

Gospel Light

Baptist Academy



Contending for the faith

“Beloved, when I gave all diligence to write unto you of the common salvation, it was needful for me to write unto you, and exhort you that ye should earnestly contend for the faith which was once delivered unto the saints.” Jude 1:3

PRESCHOOL HANDBOOK

We have only
one opportunity
to educate our
children...

MAKE IT
CHRISTIAN!

“All thy children shall be taught of the Lord, and great shall be the peace of thy children.” Isaiah 54:13

Handbook Contents

General Information.....	6
Introduction.....	6
Purpose and Goal	
Statement of Faith	
Philosophy of Education	
Accreditation	
Admissions.....	8
Admissions Policies	
Admissions Procedures	
Communicable Diseases	
Academics.....	9
Faculty	
Curriculum	
Conduct and discipline.....	10
Discipline: Building a Foundation for Life	
Discipline System	
Parents and Discipline	
Dress Standard.....	11
How We Dress	
Financial policies.....	12
Tuition Discounts	
Payment Policy	
Late Pick-Up	
Vacation Credit	
Withdrawals	
Health.....	13
Accidents	
Forms	

Head Lice
Injuries
Medication
Sick Policy/Illness

General Policies and Information.....14

Biting Policy
Brightwheel
Potty Training
Change of Address, Telephone Number, and Emergency Contact
Emergency School Closings
Emergency Procedures
Extended Care
Field Trips
Fire and Tornado Safety
Fundraising Projects
Lunches and Snacks
Naptime
Parent-Teacher Conferences
Parties
Pets and Toys
Photographs
Required Meetings
Special Programs
Visitor and Volunteer Policy

GENERAL INFORMATION

Address	Gospel Light Baptist Academy 5781 Roy Drive Helena, AL 35080
Administrator	Gary Bohman
Phone Number	205.685.8450
Email	glbawebcalendar@gmail.com
Website	www.glbacademy.com
School Colors	Navy blue, white, and gray
School Mascot	Contenders

INTRODUCTION

Purpose and Goal

Since its establishment in 2011, Gospel Light Baptist Academy has existed to encourage and assist families committed to fulfilling the biblical mandate to provide a Christian education for their children. The purposes of Gospel Light Baptist Academy are to provide thorough academic instruction from a biblical worldview, to help students develop socially by teaching patriotism and respect for authority, to encourage students spiritually by emphasizing their personal accountability to God while developing the mind of Christ, and to support the family and the work of the local church. The goal of Christian education is to develop the mind of Christ in each student.

Statement of Faith

Gospel Light Baptist Academy, as a ministry of Gospel Light Baptist Church, believes and teaches the doctrines of the Christian faith as embraced by the historic, biblical, Baptist position. We believe in the divine inspiration of the Scriptures, the triune God, the fallen nature of man and his just condemnation, salvation by grace through faith, the free gift of God, the necessity of repentance and faith wrought by the Holy Spirit, the glorious display of God's purpose and grace, the progressive work of sanctification, the keeping power of God, the harmony of the law and the gospel, the prominence of immersion and the sacrament of the Lord's Supper, the devout observance of the first day of the week, the honoring of civil government, the resurrection of the righteous to eternal life and the wicked to eternal

damnation, and the imminent, personal, pre-tribulation, pre-millennial return of our Lord and Savior Jesus Christ. Gospel Light Baptist Academy believes in the verbal, plenary inspiration of the Bible. Only the King James Version is used in the pulpit and for classroom instruction.

Philosophy of Education

We believe that Christian education is a mandate from God. Failure to instruct our children in God's Word would be disobedience to the will of God. The education of children is a God-given responsibility given to parents. It is the goal of this school to support and assist parents in this vital task through this church school.

Gospel Light Baptist Academy has been founded upon a biblical philosophy of life and learning. Throughout the academy, we teach that Jesus Christ is the source and the center of life, truth, knowledge, and wisdom. "In Him [Christ] are hid all the treasures of wisdom and knowledge." (Colossians 2:3).

We recognize the Bible to be the foundational textbook for this school. The only valid view of life and the world is a Christian, Bible-based worldview. No subject that is taught in GLBA will be based on the philosophy of secular humanism or evolution. Prayer, Bible teaching, and patriotism, including the Pledge of Allegiance, is an everyday experience without restraint or apology.

The school will teach children that they have been created in the image of God for His holy purpose. They will be taught that this same God who created all things has demonstrated His eternal love for them by sending His only begotten Son, the Lord Jesus Christ, to this earth, and that He died for their sins, and that He arose the third day, assuring that all those who believe this truth in their hearts and accept His gift of salvation will inherit eternal life.

The students will be taught that they are to obey and respect their parents and their teachers. It is our purpose to teach children to discern between right and wrong according to God's Word. We desire that they would develop and grow as Jesus did. "And Jesus increased in wisdom and stature, and in favour with God and man." (Luke 2:52).

Christian education should be a conviction, not just an alternative to public education. We are not a reform school for wayward children, and we are not simply a private school, but a Christian school with a biblical philosophy. Our desire is to teach young people to seek God's calling for their lives.

Accreditation

Gospel Light Baptist Academy is a member of the Alabama Christian Education Association and the American Association of Christian Schools, an organization of 1,200 Christian schools across the country with similar philosophy and direction. Within these associations, our staff participates in teacher and staff certification and continual training, and our students benefit from opportunities to compete and collaborate with students from other Christian schools.

The academy, which serves parents in Shelby County and surrounding areas, provides preschool, kindergarten, elementary, junior high and high school which meet all of the requirements of the state of Alabama, the local fire marshal, and the health department.

ADMISSIONS

Admissions Policies

Gospel Light Baptist Academy makes no distinction in the admission of students based on race, gender, nationality, or ethnic origin. As a private, Christian institution, admission to the school is a privilege rather than a right. This privilege may be forfeited should a student fail to meet his responsibilities. It is vital that each student and his family are fully supportive of the goals of the school.

The pastor and the administration of the school reserve the right to establish and maintain standards for student conduct, dress, and scholarship. Students are expected to make acceptable progress both spiritually and academically, to abide by the school rules and guidelines, and to conduct themselves in a manner consistent with the policies and practices established by the administration. Students who consistently violate the letter and spirit of rules and guidelines will be subject to dismissal from school.

The academy is not equipped to accept students with learning disabilities or behavior disorders.

Admissions Procedures

1. Apply

The first step in the application process is to complete an application form for each child and return it to the school office. Applications are available in the school office and on our website at www.glbacademy.com.

2. Interview

The academy will contact the parents to schedule a parent/child interview. At least one parent (preferably both) must be present at the interview. The interview will consist of a review of the application and school policies and programs.

3. Acceptance

Parents will be informed of their child's acceptance by phone or during the interview. Once accepted, parents must submit the following items:

- Registration fee paid immediately upon acceptance.
- Book and supply fee paid by August 31.
- A copy of the child's birth certificate.
- A current immunization certificate. This must be received before the first day of school.

- A signed and notarized affidavit for each preschooler must be turned in no later than September 15. This form is required by the state of Alabama for church-run preschools that are exempt from state licensing.
- **Infants:** In order to reserve a spot for an infant if starting later in the year, the registration fee and first week of tuition must be paid. Book and supply fees do not apply to infants.

Communicable Diseases

While it is not the intent of the school to discriminate against any child, a safe environment must be provided for students and staff members. This includes protecting them from exposure to communicable disease. In the best interests of both the sick and the well child, it is the policy of the school not to accept students who have been diagnosed as carrying a communicable or potentially lethal disease. This policy includes, but is not limited to, diseases such as syphilis, gonorrhea, tuberculosis, and acquired immune deficiency syndrome (AIDS). This also applies to students known to be infected with HTLV-III/LAV and to students testing positive for the presence of antibodies to the AIDS virus.

ACADEMICS

Gospel Light Baptist Academy has one standard—excellence. Gospel Light Baptist Academy offers a high quality Christian education in a warm and friendly atmosphere. We are focused on giving Christian training along with a solid academic foundation in the basic fundamentals of learning. Preschool students will learn the alphabet and sounds of letters. They will develop language and listening skills, including colors, shapes, days of the week, months of the year, different types of transportation, countries, weather, and community helpers. Safety, health, manners, respect, dependability, sharing, and educational songs will be taught along with number recognition, counting, and number concepts. Every day in every class, Bible lessons will be taught. There will also be prayer, Bible verse memorization, hymns and choruses, and the Pledge of Allegiance to the American flag, Christian flag, and Bible.

Faculty

Academy teachers are dedicated Christians who are members and serve faithfully in the Gospel Light Baptist Church.

Curriculum

The curriculum for all grades is structured so that students receive training in all academic subjects required by the state of Alabama. GLBA uses the King James Version of the Bible and Abeka material for its teaching material. All subjects are taught from a biblical worldview. Social development is encouraged through the teaching of good manners, high moral standards, respect for parents and authority, and patriotism.

CONDUCT AND DISCIPLINE

Discipline: Building a Foundation for Life

The desire of the administration and faculty of the Academy is to develop and nurture an atmosphere of discipline and pleasantness. The Bible clearly states, "Train up a child in the way he should go..." (Proverbs 22:6).

Child training and discipline are nurturing and will be done with kindness, love, and understanding. Discipline is not simply punishment for wrong attitudes or actions. It is the biblical, loving correction that leads to a change in thought and behavior. Discipline is administered in an effort to instill in students a personal accountability to God for their attitudes and actions. Open communication between the teacher and the home is vital. Questions concerning discipline should be directed to the classroom teacher. If the situation warrants, the administration is willing to assist in any matter.

Discipline may include one or more of the following:

- A firm verbal warning, hiding their eyes, time-out, standing at the wall, and/or losing five minutes of recess.
- Parental assistance will be sought through discipline reports that are sent home, phone calls, messages, and/or conferences.
- Chronic disciplinary problems and serious disciplinary problems (biting, hitting, fighting, inappropriate language, failure to respond to teacher's discipline) will be referred to the administration.

Parents and Discipline

Parental support is a vital part of school discipline, therefore if your child is disciplined at school, you should:

1. Remain calm and objective and get all the facts from the teacher, administration, and your child before judging either of them. (Proverbs 18:13, Proverbs 14:17)
2. Support your child's teacher. Remember that the teacher is an experienced professional who loves your child and uses good judgment in disciplining him. (Proverbs 16:20-21)
3. Understand that children do not like discipline and that it is their nature to relate incidents in ways that are favorable to them. (Proverbs 15:10)
4. In discussing a disciplinary incident with the teacher, remember that you and the teacher are on the same side. (Proverbs 15:22)
5. Remember that your response is a model for your children to emulate. Parents should support the teacher in attitude and action. (Proverbs 15:20)

DRESS STANDARD

How We Dress

“Whether therefore ye eat or drink, or whatsoever ye do, do all to the glory of God.”
I Corinthians 10:31

Gospel Light Baptist Academy believes that this command has a practical application to the dress and grooming of students. Modesty, neatness, and cleanliness are the foundational principles for the Academy dress code. In this regard, we believe that parents have the primary responsibility for teaching their children this principle and ensuring that students come to school properly dressed.

The biblical principle underlying all standards of dress and grooming is modesty. Modesty applies not only to common decency but to the matter of calling undue attention to oneself as well. An appearance that makes a person a public spectacle is as inappropriate for the Christian as clothing that calls inappropriate attention to the body. The clothing and grooming of our students should be appropriate in both facets of modesty.

Parents are asked to dress appropriately at all times while on the campus of Gospel Light Baptist Academy. We ask that you please respect the high standard of modesty that we hold to. We ask that parents do not drop off or pick up children while wearing pajamas, workout clothes, or revealing/suggestive clothing.

Dress For Preschool Students

Preschool children are to wear clothing that is comfortable and suitable for preschool activities. Children may not wear clothing imprinted with questionable messages, symbols, and pictures. Closed toes shoes are required. We recommend shoes without laces.

FINANCIAL POLICIES

Tuition Discounts

Tuition discounts are applied to full-time students only.

- Second oldest child in family and following - 10%
- Active GLBC Church Member (active, tithing) - see administration for scholarship opportunities
- Active military - 10%
- Scholarships are available to families in which the primary wage earner is employed full-time by a local church as a pastor or assistant pastor.

Payment Policy

It is vital that all parents pay their tuition and fees when due. Consistent cooperation is greatly appreciated. Accounts that do not stay current after the first late fee will be required to enroll for auto-draft payments.

For K2-12th grade, monthly tuition is due on the 1st of each month and late after the 10th. There will be a charge of \$25 for any check returned due to insufficient funds (NSF). There will be a late fee of \$25 if tuition is not paid by the 10th, and the student will not be able to attend school if the tuition is not paid by the 15th. Tuition includes all the school days each month. It does not cover holidays or school breaks, though childcare is usually available for an additional cost.

For infants, weekly tuition is due each Friday for the upcoming week and includes care for school breaks and most holidays. If tuition is not paid by Monday, student will not be permitted to return on Tuesday, or until payment has been made.

No deduction is made from the tuition payments for a student's absences. No student records will be released for students whose family accounts are not current at the close of the school year or upon the student's withdrawal from the Academy.

Late Pick Up

There is a late pick-up fee of \$1 per minute for the first five minutes and \$5 per minute thereafter. In the event of an emergency, the school must be notified. Late pick-up fees apply to children being picked up at noon, 3:00 p.m., or 6:00 p.m.

Withdrawals

All withdrawals must go through the school office. A child is not considered withdrawn until the parent or guardian has submitted a written notice at least two weeks in advance.

Vacation Credit (*Infants only*)

No reductions are allowed for absences from school or holidays. For one week each calendar year, we provide a "Vacation Credit." During this week while your child is absent, tuition for that week is suspended. If your child is absent for more than that week, tuition is still due in order to hold his/her spot in the class. In order to receive the Vacation Credit, you must complete a Vacation Request Form and submit it to us thirty (30) days before your planned vacation.

HEALTH

Accidents

Injuries incurred on the campus or during a school-sponsored activity should be reported immediately to the school personnel responsible for supervision.

Forms

All students are required to comply with health department regulations with regard to vaccinations and immunizations or provide an exemption form. All pertinent records must be on file in the school office by the first of September of the current year.

Head Lice

Children with head lice may not attend school. Hair must be totally free of nits before a child may return to class. Before returning to class, the child will be re-checked by a staff member.

Injuries

For minor injuries, basic first aid treatment will be administered in the school office. Supplies are kept on hand to care for minor injuries and accidents. All GLBA staff members are certified in CPR. In the case of a serious injury, emergency medical assistance may be requested. Parents will be notified as quickly as possible.

Medication

All medications are to be turned in to the school office. A medication form must be filled out, signed by a parent and left in the office. The name of the medication, dosage amount, and time to be given should be clearly stated on the form. In case of illness at school, no medication (including aspirin or a non-aspirin product) will be dispensed unless consent is given by the parent, legal guardian, or the child's physician.

Sick Policy/Illness

In order to prevent the spread of disease and infection, and to keep our staff and students healthy, we can only allow those who are in good health to attend. We need parents help to maintain this policy.

A child should not attend school if he/she is experiencing any of the following:

- Drainage from the eyes
- Vomiting or diarrhea
- Frequent cough
- Fever of 100.4 degrees or higher
- Contagious disease such as flu, strep throat, chickenpox, hand, foot, and mouth, etc. until 24 hours after beginning antibiotics

If a child develops any of these signs during the day, parents will be contacted and asked to pick up their child within one hour of the contact time.

Children and staff must be symptom-free for 24 hours before returning to school.

GENERAL POLICIES AND INFORMATION

Biting Policy

Biting/pinching is a concern to all involved. When biting occurs, the teacher will try to help the child understand that it was wrong and that the other child experienced pain. The child who bit will be asked to apologize, if old enough to verbalize it, and will be placed in time-out. Any time there is a biting incident, parents will be notified. If there is a second biting incident, the student will lose privileges of interaction and parents will be asked to confer with the teacher and the administrator. If the situation continues, the student will be sent to the office and be very firmly corrected by the principal and may be suspended for three days. Parents will be notified and expected to take firm action at home. Our desire is to work with parents to train the child in proper behavior; however, if biting continues, the child may be placed on temporary suspension or asked to withdraw.

Brightwheel

We use the Brightwheel application for our parents to get a glimpse into the day of their preschool student. We are able to log all food, diapers, potty, medication, and more. We also send pictures and videos of the student for the parents to see their child during the school day. This is the main form of communication between teachers and preschool students. We will send messages regarding sickness, injuries, and supplies needed on this platform.

Potty Training

Children entering three-year-old preschool must already be fully potty trained. If two-year-olds are not potty trained upon entering preschool, the staff will work with the parents. Parents need to be already in the process of training their child. An extra set of clothes including socks, shoes, and underwear is required. Please bring one complete change of clothes in a Ziploc bag permanently marked with the child's name. The children who are being potty trained may need more than one change of clothes. We require that parents also supply the school with

disposable diapers, pull ups, and wipes. We will let parents know when these need to be replenished. K2 students are required to use pull-ups with the pull apart sides, no diapers.

Change of Address, Telephone Number, and Emergency Contact

Families should inform the office promptly of any change of address, telephone number, or emergency contact. In the event of an emergency, school staff members will contact parents or emergency contacts using the telephone numbers that are on file in the office.

Emergency School Closings

In the event of inclement weather, delays or closings will be posted on the school's facebook page and an email will be sent to each family. Delays or closings will also be announced by 6:00 a.m. on FOX 6, NBC 13, ABC 33/40, and CBS 42. The announcement will be made on their TV stations, websites, and also on some of their radio affiliates. The number of hours delayed will affect both our regular open time of 7:00 a.m. and our class start time of 8:00 a.m. Our main concern in inclement weather is the safety of your family and our staff. Our secondary concern is accommodating our parents who are trying to get to work. Because of that, we may open earlier than Shelby County does. If inclement weather develops during the school day, we will notify parents by phone if we close early. In the event of early, weather-related closings, arrangements should be made to pick up students as quickly as possible.

Emergency Procedures

In the event of an emergency concerning a student, every possible effort will be made to contact the parents or guardians. If the parents cannot be reached, we will contact the person designated by the parent on the emergency form. If necessary, the child's doctor or another qualified physician will be called. In the case of an extreme emergency, we will call 911.

Extended Care

Supervised before school care is available each morning beginning at 7:00 a.m. for no extra charge. After school care is provided from 12:00 p.m. until 6:00 p.m. Please see the financial policies section for specific information about times and costs. While on campus, students must be under the supervision of a staff member at all times. Parents should sign up for the after school care program at enrollment or at such time during the year that these services will become needed on a regular basis.

Field Trips

Parents will be notified at least one week in advance of field trips. If a student cannot participate for whatever reason, the school will not provide childcare during the time their class is gone. Parents are invited and encouraged to attend field trips with their child. All those who go on field trips should honor the school dress code. This includes parents and guests.

Students will travel on school-provided transportation to and from the activities unless the administration, the appropriate sponsor, and the parent or guardian agree upon other

arrangements. Students must wear school-approved attire. Detailed travel procedures will be explained and implemented by the supervising personnel.

Fire and Tornado Safety

Fire and tornado drills will be conducted on a regular basis to insure the proper and safe movement of all students and personnel should a fire or tornado occur. During a tornado warning, students are not permitted to leave the safe place unless a parent personally comes into the building and signs them out. The student's safety is of great concern to us. No unauthorized persons will be permitted entrance during school hours.

Fundraising Projects

To enable Gospel Light Baptist Academy to keep tuition rates as low as possible, we usually engage in several different types of fundraising projects each year. Some projects involve little effort on the part of parents or students (ex. purchasing items through the school that you would purchase elsewhere). Some will admittedly require more work (school-wide auction and other special projects). To make Christian education affordable for our families, we set tuition lower than what is really needed. We then plan fundraising projects to make up the difference. We ask that each parent participate and help us so that we will be able to continue to offer the lowest rates possible.

Lunches and Snacks

Healthy snacks will be provided by the school in the morning for preschool students, and in the afternoon for all students staying past 4:00 p.m.

Children who stay for the afternoon must bring a lunch. Preschool lunches can be placed in the school refrigerator. Any items that need to be microwaved should be labeled and placed in the appropriate cooler in the fellowship hall according to grade.

Please mark students' names clearly on the outside of their lunch boxes. If parents forget to send a lunch for their child, and we cannot get in touch with them, the child will be given food that we have in our snack supply. This cannot be done on a regular basis.

Parents or other guests must secure permission through the school office if joining their student for lunch. To ensure student safety, all guests must check in and out through the school office.

Nap Time

Preschool students staying for the afternoon are required to rest at nap time. Parents are to provide a crib sheet for infants and a roll up nap mat for students in K2 and up. Linens are sent home each Friday for laundering. Parents are responsible for providing fresh linens each Monday. Students may not share or borrow linens if theirs are forgotten.

Parent-Teacher Conferences

Parent-Teacher conferences may be requested at any time during the school year. All such conferences should take place at a pre-arranged time. Please contact the teacher in advance. Teachers are not permitted to take phone calls during class time. Impromptu conferences at the door during class time are discouraged as they divert the teacher's attention from the rest of the students and afford little privacy for the parent and teacher. Any situation that is not adequately addressed through a parent-teacher conference should be referred to the administration.

Parties

Parents may plan with the teacher to have a birthday party during school hours for their child. Parties should be kept simple and not last more than twenty minutes. Teachers may request for parents to assist in parties for Thanksgiving, Christmas, Valentine's Day, and other special occasions.

Pets and Toys

Because toys from home can be lost or misused by other children, they are not permitted except when approved by the teacher for show-and-tell or other class projects. Pets may be brought to school only after permission has been given by the teacher and the administrator. Weapons or replicas of any kind are not permitted at any time.

Photographs

Pictures taken of students and events may be used for promotional material and online. At the beginning of each school year, parents will sign a permission slip for this .

Required Meetings

Parents and students are required to attend the following special meetings (if applicable):

- Parent/Student Orientation
- Fall Revival Academy Night
- World Mission Conference Academy Night
- Gospel Light Baptist Academy Kindergarten Graduation and School Program
- Spring and Winter Night of Music

Special Programs

All students with parts in special programs (speech, instrumentals, choir, etc.) are required to attend.

Visitor and Volunteer Policy

If a parent or grandparent wishes to volunteer in our school, they are asked to make arrangements with the classroom teacher or administration prior to the day of the visit. All visitors should sign in at the school office, at which time they will be required to show a valid

picture ID. In order to be allowed to volunteer frequently, parents must meet with the administrator. He will provide the forms needed for a criminal check, medical report, etc.