meals include 1 serving of protein, 1 serving of fruit, 1 vegetable, 1 serving of grain, and 1 serving of milk. Milk will be provided for all students by BCA. If your child has a milk allergy you must provide a milk substitute (such as soy milk). Any other food allergy should be reported to BCA. BCA provides the morning snack and afternoon snack for PK.

Food & Nut Allergies

No nut products are served in our snack program, and no food items containing nut products

should be brought to school as treats for a whole class. We have several students who are severely allergic to peanuts and tree nuts, and any contact with peanuts or peanut products could prove dangerous.

In the lunchroom, there are designated “peanut tables” for students who bring peanut products in their personal lunches from home. Students with peanut allergies can be seated at any of the other tables without risking contact with peanut products. Students who bring peanut products for lunch must keep those foods in their lunch box until meal time.

School Entry/Access**

All entrances and exits on campus are secured. The main entrance can be accessed with a door code, entered on a keypad. Each family will be designated a door code to access the main entrance. To ensure our safety, please do not share your code with anyone outside of your family. Visitors must use the doorbell at the main entrance, sign in and wear a visitor badge at all times.

Visitors**

All non-parent visitors must enter through the main entrance of the building, whether first-time or recurring, each visitor must sign in at the front desk and wear a visitor’s badge while on the premises. Upon leaving, visitors must sign out and return their visitor’s badge.

Release of Students

Anyone other than a parent or legal guardian must have pre-arranged authorization and identification to pick up a child. Parents may designate continuous authorization for pick-up in their child’s file in the school office; however, even those with prior authorization must check in at the front desk or show identification during curbside before picking up a child. Parents may authorize release for an individual to pick up their child by notifying the office.

To grant authorization to an individual for one day, you must inform the main office so the office manager can enter the temporary authorization into our database. To grant continuous authorization for an individual to pick up your child, you may indicate the authorization in the designated section on your registration.

Non-custodial Parents

In cases where parents are divorced, Bentonville Christian Academy will provide school records, upon request, to both parents unless supplied with a copy of court order/divorce decree that prohibits this. It is the enrolling parents’ responsibility to provide the school with updates of any court orders. The enrolling parents will be allowed to pick up the children, and it is the enrolling

parents' responsibility to provide the school with names of anyone else who is allowed to pick up their children. BCA will comply with school board policy regarding custody agreements.

Emergency Preparedness

We run school-wide drills each regularly in order to improve our emergency preparedness, to practice implementing our emergency plans for fires, tornadoes, and intruders.

Screening of Employees

BCA conducts state criminal, FBI, and child maltreatment background checks on all employees.

DHS Reporting

Our teachers are required by state law to report suspected child abuse/maltreatment. This includes non-accidental injuries, such as welts, bruises, cuts, burns, scratches, and broken bones. Suspected sexual abuse, emotional abuse, and neglect are also reported. Child neglect is defined as abandonment, lack of food, utilities, shelter, or lack of supervision.

Teachers are trained to recognize indicators of possible abuse. If they fail to report suspected abuse/maltreatment, teachers can be charged with a Class C misdemeanor. Reports are confidential and are considered allegations until an investigation is completed. The phone number for the Child Abuse Hotline is posted in the main office.

In accordance with AR state law, any staff member or children in attendance may be interviewed by Child Care Licensing, by the Division of Child and Family Services, and/or by law enforcement officers for the purpose of investigations or to determine compliance with licensing requirements. Child interviews do not require parental notice or consent.

Discipline Policies

One of the most important aspects of a child's education is learning to communicate and work cooperatively with other students and adults. Our staff makes a continuous effort to provide positive guidance to help children develop consideration and respect for others with an emphasis on courtesy and kindness.

In order to maintain a pleasant atmosphere and an environment conducive to learning, students must cooperate with school policies and disciplinary rules of conduct. Teachers will present these policies and classroom rules to the students and will welcome student input into policies and rules during class meetings.

Logical consequences for inappropriate or uncooperative behavior will be used to help students learn to comply with classroom and school rules. After a breach of conduct on the part of the student, parents will be notified. If the behavior continues, a conference with the teacher and the Head of School and/or Preschool Director will be scheduled.

Parents may be asked to intervene if their child expresses aggression, hostility, or derision toward another student or teacher. Such behavior is harmful to others and will constitute grounds for disciplinary action.

Students who have had repeated promptings on complying with school policies may be asked to sign and comply with a Behavioral Contract in order to continue enrollment. More serious or chronic breaches of conduct may result in suspension (in-school or out of school) or expulsion.

Here are some examples of behaviors that may be considered grounds for suspension or expulsion:

1. Fighting or aggressive behavior
2. Demeaning or bullying another student
3. Continuous disruptive behavior
4. Vulgar language
5. Expressions of hostility toward other students or staff
6. Possession of dangerous objects
7. Damage or destruction of school property
8. Academic Dishonesty (Elementary and Middle School)

Elementary & Middle School

If a student is suspended from school, he or she will complete missed assignments. We request that all parents support our efforts to maintain an atmosphere of cooperation and mutual respect. Parents should make clear to their child their expectations for good conduct and compliance with our rules.

Code of Conduct

The Code of Conduct for students at Bentonville Christian Academy is to:

1. Demonstrate Christian character and attitude.
2. Treat others with kindness and respect.
3. Walk and keep voices at the correct level inside the building.

4. Accept responsibility for their own actions.
5. Obey those in authority, classroom rules, school rules, and the student handbook.
6. Cooperate and participate in learning activities.
7. Dress appropriately and modestly.
8. Take pride in BCA.
9. Bring honor to yourself, your family, your school, and your God.

Animals on Campus

Due to student safety and allergies, we request that families restrain from bringing pets to school. If there is a special circumstance which enriches the curriculum, families may work with the classroom teacher to schedule the visit. Service or therapy dogs are allowed as classroom visitors per approval from administration.

School Property

BCA students are expected to take pride in their school, help others to keep the buildings and campus neat and orderly, and keep all school property free from unnecessary damage. Intentional damage to BCA or Bentonville Church of Christ property may be replaced by billing the student's account, upon notification.

Resources, including books and technology, are provided by the school for student use. If any of those items are lost or damaged, the student's account may be billed for the replacement.

Dress Code

Please have your child wear play clothes that are comfortable. Any child wearing a dress or skirt needs to also have shorts or leggings with that outfit.

Spaghetti straps, backless shirts, and shirts failing to cover the stomach area are not appropriate for school. BCA Preschool requires children to wear appropriate shoes. Shoes or sandals without a back strap, such as flip-flops, are not appropriate.

It is not our intent to embarrass students. Therefore, if any article of clothing becomes a distraction in the classroom, the teacher will notify the student's parents.

Please provide outer garments such as coats, gloves, and hats for outdoor play when the weather is cool or cold. During the fall and spring, remember that recess is often in the cool of the morning. The afternoon may be fine without extra clothing but it is still needed in the mornings.

It is very important that articles of clothing like jackets, coats, hats, etc. are labeled with the child's name.

Field Trips

Students may be asked to meet specific dress codes for special field trips, such as school shirts or nicer dress if going to a presentation.

Personal Items

Technology

Students at BCA have access to school provided technology devices to enhance their learning. Personal devices should not be brought to school and will not be allowed to be used during the school day or in the before or after care programs. This includes phones, smart watches, tablets and other devices.

If a student must bring a phone or other device to school for any reason, they may do so, but they must be kept in backpacks and turned to silent. Should a student need to contact a parent while on campus, communication needs to be coordinated through the teacher in charge or through the school office. BCA is not responsible for personal devices brought to school.

Toys & Other Items

Each child will have a hook/space on which to place his/her personal items and lunchbox. Each day, pre-kindergarten and kindergarten children will need to have the following items: a complete change of clothes appropriate for the season.

BCA will provide each pre-kindergarten child with a 16 quart (16.75" x 11.9" x 7") tub with a lid that all personal items including their rest time blanket must fit in.

Additionally, each child should bring a water bottle each day labeled with his or her name. Water fountains will not be operational, but water bottle filling will be.

Personal toys or any items outside of the listed essentials should not be brought to school. The only exception to this would be small comfort item for rest time or items brought in for Show and Tell or special days as determined by teachers. BCA is not responsible for any broken, damaged, or missing personal toys.

Snow Days

BCA will close in the event of inclement weather based on the decision of Bentonville Public Schools. When Bentonville Public Schools announce a closing, BCA will email parents, push notifications through Brightwheel, as well as post the closing to our social media outlets. Parents are advised to watch for local school closings via news programming and social media. BCA's goal is to announce a decision by 5:30 a.m. when possible. Both PK and Elementary and Middle School will adhere to the same closings and/or schedule modifications.

If severe weather is eminent, it is the parents' responsibility to be alert and ready in case school dismisses early.

Lost & Found**

Teachers and staff will place lost items in the office. Items not claimed will be donated to a local non-profit organization. Notification will be communicated to parents one week before items are donated.

Messages & Gifts

Every effort is made to prevent interruptions of the individual class periods. Messages taken for students may be delayed until a break period. If items are delivered to the school, the student will be notified. The student may come to the office to look at the item and then pick it up at the end of the day.

Acceptable Use of Technology Policy

Elementary & Middle School

Bentonville Christian Academy's information technology resources, including email and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources:

Students must:

1. Respect and protect the privacy of others.

- Use only assigned accounts.
- Not view, use, or copy passwords, data, or networks to which they are not authorized.
- Not distribute private information about others or themselves.

2. Respect and protect the integrity, availability, and security of all electronic resources.

- Observe all network security practices, as posted, including visiting only those webpages that have been specified by the teacher.
- Report security risks or violations to a teacher or network administrator.
- Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner, including not destroying shared documents or changing permissions on those items that have been shared.
- Conserve, protect, and share these resources with other students and Internet users.

3. Respect and protect the intellectual property of others.

- Not infringe copyrights (no making illegal copies of music, games, or movies)
- Not plagiarize

4. Respect and practice the principles of community.

- Communicate only in ways that are kind and respectful.
- Report threatening or discomfoting materials to a teacher.
- Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are offensive, threatening, rude, discriminatory, or meant to harass)
- Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works)
- Not use the resources to further other acts that are criminal or violate the school's code of conduct
- Not send spam, chain letters, or other mass unsolicited mailings
- Use only school-assigned resources for academic-related communications

Students may, if in accord with the policy above:

1. Design and post web pages and other material from school resources.
2. Use direct communications such as email, online chat, or instant messaging with a teacher's permission.
3. Install or download software, if also in conformity with laws and licenses, and under the supervision of a teacher.
4. Use the resources for any educational purpose as directed by the teacher.

Consequences for Violation

Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

Supervision and Monitoring

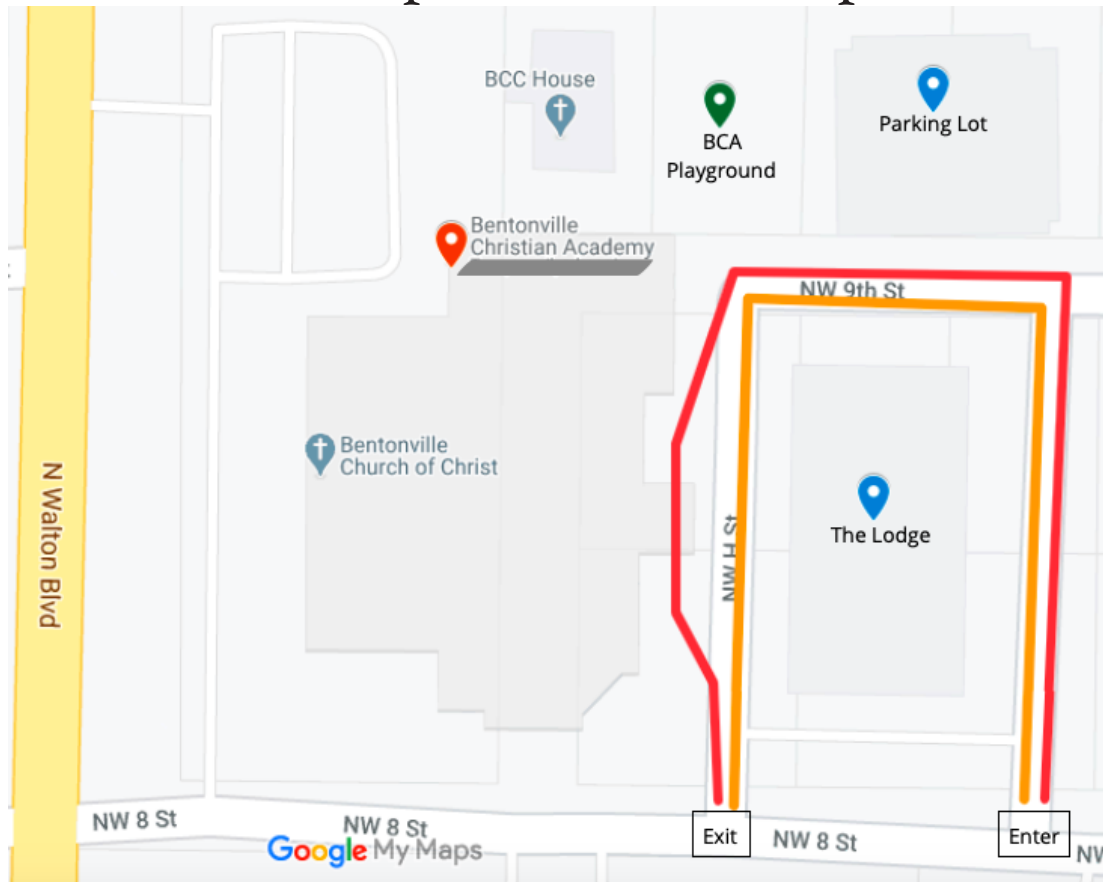
School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

These rules also provide a good framework for your student's use of computers at home, at libraries, and elsewhere.

For more information, visit: www.cybercrime.gov

BCA reserves the right at any time to revise the handbook and communicate those changes to students and parents.

Curbside Drop Off & Pick Up



Elementary & Middle School

7:30 a.m. - 8:00 a.m., Morning Drop-Off (Red Route)

3:00 p.m. - 3:15 p.m., Afternoon Academic Day Pick-Up (Orange Route):

- Enter off of NW 8th St on the east side of The Lodge
- Turn left into the left lane of NW 9th St
- Turn onto NW H St staying to the left closest to The Lodge
- Exit back onto NW 8th St
- 2:55 p.m. is the earliest you can arrive. This will hopefully help keep the street clear for Pre-K pick up and neighborhood traffic.

Pre-Kindergarten

7:30 a.m. - 8:30 a.m., Morning Drop-Off

2:45p.m. - 3:30p.m., Academic Day Pick-Up

Pre-K 3 - 2:45-3:00, Pre-K 4 - 3:00-3:15, Pre-K 5 - 3:15-3:30

Red Route:

- Enter off of NW 8th St on the east side of The Lodge
- Turn left into the right lane of NW 9th St
- Turn onto NW H St staying to the right closest to BCA
- Pull under breaze way to load your child
- Exit back onto NW 8th St

****APPENDIX - COVID-19 PROTOCOLS**

The following items will be adjusted during the time of the COVID-19 pandemic. Should the restrictions be lifted during the school year, parents will be notified of the changes.

****Field Trips**

During the pandemic, field trips outside of the campus will be suspended.

****Birthday & Parties**

During the pandemic, students should not bring items from home, treats, gifts, etc. for sharing. We will explore other ideas on how to celebrate special events.

****Curbside Drop-Off & Pick-Up**

1. Drop off:

- a. 7:30am-8:30am drop off will be done curbside on the east side of the building under the covered drive.
- b. If you drop off after 8:30am you must call the office. Families will enter through the BCA door waiting in the breeze way until a BCA staff member can complete a health screening.
- c. **No person is allowed further entry into the school without a screening and if they have a temperature of 100.4°F or above.**
- d. Parents or adults dropping off will answer health screening questions using the Brightwheel app during child check in. A BCA staff member will complete a temperature check before the child is allowed entry to the school and the adult dropping them off is allowed to leave.
- e. BCA staff will take the child to their class. Any exceptions to this will need to be cleared with the preschool director and will still need to follow the screening procedures.

2. Pre-Kindergarten Pick up:

- a. 2:45pm-3:30pm pick up will be done curbside on the east side of the building under the covered drive.
- b. Each age group has an assigned time for pick up.
 - i. Pre-K 3 2:45pm-3:00pm
 - ii. Pre-K 4 3:00pm-3:15pm
 - iii. Pre-K 5 3:15pm-3:30pm
- c. If you are picking up before or after your child's assigned time you must call the office.

3. After School Pick up:

- a. If picking up 3:00pm - 4:00pm you must call the office. You must wait outside or in the breeze way until a BCA Staff member brings your child to you.
- b. If picking up your child 4:00pm - 6:00pm you send a message through Brightwheel letting the staff know that you have arrived. Waiting outside or in the breeze way until the BCA staff member brings your child to you.

****Signing Students In/Out**

Signing students in and out of the office during any time outside of the above hours will require calling the office.

- Signing In After Drop Off - After calling the office, a staff member will meet the student at the entrance for the health screening.
- Signing Out Before Pick Up - Please call the office to request check out. We will release the student to the parents once parents are visible outside the building or once the Pre-K parents have completed the sign out process using Brightwheel.

**** Absences**

For the 2020-2021 school year, absences related to illness will not be counted, as long as the student keeps current with assignments via a virtual platform and we have documentation from a physician. This permission is granted by our ANSAA, our state accrediting association.

****Illness at School**

It is encouraged that you check the temperature of your child at home before departing for school. If a student is ill, please do not bring him or her to school. Every student, staff, parent, and visitor will be screened before entering the school. The screening will include health questions and a temperature check. If any person has a temperature over 100.4, he or she may not enter the facility. If a student becomes ill at school, parents will be notified and the student will be isolated from others until he or she can be picked up. If a student has a temperature over 100.4, the student will be sent home and will need to be fever free for 48 hours without medication before returning to school. We will require a physician's note before a child is able to return to school. If any employee exhibits a temperature over 100.4, he or she will be directed to leave campus immediately and cannot return until he or she has been fever free for 48 hours. We will require a physician's note before the employee is able to return to school.

****Dining**

Students may not share food with others. During the pandemic, we will not have special treats or food items shared as a group.

****School Entry/Access**

Each faculty, staff, student, parent, or visitor must be screened BEFORE allowing entry to the building. Screening will include temperature check and health questions.

****Visitors**

Visitors to campus will be limited to those who are parents or provide direct support to students. Each faculty, staff, student, parent, or visitor must be screened BEFORE allowing entry to the building. Screening will include temperature check and health questions.

****Lost & Found**

It is important that all backpacks, lunch boxes, water bottles, and outerwear be labeled with the student's name. Items not labeled with names will be donated to a local charity bi-weekly.



**PARENT & STUDENT HANDBOOK
RECEIPT ACKNOWLEDGEMENT FORM
2020-2021**

STUDENT'S NAME: _____

TEACHER: _____

By signing below, I acknowledge that I have read the full contents of the **2020-2021 Parent and Student Handbook**, and that I understand and agree to comply with the policies described in it. I have also reviewed the items specific to my child's age with my child, for example: code of conduct, attendance, personal items, dress, and acceptable use of technology.

PARENT'S SIGNATURE: _____

DATE: _____

STUDENT'S SIGNATURE (ELEMENTARY): _____

DATE: _____



**FINANCIAL POLICIES & PROCEDURES
ACKNOWLEDGEMENT FORM
2020-2021**

STUDENT'S NAME: _____

TEACHER: _____

1. Tuition is due by the 10th day of each month. (Alternate payment terms, if desired, must be approved.)
2. Tuition that is paid with any method other than automatic ACH debit will be charged a 3% convenience fee. (Tuition paid in advance for an entire semester or for the year will not incur a fee.)
3. Tuition paid in full before the first day of school for the annual amount will receive a 2.5% discount.
4. Tuition is due for all days enrolled, regardless of attendance.
5. Enrollment and Curriculum Fees are non-refundable.
6. Tuition is due regardless of receipt of invoice or statement, every month August through May, unless paid annually or semesterly.
7. Failure to pay tuition can result in the dismissal of my child(ren).

After School Care

Will your child attend the after school program 3:00 p.m. - 6:00 p.m.? Yes No

PARENT'S SIGNATURE: _____

DATE: _____



**EMERGENCY AID
CONSENT FORM
2020-2021**

STUDENT'S NAME: _____

TEACHER: _____

I give permission for my child's medical information to be discussed with teachers and school personnel on a need-to-know basis. In the event first aid is required, I give permission for school staff to render first aid to my child. In the event neither the mother nor father can be reached in case of an accident or sudden illness, I give permission for school staff to transport to the hospital as needed and/or call for emergency transport via ambulance.

The following treatments/medications may be given to my child, as determined necessary by school staff:

- ___ Tylenol or generic equivalent
- ___ Ibuprofen or generic equivalent
- ___ Benadryl or generic equivalent (Elementary & Middle School Only)
- ___ chewable antacid tablets (Elementary & Middle School Only)
- ___ anti-itch cream/ointment/spray
- ___ triple-antibiotic ointment
- ___ hand lotion
- ___ cough drops (Elementary & Middle School Only)
- ___ petroleum jelly
- ___ bandages
- ___ ice pack(s)
- ___ sunscreen (parent provided)

___ I do NOT give permission for ANY of these treatments/medications to be administered to my child. If my child needs the above treatments, call or email me and I understand that I must email written permission or come to school and administer the treatment needed.

NOTE: Parents may not prevent BCA from administering first aid (bandages, ice packs, etc) without the written exclusion from a doctor, nurse practitioner, or physician's assistant.

If any of the medications listed above are taken on a school day before my child arrives at school, I will notify the school in writing to prevent an overdose of medication.

PARENT'S SIGNATURE: _____

DATE: _____



**INTERNAL & EXTERNAL
PUBLISHING OPT-OUT FORM
2020-2021**

Should you wish to opt your student out of photographs of electronic publishing at BCA, this form must be completed and signed by the parent/guardian for each student.

Internal Publishing

Students are sometimes photographed or videoed while participating in school activities. Additionally, the school yearbook, school newsletter, and other school publications frequently take and incorporate photographs in their publications and production. Some classroom activities also involve photographing students. If you do **NOT** desire that your child be photographed or videoed during a school activity, please check the box below.

My child may **NOT** be photographed or videotaped by BCA. (This selection opts your child out of appearing in ALL school publications).

External Publishing

BCA publishes a variety of information about our school and student activities on the internet. From time to time, we may wish to include your child's name and/or photograph on our website or in our social media. Also, local newspapers and other media will occasionally take photographs or video as part of an article or story. This information may be published in order to recognize achievement or in conjunction with the display of your child's work. If you do **NOT** desire that your child's name, photograph, or work be published in any external media outlet, please check the box below.

I do **NOT** desire that my child's name, photograph, or work be published in any external media outlet.

STUDENT'S NAME: _____

TEACHER: _____

PARENT'S NAME (PRINTED): _____

PARENT'S SIGNATURE: _____



**Kindergarten Readiness
Pre-K Only
2020-2021**

At BCA we understand that *you* are your child’s first teacher and they learn so much from you. We want to support you anyway we can in that role. A great tool for you to have is the Kindergarten Readiness Indicator Checklist for Parents. The skills on this list are the same skills that we teach at BCA.

You may use the link below to get a copy of the checklist and other resources.
<http://arbetterbeginnings.com/parents-families/resource-library/kindergarten-readiness-checklist>

If you are unable to get a copy of the checklist, let us know and we will be happy to provide one for you.

Thank you,

Kathy Dunfee
Preschool Director

Student’s Name

Parent Name

Parent Signature Date



Student Emergency Contact Sheet

Child's Name: _____ Gender: Male Female
 Date of Birth: _____

Enrollment Date: _____ Teacher: _____

FAMILY INFORMATION

Full Name of Father/Guardian (including title: Mr., Dr., etc.): _____
 Home Address: _____ Cell Phone: _____
 City and State: _____ Father's Employer: _____
 Zip Code: _____ Occupation: _____
 Father's Email: _____ Father's Work Hours: _____
 Home Telephone: _____ Work Phone: _____

Full Name of Mother/Guardian (including title: Ms., Dr., etc.): _____
 Home Address: _____ Cell Phone: _____
 City and State: _____ Mother's Employer: _____
 Zip Code: _____ Occupation: _____
 Mother's Email: _____ Mother's Work Hours: _____
 Home Telephone: _____ Work Phone: _____

PRIMARY EMERGENCY CONTACT

This is the first person BCA will contact if the parents cannot be reached. This person is authorized to take my child from BCA at any time.

Full Name: _____ Relationship to Child: _____
 Home Address: _____ Email Address: _____
 City and State: _____ Cell Phone: _____
 Zip Code: _____ Work Phone: _____

ADDITIONAL CONTACTS

Full Name: _____ Relationship to Child: _____
 Emergency Contact: Yes No Authorized to Pick-Up: Yes No
 Cell Phone: _____ Email Address: _____

Full Name: _____ Relationship to Child: _____
 Emergency Contact: Yes No Authorized to Pick-Up: Yes No
 Cell Phone: _____ Email Address: _____

Full Name: _____ Relationship to Child: _____
 Emergency Contact: Yes No Authorized to Pick-Up: Yes No

Cell Phone: _____

Email Address _____

HEALTH INFORMATION

Medical Authorization:

I give my consent for Bentonville Christian Academy to authorize medical or surgical aid deemed necessary and expedient by a licensed physician or surgeon in case of an emergency when parents cannot be reached. I also give my consent for a BCA staff member to transport my child for emergency medical treatment if the parents cannot be reached.

Signature of Parent or Guardian

Date

Primary Care Physician:

Physician Name: _____

Clinic Name: _____

Street Address: _____

Phone Number _____

City and State: _____

Zip Code: _____

Medical Information:

List any past or current medical information that BCA should be aware of food allergies, asthma, seizures, diabetes, etc. **You must provide BCA with medical documentation or health care plans for these conditions.**

Medications:

List medications your child takes regularly. ***If medication is to be taken during school hours, a "Parental Request for Medication Form" must be completed.**

SIGNATURE

My signature below affirms that all of the information contained in this document is accurate, comprehensive, and honestly represented.

Signature of Parent or Guardian

Date