



BELL SHOALS
ACADEMY

Early Learning Center
FAMILY HANDBOOK
2026-2027

Mark 12:29-31

“The most important one,” answered Jesus, “is this: ‘Hear, O Israel: The Lord our God, the Lord is one. Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength.’ The second is this: ‘Love your neighbor as yourself.’ There is no commandment greater than these.”

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ALL POLICIES IN THIS HANDBOOK ARE SUBJECT TO CHANGE. STUDENTS AND PARENTS WILL BE NOTIFIED WHEN SUCH CHANGES OCCUR. THIS HANDBOOK IS ALSO AVAILABLE ON OUR WEBSITE

WELCOME!

Welcome to BSA Early Learning Center (ELC)! We are excited about all of the opportunities that await us this year! We believe the ELC is an extension of the home, and we desire to partner with you in the education of your child. God has a plan for your child, and we are honored to be a part of His kingdom's work.

We are pleased to have you on our team as we strive to Know, Grow, Show and Go for Christ. Education is primarily the parents' responsibility, and the school functions as an extension of the home to aid the parents. We thank God in advance for the victories we will experience together this school year.

This handbook provides you with information to help better understand the ELC's purpose and operational policies. We expect you to know, support, and follow the stated policies. Please feel free to email, call, or come by the office if we can be of assistance to you.

In His Service,

Gyia Carney, Early Learning Center Director

"...since the day we heard about you, we have not stopped praying for you and asking God to fill you with the knowledge of His will through all spiritual wisdom and understanding. And we pray this in order that you may live a life worthy of the Lord and may please Him in every way: bearing fruit in every good work, growing in the knowledge of God..." Colossians 1:9 &10

MISSION STATEMENT:

The mission of Bell Shoals Early Learning Center is to provide an unrivaled, Christ-centered education that inspires and equips the next generation.

VISION:

Bell Shoals Academy's vision is to encourage all our students to become passionate followers of Christ.

PHILOSOPHY:

The philosophy of education at Bell Shoals Academy is grounded in a God-centered view of truth and humanity, as represented in the Bible. The entire process of education is viewed as a means to bring the student into fellowship with God (1 Corinthians 6:19-20), to help them develop the mind of Christ (Philippians 2:5), and to assist them in demonstrating Christ-like character qualities (Galatians 5:22-23).

GOALS:

- To provide a positive and stimulating learning environment
- To encourage "hands-on" experiences in all areas of learning
- To promote growth in a child's ability to express themselves verbally
- To offer a variety of opportunities that will enhance the child's interest and curiosity in our world
- To develop the child's confidence in the use of fine and gross motor skills
- To strengthen and reinforce the child's listening and concentration skills
- To foster the child's sense of responsibility
- To build respect for others
- To nurture each child's awareness that they are a child of God

ACCREDITATION & LICENSING:

BSA ELC is accredited by the Association of Christian Schools International, which is recognized by the State of Florida as an accrediting body for Christian schools.

Child Care Facility Operation Religious Exemption from Licensure for DCF ID # X13HI0058.

Bell Shoals Early Learning Center is Licensed by ACSI. I.D. #9072

Bell Shoals Academy is a childcare facility operating under an exemption pursuant to the laws of the State of Florida and is not subject to licensure or regulation by the Department of Children and Families.

BSA ELC admits students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded to or made available to students at the Academy. It does not discriminate on the basis of race, color, nationality, or ethnic origin in the administration of its educational, admissions, scholarship and loan, athletic, and other school-administered policies.

BSA ELC reserves the right to select students based on academic performance, religious commitment, lifestyle choices, and personal qualifications. This includes a willingness to cooperate with BSA's administration and policies.

EXPECTED STUDENT OUTCOMES

Bell Shoals Academy is an extension of Bell Shoals Church, and accordingly, we seek to serve Academy parents in fulfilling their responsibility of educating their children. To accomplish this, we will focus on the following basic objectives:

1. To teach the Bible as the inspired and infallible Word of God and thus develop attitudes of love and respect toward the holy text (2 Timothy 3:15-17; 2 Peter 1:20-21).
2. To teach biblical character qualities and provide opportunities for students to emulate these qualities (1 Samuel 16:7; Galatians 5:22-23).
3. To help students develop a Christian worldview by integrating Biblical truth into the study of history and social structures (Social Studies) (2 Peter 1:3).
4. To teach the student to understand and use the fundamental processes in communicating and dealing with others (Language Arts and Mathematics) (2 Peter 1:3).
5. To teach students an understanding of and an appreciation for God's world, developing an awareness of man's responsibility to use and preserve it properly (Science) (Psalm 8:6, Hebrews 2:6-8).
6. To equip the student with physical fitness goals, good health habits, and the wise use of the body as a temple of God (Physical Education) (1 Corinthians 6:19-20).
7. To instill in students both skill in the fine arts and an appreciation of God as the inventor of beauty and the author of creativity (Fine Arts) (Psalm 139:13-16).

ENTRANCE POLICY

Before enrollment is complete and your child is placed on a class list, the following requirements must be met:

1. The State of Florida currently has established the entrance age for Kindergarten children to be 5 years old on or before September 1st. In conformity with this rule, your child must turn 2, 3 or 4 years old on or before September 1st of the fall in which he/she enters BSA ELC.
2. ALL 3 and 4 year old children enrolling in BSA ELC must be fully toilet-trained and self-sufficient using the restroom by the start of school. Pull-ups are NOT permitted.
3. All children of BSA ELC must have, by Florida State Law, a copy of standard health records (form 680 or form 681 and form 3040) issued by a physician certifying that the child is free from any communicable diseases and immunizations are up to date. These health forms are provided and completed by your physician's office. We must have current copies of your child's immunization record and physical examination in the Academy Office prior to the start of school. Parents are required to stay current on all required immunizations. Students may not attend school if current state forms are not provided by the first day of attendance. Students may not have current immunizations due to exemptions or extensions.
4. All families must have the required enrollment forms completed and up to date.
5. All students must have, by Florida State Law, a copy of their birth certificate on file before being admitted into the classroom.
6. All families must pay a non-refundable, non-transferable annual registration fee.
7. All students are accepted on a trial basis. Continued enrollment requires acceptable attendance and citizenship by the student as defined in the handbook, as well as positive support by family members. No family is guaranteed reenrollment.
8. All families are expected to prayerfully support the school, staff, faculty, and administration. We will not spread gossip, criticize, or display hostility toward any BSA employee. Such undisciplined behavior may result in our student being removed from the school.
9. BSA reserves the right of dismissal of any student who continually and willfully neglects academics, displays poor citizenship, fails to cooperate with faculty, or fails to reflect the Christian principles of the school.
10. BSA has limited resources to provide opportunities to students who have specific educational needs that cannot be fully met through the classroom.
 - Once a student with exceptional needs has been identified, a team will develop recommendations, and those recommendations of the academic services plan team must be followed. Recommendations may include students attending a school that can meet the students' needs. (See page 6 for Identifying Special Needs)
 - BSA is not equipped to service students with severe exceptionalities such as emotional handicaps, behavior disorders, Autism, mental retardation, and other severe exceptionalities.

SCREENING & ASSESSMENTS

In order to follow your child's growth and development, we use various observation and assessment tools throughout the year. These assessments help us better provide for your child's learning and will be discussed with you throughout the school year. Assessments are kept in your child's portfolio by your child's teacher (see [Identifying Special Needs](#) page 6). BSA is glad to offer suggestions and referrals to private and statewide agencies that provide services.

TOILET TRAINING/USE

All children **3 years of age and older** enrolled in Bell Shoals Early Learning Center **must be fully toilet trained** before their first day of school.

BSA ELC is **not licensed to provide diapering services** in our 3-year-old and older classrooms, children may **not wear diapers or Pull-Ups** during the school day. All students must wear underwear and be able to use the restroom independently.

A child is considered toilet trained when, with verbal guidance from a teacher, they are able to:

- Pull their underwear and clothing up and down independently.
- Use the toilet without physical assistance.
- Wipe themselves independently (not necessarily perfect).

Our teachers are happy to provide verbal reminders and encouragement by talking children through each step of the toileting process. However, children must be able to complete these tasks independently, as staff cannot provide physical assistance with toileting.

We understand that occasional accidents are a normal part of the learning process, especially for young 3- and 4-year-olds. Children will be reminded regularly to use the restroom throughout the day. However, repeated toileting accidents (defined as **three or more accidents within a five-school-day period**) may indicate that a child is not yet fully toilet trained. In these situations, the Early Learning Center may place the child on a probationary period, during which they may be required to remain at home until toilet training has been successfully established and the child is able to return to school independently.

GENERAL INFORMATION

Office Hours: 8:15 a.m. – 3:30 p.m. (subject to change, visit our website for the most current hours)

Visitor Guidelines:

- Visitors must have a current background check on file to be on campus. Parents/visitors who have completed a background check each year will be registered in our security system. To visit the campus, please sign in at the kiosk and receive a visitor badge. A driver's license may be required. Before leaving campus, please sign out at the kiosk.

Parent Involvement – Parents are urged to partner with Bell Shoals Academy through:

- Parent Teacher Fellowship (PTF)
- Prayer & Service
- Volunteering

Volunteer Guidelines:

- All volunteers who will be supervising students or driving on field trips must have an approved background check online (a fee is required) at least two weeks prior. Please make arrangements for younger siblings when volunteering or attending a field trip.
- Please decide for your younger siblings whether to volunteer or attend a field trip.

ADJUSTING TO SCHOOL

Some children will enter our Early Learning Center program and adjust almost immediately. Others may need more time to transition into a new environment. Learning to separate is part of growing up, and many children go through a period of adjustment. Our teachers will work with families to assure that transitions from home to school and back home are as smooth as possible.

CHANGES AT HOME

We are aware that families come in all shapes and sizes. To help us give your child the most successful experience we can we need you to inform us of any changes in your family life. Sometimes changes that adults adjust to easily are more difficult for your children. We want to help your child have the most positive experience during his/her first years of school.

CHANGES IN INFORMATION

Changes such as a new residence, new telephone numbers, change of jobs, or a new family doctor or pediatrician, must be updated in FACTS SIS IMMEDIATELY. Please also notify your teacher when changes are made. This is very important in case there is a need for us to contact you in an emergency.

CLOTHING/ PERSONAL ITEMS

Comfortable play clothes are best for children to wear to school. Clothes that the child can remove and put on independently are very helpful in teaching self-help skills. Long dresses, cowboy boots, and sandals are difficult for children to manage and/or climb in and should not be worn to school. We also discourage difficult to manipulate belts, snaps, and buttons. Please clearly mark your child's name on any outer garments (jackets, sweaters, etc.). Closed toe shoes and socks are required. Please do not send your child to school wearing Crocs or flip flops.

Please send an extra change of clothing in a gallon-sized bag with your child's name on each item to be kept in the classroom. If your child wears clothes home, please send another set the following day (shorts, shirt, underwear, and socks).

The following items should not be brought to school: balloons, real or toy weapons, candy or gum, expensive jewelry, money, glass containers or bottles. Security toys and blankets to ease a child's transition are welcome.

SNACKS & LUNCH

- Please send a nutritious snack with your child daily. Snack times are no longer than 30 minutes.
- If your child attends full day, please provide a lunch in a separate container or have it clearly marked. We encourage well-balanced lunches, and prefer students to drink nutritious beverages such as milk, water, and juice. For more information, go to ChooseMyPlate.gov.
- No candy is allowed.
- All food needs to be cut into small pieces no larger than a one-fourth-inch square for infants and a one-half-inch square for toddlers to prevent choking (see USDA Healthy Guide page 18).
- We do not have the ability to heat lunches.
- If the student does not have a lunch for the school day, a \$5.50 fee will be assessed to your students account and the ELC staff will provide a lunch for your student.
- Students must bring a flip-top water bottle, daily. It must be labeled with the first and last name of your student.

EARLY LEARNING CENTER SUPPLIES

A small list of requested classroom supplies will be sent home at the beginning of every school year. The supplies will be used throughout the school year to enhance the curriculum and activities for your child and his/her classroom. If, due to financial hardship you are unable to provide the requested supplies, please speak directly to the ELC Director.

CURRICULUM OVERVIEW

BSA ELC offers a well-structured, exciting and fun approach for our students. At our school, children are always learning and developing. Each day is expected to bring new opportunities to play, investigate, and express ideas through group discussions, art, field trips, language arts, foreign languages experiences, music, and health and safety. Our monthly themes are appropriate to the age of the child. Specific skills such as the alphabet, number awareness, phonics, fine and gross motor skills, and written communication will be integrated into the units. Organized play will be an important learning tool throughout our student's day. Our ELC encourages self-expressions, creativity through art, enjoyment of stories, dramatization, responding to and participation in a variety of musical experiences, acquiring an understanding of healthy habits and safety rules, and much more.

Our teacher-created curriculum is supplemented by several formal teaching tools such as The Creative Curriculum and Frog Street Press. The multi-sensory Handwriting Without Tears is an adopted curriculum by our ELC, and uses magnetic boards and clay to help young children develop those important fine motor skills for elementary school. Our teachers are trained to ask our students higher-order level questions while they are learning through organized play, such as "What would happen if..." and "How would you..." to help children develop early critical-thinking skills. Children will interact daily in self-selected Blocks, Dramatic Play, Manipulatives, Listening, Reading, Writing, and Art Centers. To encourage literacy, our teachers use daily read-alouds, oral language, letter and sound recognition, phonological awareness, print concepts, and written communication. Each day, our children explore the world of mathematics, more specifically number recognition, counting, patterning sequencing, time, money, and place value skills. We focus on developing the "whole child" and our trained teachers individualize their lessons to each child's developmental needs.

BSA ELC offers our students a wide variety of special classes that are attended on a weekly basis. The children enjoy Physical Education, Music, Computers, Media, and the 4-year olds enjoy learning Spanish and STEM. Each day our children are taught about God's word. Bible stories, singing, sharing, and Bible verses are part of this instruction, and each month highlights a special virtue. Each classroom will hold a daily devotional time and offer a blessing before snack and lunch (full day programs). For more on our learning philosophy see the addendum at the end of the handbook.

Identifying Special Needs

Researchers have developed norms for specific developmental milestones for each age group. These norms can assist parents and teachers in recognizing stages and milestones in a child's developmental progress. However, all children are unique and have special, individual needs. We feel that each child's development will progress within the limits God has established.

The BSA ELC staff receives ongoing training regarding the varying needs of the preschool child. When a student appears to need assistance beyond that which we are equipped, the following steps may be taken.

- Pray for the child and note their strengths and abilities
- Administer the Ages and Stages Questionnaire (ASQ)
- Administer the BSA ELC Assessment
- Parent/Teacher Conference
- Recommendation for the child to attend a Developmental Screening through the Early Childhood Council of Hillsborough County (ECC) and the Florida Diagnostic and Learning Resources System (FDLRS)
- Referral to Inclusion Support Services:
 - o With parent permission, Inclusion Support Services will send someone out to observe the student in the classroom setting.
 - o After observing the student, the Inclusion Support Staff will devise an Individualized Learning Plan (ILP) for the student.
 - o The Inclusion Support Staff will work with the teacher and parents to accommodate the needs of the student.
 - o A list of additional resources can be provided to parents (available in the BSA office).

Discipline Practices & Procedures

An important part of the educational process is the development of character. When misconduct occurs, corrective measures will be employed in the classroom to help the student change his/her attitude and behavior. Parents are expected to support the discipline policies of our school. We are partners working together to: *"Train up a child in the way he should go and when he is old he will not depart from it."* Prov. 22:6

The Hillsborough County Ordinance 03-25, Section 1.06, and 01-14 Section 1.04(5) "Child Discipline" requires that parents are notified in writing of the disciplinary practices used while care prior to admission. Spanking or any other form of physical punishment is prohibited. Discipline shall not be associated with food, rest, or toileting. Children shall not be subject to discipline that is severe, humiliating, or frightening.

The goal of discipline is to help children see the sense of acting a certain way. Of course, this is a time-consuming task and it is important that we remain realistic in the expectation of the behavior of each child. His/her development age and stage must be taken into consideration.

At our Early Learning Center, we encourage positive behavior in the following ways.

1. Allowing the child choices of activities, equipment, and materials, giving him/her a feeling of control over his/her environment so that conflict with others can be avoided.
2. Guidance in developing language skills which will help resolve conflicts with words and not with inappropriate behaviors such as biting, hitting, kicking, etc.
3. Use simple, positive reminders to restate rules.
4. Help children understand the consequences of their actions, and if appropriate, help them make amends.

If a child experiences difficulty controlling his/her behavior:

1. He/she will be redirected to another play area that may prevent escalation of the problem.
2. If a problem still exists, the child will be removed from the play area and given time away from the group to regain control. The child determines the time limits for this personal time. He/she may return to the group when he/she is ready.
3. If needed, the Director or Principal will be called for help. A follow-up call to parents will occur.
4. If continued unacceptable behavior occurs, the parent meeting will be scheduled to discuss a team approach to remedy the problem.
5. If a solution to the problem is not found, the ELC has the right to dismiss the student from the school.

"Iron sharpens iron, and one man sharpens another" Proverbs 27:17

Biting Policy

It is important to understand that biting is a common stage among children who are around the age of two years old. Continued biting after the age of two may be an indication that something physically, emotionally, or mentally is a source of the biting.

Thus, any child who is biting will be closely monitored. A report of all incidents will be made. Parents will be required to sign the document and return to school to be placed in the child's file. The child may be removed from the classroom or school in serious cases.

Attendance Policy

State Law requires that if your child will not be in school, that you inform the school that morning. Please email your child's teacher or call the Academy Office and let us know by 8:30 a.m. that day.

To fully benefit from the instructional program, students are expected to attend school regularly, be on time for classes, and satisfy all course requirements. Please arrange your vacations during school holidays.

Absence:

- To report your child's absence, call the Academy Office attendance line (813) 689-9183 or email info@bellshoalsacademy.com by 8:30 a.m.
- It is the responsibility of the student's parent or guardian to explain the student's absence to the teacher by email or handwritten note on the first day of the student's return to school. If a student is absent for three or more consecutive days, a doctor's excuse is requested upon return. Please notify the student's homeroom teacher of any absences.
- All absentee notes will be retained by the school for future reference.

Drop off & Pickup Procedures:

We want your students' arrival and pick-up to proceed as smoothly and safely as possible. Therefore, we require that you follow the designated carline traffic pattern to avoid congestion. Detailed information regarding the carline will be given at the open house.

- Please use sidewalks and do not walk across active traffic flow lanes or allow your children to do so.
- Use extreme caution and abide by the 7.5 mph speed limit when driving or walking through the parking lots
- Cell phone use during car line is not allowed due to increased student and staff presence.
- If you need to go to the office or leave your car for any reason, please park in designated parking areas only.
- Do not leave children unattended.
- Students will only be released to an adult who is 18 years of age and older, on the students approved pickup list in FACTS SIS, and can provide a current government issued I.D. for identification.
- If you need to speak with your child's teacher, please make an appointment with them. Conferences cannot be held during dismissal.

ELC Carline Procedures:

- Please display all car tags of the student/s you will be picking up.
- Keep the car line moving at the pick-up area by pulling completely forward.
- Your child will be taken to your car by a teacher, but it is the parent's responsibility to buckle their child into their car seat.
- If you need to speak with your child's teacher, please make an appointment with them. Conferences cannot be held during carline.
- Be sure your child is ready to leave the car when the patrols/ carline monitors approach your car. *Have your student fully dressed, including shoes and socks.* If your student is not fully ready for school, please pull out of the carline, park and assist your student as needed. Please remember we are also an Academy and academy students must be in their classrooms seated and ready to learn by 8:15 a.m.

Arrival:

- OPTION 1: Carline - All students, ELC-10th grade, should arrive no earlier than 7:50 a.m. Doors will remain locked until 7:50 a.m. Supervision is not provided prior to 7:50 a.m., so your child must remain in your care until then. Students are not permitted in any play area or school room before the start of the school day.
- OPTION 2: Park and Walk – ELC-1st grade may park and walk in through the blue awning facing Bell Shoals Road and walk their students in between 8:00 a.m. and 8:15 a.m. If using the Park and Walk for arrival, parents and students are not admitted into the building prior to 8:00 a.m.

- After 8:15 a.m. parents must sign all students in at the Academy security desk and a parent must accompany their students to the classroom. It is important for your child to arrive by 8:15 a.m. and have regular attendance in order to participate in all aspects of the planned program.
- After morning carline, the doors on the west side of the building at the Brooker Road Entrance will be the only doors available for campus access. This is also the Special Events Center entrance.
- Children must be escorted by an adult at all times. Patrols are used to help walk students and are monitored by adult caregivers until children are received in the classroom by their teacher. Adults must remain with their child in the breezeway outside the classroom until the classroom teacher and/or assistant receives them in the morning. Please do not leave students unattended.

Dismissal:

ELC students will only be dismissed in the ELC carline.

All Students are dismissed via carline parking; walking in is not an option. Remain in the carline and do not walk in for pickup, as you will be asked to return to your vehicle. If you need to sign your students out earlier than dismissal, you must do so before 2:00 p.m. Please schedule appointments accordingly. Please display all the students' car tags you will be picking up.

Keep the car line moving at the pickup area by pulling all the way forward. Your child will be brought to your car. Parents must load and buckle their students.

Regular Dismissal Schedule:

<u>CLASSES</u>	<u>TIME</u>	<u>LATE AFTER</u>
2 & 3 Yr Old 1/2 Day	11:45 am	12:00 pm
2 Yr Old Full Day (No Sibling)	2:20 pm	2:50 pm
2 Yr Old Full Day (w/ 3yr Sibling)	2:30 pm	2:50 pm
2 Yr Old Full Day (w/ 3yr or 4yr Sibling)	2:35 pm	2:50 pm
3 Yr Old Full Day (No Sibling)	2:35pm	2:50 pm
4 Yr Old Full Day (All)	2:40 pm	2:50 pm
4 Yr Old 1/2 Day Wrap & VPK ONLY At 12:15 pm, for your convenience, a carline will be offered under the blue awning.		
After 12:45 p.m. A late fee of \$1 per minute will apply.		

Early Release Dismissal Schedule:

<u>CLASSES</u>	<u>TIME</u>	<u>LATE AFTER</u>
1/2 Day Students	No School	
ELC Full Day	11:30 am	11:45 am
VPK Full Day	11:30 am	11:45 am

Late Pickup:

All students who are not picked up on time will be taken to the Explorers Club and signed in by a teacher. These students must be signed out of the Explorers Club. A charge of \$1.00 per minute, per student, will be assessed on the family statement. Repeated late pickups will result in additional charges.

Media Center:

- Library Hours - Open to students during the school week from 8 a.m. until 12 p.m., and on some afternoons.
- Behavior - The Media Center is both a library and a classroom. Students are expected to use quiet voices as they would in any other library. No food or drinks are permitted in the library at any time.
- Borrowing Books – The checkout time is two weeks. Books may be renewed for an additional two weeks if no hold has been placed on that volume and the book is not overdue. Students may check out only one book per day, but may have a total of two books at any one time. Students may return their books at any time through our drop-off slot, to their homeroom teacher, or on their next class visit. Also, overdue books will cause report cards to be held at the end of

a quarter, including the end of the school year. Videos may not be checked out by a student; however, parents may do so for 1 week.

- Lost/Damaged Items - If you lose an item, you will be charged the purchase price of that item. If an item is damaged but still usable, students will be charged 25% of the item's purchase price to repair it. If an item is damaged beyond use, the student will be charged the full purchase price. Overdue/Fine notices are sent daily at 2 pm on weekdays. A PayIt link is included to pay for lost or damaged items.

Searches:

For school safety, the administration (or designee) has the right to search lockers and any items brought/worn on campus. This includes but is not limited to clothing, cell phones or other electronic devices, purses, backpacks, lunch bags or boxes, etc. Refusal to submit to a search is a major offense and may result in expulsion.

- Searches will be conducted by direction of the administration team for specific purposes and not of a random nature
- Students' parents will be notified via Student Affairs of the conducted search and the reason for the search
- If any contraband is discovered, it will be confiscated, and the students' parents/guardians will be notified and will only be returned to the student's parent/guardian

Confiscation:

The Administration (or its designee) has the right to confiscate any item that is deemed a disturbance to the learning environment. This includes cellphones, smartwatches, toys, candy, cologne, body spray, and other personal electronic devices not authorized for classroom use. Confiscated items will be returned to the student's legal guardian or approved adult.

Video Monitoring:

Video equipment is used for safety purposes as a deterrent and to monitor our campus. The administration and staff may review video camera recordings to secure evidence of student misbehavior. If video footage is used, school administration will be involved to ensure its safekeeping and prevent its sharing with parties outside Bell Shoals Academy.

Special Events:

1. Missions/Services to Others: We participate in several opportunities. Some examples are:
 - missionary visits to classrooms and the chapel
 - food pantry collections
 - service projects for the church and community (Real Hope Christmas)
2. Field Trips are an extension of the classroom. Parents will be provided with all information concerning the trip, and adequate chaperones will be acquired. To participate in a field trip, a student must have their parents' permission and submit a signed permission form prior to the field trip. BSA ELC relies on parents to provide transportation for own students. Parents must conform to state and federal transportation guidelines.

PLEASE NOTE: No activity fees will be refunded when students do not attend a field trip or use passes.

Field Trip Chaperones:

To ensure safety on Academy-sponsored field trips, the following rules must be observed:

- a. All chaperones must have completed a background check (submitted with a fee) at least two weeks prior. Additionally, all chaperones must be at least 21 years old, and all drivers must be at least 25.
- b. Smoking is not allowed.
- c. Dress modestly as a good example to our students who are subject to a dress code.
- d. Communicate discipline problems to the teacher.
- e. Know the emergency plan. The teacher will have medical release forms. Get a cellular phone number from the teacher if possible.
- f. Make sure the students always wear their seat belts. Elementary students are not allowed in the front seats.
- g. Go directly to and from the field trip following the route selected by the teacher. Do not make extra stops to purchase food or other items that the entire class will not enjoy.
- h. Make outside arrangements for siblings, as they are not allowed on class trips.

- i. Changes to students' information within 48 hours will require administration approval
 - j. No changes to students' information will be authorized on the day of the field trip, unless it is to withdraw due to unforeseen circumstances
 - k. When returning to the campus, please remain with students until the teacher arrives.
3. Parties - Parties are to be celebrated simply. Parties are meant to be fellowship times for the class. To make our parties more enjoyable for the whole class, please observe the following guidelines:
- a. Teachers may plan the following: Thanksgiving, Christmas, Valentine's Day, Easter, and End-of-Year. Parents may help with parties under the teacher's direction. Please note that the number of parents attending parties may be limited, and sibling attendance is at the teacher's discretion.
 - b. Homeroom parents plan for the teacher's birthday or un-birthday.
 - c. If you desire to celebrate your child's birthday at school, please contact your child's teacher. Any invitations given out at school for private birthday parties must include all students in the class. Please, for the sake of all our students, do not bring balloons or bouquets of flowers into the classroom. We also request that there be no limousine pick-ups or other exclusive events. Birthdays will not be celebrated in the lunchroom.
 - d. School Pictures and Yearbooks - During the school year, a school photographer will visit BSA to take individual and class group pictures. Parents will be notified early in the school year as to when the pictures will be taken. BSA publishes an annual yearbook for currently enrolled students. Yearbooks will not be distributed to students who did not purchase one or whose accounts are in arrears. If a family withdraws during the school year, they must inform the yearbook advisor of their desire to receive a yearbook.

Parent Communication:

The administration and faculty desire to communicate with both parents and students in a timely and efficient manner. The following are avenues of communication: FACTS, email, letter or note, phone call, or scheduled conference. The preferred method is email for short, informational messages. Please allow 48 hours for our teachers to respond to emails. When concerns arise, parents and teachers should meet face-to-face to prayerfully resolve the issue.

1. APPS – The BSA app and FACTS parent home app are available for download. They include calendar, special events, accounting, timely push notifications, and other resources.
2. Email – Important school-wide information will be sent out from the office via FACTS email. Weekly updates from classes, calendars, newsletters, the complete parent/student handbook, and school closings can also be viewed on FACTS and/or our website.
3. Custody/Court Orders - Please inform the teacher and office in writing of any legal custody and/or court order issues. To prevent misunderstandings and enforce legal procedures, we must have a copy of documentation on file.
4. Parent/Teacher Conferences are scheduled as needed by teachers or parents. Please call ahead to schedule conferences. Unscheduled conferences prohibit teachers and administrators from performing their duties and adequately addressing your concerns. Every effort should be made to schedule conferences during school hours.
5. Conflict Resolution - Honoring God with our words is a priority at BSA. "May the words of my mouth and the meditation of my heart be pleasing in your sight, O LORD, my Rock and my Redeemer." Psalms 19:14. From time to time, miscommunications or misunderstandings occur between students, teachers, and parents. When this occurs, we seek to honor the Lord and resolve the issue. Please use these steps:
 - Parents should always contact the teacher who is closest to the situation and schedule a phone conference or make an appointment to meet. Coming to the teacher's room before or after school without an appointment is not appropriate. If a parent has not met with a teacher before discussing the matter with administration, he/she will be directed back to the teacher. In most situations, this scheduled conference will result in a solution.
 - Sometimes, parents are concerned that a conference might result in a negative impact on their student. This is contrary to the mutually respectful relationship between our academy and its families. At BSA, our Christian teachers model Christ's unconditional love to all students. Conferences result in a stronger relationship and a better understanding of the student's needs and/or challenges.
 - If an issue is not resolved during the first conference, a parent may schedule a meeting with the administrator who directly supervises the teacher. The parent may be asked to attend so everyone can contribute during the conference.
 - If the concern is still unresolved, the supervisor, teacher, and parent can meet with the director.

- Parents, teachers, and administrators may contact the Head of School and/or Education Steering Committee if further mediation is necessary.
- It is not appropriate to use social media or send a mass email to a list of people to communicate a concern.
- It is appropriate to only communicate with the people most directly involved and to follow the biblical steps outlined above. Parents will be asked to review and complete those steps.

It is our experience that many concerns can be easily resolved when those who are most involved pray and meet face to face. We strongly discourage our staff from participating in sensitive or lengthy conversations in the hallways, at carline, on the phone, by email, or via FACTS. Our staff is happy to meet with you at a planned and calm time. A teacher may ask another teacher or administrator to attend the conference.

Please respect our teachers and staff by refraining from impromptu conferences about school business at venues such as church services or athletic events.

Safety:

1. General Student and Staff Safety:
 - Background checks are required for all BSA employees.
 - All parents and volunteers who drive on field trips, assist inside classrooms, or attend classroom parties are required to complete an annual background check, conducted online at their own expense. All visitors entering campus past the secured doors after 8:15 a.m. must present a valid state-issued ID to be screened through the Raptor System's criminal records database before being granted access.
 - Safe Zones – At 8:15 each morning, all parents must exit the campus or check in at the security desk. This safe zone allows our staff to secure the hallways and classrooms before school each day.
 - All staff are annually trained in security procedures and crisis response.
 - BSA is a participating school with Hillsborough County Public Schools and the Florida Division of Emergency Management. This provides us with timely and significant information that may affect the safety and security of BSA.
 - The BSA emergency checklist has been shared with BSC leadership.
 - Please understand that in some emergency situations, the administration and staff are not at liberty to discuss confidential academy information. If unsafe situations occur, the administration will take every measure to keep our students and staff safe and communicate accordingly. Parents should not demand to know details nor question our teachers or staff. Releasing information may compromise safety measures.
 - Through FACTS, we will alert you to emergency situations at school. It is vital that you keep your information up to date so you will be notified. It is YOUR responsibility to check on FACTS to update information. This is our school emergency notification system for closings, lockdowns, or other important safety information.
 - If marital status, custody, or name changes occur, please notify the Academy Office and DO NOT make these kinds of changes on your own in FACTS. Please inform the teacher in writing of any legal custody and/or court order issues. We must have a copy of any documentation for legal procedures on file.
2. Procedures:
 - Doors are monitored during carline. After carline all doors will be locked.
 - Use only the main school entrance by the Special Events Center after 8:15 a.m. To ensure safety, students and parents should not admit anyone into the building.
 - Visitors must sign in at the security desk using a valid driver's license and always wear a visitor's badge.
 - Inform the office in writing by 2:00 p.m. if someone other than the student's usual pick-up person is picking up the student. The person picking up your student must show state-issued identification and adhere to all ELC student Florida State regulations.
 - Update all address, phone, email, and emergency contact changes in FACTS.
 - Report strange or unusual activities on campus.
3. Emergencies: All families will be required to fill out an emergency evacuation information sheet. In an extreme emergency, students will be taken to a secure location. Parents will be contacted when it is safe to leave the building and dismiss our students.

4. Inclement Weather/Natural Disasters: When there's a severe weather threat or natural disaster risk, BSA typically follows local government advice and Hillsborough County Schools' closure decisions. Bell Shoals leadership will consult and decide on closing facilities after gathering sufficient information. BSA leadership will use all channels to inform families and keep them updated.
5. Drills and Inspections: (fire, tornado, etc.) occur regularly per county and state requirements. If parents attend, they should participate. Exit directions are posted. Pulling the fire alarm contacts the Fire Department and may result in a false-alarm fine. If a student pulls it as a prank, their family is responsible. Parents should warn students that this is a serious offense.
6. Reporting: **Florida Statute § 39.201** mandates that all staff who know of, or have cause to suspect, abuse or neglect of a child, elderly, or disabled person must report the incident to the Florida Abuse Registry. All employees are required to read the Child Abuse and Neglect in Florida guide. Florida Abuse Hotline 1-800-96-ABUSE.
7. Firearm and Weapons Policy: In alignment with federal and state law—specifically the *Gun-Free School Zones Act of 1990 (18 U.S. Code § 922(q))* and **Florida Statute § 790.115**—Bell Shoals Academy strictly prohibits the possession, use, or presence of firearms and weapons on campus grounds or within any school building. This prohibition applies to all individuals, including those with concealed carry permits. This policy is in place to maintain a safe and secure environment for all students, staff, and visitors.

Health and Wellness:

Bell Shoals Academy is committed to the personal, academic, and spiritual development of every student. To achieve this, we are dedicated to creating healthy and safe environments throughout the school year. **Parents are the primary factor in keeping our students healthy by vigilantly screening them at home and complying with school policies and requirements.**

These requirements include (but are not limited to):

1. Immunization Requirements:

In accordance with Florida state law, every student is required to present the following **prior to enrollment/attendance:**

- a. Florida Certificate of Immunization (Form DH 680) **or** Religious Exemption Form (Form DH 681)
- b. School Entry Health Examination (Form DH 3040)

*Please note that a student will not be permitted to attend school without the **up-to-date** forms listed above. All forms must be signed by a licensed medical provider and will be verified by the school nurse and/or administration. While we honor religious exemption forms, the school reserves the right to enforce any action deemed necessary to control the spread of communicable disease.

2. Illness Guidelines:

We understand that no single action, or set of actions, can eliminate the spread of infectious illness. Our goal is to fully mitigate the risk of our ability. **The most effective way to prevent the spread of illness amongst students and staff is appropriate screening and responsive action.**

Parents should monitor their students at home for any signs of illness. We understand that symptoms reported by your student can sometimes be vague, and it can be challenging to distinguish between a student “not feeling well” and the onset of an illness. Parents should use the guidelines listed below or, when in doubt, keep their student at home. **Students with any of the following symptoms listed below will be isolated from other students and required to be picked up from the school within one hour of notification from nurse or administration. The school nurse and administration reserve the right to refuse attendance without a doctor’s note when deemed necessary.**

Please DO NOT send your child to school if he/she has had:

- A fever above 100.4 within the last 24 hours (**WITHOUT the use of fever-reducing medications**)
- Vomiting or diarrhea within the last 24 hours
- Persistent cough or runny nose
- Sore throat

- Any unexplained rash or skin condition
- Redness, swelling, or discharge from the eye
- Any illness requiring antibiotics: pink eye, strep throat, sinus infection, etc. **(Student must be on antibiotics for a minimum of 24 hours prior to returning to school, and must have a note from a medical provider stating the student is allowed to return to school.)**

To prevent the spread of illness, students with the following conditions (but not limited to) must remain at home until symptoms have resolved. This includes refraining from participation and attendance in all extra-curricular games, performances, or activities. Clearance to return may require a doctor's note at the nurse's discretion.

- | | |
|---|----------------------------|
| • Impetigo | • Roseola |
| • Conjunctivitis (Pink eye) | • Hand, foot & mouth |
| • Strep throat | • Herpangina |
| • Scabies | • RSV |
| • Lice (must be lice/nit free) | • Ringworm |
| • Covid 19 | • Bronchiolitis |
| • Influenza/Parainfluenza | • Gastroenteritis |
| • Human Metapneumovirus | • Adenovirus |
| • Enterovirus | • Rotavirus |
| • Open, weeping sores (on skin or in mouth) | • Rhinovirus |
| • Norovirus | • Sinusitis |
| • Shigella | • E-Coli |
| • Measles/Mumps/Rubella | • Croup |
| • Chicken Pox/Shingles | • Pertussis/Whooping cough |
| • Hepatitis A | • Pneumonia |
| • Tuberculosis | • Warts/HPV |
| • Staph Infection/MRSA | • Meningitis |

Thank you for allowing us to serve your family and for your collaboration in providing a healthy environment for all students. For more information, direct any questions to the school nurse at:

Ashley.huber@bellshoalsacademy.com

3. Lice Policy:

BSA has a "no nit" policy; students must be free of lice and nits (lice eggs) to attend school. Your child will be periodically checked for lice. If a child is identified as having head lice, the student will be isolated from other students and required to be picked up from the school within one hour of notification from the nurse or administration.

Parents are required to provide appropriate treatment to eliminate head lice and nits before the child returns to school. The student must be cleared by the nurse or administration prior to returning to the classroom.

4. Accident/Illness Response:

- If your child becomes ill or injured while at school, we will make every effort to contact you. **If we cannot reach the primary parent or guardian within 30 minutes of an illness or injury, we will contact the designated person(s) listed on your emergency contact form.** It is the parents' responsibility to provide the school with accurate, up-to-date emergency contact information.
- Please respond promptly when notified of a student's illness or injury. We cannot provide extended or continuous care.
- In the event an accident occurs at school, an incident report will be sent home with your child within 24 hours.
- A student accident insurance program is included in the tuition cost and covers all students. Any medical costs not covered by the plan are the responsibility of the parent
- The following first aid treatments will be administered at the discretion of the nurse or administration: hot/cold compresses, band-aids, and/or wound dressings, eye wash, compression bandages, or splints.

- In the event of a medical emergency, we will call 911 if deemed necessary.

5. Medication-School Administered:

- If a student requires medication to be administered by staff while at school, it is the parent/guardian's responsibility to provide the nurse with **unopened, labeled** medication, accompanied by a signed medication administration form.
- Any medication to be administered at school will be kept in a locked cabinet in the nurse's office. Please ensure you have a separate supply of medication at home, as medication will not be allowed to be transported to and from school daily.
- The prescription label must include the prescribing physician's name, the student's name, the medication name, the dosage, the frequency, and the expiration date.
- If the medication requires equipment for administration (e.g., dropper, cup, spacer, nebulizer), this equipment must be provided by the parent/guardian and labeled with the student's name.
- Updated authorization forms will be requested periodically at the school nurse's discretion.
- When a medication is discontinued or changed, it is the parent's responsibility to notify the school nurse in writing.
- At the end of the school year, all medication must be picked up in person by the parent/guardian. Any medication not collected will be disposed of appropriately.

6. **Allergy and Asthma Policy:**

Student Responsibility

To remain active and healthy, a student with severe allergies or asthma must take responsibility for following the medical management plan developed by their healthcare provider. Medication and supplies must be handled safely to prevent loss, damage, or accidental injection of other students. The student should:

- Cooperate with school personnel in the emergency plan of care.
- Follow the local policies and safety procedures.
- Seek adult help immediately if exposed to an allergen or if symptoms of an allergic reaction occur.
- Conform to an allergy reduction and avoidance diet according to the medical plan of care and take responsibility for avoiding allergens.
- Complete the initial and ongoing allergen avoidance education provided by the primary healthcare provider.
- Students who have been given permission by their parents and school to carry their own auto-injector and/or asthma inhaler need to demonstrate competence in using them.
- Notify the teacher or responsible adult to call 911 if the student has used the auto-injector.
- Notify the teacher or responsible adult after using the asthma inhaler to determine if further medical treatment is needed.

Parents and Guardian Responsibility:

BSA's health policies should delineate roles that promote partnerships among parents or guardians, healthcare providers, and schools. For students to receive safe, consistent services while in school, it is important for parents and guardians to:

- Inform the school as soon as possible when a student is newly diagnosed with an allergy, or when a previously diagnosed student enrolls in a new school. Ideally, parents should work with school staff before their child's admission to ease the student's transition into the school environment.
- Participate in the safety and healthcare plan *conference* as soon as possible after diagnosis and prior to the start of each school year.
- Provide a medication authorization form to the school with medication and supplies for emergency care of the student's allergy.
- Monitor and replace emergency medication immediately after use or upon expiration.
- Provide the school with accurate emergency contact information and the healthcare provider's written medical orders for the student's emergency care.

- Provide the school's UAP with the written medical prescription/documentation when there are changes in the medical management that affect the student's care in school.
- Accept financial responsibility for 911 calls and emergency transportation.
- Sign the appropriate written permission for the authorization of prescribed medication, treatment, and the sharing of necessary health-related information.
- Work with healthcare providers, their staff, and the student to promote the student's self-sufficiency in recognizing and avoiding allergens and in self-managing.
- It is preferred that **two** EpiPens be provided to the school. One to be kept with your student's teacher and one to be kept in the academy health clinic.

Unlicensed Assistive Personnel (UAP):

In schools like BSA, where a full-time UAP is assigned, that individual assists parents or guardians and school staff in ensuring that the student's medication and supplies are always up to date. Arrangements and agreements should be made with parents or guardians for providing student health information (forms on file) for EMS to take to the emergency room. The used epinephrine auto-injector should be returned to the original container or tube and given to EMS for transport to the emergency room with the student.

Social Networking Guidelines:

1. Using technology to identify students or staff in defamatory, abusive, or generally negative terms will not be tolerated. It is our desire to ensure the health, safety, and security of our students and staff. The reputation of our school as a Christ-centered ministry is paramount. Technology includes but is not limited to cellphones, iPads, iPods, social media sites, email, etc.
2. Any posting on the web that identifies students or staff as members of the BSA community without permission from the school administration/individuals is highly discouraged without proper consent.
3. Any inappropriate posting may result in disciplinary action.

It is our desire and intention, through these policies, to continue encouraging our students, parents, and staff to conduct themselves in ways that support and reflect our Christian testimony in a public forum. With this in mind, we have developed an Acceptable Use Policy for electronic devices that will be signed by students and parents through their homeroom teacher. This policy is also available in the FACTS Family portal.

Advertising and Sponsorships:

BSA does not allow outside vendors, teams, businesses, etc., to access our distribution channels (student folders, email blasts, social media posts, publications) for personal gain. There are advertising and sponsorship opportunities throughout the year, including our newsletters, yearbook, and Panther Run. Information will be provided as opportunities are available.

Explores Club & Discovery Camp:

Explorers Club is our before- and after-school program designed to help parents who need regular care for their children beyond the school day. We offer supervision by an experienced staff and a variety of enrichment activities for children from preschool through eighth grade. Daily activities include homework time, snack time, supervised free play, crafts, and organized games.

- Acceptable behavior is expected. The same BSA classroom discipline rules apply.
- The Explorers Club operates every day that school is in regular session and is available on early release days. To enroll in the program, go to our website. For safety and staffing purposes, enrollments must be pre-scheduled.
- For your convenience, we offer "COURTESY CARE" for EMERGENCIES when families need just one day of care instead of an entire month. Courtesy Care is available to ELC-8th-grade students and is not intended to be a regular occurrence. The day of care needed must be paid at least 24 hours in advance. Children who have not prescheduled Courtesy Care will be taken to the Explorers Club after carline, where late pick-up fees will apply. See drop-off and pickup procedures for more information.
- Discovery Camp is a 8–10-week, theme-based series of summer camps offered to academy parents. Information is available on our website.

Safety Patrols:

Our 6th-grade students provide supervision and direction during arrival times. Parents and students alike must show respect for the authority vested in these patrols.

Financial Information:

As a ministry of Bell Shoals Church, Bell Shoals Academy conducts itself in a manner that honors the Lord. The financial conduct of the school and its parents must reflect responsibility, timeliness, and good communication. When you enroll your student(s), we enter a contract that reserves a space for your child. We purchase textbooks and resources and make plans for your student. This contract is your pledge to BSA to pay the tuition and fees so that we can meet the school's required budget. We employ our teachers and staff based on enrollment and must pay those contracts. When families do not uphold their financial obligations, it is a tremendous hardship to the school.

“This is what the LORD commands: When a man makes a vow to the Lord or takes an oath to obligate himself by a pledge, he must not break his word but must do everything he said.” Numbers 30: 1b – 2

To meet that goal, please read the following guidelines carefully:

1. Billing statements and related account information will be available on FACTS.
2. Tuition installments are auto-drafted from your checking or savings account on your selected date of either the 5th or the 20th of the month. You are responsible for inputting your banking information and authorizing BSA to receive this money. Monthly installments are due in full each month, regardless of student attendance or the number of school days within that month.

Late/Unpaid Balances:

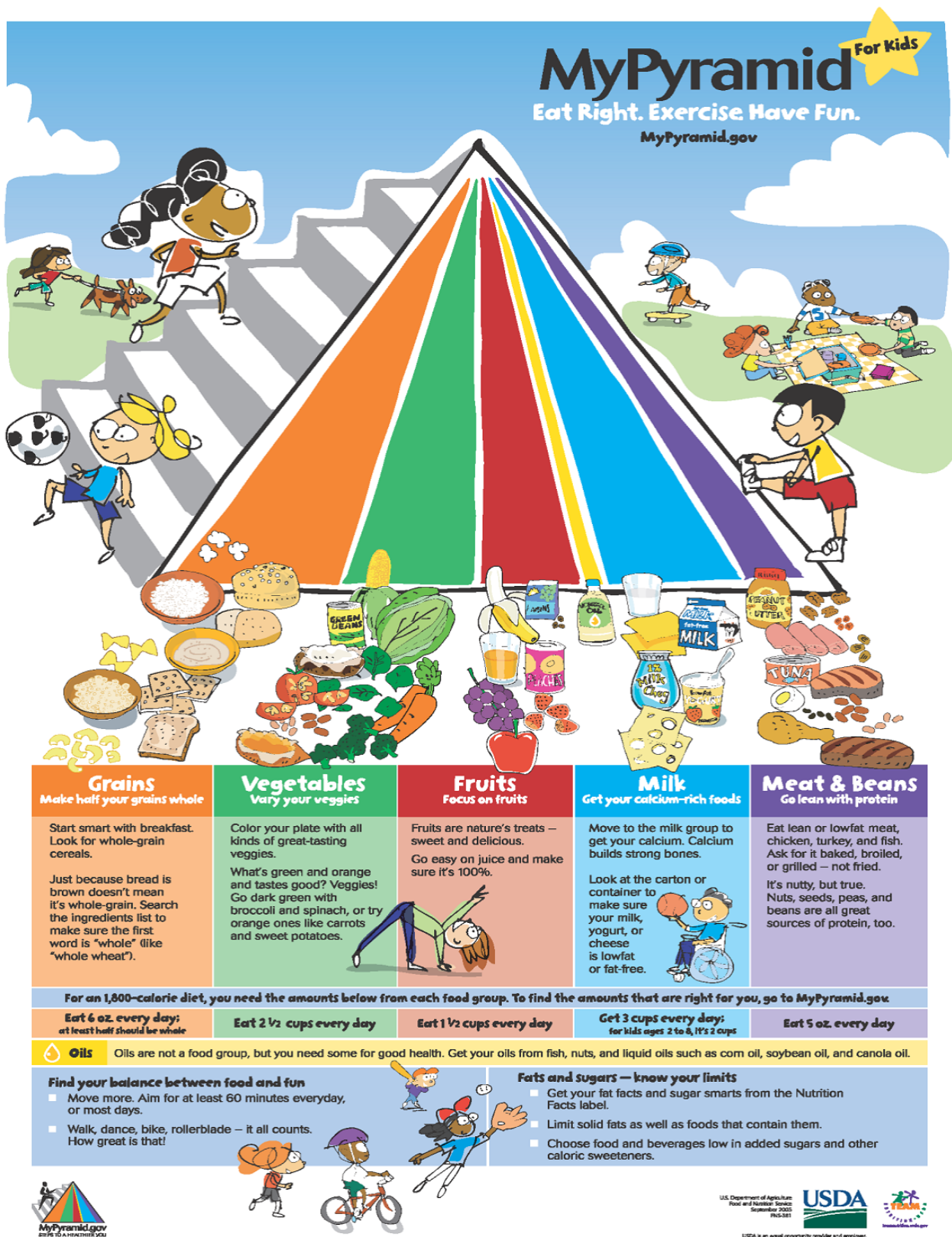
- Payments received more than 3 days past due will incur a late charge of 5% of the unpaid balance, plus a \$20 NSF Fee.
 - If more than 2 consecutive monthly payments are delinquent, then attendance will not be permitted until the FACTS account is back in “good standing”. These guidelines will apply to Athletics, Fine Arts, Explorers Club, Discovery Camp, Speech Therapy, Tutoring, and any other services or special events provided at the Academy
 - If more than 2 payments are delinquent within a school year, then a meeting with the admin is required, and a course of action will be determined.
3. A check received for any type of payment (i.e., tuition, Explorers Club, Discovery Camp, athletics, etc.) returned due to “non-sufficient funds” will be subject to the service charge penalty fee. The same applies to any auto-draft that is rejected due to “insufficient funds.”
 4. WITHDRAWALS: A 30-day notice is required in the case of withdrawal. You are responsible for the tuition costs of those days, plus 15% of the tuition balance.
 - All withdrawals must be officially processed through the academy office and submitted in writing (email is acceptable). The student must also be cleared of all charges for the lunchroom, Media Center, Fine Arts, Sports, and any other fines or charges due. All charges (tuition, lunchroom, library, etc.) must be paid before student records, report cards, and transcripts can be released. The enrollment fee is not refundable unless you move away before the school year begins. FACTS Enrollment Fee and/or FACTS Insurance Fee are not refundable upon withdrawal. Also, 15% of the tuition balance is due after school begins.
 - All tuition installments paid up to and including the date of withdrawal are forfeited.
 5. Athletics: Students will not be able to try out or participate if their financial accounts are not current. An Athletic Eligibility Form will be required for tryouts. All FACTS accounts must reflect and remain in a “good standing” financial status.
 6. At the end of each term, families who are not financially current will not be able to view FACTS until all accounts are settled. This includes, but is not limited to, tuition, athletic fees, Fine Arts, Explorers Club, lunchroom, and Media Center.
 7. At the time of re-enrollment, your account must be current. This includes, but is not limited to, tuition, athletic fees, Fine Arts, Explorers Club, lunchroom, and Media Center.
 8. Tuition discounts: Families with a VPK-enrolled child are not eligible for additional discounts.

- a. Multiple child discount - Families with 2 or more enrolled students will receive a 9% tuition discount for subsequent children in the 2s and 3s program. Discounts will apply to the child(ren) in the 2s and 3s program; sibling discounts do not apply to VPK and K-10th-grade students.
9. Fees may include, but are not limited to, tuition, athletic fees, Fine Arts fees, Compass fees, any fees for destroyed or damaged textbooks, library books, school-owned technology, or school materials.

Enrollment Agreement:

In your enrollment packet, a signed copy of a form indicating your understanding and agreement with our policies was included. These policies are:

1. We recognize that our participation in prayer and service is needed to properly partner with BSA in the education of our child(ren).
2. We will follow the Matthew 18 principle for dealing with questions and conflicts, which says to bring all questions and concerns to the person most directly involved. In most instances, this would be the classroom teacher or coach. If a satisfactory conclusion is not reached, the appropriate administrator should be contacted.
3. We understand that we are expected to prayerfully support the school, staff, faculty, and administration. We will not spread gossip, criticize, or display hostility toward any BSA employee. Such undisciplined behavior may result in our student being removed from the school.
4. School authorities are hereby given permission to discipline my child(ren) when necessary in accordance with school policies and generally accepted Christian school practices. It is understood that parents will support the faculty's authority regarding discipline.
5. We understand that all students are accepted on a trial basis. Continued enrollment requires acceptable attendance, grades, and citizenship as defined on the report card, as well as positive support from family members. No family is guaranteed reenrollment each year.
6. We will permit our child(ren) to go on scheduled field trips and other school activities.
7. It is the parents' responsibility to provide the school with any changes to legal or medical documents, addresses, or phone numbers.
8. BSA is not responsible for the loss or damage of personal property.
9. BSA reserves the right to dismiss any student who continually and willfully neglects academics, displays poor citizenship, fails to cooperate with faculty, or fails to reflect the Christian principles of the school.
10. Students should not deface or destroy school property. The full cost of repairs will be assessed, and the student will be subject to disciplinary action. (For other reasons for disciplinary action, see the Discipline Policies page.)
11. If I, as a parent, or any agent acting on my behalf or on behalf of my child, bring any legal action against the school or its agents, I understand that I will be responsible for paying all legal fees and other expenses related to such action. All disputes shall be settled in binding arbitration. The child of the litigating family shall be withdrawn.
12. BSA has limited resources to provide opportunities for students with specific educational needs that cannot be fully met in the classroom.
 - Once a student with exceptional needs has been identified, recommendations will be developed, and those recommendations must be followed.
 - BSA is not equipped to service students with severe exceptionalities such as emotional handicaps, behavior disorders, Autism, intellectual disability, and other severe exceptionalities.



Children learn in many ways, a concept some do not understand. Children learn by exploring, touching, feeling and experimenting. Through play they will begin to develop all the skills & concepts they need before entering kindergarten. It is important parents and teachers allow children to develop at their own pace, through play they will begin to develop new skills while still making learning fun! Below is information that will explain the many ways in which children learn through play and the skills they will begin to develop.

When children participate in circle time they learn...

- *to organize their own thoughts
- *to tell a story with a beginning, middle and end
- *to make up their own stories
- *letter and number recognition
- *calendar skills
- *that their ideas have meaning

When children look at books, they learn...

- *that books are important and enjoyable
- *that print is written down words
- *to express their own thoughts, feelings & ideas
- *to make up their own stories
- *that pictures tell just like words
- *to recognize certain words
- *to use more complex language patterns in their own speech
- *that they like books & would like to read them someday when they are ready!

When children dance, they learn...

- *balance and coordination
- *to be conscious of the moods and rhythm of music
- *to express themselves physically

When children sing songs, they learn...

- *principles of music & rhythm
- *vocabulary
- *memory skills & sequencing
- *to be conscious of others
- *enjoyment of different melodies
- *various concepts emphasized in songs

When children play with instruments, they learn...

- *to be conscious of rhythms in music
- *concepts of fast, slow, loud, & soft
- *to express themselves in different ways
- *auditory discrimination, to recognize differences in sounds
- *to interpret & understand signals and cues

When children play letter games, they learn...

- *to recognize and name some upper & lower case letters
- *to associate letters with the sounds they represent
- *that letters are parts of the words they say, & that letters make up all those magical words that are read from books
- *to recognize their name and other words, all on their own, without stress & only if they want to and if they are ready

When children play with puzzles, beads, lace cards & math manipulatives, they learn...

- *eye-hand coordination
- *number concepts like more & less, longer & shorter
- *to create and reproduce patterns
- *concepts of color, shape & location
- *use of number words; first, second...
- *to notice differences & to form categories
- *left and right progression (a reading skill)
- *one to one correspondence
- *patterning skills

When children play with pegboards, they learn...

- *one to one correspondence, one peg for one hole - a math skill
- *possible left to right progression
- *concepts of addition, as they add one more peg
- *symmetry, shapes, order and design
- *to make and repeat patterns
- *eye-hand coordination

When children play with blocks, they learn...

- *concepts of size, length, & location
- *to count, sort & classify (math skills)
- *to cooperate with others
- *to solve problems
- *fine motor skills
- *about the properties of wood
- *to see themselves from a different perspective, that of a giant (self-awareness)

When children easel paint, they learn...

- *to develop, their imagination and creativity
- *to develop eye-hand coordination
- *to distinguish and purposely create shapes
- *to express their feelings and ideas
- *that their ideas have values
- *relationships of space & size
- *concepts of symmetry, balance and design

When children finger paint, they learn...

- *to exercise their imagination and creativity
- *about how colors mix and make new colors
- *concepts of shape, size and location
- *an acceptable way you make a mess, & have fun sharing ideas with others who are near

When children play with playdough they learn...

- *to see the shape against the background of the table, a pre-reading skill
- *concepts of shape, sizes, length and height
- *to see negative space when a cookie cutter shapes are taken away
- *to express feelings by squeezing and pounding
- *to express their imagination & creativity
- *that the quantity of something remains the same even when the shape changes

When children cut, glue & collage they learn...

- *to control the small muscles in their hand
- *concepts of shape, size and location
- *to exercise their imagination & creativity
- *about different textures
- *how to create patterns & designs, a math skill
- *concepts of shape, size, location and design, which are relevant to reading
- *to distinguish patterns from background (a reading skill express themselves)

When children play in dramatic play area they learn...

- *to be flexible in their thinking
- *to express themselves with their words
- *to try out different adult roles
- *to solve problems through negotiation
- *to sort & organize play things
- *to make decisions
- *to improvise and use things in a symbolic way
- *to carry out their ideas-with the help of others (cooperation)
- *to lace, tie, button, zip, & snap,

*to dress themselves (independence)

When children play with puppets they learn...

- *to express their ideas with words
- *to take on the role of someone else
- *to use their voice tones as well as words
- *to use their imagination
- *to learn how it feels to be someone else

When children use items in the science center they learn...

- *new vocabulary
- *concepts of texture, color, weight & size
- *to group objects into categories
- *to observe likeness and differences
- *to appreciate nature and develop a sense of world

Play with sand & water table they learn...

- *how to use tools
- *to solve problems
- *concepts of warm, cool, wet, damp & dry, heavy & light
- *how to play socially with others
- *to observe changes, a science skill
- *to create systems for classifying, sorting, and arranging (math skills)
- *concepts of full & empty, shape & volume

When children do cooking projects they learn...

- *about nutrition, taste & food groups
- *how heat & cold change s things
- *whole-part relationships and concepts of volume & measurement
- *vocabulary- a language lesson
- *awareness of other cultures

When children play on climbing equipment they learn...

- *physical strength, coordination & balance
- *to cooperate with others in group games
- *to solve problems
- *self-confidence as they develop new skills

Bell Shoals Academy Early Learning Center

Acknowledgment Form

2026-2027

Student Name

Grade

The mission of Bell Shoals Academy is to provide an unrivaled, Christ centered education that inspires and equips the next generation. We aim to honor the Lord Jesus Christ by providing students an education based upon academic excellence and Biblical values. We strive to follow Biblical principles in all areas. Cooperation from the home is assumed. By enrolling their child(ren) in BSA, parents agree to support the school in its financial policies, parental support expectations, and the school's student behavior/discipline policies as articulated. BSA reserves the unconditional right to take disciplinary action, suspend, and/or dismiss any student whose progress, conduct and/or whose parent's/guardian's conduct is considered by BSA, in its sole and absolute discretion, to be unsatisfactory and/or in violation of the mission of BSA. As a ministry of Bell Shoals Church, Bell Shoals Academy is governed by the Bylaws of the church. In support of the Articles of Faith, Bell Shoals Academy reserves the right to not admit or retain students and families based on lifestyle choices and sexual immorality. A complete copy of the church by-laws is available in the academy office.

- *Our signatures indicate that we have received, read, and support the Student Handbook.*
- *We also agree to cooperate with BSA in the enforcement of the rules and regulations of the institution and to meet the terms of the agreement about expenses, business details, and so forth, as outlined by BSA.*
- *I understand that in order to follow my child's growth and development that a variety of observation and assessment tools will be used through the year with my child.*
- *We consent for BSA personnel to have access to our child's records.*
- *We agree with the academy's effort to train our child in the Bible and will encourage our child in this and in all other phases of instruction.*

Parent/Guardian Signature

Date:

Parent/Guardian Signature

Date:

ALL POLICIES IN THIS HANDBOOK ARE SUBJECT TO CHANGE. STUDENTS AND PARENTS WILL BE NOTIFIED WHEN SUCH CHANGES OCCUR. THIS HANDBOOK IS ALSO AVAILABLE ON OUR WEBSITE.