



Bright Beginnings Learning Academy

Parent and Student

Handbook

2022-2023

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Mission Statement

To educate students with Bible-centered academics and develop the character of Christ.

Vision Statement

To equip students for a lifetime of service for Jesus Christ.

To encourage students to achieve thru full potential.

To educate the student's love for God and country.

Welcome to Bright Beginnings Learning Academy

Bright Beginnings learning Academy was established in August of 2017 and is an educational ministry of Crystal River United Church. Through a focus on the spiritual, mental, physical and social development, students are assisted in discovering their unique gifts and talents for use in God's plan for their lives. Bright Beginnings Learning Academy will strive to create a Christ-centered Biblical based teaching-learning environment to develop every student to their maximum potential.

This handbook is designed to familiarize you with the policies and procedures that govern and guide our school. We thank you for choosing Bright Beginnings Learning Academy for your child's education. We acknowledge and recognize the level of trust that you are placing in us. Please continue to pray, along with us, for God's continued blessings and direction on this ministry. Our desire is always that God be given the glory and honor in all that we do as we minister to you and your precious children of God.

Bright Beginnings Learning Academy

Policies and Procedures

Admission Requirement

For your child's safety, and to comply with state regulations, all required forms must be completed, submitted and on file with the school prior to your child's first day of attendance. These forms include the Student Registration form, Medical Information, Photo Permission Form, Emergency Information form, and Parent-Student Handbook Acknowledgement form. We will also need a current Florida Immunization Certificate and Physical form. Bright Beginnings learning Academy also reserves the right to administer an academic readiness assessment for new students prior to admittance.

Days and Hours of Operation

School day begins at 9:00 a.m. and finishes at 3:30 p.m., Monday through Friday. Students are permitted to arrive as early as 8:45 a.m. On early release days, school dismisses at 1:00 p.m. unless your child is enrolled in our extended care program. Please be sure to make arrangements for your child to be picked up at this time.

Before/After Care

We offer a before and after-school program for students Kindergarten through 3rd grade at an additional fee. The hours of operation are from 6:30 a.m. till 8:45 a.m. and 3:30 till 5:15 p.m. which encompasses all In-Service days, early release days and holiday breaks.

Attendance/Tardiness Policy

Bright Beginnings learning Academy that students who attend school on a regular and timely basis maximize educational opportunities. Students are expected to attend all scheduled classes on time each day. We understand that certain absences are unavoidable but parents are encouraged to maintain student attendance for the entire school day with minimal interruptions or unnecessary requests to leave school early or arrive late.

When your child is absent from school, please contact the school's administration office. The following procedures apply to absences:

1. Parents are to provide written explanation for the absence for the student's file. It is to be submitted to the administrative office on the first day of return. If a student is out three or more days, a certificate of return by the attending physician may be requested by administration.

2. If a student misses more than half a day of school, he/she will be counted as absent for the entire day.
3. If a student is tardy three or more times it will be equal as one absence for every three times.
4. Teachers will maintain an accurate record of attendance and tardiness.

Students who need to leave school before normal dismissal time, must have a note from the parent/guardian and will be signed out through the administrative office by the parent/guardian. If someone other than the parent or guardian is collecting the student, the school must be notified in advance and proper identification **MUST** be provided before the student leaves the school. If a student arrives late or leaves early due to a medical appointment, a note is required from the doctor's office, upon return, for their file. Please be mindful that anyone who is signing your child in or out, even on a daily basis must be 18 years or older.

Change of Information

Please notify the school immediately of any changes in address, telephone numbers or other pertinent information.

Custody Rights

If legal custody stipulations apply to your child, copies of this court order must be provided to school administration for your child's file. In situations where custody of a student has been given to one or more parent, Bright Beginnings Learning Academy must have a copy of the custody decree on file, dated and signed by a judge, clearly stating the custody arrangements.

Prohibited Substances

The use of tobacco products, alcohol or drugs is prohibited on school premises during the hours of operation or at any time or place where children are present, for whom BBLA is responsible are present.

School Closing

In the event of severe weather, BBLA will follow Citrus County Schools emergency procedures. During severe weather, your child will not be released until the weather has improved and warnings have expired. If we have to be under a Security Lock Down, your child will not be released for any reason until the Lock Down code has been released by BBLA Administration or a public safety official.

Carline Procedures, Arrivals, Departure

The safety of students is always of utmost importance during arrival and dismissal times. Primary mode of arrival/dismissal is the carpool line, which effectively manages the number of students coming/going from our campus. To minimize disruptions to the learning environment and address safety concerns, the following procedures will be followed:

Carline will start at 8:45 a.m. for morning drop off. After dismissal for pick up will be 3:30 p.m. Students who are not enrolled in our before and after care program will be released to their parents/guardian at car line only. Students will not be released from any other area of school, unless being picked up early and then will be dismissed from administrative office.

Parents are asked not to leave their vehicles to retrieve their child from the carpool line. The carpool line staff will assist each child as needed and ensure they are safely secured. If your child is in extended care and arrives at or after 8:45 a. m., carline must be utilized. If your child is enrolled in extended care and your child arrives at 9:00 a. m., they are to signed in through the admin office.

If your child is not enrolled in the extended care program, he/she must be picked up by 3:45 p.m. through the carpool line.

Book Bags/Tote Bags

Students are permitted to carry a book bag/tote bag. This bag should be large enough to carry the communication folder, school work, and a change of clothing, including pants, shirt, socks and undergarments. Medications and any hazardous items are not permitted in a student's bag/tote bag.

Lunches

All students should bring a nutritional lunch from home, including disposable utensils, if needed. All lunch boxes must be labelled with your student's full name.

Student Records

The school maintains a permanent cumulative file for all students. These records in a secure location and will include such information as health records, report cards, standardized test scores and disciplinary reports. BBLA maintains strict confidentiality of these records. Records will be released to another institution upon written request of the parent/guardian.

Report Cards/Grading Scale

Report cards will be issued at the end of each school quarter.

Kindergarten Grading Scale:

- E Exceptional
- S Satisfactory
- N Needs Improvement
- U Unsatisfactory

First, second and Third Grading Scale

100-90	A	89-80	B	79-70	C
69-60	D	59-0	F		

Make up work

When a child is absent, the child's teacher will need to be contacted with respect to assignments, classwork or homework. It will be at the discretion of their teacher as to which assignments will need to be made up. Students will be given the same number of days to make up their work in correlation to the number of days absent. An incomplete grade will be recorded for work that is requested to be done and not made up in the appropriate number of days following return to class.

If a student misses a test, he/she will be allowed to make it up as time permits. Scheduling of the makeup test may not impinge on normal school business or activities.

Emergency Drill Procedures

BBLA conducts a variety of drills throughout the school year, as required by state law: fire, tornado, and lockdown drills. Standard Operating Procedures are in place for a number of different emergencies. Periodic drills will be conducted so that children can be trained to follow well-designed safety procedures.

In the event of an actual emergency, details of the situation will be communicated to the parents in a timely manner by the administrative office. If you hear from your child that a lock down has taken place and the parent/guardian did not receive written confirmation from the school, you can be confident that it was a routine drill.

Concern/Complaint Procedure

The Matthew 18 principle gives the plan for solving people to people problems. It requires that a person talk to an individual, with respect, about any concerns or problems before speaking to someone else. If the problem is unresolved, at the two- person level, the concern is prayerfully moved upward in the school organizational structure. In an orderly manner.

Dress Code

Uniform shirts are required for students Kindergarten through 3rd grade. Parents are responsible to ensure that their student is in compliance with the school dress code. Bright Beginnings learning Academy's dress code has been devised with the idea of promoting a positive learning atmosphere and wholesome attitude for each student and the school. A uniform shirt is to be worn Monday through Friday. Pants, jeans, shorts and skirts are permitted to be worn with the uniform shirt. Appropriate closed toe, must be worn. If wearing a skirt please wear shorts underneath. Additional accessories are not permitted to be worn during the school day.

Discipline

Character training and good manners are a regular part of Bright Beginnings Learning Academy's program. Students are taught to share, be kind to others and to respect the personal and property rights of others. Positive reinforcement is a must for good behavior. We try to use positive discipline techniques that are constructive. We set limits that are developmentally appropriate. We want to help each student understand his/her responsibilities to accept consequences for their actions. Unacceptable behavior can lead to suspension from school. The length of the suspension would be based upon the extent and severity of the unacceptable behavior.

Health Policy

All students enrolled in the Bright Beginnings Learning Academy must have an current immunization and physical form on file.

General Medical Guidelines

Students are not permitted to have any medications in their possession on the school campus. Medications for students who need to take medication during the school day must be kept in the school office. It must be brought in and must be signed in by the parent/guardian, and must be accompanied by authorization for prescription medication from the student's physician. Records will be kept of all medication issued.

Parents are asked to provide all available phone numbers where they can be reached during the school day. If a child needs to go home due to illness, parents must pick up the child within an hour of receiving notification of the need for the child to be released to go home. Parents should provide names of emergency contacts who live in the vicinity of the school and are able to pick up the child if the parent is not available. The sick child policy for BBLA is as follows:

Sick Child Policy

- Severe coughing, causing the child to become red or blue in the face or making a wheezing/whopping sound.
- Difficult or rapid breathing
- Stiff neck
- Exposed, open skin lesions
- Any skin infection such as ringworm, impetigo, scabies, etc.
- Pink eye or other eye infections
- Any other unusual sign or symptom of illness
- Temperature/Fever 101 or higher
- Vomiting and/ or diarrhea

In the event that your child is sent home from school with any of the above symptoms, BBLA has 24- hour symptom free policy. That states the child may not return to school for at least 24 hours. The child must remain symptom free without the aid of medication before returning to school unless released by a physician.

All known health problems the child might have must be reported to BBLA administration along with a statement from your physician upon returning to school. If a child has head lice, he/she will not be permitted to return until treatment has been administered and verification has been made that no nits are present.

Allergies

If your child has any known allergies, the parent must provide written details as to the nature of the allergy and any necessary medications that may be required. If your child has been issued an Epi-Pen by his/her physician, the parent must provide the school with one EpiPen to be kept in the school office.

Dispensing Medication

Any prescription medication, that needs to be administered during school hours, must be in the original, properly labeled container. Medications that are to be dispensed once a day are required to be given by the parent. The following information must be completed on an Authorization for Prescription/Medication form:

- Student's name
- Name of medication
- Date
- Time(s) for medication to be dispensed. Must include physician's written directions
- Dosage
- Signature of Parent/Guardian

Chapel

Chapel will be held once a week in the sanctuary located on the church grounds. Student's parents and extended family are warmly welcomed and encouraged to gather with us to experience group worship together.

Pledge of Allegiance/Prayers/Bible Lesson

The students will start each day by reciting the Pledge of Allegiance followed with a morning prayer and Bible Lesson. Prayers will be said before lunch as a blessing for the food that the students are about to enjoy. At these times the students are to be respectful and mindful of good manners.