



POINT CHRISTIAN

ACADEMY & PRESCHOOL

Point Christian Academy Preschool Parent Handbook

Thank you for the special trust you have placed in Point Christian Academy Preschool. Our goal is to provide the very best care and education possible in a Christian environment in order that our preschool students may grow to their fullest potential intellectually, physically, and spiritually.

In a world filled with so much uncertainty, it is important that our young people understand that God has established absolute standards of character and conduct in the Scriptures; and it is through obedience to these scriptural standards that each may reach his or her fullest potential.

This handbook has been prepared with the conviction that “all things should be done decently and in order” (I Corinthians 14:40). Consistency in the application of rules and in discipline is critical to the maintenance of decency and order in the school setting.

With this in mind, we ask that the parent/guardian read this handbook carefully and where appropriate, discuss it with your child. These are not suggestions, but policies by which we will operate. We expect every parent, student, and teacher to endorse the handbook, and to agree to abide by the guidelines set forth herein. All parents of enrolled students will be required to sign a Statement of Cooperation agreeing to comply with the provisions of the Point Christian Academy Preschool handbook.

**See Appendix D: Point Christian Academy/Preschool Parent Agreement.*

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1.0 SCHOOL OVERVIEW

1.1 Introduction

Point Christian Academy (PCA) is a ministry of Red Bank Baptist Church. Point Christian Academy exists to provide an excellent academic, faith-based education in the greater Chattanooga area. On our Red Bank Baptist Church campus, we provide a full day preschool for ages 2 (two) years old through 4 (four) years old. We also offer Kindergarten, 1st, 2nd, and 3rd grades in our Academy. We are excited to announce that PCA has an exciting future with strategic growth and the planned addition of the 4th through 12th grades in the future.

PURPOSE OF THE HANDBOOK AND CONTAINED POLICIES

The policies contained within the Preschool Handbook are intended to provide guidance and structure to the daily operation of the preschool. Families whose children are enrolled in the preschool are expected to support and abide by the policies. Parents understand and acknowledge they are entering into a partnership with Point Christian Academy Preschool to teach biblical principles and values. It is the responsibility of each parent to review the handbook and be familiar with the policies. Questions and clarifications regarding any policy can be forwarded to your child's teacher and/or the administrative staff.

NOTICE OF DISCLAIMER

Point Christian Academy Preschool reserves the right to change or add any policy at any time when, in the discretion of the Board of Directors, it is determined to be in the best interest of the school. This handbook is in no way contractually binding on Point Christian Preschool or its employees.

1.2 Mission Statement

In pursuit of academic excellence and in partnership with families, Point Christian Academy Preschool exists to immerse every aspect of a student's life in Biblical truth, equipping them to be followers of Christ.

1.3 Vision Statement

Biblical Truth, Academic Excellence, Family Partnerships, Christ Followers

Biblical Truth

1. Students will grow in an understanding that the Bible is the inerrant word of God.
2. Academics will be filtered through the truth of God's word.
3. Students will develop an understanding of the application of a Biblical worldview.

Academic Excellence

1. PCA is an academically focused school providing opportunities for character development by cultivating a Christ-like mind in students.
2. PCA believes that every student is unique, made in God's image, and challenges each student to meet their highest goals and full potential.
3. PCA provides a quality education through a staff of highly qualified, passionate Christian teachers in a loving, fun, engaging, and nurturing environment reaching students for Christ academically and spiritually.
4. PCA utilizes curriculum materials that consist of a combination of traditional and innovative instructional resources, techniques, and strategies that focus on skills that reflect the wisdom of God.
5. PCA focuses on teaching students to think competently, critically, and creatively by challenging students to incorporate higher level thinking activities, problem solving skills, and sound decision making.
6. PCA strengthens academic skills through development of a strong work ethic that produces lifelong independent learners with God's truth as their solid foundation.

Family Partnerships

1. PCA desires to build personal relationships with students and families through honest communication.
2. PCA desires to provide many avenues for families to volunteer.
3. PCA desires to provide Christian resources for families.
4. PCA desires to hold families accountable to the Vision, Mission, Values, and PCA's Statement of Faith.

Christ Followers

1. PCA students follow Christ's example of service and love in our relationship with others.
2. PCA students exhibit character and integrity.
3. PCA makes disciples and develops leaders who can impact the school, the community, and the world for Christ.
4. PCA students serve each other and our community in positive ways.
5. PCA students are Christian role models at all levels of leadership.

1.4 Statement of Faith

Point Christian Academy Preschool adheres to the tenets of the Baptist Faith and Message 2000. They are listed as follows:

I. The Scriptures

The Holy Bible was written by men divinely inspired and is God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end,

and truth, without any mixture of error, for its matter. Therefore, all Scripture is totally true and trustworthy. It reveals the principles by which God judges us, and therefore is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and religious opinions should be tried. All Scripture is a testimony to Christ, who is Himself the focus of divine revelation.

Exodus 24:4; Deuteronomy 4:1-2; 17:19; Joshua 8:34; Psalms 19:7-10; 119:11, 89, 105, 140; Isaiah 34:16; 40:8; Jeremiah 15:16; 36:1-32; Matthew 5:17-18; 22:29; Luke 21:33; 24:44-46; John 5:39; 16:13-15; 17:17; Acts 2:16ff; 17:11; Romans 15:4; 16:25-26; 2 Timothy 3:15-17; Hebrews 1:1-2; 4:12; 1 Peter 1:25; 2 Peter 1:19-21

II. God

There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. God is all powerful and all knowing; and His perfect knowledge extends to all things, past, present, and future, including the future decisions of His free creatures. To Him we owe the highest love, reverence, and obedience. The eternal triune God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

A. God the Father

God as father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all knowing, all loving, and all wise. God is father in truth to those who become children of God through faith in Jesus Christ. He is fatherly in His attitude toward all men.

Genesis 1:1; 2:7; Exodus 3:14; 6:2-3; 15:11ff; 20:1ff; Leviticus 22:2; Deuteronomy 6:4; 32:6; 1 Chronicles 29:10; Psalms 19:1-3; Isaiah 43:3,15; 64:8; Jeremiah 10:10; 17:13; Matthew 6:9ff; 7:11; 23:9; Mark 1:9-11; John 4:24; 5:26; 14:6-13; 17:1-8; Acts 1:7; Romans 8:14-15; 1 Corinthians 8:6; Galatians 4:6; Ephesians 4:6; Colossians 1:15; 1 Timothy 1:17; Hebrews 11:6; 12:9; 1 Peter 1:17; 1 John 5:7

B. God the Son

Christ is the eternal Son of God. In His incarnation as Jesus Christ He was conceived of the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature with its demands and necessities and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience, and in His substitutionary death on the cross He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, fully God, fully man, in whose Person is effected the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever present Lord.

Genesis 18:1ff; Psalms 2:7ff; 110:1ff; Isaiah 53:1-12; Matthew 1:18-23; 3:17; 8:29; 11:27; 14:33; 16:16,27; 17:5; 27; 28:1-6,19; Mark 1:1; 3:11; Luke 1:35; 4:41; 22:70; 24:46; John 1:1-18, 29; 10:30, 38; 11:25-27; 12:44-50; 14:7-11; 16:15-16, 28; 17:1-5, 21-22; 20:1-20,28; Acts 1:9; 2:22-24; 7:55-56; 9:4-5, 20; Romans 1:3-4; 3:23-26; 5:6-21; 8:1-3,34; 10:4; 1 Corinthians 1:30; 2:2; 8:6; 15:1-8,24-28; 2 Corinthians 5:19-21; 8:9; Galatians 4:4-5; Ephesians 1:20; 3:11; 4:7-10; Philippians 2:5-11; Colossians 1:13-22; 2:9; 1 Thessalonians 4:14-18; 1 Timothy 2:5-6; 3:16; Titus 2:13-14; Hebrews 1:1-3; 4:14-15; 7:14-28; 9:12-15,24-28; 12:2; 13:8; 1

Peter 2:21-25; 3:22; 1 John 1:7-9; 3:2; 4:14-15; 5:9; 2 John 7-9; Revelation 1:13-16; 5:9-14; 12:10-11; 13:8; 19:16

C. God the Holy Spirit

The Holy Spirit is the Spirit of God, fully divine. He inspired holy men of old to write the Scriptures. Through illumination He enables men to understand truth. He exalts Christ. He convicts men of sin, of righteousness, and of judgment. He calls men to the Savior, and effects regeneration. At the moment of regeneration, He baptizes every believer into the Body of Christ. He cultivates Christian character, comforts believers, and bestows spiritual gifts by which they serve God through His church. He seals the believer unto the day of final redemption. His presence in the Christian is the guarantee that God will bring the believer into the fullness of the stature of Christ. He enlightens and empowers the believer and the church in worship, evangelism, and service.

Genesis 1:2; Judges 14:6; Job 26:13; Psalms 51:11; 139:7ff; Isaiah 61:1-3; Joel 2:28-32; Matthew 1:18; 3:16; 4:1; 12:28-32; 28:19; Mark 1:10,12; Luke 1:35; 4:1,18-19; 11:13; 12:12; 24:49; John 4:24; 14:16-17,26; 15:26; 16:7-14; Acts 1:8; 2:1-4,38; 4:31; 5:3; 6:3; 7:55; 8:17,39; 10:44; 13:2; 15:28; 16:6; 19:1-6; Romans 8:9-11, 14-16,26-27; 1 Corinthians 2:10-14; 3:16; 12:3-11,13; Galatians 4:6; Ephesians 1:13-14; 4:30; 5:18; 1 Thessalonians 5:19; 1 Timothy 3:16; 4:1; 2 Timothy 1:14; 3:16; Hebrews 9:8,14; 2 Peter 1:21; 1 John 4:13; 5:6-7; Revelation 1:10; 22:17

III. Man

Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation. In the beginning man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice man sinned against God and brought sin into the human race. Through the temptation of Satan man transgressed the command of God and fell from his original innocence whereby his posterity inherited a nature and an environment inclined toward sin. Therefore, as soon as they are capable of moral action, they become transgressors and are under condemnation. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God. The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love.

Genesis 1:26-30; 2:5,7,18-22; 3; 9:6; Psalms 1; 8:3-6; 32:1-5; 51:5; Isaiah 6:5; Jeremiah 17:5; Matthew 16:26; Acts 17:26-31; Romans 1:19-32; 3:10-18,23; 5:6,12,19; 6:6; 7:14-25; 8:14-18,29; 1 Corinthians 1:21-31; 15:19,21-22; Ephesians 2:1-22; Colossians 1:21-22; 3:9-11

IV. Salvation

Salvation involves the redemption of the whole man and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, justification, sanctification, and glorification. There is no salvation apart from personal faith in Jesus Christ as Lord.

A. Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ.

Repentance and faith are inseparable experiences of grace. Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Savior

B. Justification is God's gracious and full acquittal upon principles of His righteousness of all sinners who repent and believe in Christ. Justification brings the believer unto a relationship of peace and favor with God.

C. Sanctification is the experience, beginning in regeneration, by which the believer is set apart to God's purposes, and is enabled to progress toward moral and spiritual maturity through the presence and power of the Holy Spirit dwelling in him. Growth in grace should continue throughout the regenerate person's life.

D. Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

Genesis 3:15; Exodus 3:14-17; 6:2-8; Matthew 1:21; 4:17; 16:21-26; 27:22-28:6; Luke 1:68-69; 2:28-32; John 1:11-14,29; 3:3-21,36; 5:24; 10:9,28-29; 15:1-16; 17:17; Acts 2:21; 4:12; 15:11; 16:30-31; 17:30-31; 20:32; Romans 1:16-18; 2:4; 3:23-25; 4:3ff.; 5:8-10; 6:1-23; 8:1-18,29-39; 10:9-10,13; 13:11-14; 1 Corinthians 1:18,30; 6:19-20; 15:10; 2 Corinthians 5:17-20; Galatians 2:20; 3:13; 5:22-25; 6:15; Ephesians 1:7; 2:8-22; 4:11-16; Philippians 2:12-13; Colossians 1:9-22; 3:1ff.; 1 Thessalonians 5:23-24; 2 Timothy 1:12; Titus 2:11-14; Hebrews 2:1-3; 5:8-9; 9:24-28; 11:1-12:8,14; James 2:14-26; 1 Peter 1:2-23; 1 John 1:6-2:11; Revelation 3:20; 21:1-22:5.

V. God's Purpose of Grace

Election is the gracious purpose of God, according to which He regenerates, justifies, sanctifies, and glorifies sinners. It is consistent with the free agency of man, and comprehends all the means in connection with the end. It is the glorious display of God's sovereign goodness, and is infinitely wise, holy, and unchangeable. It excludes boasting and promotes humility. All true believers endure to the end. Those whom God has accepted in Christ, and sanctified by His Spirit, will never fall away from the state of grace, but shall persevere to the end. Believers may fall into sin through neglect and temptation, whereby they grieve the Spirit, impair their graces and comforts, and bring reproach on the cause of Christ and temporal judgments on themselves; yet they shall be kept by the power of God through faith unto salvation.

Genesis 12:1-3; Exodus 19:5-8; 1 Samuel 8:4-7,19-22; Isaiah 5:1-7; Jeremiah 31:31ff.; Matthew 16:18-19; 21:28-45; 24:22,31; 25:34; Luke 1:68-79; 2:29-32; 19:41-44; 24:44-48; John 1:12-14; 3:16; 5:24; 6:44-45,65; 10:27-29; 15:16; 17:6,12,17-18; Acts 20:32; Romans 5:9-10; 8:28-39; 10:12-15; 11:5-7,26-36; 1 Corinthians 1:1-2; 15:24-28; Ephesians 1:4-23; 2:1-10; 3:1-11; Colossians 1:12-14; 2 Thessalonians 2:13-14; 2 Timothy 1:12; 2:10,19; Hebrews 11:39; 12:2; James 1:12; 1 Peter 1:2-5,13; 2:4-10; 1 John 1:7-9; 2:19; 3:2.

VI. The Church

A New Testament church of the Lord Jesus Christ is an autonomous local congregation of baptized believers, associated by covenant in the faith and fellowship of the gospel; observing the two ordinances of Christ, governed by His laws, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the gospel to the ends of the earth. Each congregation operates under the Lordship of Christ through democratic processes. In such a congregation each member is responsible and accountable to Christ as Lord. Its scriptural officers are pastors and deacons. While both men and women are gifted for service in the church, the office of pastor is limited to men as qualified by Scripture. The New Testament speaks also of the church as the Body of Christ which includes all of the redeemed of all the ages, believers from every tribe, and tongue, and people, and nation.

Matthew 16:15-19; 18:15-20; Acts 2:41-42,47; 5:11-14; 6:3-6; 13:1-3; 14:23,27; 15:1-30; 16:5; 20:28; Romans 1:7; 1 Corinthians 1:2; 3:16; 5:4-5; 7:17; 9:13-14; 12; Ephesians 1:22-23; 2:19-22; 3:8-11,21; 5:22-32; Philippians 1:1; Colossians 1:18; 1 Timothy 2:9-14; 3:1-15; 4:14; Hebrews 11:39-40; 1 Peter 5:1-4; Revelation 2-3; 21:2-3.

VII. Baptism and the Lord's Supper

Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to his faith in the final resurrection of the dead. Being a church ordinance, it is prerequisite to the privileges of church membership and to the Lord's Supper. The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming.

Matthew 3:13-17; 26:26-30; 28:19-20; Mark 1:9-11; 14:22-26; Luke 3:21-22; 22:19-20; John 3:23; Acts 2:41-42; 8:35-39; 16:30-33; 20:7; Romans 6:3-5; 1 Corinthians 10:16,21; 11:23-29; Colossians 2:12.

VIII. The Lord's Day

The first day of the week is the Lord's Day. It is a Christian institution for regular observance. It commemorates the resurrection of Christ from the dead and should include exercises of worship and spiritual devotion, both public and private. Activities on the Lord's Day should be commensurate with the Christian's conscience under the Lordship of Jesus Christ.

Exodus 20:8-11; Matthew 12:1-12; 28:1ff.; Mark 2:27-28; 16:1-7; Luke 24:1-3,33-36; John 4:21-24; 20:1,19-28; Acts 20:7; Romans 14:5-10; 1 Corinthians 16:1-2; Colossians 2:16; 3:16; Revelation 1:10

IX. The Kingdom

The Kingdom of God includes both His general sovereignty over the universe and His particular kingship over men who willfully acknowledge Him as King. Particularly the Kingdom is the realm of salvation into which men enter by trustful, childlike commitment to Jesus Christ. Christians ought to pray and to labor that the Kingdom may come and God's will be done on

earth. The full consummation of the Kingdom awaits the return of Jesus Christ and the end of this age.

Genesis 1:1; Isaiah 9:6-7; Jeremiah 23:5-6; Matthew 3:2; 4:8-10,23; 12:25-28; 13:1-52; 25:31-46; 26:29; Mark 1:14-15; 9:1; Luke 4:43; 8:1; 9:2; 12:31-32; 17:20-21; 23:42; John 3:3; 18:36; Acts 1:6-7; 17:22-31; Romans 5:17; 8:19; 1 Corinthians 15:24-28; Colossians 1:13; Hebrews 11:10,16; 12:28; 1 Peter 2:4-10; 4:13; Revelation 1:6,9; 5:10; 11:15; 21-22.

X. Last Things

God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised; and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever in Heaven with the Lord.

Isaiah 2:4; 11:9; Matthew 16:27; 18:8-9; 19:28; 24:27,30,36,44; 25:31-46; 26:64; Mark 8:38; 9:43-48; Luke 12:40,48; 16:19-26; 17:22-37; 21:27-28; John 14:1-3; Acts 1:11; 17:31; Romans 14:10; 1 Corinthians 4:5; 15:24-28,35-58; 2 Corinthians 5:10; Philippians 3:20-21; Colossians 1:5; 3:4; 1 Thessalonians 4:14-18; 5:1ff.; 2 Thessalonians 1:7ff.; 2; 1 Timothy 6:14; 2 Timothy 4:1,8; Titus 2:13; Hebrews 9:27-28; James 5:8; 2 Peter 3:7ff.; 1 John 2:28; 3:2; Jude 14; Revelation 1:18; 3:11; 20:1-22:13.

XI. Evangelism and Missions

It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all nations. The new birth of man's spirit by God's Holy Spirit means the birth of love for others. Missionary effort on the part of all rests thus upon a spiritual necessity of the regenerate life and is expressly and repeatedly commanded in the teachings of Christ. The Lord Jesus Christ has commanded the preaching of the gospel to all nations. It is the duty of every child of God to seek constantly to win the lost to Christ by verbal witness undergirded by a Christian lifestyle, and by other methods in harmony with the gospel of Christ.

Genesis 12:1-3; Exodus 19:5-6; Isaiah 6:1-8; Matthew 9:37-38; 10:5-15; 13:18-30, 37-43; 16:19; 22:9-10; 24:14; 28:18-20; Luke 10:1-18; 24:46-53; John 14:11-12; 15:7-8,16; 17:15; 20:21; Acts 1:8; 2; 8:26-40; 10:42-48; 13:2-3; Romans 10:13-15; Ephesians 3:1-11; 1 Thessalonians 1:8; 2 Timothy 4:5; Hebrews 2:1-3; 11:39-12:2; 1 Peter 2:4-10; Revelation 22:17.

XII. Education

Christianity is the faith of enlightenment and intelligence. In Jesus Christ abide all the treasures of wisdom and knowledge. All sound learning is, therefore, a part of our Christian heritage. The new birth opens all human faculties and creates a thirst for knowledge. Moreover, the cause of education in the Kingdom of Christ is coordinate with the causes of missions and general benevolence and should receive along with these the liberal support of the churches. An adequate system of Christian education is necessary to a complete spiritual program for Christ's people. In Christian education there should be a proper balance between academic freedom and academic responsibility. Freedom in any orderly relationship of human life is always limited

and never absolute. The freedom of a teacher in a Christian school, college, or seminary is limited by the pre-eminence of Jesus Christ, by the authoritative nature of the Scriptures, and by the distinct purpose for which the school exists.

Deuteronomy 4:1,5,9,14; 6:1-10; 31:12-13; Nehemiah 8:1-8; Job 28:28; Psalms 19:7ff.; 119:11; Proverbs 3:13ff.; 4:1-10; 8:1-7,11; 15:14; Ecclesiastes 7:19; Matthew 5:2; 7:24ff.; 28:19-20; Luke 2:40; 1 Corinthians 1:18-31; Ephesians 4:11-16; Philippians 4:8; Colossians 2:3,8-9; 1 Timothy 1:3-7; 2 Timothy 2:15; 3:14-17; Hebrews 5:12-6:3; James 1:5; 3:17.

XIII. Stewardship

God is the source of all blessings, temporal and spiritual; all that we have and are we owe to Him. Christians have a spiritual debtorship to the whole world, a holy trusteeship in the gospel, and a binding stewardship in their possessions. They are therefore under obligation to serve Him with their time, talents, and material possessions; and should recognize all these as entrusted to them to use for the glory of God and for helping others. According to the Scriptures, Christians should contribute of their means cheerfully, regularly, systematically, proportionately, and liberally for the advancement of the Redeemer's cause on earth.

Genesis 14:20; Leviticus 27:30-32; Deuteronomy 8:18; Malachi 3:8-12; Matthew 6:1-4,19-21; 19:21; 23:23; 25:14-29; Luke 12:16-21,42; 16:1-13; Acts 2:44-47; 5:1-11; 17:24-25; 20:35; Romans 6:6-22; 12:1-2; 1 Corinthians 4:1-2; 6:19-20; 12; 16:1-4; 2 Corinthians 8-9; 12:15; Philippians 4:10-19; 1 Peter 1:18-19.

XIV. Cooperation

Christ's people should, as occasion requires, organize such associations and conventions as may best secure cooperation for the great objects of the Kingdom of God. Such organizations have no authority over one another or over the churches. They are voluntary and advisory bodies designed to elicit, combine, and direct the energies of our people in the most effective manner. Members of New Testament churches should cooperate with one another in carrying forward the missionary, educational, and benevolent ministries for the extension of Christ's Kingdom. Christian unity in the New Testament sense is spiritual harmony and voluntary cooperation for common ends by various groups of Christ's people. Cooperation is desirable between the various Christian denominations, when the end to be attained is itself justified, and when such cooperation involves no violation of conscience or compromise of loyalty to Christ and His Word as revealed in the New Testament.

Exodus 17:12; 18:17ff.; Judges 7:21; Ezra 1:3-4; 2:68-69; 5:14-15; Nehemiah 4; 8:1-5; Matthew 10:5-15; 20:1-16; 22:1-10; 28:19-20; Mark 2:3; Luke 10:1ff.; Acts 1:13-14; 2:1ff.; 4:31-37; 13:2-3; 15:1-35; 1 Corinthians 1:10-17; 3:5-15; 12; 2 Corinthians 8-9; Galatians 1:6-10; Ephesians 4:1-16; Philippians 1:15-18.

XV. The Christian and the Social Order

All Christians are under obligation to seek to make the will of Christ supreme in our own lives and in human society. Means and methods used for the improvement of society and the establishment of righteousness among men can be truly and permanently helpful only when they are rooted in the regeneration of the individual by the saving grace of God in Jesus Christ. In the spirit of Christ, Christians should oppose racism, every form of greed, selfishness, and

vice, and all forms of sexual immorality, including adultery, homosexuality, and pornography. We should work to provide for the orphaned, the needy, the abused, the aged, the helpless, and the sick. We should speak on behalf of the unborn and contend for the sanctity of all human life from conception to natural death. Every Christian should seek to bring industry, government, and society as a whole under the sway of the principles of righteousness, truth, and brotherly love. In order to promote these ends Christians should be ready to work with all men of good will in any good cause, always being careful to act in the spirit of love without compromising their loyalty to Christ and His truth.

Exodus 20:3-17; Leviticus 6:2-5; Deuteronomy 10:12; 27:17; Psalm 101:5; Micah 6:8; Zechariah 8:16; Matthew 5:13-16,43-48; 22:36-40; 25:35; Mark 1:29-34; 2:3ff.; 10:21; Luke 4:18-21; 10:27-37; 20:25; John 15:12; 17:15; Romans 12:14; 1 Corinthians 5:9-10; 6:1-7; 7:20-24; 10:23-11:1; Galatians 3:26-28; Ephesians 6:5-9; Colossians 3:12-17; 1 Thessalonians 3:12; Philemon; James 1:27; 2:8.

XVI. Peace and War

It is the duty of Christians to seek peace with all men on principles of righteousness. In accordance with the spirit and teachings of Christ they should do all in their power to put an end to war. The true remedy for the war spirit is the gospel of our Lord. The supreme need of the world is the acceptance of His teachings in all the affairs of men and nations, and the practical application of His law of love. Christian people throughout the world should pray for the reign of the Prince of Peace.

Isaiah 2:4; Matthew 5:9,38-48; 6:33; 26:52; Luke 22:36,38; Romans 12:18-19; 13:1-7; 14:19; Hebrews 12:14; James 4:1-2.

XVII. Religious Liberty

God alone is Lord of the conscience, and He has left it free from the doctrines and commandments of men which are contrary to His Word or not contained in it. Church and state should be separate. The state owes to every church protection and full freedom in the pursuit of its spiritual ends. In providing for such freedom no ecclesiastical group or denomination should be favored by the state more than others. Civil government being ordained of God, it is the duty of Christians to render loyal obedience thereto in all things not contrary to the revealed will of God. The church should not resort to the civil power to carry on its work. The gospel of Christ contemplates spiritual means alone for the pursuit of its ends. The state has no right to impose penalties for religious opinions of any kind. The state has no right to impose taxes for the support of any form of religion. A free church in a free state is the Christian ideal, and this implies the right of free and unhindered access to God on the part of all men, and the right to form and propagate opinions in the sphere of religion without interference by the civil power.

Genesis 1:27; 2:7; Matthew 6:6-7,24; 16:26; 22:21; John 8:36; Acts 4:19-20; Romans 6:1-2; 13:1-7; Galatians 5:1,13; Philippians 3:20; 1 Timothy 2:1-2; James 4:12; 1 Peter 2:12-17; 3:11-17; 4:12-19.

XVIII. The Family

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption. Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race. The husband and wife are of equal worth before God since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation. Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.

Genesis 1:26-28; 2:15-25; 3:1-20; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15; 1 Samuel 1:26-28; Psalms 51:5; 78:1-8; 127; 128; 139:13-16; Proverbs 1:8; 5:15-20; 6:20-22; 12:4; 13:24; 14:1; 17:6; 18:22; 22:6,15; 23:13-14; 24:3; 29:15,17; 31:10-31; Ecclesiastes 4:9-12; 9:9; Malachi 2:14-16; Matthew 5:31-32; 18:2-5; 19:3-9; Mark 10:6-12; Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Timothy 5:8,14; 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; 1 Peter 3:1-7.

1.5 Philosophy of Education

The philosophy of Point Christian Academy Preschool is based on a God-centered view that the Bible is the inspired and only infallible, authoritative Word of God. God created all things, and He sustains all things. Therefore, the universe and humanity are dynamically related to God, and they have the purpose of glorifying Him. Because humans are sinners by nature and choice, we are in need of a Savior. A person can receive God's free gift of salvation through His Son, thereby committing his or her life to the Lordship of Jesus Christ.

- Our objective is to immerse the Bible into our students' lives. This immersion aspires to produce a person who has a balanced and proper understanding of his or her role in life at home, work, play, and worship – all grounded in the Christian concept of God's love. Therefore, our responsibility for the student encompasses the spiritual, intellectual, physical, social, and emotional areas. These are inseparable, and through them all runs the thread of the spiritual. Therefore, it must be our objective to shun the tendency to teach the Bible compartmentally or on the intellectual level alone. The spiritual thread must be woven through the entire curriculum.
- Our philosophy channels our energies toward academic excellence through differentiated instruction while helping students to achieve skills in creative and critical thinking and to integrate subjects with a biblical worldview. The objective of our instructional program is to pursue the postsecondary option of their choosing, whether in college/university, service, or vocational training.

- We will partner closely with parents in every phase of the student’s development, and we will help parents understand the role of the Christian school as well as the role of the parent in the educational process.

1.6 Core Values

Biblical-declaring truth; Intentional-having gospel conversations; Global-reaching people; Authentic-sharing hope.

BIBLICAL:

- Believing the Bible to be the true and authoritative Word of God
- Trusting that the Bible holds truth for every area of students’ lives and application to every area of study
- Seeing each student’s worth as an image-bearer of God
- Seeking effective methods for engaging students in learning and applying biblical truth
- Challenging each student to develop a biblical worldview
- Modeling biblical principles in making decisions and choices.

INTENTIONAL:

- Providing a safe, welcoming, God-honoring environment
- Believing the mission of Christ can be furthered through Christian education
- Exhibiting a teachable spirit and a love of learning
- Modeling Gospel conversations

GLOBAL:

- Following Christ’s example of service and love in our relationships with others
- Teaching service before self through community service
- Modeling responsible citizenship, character development, and mission focus
- Showing respect and appreciation for cultural diversity
- Having an intentional global impact

AUTHENTIC:

- Living a life of sincere faith and moral integrity
- Attending church faithfully
- Desiring to grow in personal faith daily

1.7 Relationship to the State

Point Christian Academy Preschool is a ministry of Red Bank Baptist Church and, as a Christian school, is therefore under Tennessee laws and regulations in regard to student education as a Category IV school. If federal, state, or local legislation or regulations are

enacted that infringe on the PCA's ability to operate free from civil entanglement, the Board shall consider steps necessary to protect its mission and purpose. PCA will avoid any type of aid or assistance such as tax-favored status, vouchers, scholarships, etc., that depend upon state or federal regulation and that could result in unwanted governmental entanglement or regulation.

1.8 Partnership with Parents

We believe that PCA administration, teachers, and staff partner with parents to teach and disciple PCA students.

We operate with parental delegated authority and acknowledge that parents are directly responsible before God for their child's education. **In order for parents to partner effectively with the school, parents should agree with the beliefs and educational goals of the school.**

We encourage PCA parents to be actively involved in the everyday activities and special events of the school. Parents are welcome in our classrooms and are invited to volunteer, serve, and assist in the wide variety of events, programs, and classes.

Volunteering helps foster a closer, caring community at PCA, while allowing the teachers to focus on academics. Please visit our school website info@pointacademy.org and fill out the volunteer form found on the Support PCA page. Our PCA volunteers assist in a wide variety of jobs: classroom reader, event helper, grounds beautification, lunch distribution, etc.

We also hire parents and grandparents to work as teachers, teacher's aides, substitute teachers, and office staff. Please contact the school office to begin the application process for one of these paid positions.

We encourage PCA parents to engage with their children's education. This is accomplished by connecting with the material being taught and the people in the classrooms. Children need to know that their parents are truly interested in what they are learning and experiencing at school.

We encourage PCA parents to model for their children a consistent, winsome, authentic, and compelling life of virtue. Children are keen observers and are quick to spot hypocrisy, double standards, and inconsistency.

We encourage PCA parents to model for their children a life of humility. We all sin and must seek to honor the Lord with the acts of repentance, forgiveness, and restoration. Modeling the daily living-out of a growing faith is a tremendous gift to give children.

Visitors

All visitors entering PCA Preschool for observation, participation, etc., will check with the office first. This policy helps us to assure the safety and security of our staff and children. This will also allow us to know who is in the building at all times.

Birthdays

If your child's birthday falls on a day our classes are meeting or you want to celebrate your child's birthday at school, you may have a party for your child. You may provide refreshments for morning or an afternoon snack. Please notify your child's teacher of your plans in advance.

1.9 Point Christian Academy Organization Chart

**See Appendix F: Point Christian Academy Organizational Chart*

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2.0 SCHOOL COMMUNICATION

2.1 Communication Methods

Clear communication between parents, students and the school is vital to the success of our mission. There are many ways for parents and students to stay informed of school information: The Head of School will send email communication containing important full-school information. Teachers and administrators will send regular email communication to provide grade-specific updates or pertinent information. The school office will send parent text alerts occasionally to communicate time-sensitive information. The PCA website contains many resources for parents and students and details regarding whom to contact for specific questions.

We believe that effective communication is a very important part of having a successful partnership between your family and PCA. For that reason, we urge parents to confer directly with the child's teacher.

- Every teacher will make an effort to return a parent's call or email as soon as possible or within 24 hours.
- Conferences may be arranged at any time during the school year with the teacher.

So that the teacher can give you full attention without distractions, please be mindful of when and where communication takes place.

- For example, coming by the teacher's room to discuss a problem in the morning before school is not an appropriate time.
- Drop-off, pick-up, hallway, lunch etc. are not effective communication times.
- We desire to have in person communication (or, if necessary, a phone call) versus a quick and sometimes misunderstood email when we know that the subject to be discussed is one that may be better handled in person.

Sources of information include the following:

1. Student/Parent Handbook
2. Teacher/Parent conferences (Fall and Spring)
3. PCA newsletter
4. Progress Reports/Report Cards
5. Open Houses
6. info@PointAcademy.org
7. Orientation for grade levels

Sources of communication include the following:

1. Emails from teachers or administrators
2. Head of School Letters
3. Social Media Posts (News channels, Facebook, Twitter, Instagram)

The FACTS Family Portal gives parents access to information as the teacher posts it. <https://factsmgt.com>. Teachers and administrators are available via email. E-mail addresses are listed on the school website on the “Faculty and Staff” page. Please note that parents should not text faculty or staff members, but instead, should communicate by email or through a scheduled appointment.

2.2 Car Line and Drop-off / Pick-up Information

Preschool students may arrive during morning car line times each morning from 7:00 a.m. until 9:00 a.m. Students should dismiss promptly to their parent or carline prior to 6:00 p.m. Emergency care will be given beyond 6:00 p.m. at a charge of \$5.00 per child for the first five minutes and \$5.00 per child for each additional minute. **This will be added onto your FACTS portal account. If a student is not picked up by 6:30 p.m., the appropriate authorities will be notified.**

2.3 Changes in Transportation Pick-up

In the morning before school starts, please discuss with your child’s teacher if there is a change in who will be picking up your child. In the event of a need to change the regular way a child goes home, a written request from the parent or guardian must be given to the school so we are aware of the change. Transportation changes can include, but are not limited to, changing who will be picking up your child from school, or going home with a friend. Please do not call the school during the day to change your child’s method of going home. For the safety of all students, changes in transportation will not be made over the phone. The office must be notified of any changes in pick-up because we cannot let the child leave with an unauthorized person. Any person picking up a child must be noted in the child's pick-up list and may be required to show proper identification.

2.4 School Closing Communications

From time to time, the school will be closed due to unforeseen events. The school will communicate emergency short-term and long-term closures through email, parent alert texts, social media, and the local news.

2.5 Questions and Concerns

Questions and concerns inevitably arise even in a well-run school. Point Christian Preschool encourages and welcomes questions. The administrative staff is available to answer questions relating to all aspects of the school via phone (423) 847-2919, by appointment in person, or through the FACTS Family Portal.

Legitimate concerns can often give rise to complaints, gossip, or conflict. To complain or gossip about an issue with anyone other than the person involved is unhealthy, unfair, and unbiblical. Every parent must be willing to seek proper resolution to conflict. The overarching Biblical principle that guides conflict resolution at PCA is found in Matthew 18:15-16: *If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses.*

All community members, students, and adults are expected to follow the guidelines of conflict resolution outlined by Jesus in Matthew 5:23-25 and 18:15-17. These passages can be summarized into four basic principles.

1. Resolve conflict quickly (Matthew 5:23-25). It is important to address issues quickly, before misunderstandings have an opportunity to grow into a larger conflict.
2. Face-to-face (Matthew 18:15) There is great value in face-to-face communication. As it is difficult to communicate emotion in an email or text. It is very easy for misunderstanding and miscommunication to develop.
3. One-on-one (Matthew 18:15) When concerns are addressed with only those directly involved, the possibility of resolution is increased, and the unnecessary involvement of others is minimized.
4. Get help. (Matthew 18:16-17). If a face-to-face, one-on-one conversation does not bring resolution. It may be necessary to involve another person, in our case, an administrator.

If unresolved issues remain after following the steps listed above or there is a legal dispute, parents agree to:

Mediation: Parents agree to submit for mediation with the school before a mutually agreed-upon mediator. Lawsuits between believers, or threats of lawsuits between believers, are a matter of grave concern for the school, and are contrary to biblical and church teaching, and mediation is an effort to resolve disputes in a biblical fashion (1 Cor. 6: 1-7). The confidentiality of the mediation process will be protected, and these matters will not be discussed with people who do not have a necessary interest in them. If settlement can be agreed upon, the conciliators may, at their discretion, issue an advisory opinion. Neither the opinion, nor any communications exchanged in the mediation process, will be admissible for any purpose in any subsequent legal proceeding.

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3.0 ADMISSIONS

3.1 Non-Discrimination Policy

Point Christian Academy Preschool is open to any family in the Chattanooga area who desires Christian education for their children. Each person is a special creation of God, uniquely gifted and loved by Him. Since God is *no respecter of persons*, PCA Preschool recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, or ethnic origin in the administration of its educational programs and extracurricular activities.

As Paul wrote, “in humility value others above yourselves, not looking to your own interests but each of you to the interests of others.” Our desire is a community where every student feels they are valued and that they belong. With that goal in mind, we take an “*others first*” approach and we’re actively working to both model this as a community of faculty/staff and to instill that into our students. To support this goal, Point Christian Academy Preschool stands against discrimination in any form.

3.2 Admissions Requirements

Potential students will be evaluated for an admission decision based on their application and parent interviews. The Head of Schools will make all final decisions concerning admissions and acceptance of applicants. Parents will be notified of the final decision by letter.

Parents of enrollees must sign the **Point Christian Academy/ Preschool Parent Agreement (Appendix D)** verifying that they have read, understand, and will support the contents of the Parent-Student Handbook prior to the beginning of the school year in which their child will be attending PCA Preschool. As a part of the admissions process, parents must provide all vital information pertaining to your child. Because your child is our first priority, all records should be accurate and updated in support of admission (work numbers, address, cell numbers, email, etc.) Once your child is enrolled, PCA Preschool must have all required records on file.

The expectations for student behavior at PCA Preschool are very high. Students who do not demonstrate an investment in their learning or do not demonstrate acceptable behavior may jeopardize their eligibility for reenrollment to PCA Preschool. Potential students must exhibit appropriate levels of behavior and maturity, and parents must disclose any previous record of social, behavioral, or mental health issues. If evidence of nondisclosure occurs after acceptance, the student could become subject to dismissal. PCA Preschool is not staffed to serve students with significant social, behavioral, or mental health issues. Students accepted to Point Christian Academy Preschool are admitted on a probationary basis for a period of nine weeks.

Point Christian Academy Preschool shall follow the policy of the State of Tennessee for the compulsory school entrance age requirements. All children who have not been excluded or

excused from school must be enrolled in school by the calendar year during which they turn seven. Kindergarten students must be five on or before August 15th.

The Head of School will make all final decisions concerning admissions and acceptance of applicants. Parents will be notified of the final decision by letter.

3.3 Academic Tutoring and Learning Differences

Students with a severe disability or learning difference requiring a separate classroom, program, or staff will not be admitted to Point Christian Academy Preschool due to lack of adequate staff, funding, and facilities. If it becomes apparent that a student has a severe disability or learning difference as evaluated by teachers and Head of School, parents may be required to withdraw the student in order to obtain proper assistance.

Students with a minor disability or mild learning difference will be required to meet the academic standard of their grade level and will be given such individual instruction as is provided to all students. Minor accommodations for students with mild disabilities may be approved on a case-by-case basis by the Head of School. Requests for minor accommodations must be made in writing by the parent or guardian to administration. Requests for academic accommodations must be submitted in writing to administration by the licensed therapist who is providing academic therapy for the student. Approved accommodations must not cause class disruption, necessitate significant additional time commitments of the teacher, or compromise PCA academic standards. The Head of School will make all final decisions regarding implementation or removal of accommodations. If it becomes apparent that a student is not able to meet the academic standard of their grade level, parents may be required to withdraw the student in order to obtain proper assistance.

The individual tutoring is an optional service parents may sign up to use if their student needs academic support. Students with an academic weakness, minor disability, or mild learning differences can opt to receive one-on-one tutoring. The current fee structure for this service is located on the school website.

Point Christian Academy Preschool does not service IEPs or 504 plans. PCA does not currently supply the resources to manage and implement such plans.

3.3.1 Student Evaluation, Documentation, Procedure Policy

When a learning difference is suspected, the Head of School and teacher will communicate the concerns to parents. Teachers are responsible for notifying the Head of School of suspected learning differences and collecting student work to support the opinion. The Head of School and teacher will review the findings and discuss with parents. If necessary, a recommendation or requirement for further evaluation will be made to parents.

3.4 Enrollment Priority

Point Christian Academy Preschool appreciates the opportunity to partner with families in the education of their child. The deadline for completing student re-enrollment for admission to PCA Preschool in an academic year is by January 31st. All information, records, forms, and payments must be completed and received by this date. Enrollment priority will consist as follows; returning students and siblings, new students, and then students within the waiting pool. Returning students are those that are currently enrolled in Point Christian Preschool. To better serve our families more efficiently and consistently, PCA has a continuous enrollment policy that does not require current students to re-enroll each year. This ensures the enrollment priority of your student in PCA is continuously secured.

Continuous enrollment is the commitment families make when joining PCA Preschool that a student will remain enrolled continually year-to-year until they choose to opt out of the agreement during a designated opt out period or by January 31st. Continuous enrollment is only available to families in good standing with their tuition payment. This default agreement allows us to make solid plans for staffing, programs, materials, curriculum, and facility usage. We take the stewardship of tuition dollars entrusted to us every year very seriously. We want to invest these tuition dollars wisely so that we can provide the best education possible for our students.

3.5 Tuition and Fees

Point Christian Academy Preschool Red Bank Campus

<u>Class</u>	<u>Annual / Monthly Tuition</u>
PreK 2 - 12 month program (7:00 a.m. – 6:00 p.m.)	\$ 11,000 / \$ 917
PreK 3 & PreK 4 - 12 month program	\$ 10,000 / \$ 834
PreK 2 - 10 month program (8:00 a.m. - 3:00 p.m.)	\$ 10,500
PreK 3 & PreK 4 - 10 month program	\$ 9,500
Application Fee (all ages)	\$ 100
Enrollment Fee	\$ 250
Technology Fee (3 years and up)	\$ 175

3.6 FACTS Account Information

Once accepted, your family will be required to enroll online in the FACTS Tuition Management Program. Monthly payments run from August - July. Tuition is due by the first of the month according to the terms of your payment plan. If you choose to pay monthly, through FACTS, the first day of the month is your payment processing date. **The enrollment process is not complete, and students may not start school until a FACTS tuition payment plan is created.** Tuition payment plans are available for a one payment, two payments, or a monthly payment. There is a \$500 discount for full tuition paid in the initial payment, and a \$250 discount for the two-payment option. There is no discount for the monthly payment plan.

All tuition payments will be paid online through FACTS. Any exception to this payment method will need to be arranged with the Financial Officer and will incur additional fees. Through FACTS parents have access to account balances, charges, and payments at all times. Information is password protected and updated on a regular basis. New families to PCA will receive FACTS enrollment information upon their acceptance to Point Christian Academy.

After two weeks of unpaid tuition with appropriate late fees applied, the child will not be allowed to return until the balance is completely paid. If there are any extenuating circumstances, please let the director know.

3.7 Tuition Assistance

Financial aid may be available for families approved by FACTS. Applications must be filled out online. Please access FACTS through the link at info@pointacademy.org

Members of Red Bank Baptist Church and The Point Church on Signal are eligible for a 10% (ten percent) discount on tuition. This discount applies to tuition only and does not apply to fees and other charges.

3.8 Withdrawals or Termination of Services

In the event parents or the school finds it necessary to withdraw a student, these procedures should be followed:

- To establish a date of withdrawal, the parent will submit a **Withdrawal Form**, obtained from the office, or requested by email, a minimum of sixty (60) days prior to the proposed withdrawal date. The reasons for withdrawal must be stated on the form
- In the event that the school deems it necessary that a child be withdrawn, the following process will be followed:

PCA will provide the parents with a **Withdrawal Form** stating the reasons for removal and a specific date for removal. The form will be provided with two weeks' notice from the school.

- Reasons for termination may include but are not limited to unpaid bills, continual biting, excessive violence by children or toward others, or refusal to abide by policies.
- **Payments:** All fees and tuition are non-refundable. When a student is voluntarily withdrawn from school, the family is responsible for the tuition for the current semester unless that student's spot can be filled by a student in the waiting pool. When the Withdrawal Form is submitted, the PCA Business Manager will verify if all accounts are in good standing.
- Records will not be released until all financial obligations have been resolved to the satisfaction of PCA.
- Outstanding fee and tuition obligations will be subject to collections by an outside agency.
- Student network accounts, FACTS accounts and Google accounts will be deactivated after the student's last day of school.

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4.0 ATTENDANCE

4.1 School Day Schedule

School hours for Point Christian Preschool are 7 a.m. - 6:00 p.m. The full-day preschool will operate on a 12-month calendar, but the academic portion of the programming will only be offered during the school calendar. During the summer the preschool program will function as a themed summer camp with the same operating hours. There is also a 10-month calendar option for preschool attendance.

The 2023-2024 schedule for Point Christian Preschool is as follows:

2023-2024 School Year Preschool Schedule

August 1: New Preschool Students Begin
September 4: Labor Day - Point Christian Academy/Preschool Closed
September 28-29: Teacher Professional Development - Academy/Preschool Closed
November 23-24: Thanksgiving Holiday - Preschool Closed
December 22, 25, 26 - Christmas Holiday - Preschool Closed
January 1: New Year's Holiday - Preschool Closed
January 2: Preschool Teacher Professional Development - Preschool Closed
February 19: Teacher Professional Development - Academy/ Preschool Closed
March 29: Good Friday - Academy/ Preschool Closed
April 18: Parent/Teacher Conferences for Academy and Preschool (3:30 - 6:00p.m.)
May 27: Memorial Day - Preschool Closed
June 3: Preschool Summer Session Begins
July 4: Independence Day - Preschool Closed
July 19: Preschool Teacher Development - Preschool Closed

Holidays

The following holidays are observed by the preschool: New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and the day after, the Friday before Christmas, Christmas Day, and the day after Christmas. These holidays are included in your charges.

Staff Professional Development Days

The preschool will also be closed for 4 additional staff training days, two in the fall of 2023 - Thursday, September 28 and Friday, September 29, one during spring semester - February 19, 2024, and one during the summer - July 19, 2024. These days will also be included in your charges.

4.2 Emergency School Closings

Weather Related Closing

From time to time, the school will be closed due to inclement weather. The school will communicate emergency closures through email and parent alert texts. Following emergency weather closure, we will communicate school re-opening information through email, parent alert texts, social media, and the local news.

Unexpected Long-Term Closings

In the event of long-term closings necessitated by natural disasters, widespread illnesses, or other extenuating circumstances, the Preschool will notify parents. The Board of Directors will assess the situation and establish policies to mitigate the inconveniences.

4.3 Arrival and Departure

Please have your child at school no later than 9:00 a.m. Any child who arrives after 9:00 without a doctor's note or other valid reason will not be admitted.

Children cannot be accepted earlier nor kept later than the above hours. A reliable person must bring and pick up the child, and anyone picking up must exhibit the ability to safely transport and care for the child.

All children MUST be signed in, with the name of the person picking up the child and signed out daily. The office must be notified of any changes in pickup because we cannot let the child leave with an unauthorized person. Any person picking up a child must be noted in the child's pickup list and may be required to show proper identification.

In cases of divorced or separated parents, the preschool will require that a legal statement designating the custodial parent or guardian be entered in the child's personal file.

Late Pickup Charge

Emergency care will be given beyond 6:00 p.m. at a charge of \$5.00 per child for the first five minutes and \$5.00 per child for each additional minute. **This will be added onto your FACTS portal account. If a student is not picked up by 6:30 p.m., the appropriate authorities will be notified.**

4.4 Absences

Please notify the preschool if your child will be absent. There will be no reduction of charges.

5.0 HEALTH and WELLNESS

5.1 Illness Attendance Policy

PCA Preschool will not accept children showing any signs of illness. If a child does become ill, we will contact the parents to pick up as quickly as possible.

Symptoms that are cause for keeping your child home are a severe cold, diarrhea, flushed skin, measles, rubella, chicken pox, vomiting, ear infection, red or pink eyes, chills, skin irritation or swelling, sore throat, fever, or mites or lice. For ear infection, fever, and red or pink eyes, please allow twenty-four hours of treatment before allowing the child to return to school. A doctor's note may be required to return to school.

Too Sick for School?

Cold symptoms can indicate a virus, infection, bronchitis, flu, or pneumonia. This is something that could be spread from child to child. If your child is not acting normally, i.e., heavy breathing, runny nose, elevated temperature, please do not send him to school.

COVID Symptoms will have 100.4 temperature or higher, chills, consistent cough, difficulty breathing, muscle pain, sore throat or any other symptoms that have been outlined by the Center for Disease Control. Any child that displays these symptoms should not be brought to the preschool.

If your child has repeated episodes of **diarrhea and vomiting**, please keep him/her at home until he/she is well again. If your child has three episodes of diarrhea at school, our policy is to send the child home, and the child may not return until he/she has not had an episode of diarrhea for at least 24 hours. If your child begins vomiting while at school, we will call you immediately to come and pick up your child, and the child may not return to school until he/she has gone 24 hours without vomiting.

Fever is an elevated temperature in a child. Sometimes, it can be an indicator of a bigger problem. If the temperature is 100.4 degrees or higher, our policy states that the child may not attend daycare and must be kept home for 24 hours once the fever is gone.

Conjunctivitis or pink eye is highly contagious and uncomfortable. If your child wakes up with a pink or red eye, it is best to take him to the doctor. A note will be required for your child to return to school.

Lice is highly contagious and uncomfortable. If live bugs are found on a child, a parent will be notified, and the child will be sent home. Proof of treatment must be given according to Tennessee licensing rules.

If a child displays any of these symptoms or other abnormal symptoms, we will call you to come to pick up your child. We understand that this is an inconvenience and may be difficult; however, there are many children who could get sick from the spread of germs. We must take action to prevent the spread of infectious diseases. Please be aware that we are doing our part by cleaning as much as possible. Please help us keep everyone as healthy as possible! Thank you for your understanding.

Students who have been ill may return to school when they are symptom free for 24 hours without the aid of fever suppressing medicine or when released by a medical health care provider.

5.2 Student Health Record

All students attending Point Christian Academy Preschool must have on record with the school office either a current immunization record or an exemption statement according to Tennessee Code before entering school in the fall. Standard immunization forms may be obtained from your family doctor or the Tennessee Department of Health.

In accordance with the Tennessee State Law, each student must have up-to-date physical records and required immunization. The Tennessee Department of Health has immunization requirements for those who attend childcare, preschool, and school. The requirements can be found in the Tennessee Department of Health Rules.

Proof of immunization or a note from a physician if your child is on a delayed immunization schedule or written objection will be required prior to admittance on the first day of school.

5.3 Medication Policy

All medication must be administered **only** by school staff during school hours. Medication permission forms are to be filled out and signed by a physician and/or parent/legal guardian and must be on file in the school office. No over-the-counter medicine, prescription medicine, or Vaseline will be administered unless there is a parent consent form.

When it is necessary to administer medication, the parent or guardian shall deliver the medication, labeled with the student's name and name of medication, to the school office along with instructions stating what the medication is for, how often it is to be taken, and the length of time it is to be taken. Any special handling, such as refrigeration, dilution, etc., must be placed in writing. A time will be provided in the student's schedule to come to the office to receive the medication.

Tylenol will not be routinely administered for headaches, etc., and will not be given early in the day or late in the afternoon except with specific notification from parents.

Students who are required to have the availability of an EPI pen or inhaler during school hours are subject to the medication permission form addressed in the paragraph above.

Management plans from a physician are required for any chronic condition.

PCA follows the Blood Pathogen Control Plan by OSHA which includes gloves, clean up, and disposal.

5.4 At School Student Illness and Injury Procedure

If a child becomes ill or is injured during school hours, the faculty will implement the following procedure.

Faculty will send or escort a sick or injured student to the main school office for assessment and help.

Students who become ill or injured at school will be cared for in the school office or nurse's station until transportation home can be arranged. Under no circumstances will a student be released without the specific authorization of a parent or legal guardian.

Faculty and staff will not attempt to contact the parents via cell phone from the classroom regarding the illness or injury. The office staff will handle all parent communication. Faculty and staff may certainly call the family after school hours to check on the student.

Minor injuries will typically be treated in the classroom.

Reasonable measures will be taken in the classroom prior to sending a student to the office for minor symptoms (rest, water, cool down period after recess, snack, etc.).

Serious injuries should be documented in writing as an email to the Head of School — particularly if the injury incident involves another child.

5.4.1 First Aid

Designated faculty with proper training shall render first aid treatment if a nurse is unavailable.

5.5 Emergency Contacts for Illness or Injury to Student

In case of an emergency, at least one emergency phone number must be on file in the school office. In addition to home phone numbers, the school requires a work phone number or the number of a close friend, neighbor, or relative who could be contacted in the event of a serious medical emergency.

In the rare event of a life-threatening illness or injury to a student, the school administrator, nurse, or teacher will be authorized to make a real time decision to contact 911 for immediate emergency medical response. In this circumstance, the decision by PCA personnel to call 911 will be made even where contact of the parent/legal guardian could not be accomplished due to unavailability and/or time urgency. PCA personnel will continue working to contact the parent/legal guardian until successful.

5.6 Allergies and Serious Medical Conditions

Parents must notify the school office staff and teachers of any known allergies upon enrollment or diagnosis. All allergies will be noted in FACTS. Severe and life-threatening allergies and medical conditions will be flagged in the school office and in teacher's records. Point Christian Academy Preschool is a nut/peanut-free school. Students should not bring or consume any foods containing nuts/peanuts at school. Although every effort will be made to avoid serving foods that would put any student at risk, parents must educate their children about their allergies and provide safe foods for school consumption. Teachers will notify parents of allergies within the class so that allergens are avoided during class parties.

5.6.1 Allergy Rosters

Allergy rosters are placed inside every lower school classroom and every preschool homeroom. Teachers should familiarize themselves with their students' allergies and notify class parents of food allergies as needed prior to parties and events.

5.7 Physical Privacy Policy

All employees, volunteers, parents, students, and visitors to the Point Christian Academy campuses and Point Christian Academy events off-campus must use restrooms and changing areas that align with their biological sex at birth.

5.8 Outside Play and Special Classes

The State of Tennessee regulations require that an opportunity to play outdoors will be provided, weather permitting, when the temperature ranges between 32 and 95 degrees. The time outdoors may be limited in cases of extreme heat, cold and poor Air Quality Index. Weather permitting, morning and afternoon outside time will be scheduled. If your child is too sick to go outside, then he/she should stay at home.

Special Classes

Razaroo gymnastics and Soccer Shots are offered at an additional cost.

5.9 Clothing and Required Items

Daily Clothing

Washable play clothes are the most suitable. Please send your child to school in clothes that can get dirty. We play hard, and we do get dirty. Closed-toed shoes must be worn at all times.

Please DO NOT send your child to school in sandals, flip-flops, or hard boots. These are not appropriate for the playground and can cause accidents. Children's diaper bags should contain plenty of diapers for the day. You may bring a large pack of diapers and the teachers will let you know when you need to bring more. All items should be labeled; the preschool will not be responsible for non-labeled items.

Extra Clothes

Please be sure that your child has an extra COMPLETE set of clothes at preschool in case of accidents. These clothes should be labeled with the child's name or initials in permanent marker (each piece) and should include underwear and socks. Please remember to provide weather-appropriate clothing for change of seasons. If your child has an accident and there are no clothes here, we will call you to either bring your child some clothes immediately or pick your child up. This includes diapers for those who are not potty-trained. Diapers and pull-ups must be disposable. No cloth diapers.

Other Required Items:

- cot sheet with cover
- where required, diapers/pull ups (please bring in bulk with child's name on package)
- pacifier (to be given only at naptime)

5.10 Toileting/Potty Training

PCA students must be potty training at home and in a pull-up to be in our PreK3 class. All students must be completely potty trained to move to our PreK4 class. Please work with your child at home and we will work with them here also. When your child does begin to potty train, please send plenty of extra underwear and clothes. Diapers and pull-ups must be disposable. No cloth diapers.

5.11 Food

Snack, Lunch, and other Food Items

Point Christian Academy Preschool will provide 2 meals and a snack for the students.

PCA is a nut/peanut-free school. Students should not bring any foods containing nuts/peanuts to school.

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6.0 ACADEMIC GUIDELINES

6.1 Curriculum

Point Christian uses faith-based literature for the daily curriculum in the early childhood classroom. It is designed to assist teachers with program planning that encourages children to develop their emerging skills in all developmental areas while discovering and experiencing God's love. The curriculum provides activities that stimulate growth and development that can be incorporated into the routines of the day. Teacher's guides follow a weekly format, allowing teachers to choose several activities per day per child. Lesson plans are designed for personalization for each child, making it easy to track the implementation of activities.

The curriculum offers a healthy balance between: quiet and vigorous activities; individual and cooperative activities; indoor and outdoor activities; familiar and new activities; Biblical immersion.

Balance requires a variety of activities such as:

- Working with paints, crayons, books, and other manipulative materials
- Making stories, poetry, dramatization, films, and books.
- Learning to share, take turns, plan, work, think, and reason as he/she works and plays with others.
- Learning to respond rhythmically to music, singing, new songs, and listening to different kinds of music.
- Acquiring good health and hygiene habits.
- Experiencing and learning foundational truths of the Christian faith.

Additional Programming

Chapel: Times of worship as children discover Biblical truths at their level of understanding. (3&4 year old only)

Vacation Bible School: Our three- and four-year-olds will participate in these special activities during the summer.

Special Classes: Loud and Proud gymnastics and Soccer Shots is offered at an additional cost.

6.2 Student Promotion

All students must be completely potty trained to move to a PreK4 class.

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7.0 CONDUCT GUIDELINES

7.1 Discipleship and Discipline

At Point Christian Academy Preschool, we focus on rewarding positive behavior. We want our children to learn self-control, respect all adult authority, identify feelings, and develop an understanding and respect for the feelings of their peers.

In the event that there is an incident with a child, we will use the method of redirection. This allows children to find another outlet to focus on and gives them time to cool down. When these behaviors become consistent, the director and parents will be informed. If a child continues to display inappropriate behaviors such as excessive violence to other children or staff, continual biting, or other unacceptable acts of disruption or behavior, then he/she will be removed from the preschool.

First Offense: The teacher will give a verbal warning along with a person-to-person or phone contact to the parent/guardian.

Second Offense: Written warning via a parent notification form from the Preschool Director.

Third Offense: Conference with the child, parent, teacher, and Preschool Director.

Fourth Offense: The student will be suspended, and the number of days will be determined by the Preschool Director based on the severity of behavior. Readmission may be conditional.

Fifth Offense: The child will be removed from the preschool. Once a child is removed from the preschool based upon discipline, no refund will be given, and the parent is responsible for paying any other fees or tuition.

We want this preschool to be the best place for each child to thrive. Each incident will be reviewed on a case-by-case basis, and we will determine the best discipline course for each child.

School community members (employees, volunteers, board members, parents, and students) are expected to become familiar with and abide by the standards, rules, core values, and policies for behavior and language outlined in this handbook.

Faculty and staff will provide consistent expectations and give students opportunities to practice meeting those expectations. When a discipline issue occurs, the faculty or staff member will talk privately and compassionately with the student and an age-appropriate discipline action will be determined. The faculty or staff member will guide the student through the steps of repentance, forgiveness, and restoration. Discipline issues will be documented in FACTS Family Portal with a demerit, and students may be given consequences. Faculty and staff will communicate regularly with parents about all behavior concerns.

Students will be sent to the Head of School for repetitive behaviors of more serious offenses. The Head of School will talk with the student and guide them through the steps of repentance, forgiveness, and restoration. The visit with the Head of School provides a time for one-on-one discipleship and should be viewed as a valuable time of shaping and training the hearts of students. When a student is sent to the office, parents will be contacted and apprised of the details of the visit. Possible consequences will be aligned with state guidelines for preschool students. The goal of discipline and discipleship at PCA is heart transformation.

Egregious misconduct may require a meeting with parents and the Head of School to determine the appropriate course of disciplinary action and may result in expulsion from the school.

7.1.1 Discipline Expectations

Faculty should provide parents with written narrative feedback regarding negative student behavior by posting a behavior write-up in FACTS. FACTS behavior write-ups should be brief, fact-based, and should avoid opinion, lecture, or critique. Further detail should be shared over the phone or in a meeting. Behavior write-ups should be emailed to parents, the Head of Lower School, and any faculty members who were involved in the incident. Repetitive or significant behavior incidents require both the write-up and a parent phone call.

7.1.2 Etiquette and Training Expectations

As part of our efforts to develop students into virtuous young adults, faculty and staff are to train students to practice appropriate behaviors throughout the various settings of the school day. Expectations for behavior in the classroom, hallways, assemblies, activities, field trips, programs, recess, lunch, car line, etc., should be explained early in the school year and prior to the event taking place. Younger students will need reminders and opportunities to practice correct behavior. Older students should be held to a more mature standard and should honor and remember the behavior requirements without multiple reminders. Faculty and staff should value this shaping and training opportunity by kindly enforcing the standards and consistently holding the students accountable. Faculty and staff should model for the students what virtuous adulthood looks like and lovingly train, guide, and discipline the students through their learning process.

7.2 Respect for God

Students are expected to participate in worship, prayer, and class discussion with proper reverence. Jokes, songs, or behaviors that treat the Lord's name or character with triviality are not permitted.

7.3 Respect for Authority

Students will obey faculty and staff promptly and respectfully without arguing or reminders and will observe all classroom rules.

7.4 Respect for Each Other

Students will employ good manners while interacting with others. Students will honor God's command to love one another, be kind to one another, encourage one another, and forgive one another. Teasing, criticizing, name-calling, gossip, physical aggression and fighting are not permitted.

PCA is committed to providing an environment free of harassment. There can be no place for humiliation or any violation of the dignity of a fellow student. PCA is committed to providing a positive and safe learning environment free of fear, intimidation, and hostility.

Both verbal harassment and physical harassment can fall under the category of bullying. A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons. A negative action is an intentional infliction of injury or discomfort upon another person, through physical contact, spoken word, written word, or any other method of contact. PCA will not tolerate any form of bullying.

Any such conduct could lead to immediate dismissal from school. If a student is subjected to any form of harassment, he or she should confront the offender and make it clear that he or she is uncomfortable with the behavior. This solid stance will often make the offender stop his or her offensive behavior. If the offensive behavior does not instantly cease, or if the student does not feel comfortable with confronting the offender, the offended student should immediately report to the appropriate teacher, administrator or counselor. The administrator will investigate the situation, and, if confirmed, appropriate action will be taken. Parents will be involved in any disciplinary process. Retaliation against a person or persons complaining of harassment will not be tolerated.

7.5 Respect for School Property

Students will walk quietly in the hallways to show consideration to the classes in progress. Students must treat all the school's materials, books, and indoor/outdoor facilities with respect and care. Destruction of school property will not be tolerated, and the family may be asked to replace it if damage to materials is extreme.

7.6 Honesty and Integrity

Students must demonstrate honesty and integrity in all situations. Lying, cheating, stealing and other dishonest behaviors are not permitted. A student suspected of these types of misbehavior will be referred to the administrative office and subject to disciplinary action.

7.7 Academic Responsibility

Students will report to school and class on time, attend all regularly scheduled classes, remain in class until excused or dismissed, pay attention to instruction, and complete assignments to the best of their ability.

Students will work diligently with focus and attention.

Students will take care of books and other instructional materials and cooperate with others.

Students will respect the classroom as a professional environment and behave accordingly.

Students will take personal responsibility for their behavior and avoid behavior that impairs their own or other students' educational achievements.

Students will show concern for and encouragement of the educational achievements and participation of others.

Students will show respect for the knowledge and authority of teachers and administrators.

7.8 Items to Leave at Home

PCA is a nut/peanut-free campus. Students are not permitted to bring foods containing nuts/peanuts to school.

Students are not to bring toys of any type or hand-held games to school unless it is a soft toy for NAPTIME only or if the teacher has asked the children to bring a toy for "Show and Tell" day. The preschool will provide a sufficient number and variety of toys for the children to play with during the day. Toys brought from home will not be the responsibility of the preschool staff, and we do not want personal toys to be lost or broken.

Students are not allowed to have the possession of a weapon of any kind. This includes pocket knives, kitchen knives, toy guns, etc.

Students should leave money at home. If, for whatever reason, a parent is sending their child to school with money, please make sure the child is keeping it in a safe place in a sealed envelope with the student's name, teacher's name, and reason for money, i.e., field trip, etc.

Pets are not permitted on campus during the school day.

Teachers may require any item that becomes distracting or is a source of conflict to be left at home.

CHURCH INFORMATION

Red Bank Baptist/ Point Christian Academy and Preschool: 4000 Dayton Blvd. Chattanooga, TN 37415

School phone: 423-847-2919

Church phone - 423-877-4514

Website: www.redbankbaptist.org

Point Church at Signal Mountain: 939 Ridgeway Ave. Signal Mountain, TN 37377

Phone: (423)-886-1244

Website: www.thepointchurchtn.org

Red Bank Baptist Hispanic Campus: 109 Eastview Ct., Chattanooga, TN 37415

Phone: (423)-877-4514 ext 117

Email: jbetancourt@redbankbaptist.org

STAFF:

Senior Pastor: Dr. Sam Greer

Senior Associate Pastor - Chris Lowe

Hispanic Campus Pastor: Jaime Betancourt

Associate Pastor/ Minister of Missions: Dr. Gregg Haus

Minister of Music and Worship: Ryan Showalter

Student Pastor: Shaq Hardy

Church Administrator and Minister of Senior Adults: Bill Harvey

College Ministry (CRU): Paul Hillard/ Jason Morris

Children's Director: Mia Jones

Lower School Head: Kali O'Neal

WORSHIP TIMES AND LOCATIONS:

Worship at the Red Bank Campus:

Sunday Service Times: 8:15 and 10:45

Sunday Life Groups: 9:30

Wednesday Night Service: 6:00 p.m.- childcare available

Wednesday Night Awanas for ages two - 5th grade

Wednesday Night Student Worship: 6:00pm

Worship at The Point Church at Signal Mountain Campus:

Sunday Service Time: 9:30

Sunday Life Groups: 10:40

Wednesday Night Service: 6:00 p.m.– Childcare available

Wednesday Night Awanas for ages two -5th grade

Wednesday Student Worship: 6:00pm

Worship at Red Bank Hispanic Campus:

Sunday Service Time: 11:00am

