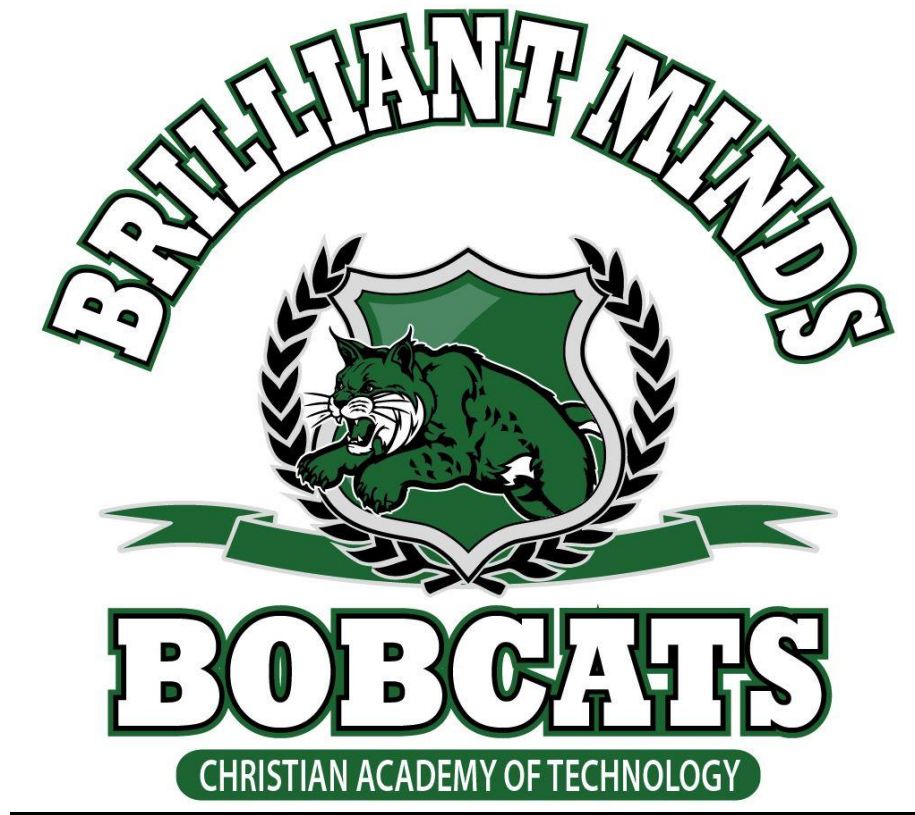


Brilliant Minds Christian Academy of Technology



PARENT HANDBOOK

WELCOME

Welcome to Brilliant Minds Christian Academy of Technology (BMCAT), founded in 2014, we are a Christian based, coeducational school. Whether you are a first-time visitor, or a prospective parent, we invite you to look around our website to learn more about BMCAT. We believe that BMCAT is a special place, and we are delighted that you are visiting our site.

PARENT/TEACHER COMMUNICATION

Parents and teachers need to communicate. Please feel free to talk to your child's teacher at school or drop a note at the office requesting a call back or a note of response.

Parents are expected to escort their child to the classroom. This is a good time to share a comment or a few words with the teacher, or to arrange a later time to talk.

PARENT BULLETIN BOARD

A bulletin board will be available with announcements for you to view and read. Please take the time to scan the Parent Board regularly to keep informed of the academies happenings and/or announcements. Weekly lesson plans and monthly plans will be posted for viewing.

ASSESSING YOUR CHILD'S DEVELOPMENT

We will be observing your child throughout the year to assess their development, physically, emotionally, socially, cognitively, creatively, and language skills. Twice a year a —Child's Skills Checklist will be done. This information will provide the basis for parent-teacher conferences held in the fall and spring. Conferences can be held at any time if either parent or teacher requests one.

ARRIVAL/DEPARTURE

School hours are 8:30am -2:45pm. Students are expected to enter the doors on the side of the building, which will be open at 7:30. Parents may escort their child to homeroom. If you are picking up your child, please wait in the office until your child is dismissed. If someone other than yourself or another specified caregiver will be picking your child up, please inform the front office.

If someone other than persons on the "Authorized Pick-Up List" is to pick up your child, a written, signed note should be given to the director or person in charge by the parent or guardian at the child's arrival. BMELA must be able to contact the parent to verify the letter. The person picking up the child MUST have a valid I.D.

DRESS CODE

Boys' Dress Code

- Khaki, black or navy pants
- Brilliant Minds Collar Shirt (black, white, blue, gray or green)
- Green or blue pullover or cardigan sweater
- Black school jacket
- Dress shoes for special dress days, tennis shoes (solid black or solid white only) with non-marking soles with laces the color of the shoe.
- Socks must be worn at all times
- Shirts must be buttoned except for the collar button and the first button down and must be tucked into pants at all times while on school premises. Socks (white, black, or brown) must be worn at all times.

- Hair must be neatly cut above the collar in the back, and may not hang down over the eyes when combed forward. Students may not shave their heads.
- Extremes in hair color (green, blue, purple, pink, etc.) are not allowed.
- No visible body piercing/tongue piercing or tattoos.
- Shoes must be clean and in good condition and properly laced with laces the color of the shoes.
- Clothing must be sized appropriate to the student. No tight/loose or overly baggy clothing is allowed.

Girls' Dress Code

- Plaid skirt, skort, or jumper (must be no more than three inches above the knee).
- Khaki, black or navy pants
- Brilliant Minds Collar Shirt (black, white, blue, gray or green)
- Green or blue pullover or cardigan sweater
- Black school jacket
- Dress shoes for special dress days, tennis shoes.
- Socks (white, green or blue) or tights (white, green, or blue) must be worn at all times
- Hair must be neatly cut above the collar in the back, and may not hang down over the eyes when combed forward. Students may not shave their heads.
- Extremes in hair color (green, blue, purple, pink, etc.) are not allowed. Belts must be worn at all times--plain brown or black (no studded belts, no designs, or holes).
- No visible body piercing/tongue piercing or tattoos.
- Shoes must be clean and in good condition and properly laced with laces the color of the shoes.
- Clothing must be sized appropriate to the student. No tight/loose or overly baggy clothing is allowed.

Dress Day Out

Students are allowed to dress out of uniform on days designated as out-of-uniform days and the following rules apply:

- Blue jean days are specified. If blue jeans are allowed, only jeans with no holes or tears and ones that are not tight fitting are allowed.
- As a general rule of thumb, students should have as much skin covered when they are out of uniform as they do in uniform, therefore:
- If shorts are allowed, they must be knee length.
- Shirts or blouses must be suitable for school not the beach.
- Tank tops, strapped tops, tube and crop tops, are not allowed. At no time should there be any inappropriately exposed skin.
- Advertising on shirts must be school appropriate.
- Shoes must be sensible-high heeled shoes are dangerous and are not allowed.
- On a child's birthday or half birthday, he/she may dress out of uniform following the above guidelines.

Halloween: Character Parade. Teachers will create costumes.

Valentine's Day: Red or pink shirts or socks with uniform skirt/jumper/pants

St. Patrick's Day: Green shirts and socks with uniform skirt/jumper/pants

If any other days occur that are out of uniform, a note will be sent home stating proper attire for the day. The day before Christmas break and the last day of school are full uniform days.

Clothing which may be appropriate for a recreational/social activity outside of school time is not necessarily appropriate for school. We rely on the sound judgment and good taste of parents in avoiding unsuitable clothing such as clothes that are ragged, too short and T - shirts that have inappropriate connotations. The school reserves the right to determine whether a student's dress and appearance satisfies our requirements.

****Label all clothing prominently with your child's name.****

TREASURES AND POSSESSIONS

Each child will have a specially marked cubby for jackets, extra clothes, and nap blankets and most treasured art projects. Please check your child's cubby each day to take home items that need not remain at school.

Sometimes, children need to bring special toys or new-found treasures to school to use as a bridge between home and school. On these occasions we will work with you and your child to make it a positive sharing experience. Past experience has shown us that lots of toys from home create many problems at school. We have a wide variety of materials as well as many opportunities to work on sharing at school. We encourage you to encourage your child to leave personal belongings at home.

IMPORTANT: Play guns, weapons and other toys that encourage aggressive play are never welcome in our classrooms. We are trying to build cooperation and concern for one another in our school; these items promote aggression, competition and hostile feelings. Please leave them at home.

LABELING

Please label all toys, books and clothing that is extra or removable with your child's name. This is very important for the teachers in determining ownership of these items. It is also important in helping a child learn to take care of his/her belongings.

LOCKERS OR CUBBIES

One is provided for each child and is marked with the child's name. Please check each day for art work, notes from teachers or office, personal items, etc. It is especially important to keep these cleared for other children who may share the cubby on another day.

BIRTHDAYS

If a birthday is to be celebrated away from school and the entire class is not invited, please mail the invitations. If the entire class is invited, please feel free to bring the invitations to school. Please be considerate of our children's feelings and comply with the above request.

Children are invited to celebrate their birthdays at school. If you plan to bring in a treat, please notify us ahead of time so we can plan snack around it. We will also inform you as to how many children to plan for. Parents are always welcome at their child's birthday celebration.

MANAGEMENT OF COMMUNICABLE DISEASE

You are the best judge of your child's health and we trust you will not bring a sick child to the academy. However, if in the opinion of the teaching staff your child is sick, we will call you to come

and pick-up your child. All staff is trained in First Aid and to recognize the signs of communicable disease and other illness. Each child shall be observed daily.

Signs of illness include the following:

1. temperature of 100 degrees or more by axillary method
2. skin rash
3. diarrhea and/or vomiting two times or more in a 24-hour period
4. evidence of lice infestation, scabies or other parasitic infestation
5. severe coughing
6. difficult or rapid breathing
7. yellowish skin or eyes
8. evidence of conjunctivitis (pink eye)
9. stiff neck
10. untreated infected skin patches
11. unusually dark urine and/or gray or white stool
12. sore throat or difficulty in swallowing
13. complaints by child, fussiness
14. listless behavior
15. symptoms of a cold
16. decreased appetite

When a child exhibits one or more of behaviors 1 – 12, a determination will be made by the administrator regarding the discharge of the child to a parent. If the child is to be dismissed, the parent will be notified and the child must be picked up within the hour.

If the above listed behaviors 13-16 are noted, but none of the first twelve sign are observed, the parent will be informed and it will be their decision whether the child will remain in the care of the academy or be discharged. If the child remains at the academy but their condition worsens or they cannot participate in an activity, the child will be taken to the office and the parent will be notified that the child needs to be picked up within the hour.

In cases in which the parent cannot be reached, the emergency number listed by the parents will be called. The child will be released to that person.

Re-admittance into the academy is allowed after 24 hours of normal axillaries temperature (below 99) and/or no other signs of illness for 24 hours, or by a doctor's signed statement. (In the case of parasitic infestation, a child is readmitted when all evidence of the infestation is gone. This is determined by the office staff before the child can enter the classroom.)

Children returned to the Center with signs of illness or disease will be refused admittance.

MEDICATION

No medications, vitamins, or special diets are administered unless instructions to administer such items are written, signed and dated by a licensed physician and are prescribed for that child. This applies to over-the-counter pain relievers as well as prescription medicines.

There are special forms that must be completed by the physician, parent and staff who administer the medication. No medicine, vitamins or special diet can be administered without this completed form.

EMERGENCY PROCEDURES

We have regular fire and disaster drills at school. We urge each family to plan what you will do if disaster strikes during the day when you are separated at work, school, etc. You will find helpful disaster planning information in your phone book.

The children are taught to listen to the teachers' directions. We will assemble and count everyone and give aid and comfort as needed. We will stay with your children until you or someone of your choice can get here.

We have stored flashlights, radio, first-aid supplies, food and water. Teachers have first aid training, many have had CPR training.

SNACKS

We provide a mid-morning and an afternoon snack daily. The children participate in preparing the snack as much as possible. We service nutritious snacks including natural foods, fresh fruits and vegetables and fruit juices.

CHILDREN WITH SPECIAL NEEDS

Brilliant Minds Christian Academy of Technology will try to accommodate children with special needs (physical, behavioral, cognitive, etc.). Close communication with the parents is essential to providing quality care. If the child has already been evaluated by his/her school system, we will work with them to implement the IEP that they develop. Parents are required to submit to us their child's most recent IEP, and keep us updated on progress. If we feel a child should be evaluated so that they can get extra help early on, we will make recommendations to the parents.

Brilliant Minds Christian Academy of Technology will not discriminate against children with special needs. We will admit any special needs child on a trial basis of one month, after which we will require a conference with the parent(s). At this conference, we will assess whether we are able to adequately care for the child within our current staffing patterns. If we are not able to meet the child's needs within our current staffing patterns, we will give parents the time and assistance needed to find more appropriate care.

DISCIPLINE AND GUIDANCE

The term guidance is used for several reasons. It is a positive term, and implies working WITH the child to develop internal control of her/his behavior. Our goal is to encourage the children to become creative, independent, responsible, and socially mature human beings. This involves learning to make responsible choices, and accepting the consequences of such choices.

Guidance takes several forms;

1. Environment - A place designed for children. The furniture is child-sized, with lots of hands-on experiences.
2. Logical Rules – Such as keeping our hands to ourselves, and taking Care of the learning environment. These are discussed with the children, as well as why such rules are needed.
3. Curriculum – Is developmentally appropriate, based on the children's interests and level of readiness.

4. Positive Behavior – We reinforce the behaviors we encourage. Catch them being good!
5. Redirection – Often interesting a child in another activity can eliminate a potential difficulty. We might ask a child to help us or send them to a different area to play.
6. Positive Reminder – Telling the child what we want them to do, rather than using no or don't.
7. Renewal Time – Occasionally a child needs to be removed from the situation for a brief time allowing them to consider alternate behavior.

Any on-going situations will be discussed with the parents to ensure a cooperative approach. Please feel free to discuss any questions or concerns.

Note: No corporal punishment will be allowed. This is defined as the use of negative physical touching. (spanking, slapping, pinching, etc.) No unusual punishment will be allowed, such as humiliation, ridicule, threat, or coercion.

CHRONIC DISRUPTIVE BEHAVIOR

We will make every effort to work with the parents of children having difficulties in the academy. We are here to serve and protect all of our children. Though, children displaying chronic disruptive behavior which has been determined to be upsetting to the physical or emotional well-being of another child may require the following actions.

1. Initial Consultation - The Director may require the parent(s) of any child who attends Brilliant Minds Christian Academy of Technology to meet for a conference. The problem will be defined on paper. Goals will be established and the parent will be Involved in creating approaches towards solving the problem.
2. Second Consultation - If the initial plan for helping the child fails, the parent(s) will again be required to meet with the Director. Another attempt will be made to identify the problem, outline new approaches to the problem, and discuss the consequences if progress is not apparent.
3. Suspension - When the previous attempts have been followed and no progress has been made towards solving the problem, the child may be suspended from child care indefinitely. The Brilliant Minds Christian Academy of Technology Director may immediately suspend a child at any time he/she exhibits a behavior which is harmful to him/herself or others. A parent may be called from work at any time the child exhibits uncontrollable behavior that cannot be modified by staff. That parent may be asked to take the child home immediately. Suspensions from the academy may vary from a few hours to an indefinite period.

DISCHARGE POLICY

Brilliant Minds Christian Academy of Technology reserves the right to cancel the enrollment of a child for the following reasons:

1. Non-payment or excessive late payments of fees.
2. Not observing the rules of the center as outlined in the parent agreement.
3. Child has special needs which we cannot adequately meet with our current staffing patterns.
4. Physical and/or verbal abuse of staff or children by parent or child.

HOLIDAYS

The following legal holidays will be observed and the Center will be closed:

Labor Day
Staff Development Day
Teacher Work Day

Thanksgiving Break
Winter Break
Teacher Work Day
Martin Luther King Day
President's Day
Spring Break
Good Friday
Memorial Day
Fourth of July
Teacher Work Days

We will have kids club open on the days BMELA is not closed. A sign up form will be sent out a week in advance so we can get an accurate count of attendance.

Times	Prices
VPK	\$15
School-age (elementary students)	\$20

ENRICHMENT PROGRAMS

Brilliant Minds Christian Academy of Technology offers a variety of classes for preschoolers during the year. The Academy's Supplemental Classes are held once a week. They are in addition to our regular preschool programming. Classes are limited in size and age groups.

VIDEOS AT SCHOOL

Videos are not regularly used in our school. Exceptions are made for very short films that relate directly to a topic that has been discussed with the children. On the rare occasion when there is extremely inclement weather for a long period of time, the afternoon teacher may choose to show a short video from our library of quality movies for children.

RECYCLING

When you clean your house, remember that we can use:

- | | |
|----------------------|--------------------------------------|
| -good used toys | -books |
| -dramatic play props | -phone |
| -dress up costumes | -jewelry |
| -purses | -good kitchen equipment of all sorts |
| -collage materials | -greeting cards |
| -ribbons | -spools |
| -calendars | -buttons |
| -tiles | -yarn |

CHILD ABUSE AND NEGLECT

Staff members are required by law to report any suspected child abuse or neglect.

Thank you for being a part of Brilliant Minds Christian Academy of Technology!