

Lenoir City Christian Academy

2024-2025

Parent Handbook

(Revised February 2025)

Table of Contents

Table of Contents.....	0
Lenoir City Christian Academy.....	4
Leadership Team & Office Staff.....	4
Lenoir City Christian Academy Board.....	5
History.....	5
Accreditation.....	5
Mission Statement.....	6
School Verses.....	6
Vision Statement.....	6
Ministry.....	6
Statement of Faith.....	6
Final Authority for Matters of Belief & Conduct.....	7
Statement on Marriage, Gender and Sexuality.....	7
Baptist Faith and Message.....	8
Goals of Education.....	15
Spiritual.....	15
Physical.....	15
Mental.....	16
Emotional.....	16
Social.....	16
Core Values.....	16
Essentials of Student Care.....	16
Ministry.....	16
Safety.....	17
Quality Care.....	17
Education.....	17
Curriculum.....	17
Admissions & Financial.....	17
Acceptance, Denial or Expulsion.....	18
Enrollment Change Request.....	18

Withdrawal.....	18
Discharge.....	19
Immunization Policy & Requirements.....	19
Tuition.....	19
Delinquent Accounts.....	20
Returned Payments.....	20
Financial Gifts.....	20
Financial Integrity.....	20
Catered Lunch.....	20
Packed Lunch.....	20
Medical.....	21
Medical Emergency.....	21
Medication Administration.....	21
TN Child Abuse Hotline.....	21
Emergency/Evacuation Plan.....	21
Technology.....	22
Pathway to Solutions.....	22
Conduct and Discipline.....	24
Expectations.....	24
Unauthorized Food, Toys, Games, etc.social.....	24
Student Electronics.....	24
Cell Phone Policy for Students.....	25
Consequences for Student Misuse of Electronic Devices.....	25
Discipline.....	25
Levels of Misbehavior.....	25
1st Level (“Simple” Misbehaviors).....	25
2nd Level (“Foolish” Misbehaviors).....	26
3rd Level (“High Level” Misbehaviors).....	26
Probation.....	26
Suspension and Dismissal of a Student.....	27
In-School Suspension.....	27
Out-of-School Suspension.....	27
Dismissal.....	27
Attendance.....	28
Late Pick-Up.....	28
Drop-Off & Pick-up.....	28
Parking.....	28
Separation.....	28
Pick-Up.....	28
School Closings & Delays.....	29
Illness.....	29

Respiratory Illness.....	29
Contagious Diseases.....	30
General Campus Information.....	30
Birthdays.....	30
Security.....	30
School Office.....	30
Handgun Carry Permit Policy.....	30
Elementary & Middle.....	32
Letter to Families.....	32
Ministry Statement of Purpose.....	33
Admissions Process.....	34
Tuition, Discounts & Fees.....	34
Elementary & Middle Tuition Assistance.....	34
Discounts.....	35
Technology Fee.....	36
Continuous Enrollment.....	36
Attendance.....	36
School Hours.....	37
Tardy.....	37
Drop-Off & Pick-up.....	37
Field Trips.....	37
Dress Code.....	38
Ordering Uniforms.....	38
Basic Student Uniform Guidelines.....	38
Dress Code Violations.....	39
Academics.....	40
Curriculum.....	40
Grading Policies.....	40
Grading Scale.....	40
Academic Recognition.....	40
End of the Year Award Ceremony.....	40
Tutoring/Individual Help.....	40
Student Evaluation.....	40
Teacher Parent Conferences.....	41
Preschool.....	42
Letter to Families.....	42
Suggestions for Helping Your Child's Classroom Behavior.....	42
Purpose and Philosophy.....	42
Admissions & Financial Policies.....	43
Admissions Process.....	43
Attendance.....	44

Arrival.....	44
Outdoor Policy.....	44
Diapers.....	44
Potty Training.....	44
Clothing.....	45
Learning Center Curriculum.....	45
Packed Lunch.....	45
Parent / Teacher Conferences.....	45
Standards for School-administered Child Care, Chapter 0520-12-01 Summary.....	46
Program Organization and Administration, 0520-12-01-.05.....	46
Program Operation (Supervision), 0520-12-01-.06.....	46
Staff, 0520-12-01-.07.....	47
Program, 0520-12-01-.09.....	47
Health and Safety, 0520-12-01-.10.....	48
Food, 0520-12-01-.11.....	48
Physical Facilities, 0520-12-01-.12.....	48
Transportation, 0520-12-01-.13.....	49
Care of Children with Special Needs, 0520-12-01-.14.....	49
School-Age Before and after School Programs 0520-12-01-.15.....	49
K5-6th Extended Care.....	50
Admissions Process.....	50
Re-Enrollment.....	50
Meals.....	50
Dress Code.....	50
K5-6th School Year Extended Care.....	51
Schools Serviced.....	51
Absences.....	51
Extended Days.....	51
Inclement Weather and Closings.....	51
Summer Camp.....	51
Field Trips.....	51
Field Trip Hours.....	51
Quiet time.....	52

This Handbook supersedes all previous policies and memos that may have been issued from time to time on subjects covered herein. The Administration and Staff reserve the right to waive or modify the policies set forth in this Handbook as the situation may permit or require in their informed judgment and at their sole discretion. This Handbook does not contractually bind LCCA. In order to serve the families of LCCA, the handbook is updated as needed. It is the expectation that all students and families will carefully read this handbook to prepare for a successful year at LCCA. Changes will be effective on the dates determined by LCCA, and after those dates all superseded policies will be null. Acceptance by students and parents with the provisions of this Handbook is deemed to have occurred upon the enrollment of a student at LCCA. Failure to know the rules will not serve as a defense.

Lenoir City Christian Academy

Leadership Team & Office Staff



Jim Koan
Head of School
jkoan@lccatn.org



Marie Freeman
Financial Director
mfreeman@lccatn.org



Jennifer Coleman
Preschool & Community Relations
Director, jcoleman@lccatn.org



Sarah Harding
School Age Care Coordinator
sharding@lccatn.org



Christy Mason
Main Office Assistant
cmason@lccatn.org



Melanie Freeman
Preschool Assistant
mafreeman@lccatn.org

Lenoir City Christian Academy Board

The Board of Directors of LCCA is made up of men and women from the school and church community who love the Lord Jesus, love our kids and love our school. They give faithfully of their time and talent to advance Kingdom Education in Lenoir City and Loudon County.

Board members do not collect or convey to the Board individual opinions or anecdotes of school life and operation; when approached by parents expect that they will direct you back to the Pathway to Solutions policy.

History

First Baptist Church of Lenoir City, TN was founded in the year 1894. The church has been a strong light for Christ in Lenoir City and Loudon County during her years of ministry. In 2001, the church called Dr. Cleo “Jack “Jackson III as senior pastor. Dr. Jackson encouraged the church to expand its influence through a variety of ministries, including Christian education.

In 2001, the Weekday ministry of First Baptist Church became a licensed program through the state of Tennessee. The Weekday ministry grew and included preschool, daycare, after school care, and a summer camp for school age children. The Weekday Ministry maintained an excellent reputation within the community and achieved the highest rating (3 Stars) with state licensing.

In 2009, the Children’s Pastor, Dr. Chris Harding, and the Weekday Ministry Director, Ms. Sherry Le Sueur, asked the church to form a feasibility team to study the possibility of forming a Christian academy as a ministry of First Baptist Church Lenoir City. After some time of research, review, and prayer, the feasibility team made a recommendation to the deacon body to begin the academy with a kindergarten class with the intention of adding one grade per year. The motivation for beginning the academy was to provide distinctively Christian, academic education with smaller class sizes and more personalized instruction.

The inaugural class of Lenoir City Christian Academy began in the fall of 2010 with seven kindergartners and one teacher. The name was changed from First Baptist Weekday Ministry to Lenoir City Christian Academy in August 2010.

Accreditation

Lenoir City Christian Academy is accredited through the Association of Christian Schools International (ACSI). LCCA is accredited Kindergarten – Eighth Grade. LCCA teachers are ACSI certified. Accreditation with ACSI engages schools in a vigorous, holistic process of organizational appraisal and improvement that engages every school constituent. Our program is a highly regarded Christian program for member schools. We have partnerships with all the U.S. regional accreditation agencies and offer joint accreditation with numerous accrediting

organizations. Every step in our accreditation process is designed to be useful for driving improvement in private schools.

Mission Statement

The mission of Lenoir City Christian Academy is to partner with parents in the educational and discipleship journey of their children, engaging them in the Bible, establishing a Christian worldview, and equipping students to be life-long learners. As a Ministry of First Baptist Church Lenoir City, LCCA fully incorporates and abides by the Baptist Statement of Faith.

School Verses

"And Jesus increased in wisdom and in stature and in favor with God and man." Luke 2:52

"Him we proclaim, warning everyone and teaching everyone with all wisdom that we may present everyone mature in Christ." Colossians 1:28

Vision Statement

Lenoir City Christian Academy will strive to provide students with Biblical training in the context of academic excellence. Lenoir City Christian Academy will strive to provide a loving and nurturing environment where children are able to thrive.

Ministry

An integral part of LCCA is teaching the students about God and his love. LCCA believes in the inerrancy of the Bible. Biblical concepts will be integrated throughout the curriculum. Some students may receive teaching at home or attend church, but for many students this may be the only window of opportunity for the gospel in their lives. It is our responsibility to plant the seeds for a strong foundation for Christian growth.

Statement of Faith

The Holy Bible is the inspired Word of God and is the basis of our statement of faith. First Baptist Church of Lenoir City subscribes to the doctrinal statement of "The Baptist Faith and Message" (see 1.4.2), as most recently adopted by the Southern Baptist Convention. The Baptist Faith and Message, as set forth below, is wholly incorporated and made a part of our Statement of Faith. We band ourselves together as a body of baptized believers in Jesus Christ, personally committed to sharing the good news of salvation with lost mankind. We observe the ordinances of the church, which are baptism and the Lord's Supper.

Final Authority for Matters of Belief & Conduct

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of First Baptist Church of Lenoir City's faith, doctrine, practice, policy, and discipline, our Senior Pastor and Active Deacon Council is First Baptist Church of Lenoir City's final interpretive authority on the Bible's meaning and application.

Statement on Marriage, Gender and Sexuality

First Baptist Church of Lenoir City Tennessee and Lenoir City Christian Academy believe:

That God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen. 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

That the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

That any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, lesbian, gay, transgender, or queer) is sinful and offensive to God. (Matt 15:18-20); 1 Cor 6:9-10.)

That in order to preserve the function and integrity of Lenoir City Christian Academy as the local Body of Christ, and to provide a biblical role model to Lenoir City Christian Academy staff, students, children, and volunteers and the community, it is imperative that all persons employed by Lenoir City Christian Academy in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess. 5:22.)

That God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

That every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Lenoir City Christian Academy.

Baptist Faith and Message

Article 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.

Article 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.

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; Psalm 19:1-3; Isaiah 43:3,15; 64:8; Jeremiah 10:10; 17:13; Matthew 6:9ff.; 7:11; 23:9; 28:19; 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.

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 7:14; 53; 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; Colossians1:13-22; 2:9; 1 Thessalonians 4:14-18; 1 Timothy 2:5-6; 3:16; Titus 2:13-14;Hebrews1:1-3; 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.

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. Now of regeneration, He baptizes every believer into the Body of Christ. He cultivates Christian character, comforts believers, and bestows the 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.

Article 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.

Article 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 regenerating 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.

Article 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.

Article 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.

Article 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 the 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.

Article VIII. The Lord's Day

The first day of the week is 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; I Corinthians 16:1-2; Colossians 2:16; 3:16; Revelation 1:10.

Article 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.

Article 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.

Article 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 coordinated 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.

Article 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 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.

Article 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.

Article 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; 1Corinthians 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.

Article 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.

Article 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; Philipians 3:20; 1 Timothy 2:1-2; James 4:12; 1 Peter 2:12-17; 3:11-17; 4:12-19.

Article 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 examples 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.

Goals of Education

LCCA maintains clear written statements of philosophy, vision, mission, beliefs, and core values, as well as a statement of faith. These statements reflect and communicate a clear purpose and direction for school effectiveness and student growth. Stakeholders have participated in surveys, discussions, and committees to add input in the development of these statements.

Our philosophy reflects a child development concept known as “whole child”. We believe that each child has five aspects of his/her being which we touch. All five are equally important and include:

Spiritual

Included in daily lesson plans are Bible stories, songs, a blessing before meals, bulletin boards with Christian themes, art and craft ideas, etc. All teaching reflects an evangelical Christian faith and is age appropriate. Children are taught about God's love. The Academy also teaches children to have a healthy respect for God. The Academy teaches children about the person and work of Jesus Christ through using age appropriate introduction to the Gospel (good news).

Physical

Outdoor play and movement activities allow students to learn to use large muscles as they run, climb, jump, push, and pull. Elementary & middle school students have structured PE, per teacher direction, with games, relays, skills, and exercise, with free play incorporated.

Mental

The students are challenged with the use of curriculum, technology, learning centers and special activities such as music, field trips, special speakers, etc. It is our goal to give individual attention to all students through maintaining small teacher-student ratios.

Emotional

LCCA's desire is to help the student to move from a home environment into a school setting by helping them mature in their reactions and expression of their emotions. They should be able to feel good about themselves and be able to communicate their feelings appropriately.

Social

LCCA's goal is to help students work and play within their peer group. To help them be kind, to share, to cooperate, be helpful, to be respectful, and to accept responsibility as an individual and as part of the group.

Core Values

Lenoir City Christian Academy will strive to model our core values in everything we do. We will be...

Redemptive- introducing people to Jesus Christ our Savior and helping them to overcome mistakes and failures in order to improve and to grow every day.

Relational- caring for the needs of others and demonstrating respect because all people are created in the image of God.

Resourceful-making the best use of strengths, talents, gifts, and fiscal resources whether as a teacher or as a student.

Essentials of Student Care

Ministry

An integral part of LCCA is teaching the students about God and his love. LCCA believes in the inerrancy of the Bible. Biblical concepts will be integrated throughout the curriculum. Some students may receive teaching at home or attend church, but for many students this may be the only window of opportunity for the gospel in their lives. It is our responsibility to plant the seeds for a strong foundation for Christian growth.

Safety

Safety includes many aspects: playground, food allergies, following pick-up guidelines as set by the parent, never leaving a student unattended, monitoring classroom behavior, etc. All teachers are required to be CPR and First Aid certified. All teachers must be familiar with our disaster plan.

Quality Care

We strive to always provide prompt and professional care for the student's spiritual, physical, emotional and social needs. Teachers and staff are sensitive to a student's needs according to the developmental levels of the student. A teacher should always show love and be nurturing toward a student.

Education

Lesson plans are to be made out in advance. Grade level and age-appropriate developmental practices should be incorporated. In preschool and elementary, lesson plans should reflect curriculum and age level/grade level benchmarks. A variety of resources are used to challenge the student in an appropriate way. A day should include activities in Bible, language, math, reading, social studies, science, technology, music, art, and social development.

Curriculum

Lenoir City Christian Academy uses a Biblically centered curriculum. Biblical principles and values are integrated in every lesson taught to the students.

Admissions & Financial

Lenoir City Christian Academy believes in the academic and evangelistic training of the child in a nurturing environment. LCCA follows an evangelistic model for the enrollment of students. Parents sign a Statement of Compliance, Statement on Marriage, Gender and Sexuality and the Parent Introductory Letter included with the application process. The Statement of Compliance includes but is not limited to the following statement: "We recognize and support the purpose of Lenoir City Christian Academy to develop a biblical worldview in the lives of students. A biblical worldview (see Principles and Philosophy) is developed as academics are taught through the lens of the Bible and the teacher-student relationship is one of discipleship. Students are introduced to the work of Jesus Christ who, being perfect and blameless, died on the cross to save man from their sins."

Academically, a student's academic transcripts must be sent to the school. Students must follow Tennessee state standards regarding age. LCCA does not accept children who have missed the state's cutoff date. Students will be placed in a grade based upon academic state criteria.

Subject to the Constitution of the United States and all applicable state and federal laws, LCCA does not discriminate against applicants or students based on race, color, and national or ethnic origin in its admissions or in the administration of its education policies, programs or activities. In addition, subject to the Constitution of the United States and all applicable state and federal laws, LCCA does not discriminate in its employment practices.

Acceptance, Denial or Expulsion

Admission is not automatic and is not permanent. Acceptance will include families who desire not simply a private education but also a distinctively Christian education for their students, who are like-minded spiritually, who are supportive of our philosophy, objectives, and standards of education and whose students meet our enrollment standards.

Denial will include but not limited to families whose lifestyles or belief systems are inconsistent with the school's religious beliefs or missions, expulsion from a school, and/or behavior challenges.

Expulsion will include lifestyles or belief systems (being pre existing or new) that create unresolvable conflict, discord or disharmony for First Baptist Church, Lenoir City, LCCA, students, parents, teachers or administrators.

Parents will be notified by the Head of School or Academy Principal/Programs Director within two weeks as to acceptance or denial to the school.

Parents will be notified immediately of an expulsion.

Enrollment Change Request

Enrollment changes after enrollment is complete must be requested through the Enrollment Change Request form found at www.lccatn.org. If the request can be accommodated, a \$75 fee will be applied at the time the account is updated.

Withdrawal

A parent must submit a Withdrawal Form. The withdrawal form can be found at www.lccatn.org under the parent portal. The withdrawal form must be received a minimum of 30 days prior to the withdrawal date for students in all programs. Any balances or tuition due through the required notice must be made at the time your notice is given. Tuition is not prorated by the day. All fees and tuition previously owed are non-refundable.

Grades and records will not be released until all financial obligations have been resolved through the Financial Department and all school property must be returned in good condition.

Discharge

Lenoir City Christian Academy Preschool reserves the right to drop any child from enrollment with two weeks' notice to the parents if the staff determines that the program is not meeting the needs of the child, the child's presence poses a threat to the welfare of others, or if the child is unable to adjust to the school's rules/structure, routine and social interaction. LCCA is not able to give one on one care to a child. Every effort will be made to work with the child and family to guide and encourage healthy social interaction and development. A student may also be discharged if school policies are not being followed. A student may be discharged immediately if the safety of others is at risk.

Immunization Policy & Requirements

Lenoir City Christian Academy follows the Tennessee Department of Health guideline for admission into child-care, preschool and Elementary grades. Accordingly, a completed and up-to-date Certificate of Immunization must be on file for each student before he/she can begin any of these programs. The list of vaccinations can be found at the following website www.tn.gov. LCCA allows for medical and/or religious exemptions.

Parents will submit a Tennessee Department of Health Immunization Certificate for their child during the admission process. Health records must be kept up-to-date and on file in the school office.

Exemptions:

- Medical – The physician (MD, DO) or Department of Public Health nurse authorized to indicate specific vaccines medically exempted (because of risk of harm) should make note on the form. All other vaccines remain required. The medical reason for the exemption does not need to be provided.
- Religious – The exemption requires a signed statement by the parent/guardian that vaccination conflicts with their religious beliefs. If the child needs documentation of a health examination for the school, the health care provider should provide the exemption on the immunization certificate. In that case, the provider should check the box that the parent has sought a religious exemption to explain why the exemption information is absent or incomplete.

Approved 12/9/2024

Tuition

Tuition is calculated during the budgeting process for the year and published prior to the enrollment season. Tuition is not calculated by the number of days in the month. Tuition is not prorated by the day for any program.

Once accepted, you will be required to enroll online in the FACTS Tuition Management Program. Tuition is due by the first of the month. The enrollment process is not complete and students may not start school until a FACTS tuition payment plan is created.

Bundling for Multiple Programs: Bundling is for families with children in all three programs. Families will receive a \$100 per month discount towards tuition. These families are not helped with the sibling discount given to elementary & middle school. One child is in full time 5-day preschool and another child is a student in the elementary or middle school and goes to after school care. This discount would be taken from the after-school care amount.

Delinquent Accounts

Invoices are considered late 10 calendar days after the due date. A late fee of 5% or a minimum of \$5 is applied to all late invoices. Report cards and transcripts will not be issued for delinquent accounts.

Returned Payments

A fee will be charged for all returned payments.

Financial Gifts

Financial gifts to the academy can be made directly to LCCA or through First Baptist Church giving.

Financial Integrity

Lenoir City Christian Academy undergoes a financial audit every year.

Catered Lunch

All catered lunch orders and payments must be made through your FACTS family portal. All meals will be served with fruit, chips, and milk. We must receive your order by Sunday for your child to have school lunch for the week. A different restaurant is used each day. A calendar is provided on FACTS.

In the event of an unexpected school closure, pre-ordered lunch will be credited to the student's payment plan.

Packed Lunch

Students are welcome to bring a nutritious packed lunch from home. Please label everything. Use only plastic containers (no glass). 2% white or chocolate milk will be furnished at no additional cost. Soda and candy are not allowed. All lunches must be ready to serve. Breakfast

must be eaten before arriving. Be sure we are aware of any food allergies. Students are not allowed to share or exchange lunch items due to food allergies. Water bottles must be in a sealed container to help prevent spilling.

Medical

Medical Emergency

In case of a medical emergency with a child, an immediate attempt will be made to notify the parent, or the parent designate. If the parent cannot be reached, or if the situation warrants, an attempt will be made to contact the child's doctor for advice. If medically necessary, emergency services may be summoned to transport the child to appropriate facilities to receive medical assistance.

Medication Administration

Medication may be administered at LCCA under certain guidelines. Medication approval must be made through the main office. Medication will only be administered in the office (cannot be given by a teacher). LCCA may administer short term and long term or maintenance medication for students who require it and have a proper prescription. Medication may not be approved over the phone. The medication form must be completed accurately with parent signature for medication to be given.

TN Child Abuse Hotline

COMPLAINT HOTLINE: 800-462-8261 or 615-313-4820

Emergency/Evacuation Plan

Routine fire drills will be conducted periodically by LCCA. Fire evacuation procedures will be posted in each room. In the event of an actual fire, drill procedures will be followed.

When severe weather warnings are issued by the National Weather Service for tornadoes, severe thunderstorms, etc., or if evacuation of the center becomes necessary for reasons other than fire, children in care will be taken to the secure area within the building as designated by the County Coordinator of the Emergency Management Agency.

If power or water is temporarily not available, the center will endeavor to remain open and operational if possible. We cannot, however, compromise the health and safety of the children. Parents may therefore be notified to pick up their children.

In the event of an evacuation, your child will be transported to a pre-authorized location. All children will be together at one of these churches. You will need a photo ID to pick up your child. In the case of a disaster, it is possible that your teacher or Director could still be at the center or

with a child receiving emergency medical care. The LCCA Administration and the State of Tennessee Department of Education may be coordinating the children's pickup. Please keep updated through social media if possible and local media outlets, including radio and television.

Hard Lockdown Drill will be conducted at least once during the school year. You will receive notice if one is conducted.

Technology

Technology plays a significant role in curriculum development. Our commitment is to maintain a healthy and helpful use of technology in academics, but not to let technology determine our academic standards. We utilize Chromebooks, tablets, Apple TVs, interactive boards, and other media resources to engage our students in learning at appropriate age levels and limits. Familiarity with technological advancements is a necessity for our students, and we commit to assisting them with a proper balance of traditional teaching methods along with technology.

Pathway to Solutions

LCCA is a school that flourishes when parents and staff partner together in mutual respect to advance effective Kingdom education in the lives of our precious students. The process of resolving questions that arise are grounded in Biblical principles for love, respect and community.

The following provides a pathway for resolving conflicts and concerns as they arise in the course of a school year. We resolve as the community of LCCA to pursue unity and extend charity when questions and concerns arise. (Matthew 18:15-19)

I. A Question Arises:

- A. Assume the best intentions of all parties involved. (Philippians 2:3)
- B. **Keep confidences.** Gossip and unguarded comments will produce division and distrust. (Proverbs 11:13)
 1. Commit to communicating only with the parties involved and not with other families or with staff not directly involved in the matter at hand.

II. Approach the Staff Member Directly: (Matthew 18:15)

- A. Seek more information from the teacher or staff member directly involved. Keep in mind that reports from children customarily will not include all pertinent context and relevant information.
- B. Set up a prearranged meeting or phone call with the teacher or staff member with whom you have a concern.
 1. Spontaneous or unscheduled meetings, especially at morning dropoff, afternoon pick up, or school events, are not conducive to giving the matter full attention.
 2. Notes should be kept for future reference if needed.

- C. **Keep confidences.** Gossip and unguarded comments will produce division and distrust. (Proverbs 11:13)

III. Concern Resolved? Let folks know that the process works. (Proverbs 25:25)

IV. Conflict Remains? Contact the office to request a followup meeting with the teacher and the appropriate administrator. (Matthew 18:16)

- A. The meeting will involve the three parties:
 1. the parents,
 2. the teacher, and
 3. the administrator.
- B. Explain the process of resolution already completed; that is, who you have met with already, to confirm that you have already met with the teacher/staff member.
- C. **Keep confidences.** Gossip and unguarded comments will produce division and distrust. (Proverbs 11:13)

V. The Three Parties Meet.

- A. All parties will assume the best of intentions and approach with respect. (Philippians 2:3-4; Romans 12:10)
- B. **Keep confidences.** Gossip and unguarded comments will produce division and distrust. (Proverbs 11:13)
- C. Notes should be kept for future reference if needed.

VI. Concern Resolved? Let folks know that the process works. (Proverbs 25:25)

VII. A Final Decision is Reached:

- A. If the parties are not in agreement after this meeting, the Head of School will render the final decision, guided by school policy and professional judgment, based on the information available and respect for all involved.

A Question of Policy? On occasion, parents or staff may have a concern about the school's policy and may wish for the Board to review the policy at one of their regularly scheduled quarterly meetings.

- A. Parents may provide a written request that the Board review a school policy.
 - a. Written requests should be emailed to the Head of School, who will forward the request to the Board Chair.
 - b. In the email, state the policy you wish to be reviewed by the Board. Include background information which will be helpful in establishing next steps by the Board
 - c. **Keep confidences.** Gossip and unguarded comments will produce division and distrust. (Proverbs 11:13)
 - d. Assume the best intentions of all parties involved. (Philippians 2:3)

- B. The Board Chair will review the written request. A decision will be made to either:
- a. Discuss the request with the Board as a whole, in which case a written response will be sent after full board review, OR
 - b. Determine the matter is not policy oriented and will provide a written response stating the decision is left up to the discretion of the Head of School.

Approved 09/10/24

Conduct and Discipline

Discipline is the training of a student to instill character development. This training is to help the student develop a pattern of Christian behavior, to produce self-control, to internalize values, and to give the student a moral compass. Lenoir City Christian Academy, a ministry of First Baptist Church Lenoir City, believes in the inerrancy of the Bible. Decisions will be based upon biblical principles. Effective discipline is one of the important functions of any school.

Expectations

- Students should show Christ-like behavior and honor authority.
- Students should demonstrate respect to LCCA's faculty and staff (Romans 3:2)
- Students should demonstrate respect to fellow students (Ephesians 4:29, 32)
- Students should be respectful to LCCA property and property of others.

A parent/guardian who has a question concerning the decisions of any teacher should call the teacher to set up an appointment and discuss the matter with the teacher. Parents/guardians should not plan on discussing anything with the teacher in drop-off, pick-up lines, hallways, lunch, etc.

Unauthorized Food, Toys, Games, etc.social

We ask that you not send electronics, toys, snacks, gum, candy, etc. All unauthorized items must remain at home. There are days teachers will allow students to bring in something for an activity or free time. Please check with your student's teacher for details. If a student brings an unauthorized item, the teacher can confiscate it until the end of the day or send it to the front office to pick it up at the end of the day.

Student Electronics

Electronic devices include cell phones, iPods, iPads, tablets, Chromebooks, and e-readers. With technology increasing, LCCA wants students to learn to use these devices properly. If instructed by a teacher, students may use electronic devices for educational purposes during class time.

Cell Phone Policy for Students

LCCA will not assume responsibility for theft, loss, or damage of a cell phone. Students are not permitted to carry cell phones to school.

Consequences for Student Misuse of Electronic Devices

First offense—Device will be held by the faculty member. The student may collect the device at the end of the school day.

Second offense—Device will be held by the school office. The parents must collect the device from the office at the end of the school day.

Third offense—Device will be held by school administration. The parents must collect the device from the office at the end of the school day.

Discipline

At the elementary level, students are learning the basics of what it means to be wise. During this time, our desire is that students would learn to be obedient to those in authority and to show respect in all interactions. Other actions that would show that a student is growing in wisdom at this level include:

- Walking and using appropriate volume in hallways
- Finding ways to be helpful
- Saying please and thank you
- Acting with a servant's heart

Levels of Misbehavior

1st Level ("Simple" Misbehaviors)

Teachers will give clear instruction on what behavior is expected of students in the classroom and other times during the day. They will instruct students and remind them when unacceptable actions occur and will contact parents/guardians to work to solve in-class issues.

Repeated behavior violations will receive consequences to remind them they are not following the expectations and rules. Consequences at this level may include being asked to sit away from the group, a seating change, etc.

Repeated Level 1 behavior infractions will be documented in FACTS. Level 1 offenses include, but not limited to: Disruption of class Failure to follow instructions Not keeping hands to one's self Inappropriate language or joking Disrespectful language or action Dress code infraction

2nd Level (“Foolish” Misbehaviors)

If a child continues to not follow the rules and expectations after warnings and minor consequences, further consequences will be implemented and the administration will be consulted. Consequences at this level could include missing recess (think walking), eating lunch away from the class, or spending some time in the office. Level 2 offenses will be documented in FACTS.

- Repeated level 1 offenses
- Cheating or lying
- Defacing of school property
- Vulgarity or profanity

3rd Level (“High Level” Misbehaviors)

A child that continues with inappropriate actions after receiving the more serious consequences in Level 2, or does something more serious, such as the offenses listed below, will receive consequences that are intended to let the child and parent/guardian know that they are a serious violation of academy policy. Students committing a Level 3 event will be immediately removed from the classroom and required to leave school as soon as the parent/guardian can come to the school. The administration will then determine the appropriate consequences. These behaviors will result in suspension (in or out of school), probation, or expulsion. Level 3 offenses include but are not limited to the following:

- Open defiance or disrespect of teachers or administration
- Bullying (repeated mean behavior toward another student)
- Fighting, or extreme disruptive behavior
- Gross vulgarity or profanity
- Biting
- Stealing
- Vandalism
- Any other aggressive or unsafe behaviors
- The use, possession or distribution of illegal drugs, alcohol, tobacco products, fireworks, explosives, or weapons of any kind.
- Pulling a fire alarm or tampering with safety equipment.

Probation

A student may be placed on probation for any of the following reasons:

- When showing insufficient academic progress due to neglect of studies;
- When showing insufficient progress from student or parent/guardian to improve social/emotional or behavioral development;
- When parents/guardians fail to comply with and support the disciplinary procedures of the academy.

Probation gives students opportunities to correct their problems. A student on probation loses all positions of responsibility, which may or may not be restored after probation ends. Students may not participate in athletics or other extra-curricular activities when on probation.

Suspension and Dismissal of a Student

Parents/guardians must respond to behavior and disciplinary actions in cooperation with the child's teacher and principal. Action plans within the home that support behavior changes and discipleship are equally essential. LCCA partners with parents/guardians for the discipleship of their children and cannot manage student behavior effectively unless parent/guardian are engaged in behavior development improvement.

Where LCCA administration and teachers request testing from medical, educational or psychological referrals, parents/guardians must document the steps taken to provide support for their child. If parents/guardians do not take appropriate measures within a two week time frame, the student may be suspended until corrective actions are taken. LCCA may dismiss a student when the needs of a student cannot be met by the academy regardless of educational behavioral, social/emotional development plans.

In-School Suspension

If in-school suspension becomes necessary, parents/guardians will be notified. Suspension is determined by the LCCA administration. There will be a charge of up to \$50 to compensate the staff supervising in-school suspension for their time. Students are required to make up any work missed in class, but will be subject to a late penalty grade. The student will receive attendance credit for the day.

Out-of-School Suspension

Due to repeated and/or serious disciplinary infractions, out-of-school suspension may be assigned. Students are required to make up any work missed in class, but will be subject to a late penalty grade. Students must turn in missed assignments within one day of the student's return to school. The decision for out-of-school suspension will be decided by the head of school, principal, or director.

Dismissal

Lenoir City Christian Academy reserves the right to expel any student if LCCA determines that the program is not meeting the needs of the student, the student's presence poses a threat of the welfare of others, or if the student is unable to adjust to the academy's rules/structure, routine, and social interaction. A two week notice will be provided; however, if the reason for dismissal/expulsion is due to a serious safety concern, the student will not be allowed in the school/classroom during the two week review period. Every effort will be made to work with the student and their family.

The following situations will necessitate the removal of a student from Lenoir City Christian Academy:

1. Aggressive behavior which threatens the safety and well-being of self-and/or others in the program. Well-being can be defined as emotional as well as physical.
2. A student requiring constant 1-on-1 attention from the teacher.
3. A student showing disrespect toward a teacher or another student.
4. Nonpayment.
5. Failure of the parent/guardians or student to follow written policies.
6. If the safety of the students or the program is compromised a student will receive out of school suspension, pending review of dismissal.
7. Any other conduct that exhibits behavior contrary to the Statement of Faith.

Attendance

Late Pick-Up

- A 5-minute grace period will be provided for late pickups.
- After the grace period, a fee of \$1 per minute will be charged, with a minimum fee of \$5.
- Repeated late pickups may result in the dismissal of your child from the program.

Drop-Off & Pick-up

Parking

Parents may park in designated parking spaces alongside the education building. Please do not park in handicap spaces due to families in need of those parking areas. Please do not obstruct the entrance, double park, or otherwise hinder the flow of traffic. Never leave your engine running while you bring your student into the building. It is our policy that small children may never be left unattended in your car while in the building. You could compromise your child's enrollment by doing so.

Separation

Our staff is prepared to help with your student's separation. Parents need to drop off and leave promptly so as not to hinder the day's schedule.

Pick-Up

Parents are to notify the office in advance if anyone other than himself or herself is to pick up the child on a given day. The designated adult will be asked to provide identification when picking up the child and MUST match the authorized pick up list.

If any person picking up your child is deemed to be in any way impaired or exhibiting risky behavior, we will contact someone else on your transportation list to transport your child. If we are met with resistance, proper authorities will be called.

Release of a child to the biological parent will not be denied unless a legal custody document prohibiting such release is filed with the office.

Ridesharing services such as Uber and Lyft or any commercial transportation may not be used at LCCA. There are numerous potential dangers associated with releasing students to unknown third parties. LCCA wants to ensure your child's safety by only releasing him/her to a responsible adult at the end of the day.

School Closings & Delays

We will send out a text and/or email if we are closing school due to inclement weather. You can also check the Lenoir City Christian Academy Facebook page. Please use discretion in inclement weather. If we choose to open, we will give your student an excuse from absence if you do not feel that it is safe to travel. Your elementary or middle school student will be able to make up schoolwork at home in the case of an excused absence. If Loudon County Schools are let out during the day due to weather, we will also close. Please pick your child up as soon as possible. Preschool & K5-6th Extended Care closings for inclement weather days will not be made up. If we choose to open K5-6th Extended Care, students enrolled in our elementary and middle school K5-6th grades may attend for childcare during normal school hours at no additional charge.

Illness

Students must be free of fever, vomiting, or diarrhea for 24 hours before they are allowed to return to school. If your student is not well enough to go outside, they should be kept home. Students should be free of any contagious diseases. Please notify the office if your child is diagnosed with a contagious disease so other parents can be informed. If a student has a special health problem, these should be discussed with the teacher.

Respiratory Illness

Stay home and away from others until you are BOTH getting better from your symptoms and are fever free without meds for 24 hours.

Upon returning, for 5 days enhanced precautions should be considered. Precautions may include: social distancing, wearing a form-fitting mask, frequent hand washing and sanitizing work area/play area

Contagious Diseases

Many contagious diseases start with a common cold. Examples of contagious diseases include pink eye, rashes, lice, etc. Should your child have a contagious disease, please let his/her teacher know immediately so that other parents can be notified. We will not disclose the names of children.

General Campus Information

Lenoir City Christian Academy has a comprehensive campus. Students have access to a library, indoor gym, playground, courtyard, blacktop, soccer fields, lunchroom, theater stage, and auditorium.

Birthdays

Parents are welcome to recognize their child's birthday at school. Plans need to be made with your student's teacher in advance. You may bring a special snack (cookies or mini cupcakes) and decorative paper products only (no clowns, balloons, birthday gifts, etc.). If you are having a party elsewhere and wish to invite your student's classmates, invitations will be handed out by our staff and must include the entire class.

Security

All exterior doors are locked and will remain locked throughout the day. In order to enter the building, individuals must be buzzed into the building by authorized LCCA or FBCLC staff through the doorbell and video system. All parents, students and visitors must enter through the church entrance and check into the front academy office between 8:45 am – 5:30 pm. Entrance into the building does not grant permission to pick up a student. Anyone picking up a student must be on the authorized release form. Our academy uses security cameras to survey the campus.

School Office

The main office is the center of operation of the school. Parents must come to the office first before visiting with their student, teacher, or principal to sign in. The Main Office is open Monday - Friday and maintains hours from 8:00 a.m. to 4:30 p.m., except for holidays, inclement weather, or school-wide illnesses. All students must be picked up by their dismissal time unless they are enrolled in our after-school program or pre-planned activity/club.

Handgun Carry Permit Policy

As a ministry of the First Baptist Church of Lenoir City, Tennessee, the Lenoir City Christian Academy hereby embraces the following Handgun Carry Permit Policy of the First Baptist Church of Lenoir City in accordance with Policy 7.09 of said church's official policy manual.

To wit:

1. First Baptist Church shall permit the carrying of handguns on all property constituting the campus of the Church and in all buildings owned or operated by the Church by persons qualified under the following conditions: a) No person who is otherwise prohibited from possessing a handgun is permitted to carry a handgun on First Baptist Church property; b) The person must have a valid Tennessee handgun carry permit, pursuant to TCA § 39-17-1351; and c) The person must keep handgun in their possession and on their person
2. No policy shall be established, by action or inaction, by any entity, inside or outside the Church that infringes on or supersedes this policy.

It shall further be the policy of Lenoir City Christian Academy that its official Handgun Carry Permit Policy will automatically follow (or default to) any revisions or changes of First Baptist Church of Lenoir City's official church Handgun Carry Permit Policy.

This action has been taken in compliance with the attached legislation duly authorized by the State of Tennessee and in force as state law as of April 6, 2016. Moreover, pursuant to section (c) (1) of said attached legislation, this information will be disseminated to all appropriate parties associated with the school as well as the relevant civil and law enforcement authorities.

Attachment: 49-50-803. State of Tennessee Handgun Carry Policy.

(a)(1) The board or governing entity of each private K-12 school, or the chief administrative officer if the school does not have a board or governing entity, may establish a handgun carry policy for any property on which the school is located that is owned or operated by the school and for any building structure located on the school property.

(a)(2) Any handgun carry policy adopted by the board of governing entity, or the chief administrative officer when appropriate, may:

(A) Prohibit the carrying or possession of a handgun on the property of, or in a building located at, a private school.

(B) Permit the carrying of handguns by persons qualified under subsection (b) on all property constituting the campus of the school and in all buildings owned or operated by the school; or

(C) Permit the carrying of handguns by persons qualified under subsection (b) in certain areas on the property of the school or in certain buildings but prohibit the carrying in other areas or buildings.

(b) If the board or governing entity, or the chief administrative officer when appropriate, permits the possession of handguns in accordance with this section at the private school, the following rules and limitations shall apply:

(1) No person who is otherwise prohibited from possessing a handgun is permitted to carry a handgun on private school property.

(2) The person must have a valid Tennessee handgun carry permit, pursuant to § 39-17-1351; and

(3) No private institution that permits the possession of handguns on the property owned or operated by the institution pursuant to this section shall be required to post signs as required by § 39-17-1309 (d).

(c)(1) The handgun carry policy for each private school shall be reduced to writing, disseminated in a manner likely to ensure that it is known by students attending the school, the parent or guardian of each student, the faculty and other employees, and others who may go upon the grounds or enter a building on property owned or operated by the school. The policy shall be made available in the principal's office to anyone desiring a copy and distributed to the parents of children enrolled in the school by a method or methods reasonably likely to ensure dissemination of the policy, such as e-mails, text messaging, or posting on the school's website.

(c)(2) The policy shall go into effect thirty (30) days after it is adopted and disseminated as provided in subsection (c).

(d) If a private K-12 school does not adopt a handgun carry policy in accordance with subsection (1), then the carrying or possession of a firearm is prohibited in accordance with § 39-17-1309.

(d) The chief administrative officer shall submit a copy of the handgun carry policy for the school to the sheriff's department and, if applicable, the police department with jurisdiction over the school.

Elementary & Middle

Letter to Families

Dear Parents:

Thank you for your interest in Lenoir City Christian Academy, a ministry of First Baptist Church Lenoir City. We have adopted an admissions policy that opens the school to families who are like-minded spiritually, who are supportive of our philosophy, objectives, and standards of education, and whose children meet our enrollment standards. Our purpose is to serve families who desire not simply a private education, but a distinctively Christian education for their children.

Before applying for admission to our school, please read the parent handbook. The parent handbook will introduce you to many of the school's policies, procedures, and expectations for both parents and students.

The first several pages of the parent handbook explain our religious purpose, mission, and beliefs. This school unashamedly believes, teaches, and practices a literal interpretation of the Word of God. If you do not agree with our religious mission and beliefs, enrolling your student in our school will likely cause him or her confusion. For example, if a question regarding biblical lifestyles arises in Chapel or your student's classroom, the teacher will answer from a biblical viewpoint consistent with our mission and belief statement. If your beliefs and lifestyle choices are not in agreement with our doctrinal stance, that answer will likely create conflict in your student's heart and mind. This internal conflict could drive a wedge between you and your student, cause your student to negatively judge you as a parent, or force your student to choose between our teaching and what he or she learns at home. We respect your desire to place your student in the best possible learning environment. However, we reserve the right to refuse admission to any student who does not hold the same spiritual beliefs as set forth in our Statement of Faith.

Biblical principles are integrated into every subject taught at our school. Our staff is committed not only to academic excellence, but also to teaching students how to apply the truths of God's Word, this school will complement the beliefs and ideals your child is taught at home. We look forward to partnering with you to educate your child in God's truth.

Ministry Statement of Purpose

Lenoir City Christian Academy exists to provide biblically centered and academically appropriate curriculum and instruction with the intention of equipping children to grow "in wisdom and stature, and in favor with God and man" (Luke 2:52). The curriculum, personnel, facilities, and daily operations are all determined with this goal in mind. Lenoir City Christian Academy exists to partner with parents in determining the best course in life for each student and cannot replace the responsibility of parents to raise their children in the home where the love of God is taught and experienced.

Lenoir City Christian Academy addresses educational practices from a Christian perspective by allowing each student the opportunity to begin to understand themselves and the world from a biblical worldview.

This process happens through a variety of academic and developmentally appropriate strategies which include both formal instruction and informal interaction. Formal instruction will include activities such as chapel, classroom academic instruction, and discovery centers. Classroom instruction is driven by the concept of biblical integration meaning that the truths of the Bible are woven throughout all teaching so students may see that all truth is God's truth. Informal interaction is concerned with the day-to-day interaction between students and the

teacher and peer to peer relationships. Personnel who demonstrate a Christian lifestyle and students that strive to follow an appropriate code of conduct are essential to the success of this part of education. Lenoir City Christian Academy intends to educate and care for the whole student and includes meeting the needs of each student spiritually, physically, mentally, emotionally, and socially.

Admissions Process

1. Complete a tour with a LCCA Administrator.
2. Submit application and application fee through FACTS (<https://lc-tn.client.renweb.com/oa>): application, last two report cards (if applicable), copy of birth certificate and updated immunization record or exemption (temporary immunization record at the discretion of the Head of School).
3. Application Review: LCCA Administrators review each prospective student file with the appropriate forms and records.
4. Complete a family interview with a LCCA Administrator.
5. Optional: Complete Elementary & Middle School Tuition Assistance Request (\$45 application fee). The Tuition Assistance Committee will meet to consider the application and determine any TA award (steps 1-4 must be completed prior to request).
6. Submit enrollment and enrollment fee through FACTS upon acceptance to LCCA, including a payment plan in FACTS Tuition Management. The enrollment process is not complete and students may not start school until a FACTS tuition payment plan is created. Tuition is due by the first of the month.
7. Attend Open House / Parent Meeting.
8. Obtain Parent ID numbers for pick-up.
9. Obtain school uniforms.

When transferring from another school, a student's academic transcripts must be sent to the school. Students must follow Tennessee state standards regarding age. Students will be placed in a grade based upon academic review. All kindergarten students must be 5 years old on or before August 15th and will participate in a required screening test for kindergarten admittance.

Tuition, Discounts & Fees

Elementary & Middle Tuition Assistance

Education is an important investment in your child's future. We recognize the financial sacrifice families make by committing to private Christian education for their children. Lenoir City Christian Academy is thankful for the financial resources we can pass on to our families who are in need of tuition assistance.

What do I need to know?

- LCCA offers need-based tuition assistance to families who could not otherwise afford to attend LCCA. Academic and athletic merit-based scholarships are not offered.
- Tuition assistance requests begin with an application through FACTS, a third-party organization for tuition assistance assessments. Your financial information is secure and kept confidential.
- That FACTS assistance application is completed online. A \$45 application fee applies. You can access the FACTS Grant & Aid application using this link: <https://online.factsmgt.com/aid>.
- The application process is self-guided. You may navigate in and out of the application, allowing you to partially complete an application if you are unable to complete it in one session.
- FACTS offers a 24/7 helpline and customer service email. Please do not contact the school with questions about the application process.
- After the online application is submitted you will be required to submit your previous year's Federal tax returns with all schedules to complete the process.
- You will be informed of eligibility for scholarship following a confidential review by the Financial Aid Committee. (The committee is the final determination of scholarship awards).

Important Dates

January 1st: Applications can be submitted after January 1st. Application verification takes 10-12 business days after all documents are submitted.

May 15th: Deadline to submit your application to ensure it is verified before the payment plan begins.

The Tuition Assistance process is a rolling process; awards will be announced following the monthly meeting of the Tuition Assistance Committee.

No financial aid procedure can be entirely equitable due to many individual factors. We find this process serves our school community well, is secure and confidential.

Discounts

ELEMENTARY & MIDDLE TUITION DISCOUNT:

LCCA Loyalty Discount: For current LCCA families, K5 - 6th tuition for next year is frozen at current school year rates if re-enrollment is received by January 31st.

First Baptist Church Member Discount: For currently active FBC members, K5 - 6th tuition for next year is frozen at current school year rates if enrollment is completed by May 1st.

Multi-Child Discounts: Families enrolled in K5 - 6th of LCCA who have two or more children enrolled in LCCA K5-6th and/or Concord CS K5-12th will have the following discounts applied:

- 2 Children Enrolled: \$500 for each K5 - 6th LCCA student
- 3 Children Enrolled: \$665 for each K5 - 6th LCCA student
- 4 Children Enrolled: \$750 for each K5 - 6th LCCA student.

Full Time Pastor Discount: FT pastors of 501(c)3 churches are eligible to receive a 25% of K5-6th tuition. (documentation required)

(Note: all discounts must be verified and approved by the Academy financial office.)

Technology Fee

All elementary & middle school students are required to pay this annual fee as an investment in existing and future technology. This fee is included in the FACTS payment plan.

Continuous Enrollment

Continuous enrollment applies from the first academic year (kindergarten or higher) and will automatically renew enrollment for each successive academic year until graduation from LCCA. This will be in force until it is terminated by LCCA at any time, or completion of LCCA's withdrawal procedure.

As part of continuous enrollment, each student's information (i.e., address, phone number, emergency contacts, and medical information) is continuous from grade to grade in the Student Information System. Parents/Legal Guardians are responsible for keeping their student(s)'s information accurate and up to date.

Each December, LCCA will publish the following school year's tuition rates and fees.

The continuous enrollment fee for the following academic year will be incorporated into the FACTS payment plan. If notification to withdraw at the conclusion of the current school year is given prior to January 31, the continuous enrollment charge will be removed from the account. If notification to withdraw at the conclusion of the current school year is given after January 31, the continuous enrollment fee will be forfeited.

Attendance

- You will be given a yearly calendar to follow
- Excused absences include personal illness, serious illness or death in the family, doctor's appointment, or valid reason as deemed by LCCA Administration.
- A parent note is acceptable up to 5 days per school year. After 5 days, a doctor's note is required, in compliance with the state of Tennessee mandate for private schools.

- Unexcused absences may result in grading reductions where assignments were not completed.
- Each student's attendance is part of the permanent record.

It is the desire of LCCA to have a flexible, working partnership with all families in the Academy. Please discuss absences and missed work with your student's teacher and the administration so we can best meet his or her needs.

School Hours

School Hours are from 8:15 a.m. - 3:00 p.m.

Tardy

School begins at 8:15 a.m. Arrival after 8:15 a.m. is considered tardy. Arrival at 10:30 a.m. or later is considered ½ day absent, not tardy. A pattern of late arrival may result in the dismissal of your child.

Drop-Off & Pick-up

Elementary and middle school drop off will be located at the back of the building where the covered awning is located. Students may be dropped off at the back from 7:30am - 8:05 am. After 8:05 am, you will need to walk your elementary or middle school student to the church office entrance and go to the academy desk for check in.

Students will go to the KidStuf Theater/Cafeteria where our staff will watch students until they are dismissed to their classrooms at 8:05 am Never leave your student in a classroom without a teacher present. Anyone picking up your student must be designated on your student's transportation plan. No one under the age of 16 is allowed to pick up a student. Pick up time is 3:00 pm.

Students will be dismissed at the back of the building. Parents will drive to the covered awning. Parents will place a sign in their car window so staff can see which student is being picked up. Students will be called out to be dismissed.

Ridesharing services such as Uber and Lyft or any commercial transportation may not be used at LCCA. There are numerous potential dangers associated with releasing students to unknown third parties. LCCA wants to ensure your student's safety by only releasing him/her to a responsible adult at the end of the day.

Field Trips

A permission form is required for any field trip. Field trips must be planned in advance and approved by the Academy Principal/Programs Director. Any parent or individual allowed to go on a school field trip must first have a background check through the Academy office.

Dress Code

Purpose: LCCA instituted a uniform dress code for the sake of glorifying God through modest dress, academic excellence, and restraint from materialism. LCCA requires students to dress in conformance with one's biological sex. The spirit of the following guidelines is intended to be helpful to the educational and discipleship journey of each student and not as legalistic or punitive restrictions.

Ordering Uniforms

All LCCA logo items must be purchased from:

- Land's End: <https://landsend.com>; School Code: 900172503
- Uniforms by Tommy Hilfiger: <https://www.globalschoolwear.com>; School Code: LENO01
- <https://www.embroideryboutiqueknox.com/>

The use of Lenoir City Christian Academy's logos requires prior approval. Please ask for the logo use policy for additional information.

Families may purchase non-logo items from local or online retail stores if they follow the uniform policy.

Basic Student Uniform Guidelines

Shirts: All shirts worn in the classroom will be required to be solid school colors (navy, burgundy, white, or gray). Shirts must be collared. Students may wear polo shirts (short or long sleeved), oxford cloth, button-down collared shirts (short or long sleeved), turtlenecks, or Peter Pan collared blouses. No tank tops are permitted. Students are required to wear a solid colored, LCCA logo polo shirt on Mondays. Students will need to wear a white polo shirt with LCCA round logo or a white button-down shirt on Thursdays for chapel attire.

Sweaters and Sweatshirts: All sweaters and sweatshirts worn in the classroom will be required to be solid school colors (navy, burgundy, white, or gray). Sweaters may be crew neck, V-neck, sweater vests, and cardigan sweaters. Approved shirts must be worn under all sweaters and sweatshirts.

Pants and Shorts: All pants must be plain, cotton twill or corduroy, and must be khaki, navy, or gray. Denim may be worn. Sweatpants or warm-up pants are not permitted. Leggings are not to be worn as pants, but may be worn under skirts, jumpers, or dresses. Shorts are not to be shorter than 3 inches above the knee. media

Skirts, Skorts, Jumpers and Dresses: All skirts, skorts, jumpers and dresses are not to be shorter than 3 inches above the knee. These must be khaki, navy, gray, denim, or LCCA plaid. Polo and knit dresses are allowed but must be solid school colors.

Spirit Day & Fridays: Students may wear shirts that are more casual and show their school spirit. Shirts must be Christian appropriate and school colors. On occasion, we have special events that may require normal uniforms. These will be communicated by newsletters and teacher communication.

Shoes: Shoes must always be worn. Flip flops and athletic sandals are not permitted, Chaco-style sandals would be an exception. Socks and shoes are to be worn appropriately.

Outerwear: Any outerwear worn inside the classroom must be school colors (navy, burgundy, gray, or white). Outerwear must have a dress code approved shirt underneath. Coats and jackets are at the discretion of the parents, but should reflect the spirit of the uniform purpose, that is to be modest and not a disruption.

Hair: Hair must be clean/neat and well groomed. Extreme hairstyles or hair colors that are not natural are not acceptable. Hair bows, ribbons, and barrettes should also respect the uniform purpose. Hats and other cold weather gear are all allowed during cold weather, but not permitted to wear indoors.

Face: Facial hair/beards must be clean, neat, and well-groomed. Make-up (girls only) must look natural. Sunglasses are to be worn outdoors.

Accessories: Jewelry or other accessories which distract from the educational process, or which present a safety concern will not be allowed. Body piercings are not allowed except to the ears. Boys- no jewelry worn in piercings while at school or school-related events. Visible tattoos are not permitted.

Clothing should not be too loose, too tight, too revealing, ripped, torn, jeweled, glittery, or worn inappropriately.

If in doubt about clothing choice for LCCA, please discuss concerns with the administration.

Dress Code Violations

All students are expected to be in uniform on the first day of school and every day of the school year. The only exceptions will be on designated spirit or casual days. If a student is out of dress code, a parent or guardian may be contacted, and the student will be required to have a proper uniform brought to them. The student must remain at the office until the infraction has been corrected. When a dress code violation can be corrected immediately, the teacher or administrator will speak with the student and make the appropriate uniform corrections before returning to class. A note will be sent home to parents as a reminder.

Any class time missed to correct a dress code violation will be considered unexcused absences. If a violation of the dress code is continuous, the student will receive a disciplinary action (i.e., detention).

Academics

Curriculum

LCCA utilizes several resources that compose our total curriculum plan for students. Our commitment is to use resources that integrate Scripture into academic learning as much as possible. We use textbooks and consumables from Purposeful Design (ACSI), ABeka Books, Bob Jones Press, as well as other publishers. LCCA uses the English Standard Version (ESV) of the Bible for all our Bible teaching, activities, and chapel.

Grading Policies

Report cards are sent home on Thursday after every nine weeks. At the end of the year, report cards are sent home before the last day of school.

Grading Scale

A: 100-90

B: 89-80

C: 79-70

D: 69-60

F: 59-0

Academic Recognition

End of the Year Award Ceremony

Students will be recognized for their accomplishments in academics as well as character awards at the end of the school year at our award ceremony.

Tutoring/Individual Help

LCCA has teachers who are willing to help students in areas for improvement and homework help. LCCA also has volunteers to help pull out students to give additional assistance in struggling areas.

Student Evaluation

Lenoir City Christian Academy students are evaluated formally and informally on a weekly basis by their classroom teacher. In the spring semester, students will be evaluated through the Iowa Assessments.

Iowa Assessments™ from Riverside Insights™ are evidence-based, psychometrically sound assessments that measure student achievement and growth against next generation learning

standards for grades K–12. And thanks to an efficient test design and powerful reporting, the Iowa Assessments allow you to assess less but measure more.

The 2017 norms provide the most up-to-date national comparisons of student performance.

<https://acsipdp.s3.amazonaws.com/Assessment/Iowa+Assessments+Overview+Brochure+2023.pdf>

The Iowa Assessments enable administrators and educators to:

- Monitor growth using a continuous, researched-based, vertical scale to accurately measure academic progress from kindergarten through high school.
- Indicate College and Career Readiness through high-quality, easily accessible, and interpretable assessment data that helps educators and families determine whether students are on track for college and careers, including predicted ACT® and SAT® scores beginning at Grade 6
- Evaluate student mastery of next generation skills and rigorous learning standards for Grades K-12
- All while offering:
 - The option to administer Complete, Core, or Survey batteries.
 - Items that align to one of three cognitive levels, providing an additional view of mastery
 - Skill and core domain alignment and reporting
 - A reporting suite that includes Lexile® and Quantile® measures
 - Ancillaries that include printed materials and online videos and training materials
 - Reporting aligned to current best-in-class state, national, and international benchmarks and standards of educational achievement.

Teacher Parent Conferences

A Teacher Parent Conference will be scheduled twice a year, after the first nine weeks and during/after the third nine weeks. Parents may request a conference at any other time during the year, if desired.

Preschool

Letter to Families

Dear Parents:

We welcome you to Lenoir City Christian Academy Preschool, a ministry of First Baptist Church Lenoir City. Our program is designed to provide a caring, loving environment for your child that helps them feel accepted. Research has established how important the first five years of a child's life are and that morals and values are learned right along with other developmental tasks. Therefore, it is crucial that we be equally concerned about the spiritual development of our children.

The Bible is very clear in its instruction to teach our children about God's love, God's care, and God's character. The Book of Proverbs gives us clear direction to, "Train up a child in the way he should go and he will not depart from it (Proverbs 22:6)." A child is a person made in the image of God and God has a plan for that child's life. Our accountability as parents and significant others in the lives of our children is to be good models and understand the uniqueness of the child; to teach our children to have a sense of trust, self-control, guidance, security, self-respect, acceptance, and love.

Our role as caregivers/teachers is to be a support to you, work with you, and be skilled in teaching methods that will help your child become all God has created him/her to be.

Pray for us as we will pray for you. Together, with God's help, we will know we have been faithful to our most precious gift from God-our children.

Suggestions for Helping Your Child's Classroom Behavior

- Start each day with joy. A calm beginning at home makes for a better day at school.
- Provide at least 8 hours of sleep and a good breakfast.
- Praise your child each day. Have a special place to display your child's efforts.
- Ask, "what did you enjoy at school today?"
- Speak of school in pleasant terms. Attitudes developed this year may set the tone for the entire school experience.
- Listen attentively to your child as they talk about school experiences. Let them know that you think what happens at school is important.
- Stress good attendance and punctuality
- Read to your child each day.
- Help your child develop independence by letting them:
 - Choose clothing which he/she can manage.
 - Help with appropriate chores at home.
 - Try to solve problems on his/her own.
- Join us in prayer that we will meet your child's needs.

Purpose and Philosophy

The LCCA preschool program of First Baptist, Lenoir City exists to provide biblically centered and developmentally appropriate childcare and academic instruction with the intention of

equipping children to grow “in wisdom and stature, and in favor with God and man” (Luke 2:52). The curriculum, personnel, facilities, and daily operations are all determined with this goal in mind. Lenoir City Christian Academy Preschool exists to partner with parents in determining the best course in life for each child and cannot replace the responsibility of parents to raise children in the home where the love of God is taught and experienced.

LCCA Preschool addresses educational practices from a Christian perspective by allowing each child the opportunity to begin to understand themselves and the world from a biblical worldview. This process happens through a variety of developmentally appropriate strategies which include both formal instruction and informal interaction. Formal instruction will include activities such as chapel, classroom instruction, and discovery centers. Classroom instruction is driven by the concept of biblical integration meaning that the truths of the Bible are woven throughout all teaching that children may see that all truth is God’s truth.

Informal interaction is concerned with the day-to-day interaction between students and the teacher and peer to peer relationships. Personnel that demonstrate a Christian lifestyle and students that strive to follow an appropriate code of conduct are essential to the success of this part of education. LCCA Preschool intends to educate and care for the whole child and includes meeting the needs of each child spiritually, physically, mentally, emotionally, and socially.

Admissions & Financial Policies

Admissions Process

1. Complete a tour with a LCCA Administrator.
2. Submit application and application fee through FACTS (<https://lc-tn.client.renweb.com/oa>): application, copy of birth certificate and updated immunization record or exemption (temporary immunization record at the discretion of the Head of School).
3. Application Review: LCCA Administrators review each prospective student file with the appropriate forms and records.
4. Complete a family interview with a LCCA Administrator.
5. Submit enrollment and enrollment fee through FACTS upon acceptance to LCCA, including a payment plan in FACTS Tuition Management. The enrollment process is not complete and students may not start school until a FACTS tuition payment plan is created. Tuition is due by the first of the month.
6. Attend Open House / Parent Meeting.
7. Obtain Parent ID numbers for pick-up.

Attendance

Arrival

The teacher will begin welcoming children at 8:15 am. Please do not bring your child sooner with the expectation that you may leave. They need every minute before that time to set up their rooms so they can give your child their full attention when he/she arrives. It is our policy that all preschool children be here by 8:45 am and it is highly recommended that Pre-K arrive no later than 8:30 am. Your child will be much happier when they have had time to come in and play before going into a structured schedule. Preschool children arriving after 8:45 am should be signed in at the front office and walked to class by an administrator. Full Time preschool classes (7:00 am - 5:30 pm) children spend many hours on campus, and therefore more flexibility will be shown in their class. We request that all full-time preschool children be here by 9:30 am.

Parent(s) MUST check the child in and out each day.

Outdoor Policy

Outdoor play is regularly scheduled in the morning and afternoon (Full Time Preschool). It is considered an important part of the total curriculum. Outside time provides an opportunity for exercising gross motor skills, hand/eye coordination and social interaction. Unless it is raining or bitter cold, the children are outside daily. Because outdoor play is important teaching time, the teachers are expected to be outside with their class and cannot stay inside with one or two children.

Diapers

Please provide disposable diapers. Bring enough for teachers to change your child as often as needed. If creams are to be applied, a permission must be given per DOE guidelines. This permission is given through the application/enrollment paperwork.

Potty Training

As in every new learning experience, potty training must be a cooperative effort between home and school. In general, a child is not physically able to control his/her bladder until around 22 months and bowel control takes a little longer. Of course, every child is different and individual abilities are always considered. When the time comes that your child is ready to begin potty training, the staff will work with you. We are available to offer suggestions and share ideas. We work on potty training in our two-year room. Children must be able to go to the bathroom by themselves before moving up to the three-year room. During the potty-training process, your child should come wearing Pull-Ups with the velcro sides rather than diapers (no onesies). More detailed information will be given in your classroom.

Clothing

Please dress your child in suitable clothing for playtime and learning activities. For safety reasons, children **MUST** wear rubber sole tennis shoes (no boots, sandals, etc.). All clothing that will be removed should be marked with the child's name (i.e., coats). A laundry marker or iron on tape works well. This will aid the teacher in being able to keep track of clothing. Lost articles left after a month will be donated to charity. **LABEL EVERYTHING!**

It is important that you keep at least one complete clean change of clothing in your child's backpack in case his/her clothing becomes wet or soiled. A change of clothing includes underwear, socks, pants, and a shirt. We highly recommend more than one change of clothing to be in their backpacks, especially if potty training.

Learning Center Curriculum

Our classrooms focus on fun-filled learning centers that promote the development of math, science, pre-reading, pre-writing, language, fine motor, art, music, self-help, and social skills. We have playgrounds, a courtyard, soccer fields, and an indoor gym to enhance your child's play time.

Packed Lunch

If you choose to pack your child's lunch, children need to bring a nutritious meal. Again, please label **EVERYTHING**. Milk will be provided for your child. We use the ½ pint cartons from Mayfield in 2% white and chocolate. A morning snack will be provided daily which includes juice and a bread product. Breakfast must be served at home and may not be brought to school. We ask that you allow us to provide your child's beverages to help with spillage in our cubbies, water bottles with secure lids are appropriate.

- Lunch must be pre-made and ready to serve. We do not heat food.
- Use plastic containers for all liquids.
- Bring finger foods (i.e., sandwiches cut in fourths, diced fruits, grapes, and hot dogs must be cut in half or quartered).
- Do not send candy, gum, or sodas in your child's lunch.
- No caffeine and no glass containers.
- Be sure we are aware of any food allergies.

Parent / Teacher Conferences

Parents may call and set up a conference with their teacher during normal Preschool hours. Mid-year conferences are scheduled in November and February.

Standards for School-administered Child Care, Chapter 0520-12-01 Summary

Program Organization and Administration, 0520-12-01-.05

- A Child Care Center must have an adequate budget. General liability, automobile liability, and medical payment insurances must be maintained on all properties and vehicles owned or operated by the program.
- Children’s files must include a complete application, an official immunization record (exceptions do apply), and health history.
- On-going parent communication is expected. Programs must provide a parent handbook with the policies, procedures, and the TDOE requirements, chapter 0520-12-01. It is expected that parents sign for receipt of the policies and requirements, and this would be kept in the child’s file. All parents shall be given a pre-placement visit opportunity.
- Parents must have access to all areas of the center when their child is present.
- The parents must receive an educational program regarding child abuse detection, reporting and prevention.
- A written plan must be in place for the release of each child, this should include individuals who are allowed to pick up the child at the end of the day or any given time by the parent.
- Children must be signed out of the program by the legal guardian. Staff may require seeing a person’s identification when releasing a child from the program.
- Injuries and incidents will be reported to the parents as soon as possible or at the end of the school day. This shall be documented in the child’s file.
- Staff records must be kept on each employee that includes educational background, reference checks, TBI check, in-service training, physical exams, and performance reviews.
- If the center provides transportation, the driver should be appropriately licensed, have a drug screening on file, and a certificate of CPR/First Aid, there must be liability insurance and the children must have adequate space and supervision. Transportation provided by the center or under center authorization shall comply with state law.
- Programs must have the current Certificate of Approval posted where parents and visitors can easily see it, along with the Department of Human Services childcare complaint number and the Department of Children’s Services Child Abuse Hotline number.
- No smoking must also be posted in a conspicuous manner.
- A copy of the state board rules (chapter 0520-12-01) must be maintained in a central space and available to all staff and parents.

Program Operation (Supervision), 0520-12-01-.06

- Careful supervision of each group is expected at all times and suited appropriately for each age group.
- Adult: child ratios and group sizes must be followed.

Single age grouping chart:

AGE	GROUP SIZE	ADULT: CHILD RATIO
Infant (6wks-12 m)	8	1:4
Toddler (11m-23m)	12	1:6
Two (2) years old	14	1:7
Three (3) years old	18	1:9
Four (4) years old	20	1:13
VPK, 619, PDG	20	1:10

Multi-age grouping chart:

AGE	GROUP SIZE	ADULT: CHILD RATIO
Infant – 18 months	8	1:4
18 – 36 months	16	1:8
3 – 4 years old only	20	1:10
3 – 6 years old*	24	1:13

*Not including first grade children

- Group sizes must be maintained in the classroom, but classes may combine while outdoors, in common dining areas, or common napping areas.
- Each group must have their own space. Infants cannot be grouped with children older than 30 months; a separate area must be provided for infants and toddlers.
- At naptime, ratios may be relaxed for groups (except for infants and toddlers).
- A written playground supervision plan is required.
- Field trips require adults: child ratios to be doubled. Swimming has a separate ratio chart, and the lifeguard is not included in the ratio.

Staff, 0520-12-01-.07

- All programs must have a director and enough teachers and staff to meet the required ratios for adequate supervision.
- Staff must be physically, mentally, and emotionally stable to work with children and have knowledge of early childhood behaviors and development.
- Preschool directors, teachers and assistant teachers must be 21 years of age.
- All new staff must complete 2 hours of orientation before assuming duties and receive annual instruction in early childhood topics that are required in this chapter section.
- The program must maintain written documentation that each employee has read the full set of all applicable rules.
- A copy of the entire rules must be maintained and readily accessible to all employees.
- All staff must have a criminal background check upon hiring and must be cleared before assuming duties. A new fingerprint sample is required every 5 years for all employees.
- A director shall be responsible for the day-to-day operations, shall be physically present in the facility for at least half the hours of operation, be at least 21 years of age, and follow the qualification guidelines listed in this chapter section.
- An assistant director may be designated to be in charge when the director is absent.
- All directors, assistant directors, teachers, assistant teachers, and other staff working directly with the children must have 30 hours of professional development training. At least 6 hours of this professional development must be in developmentally appropriate literacy practices.

Program, 0520-12-01-.09

- Educational activity must be developmentally appropriate for the age and ability of the children enrolled. (See TN-ELDS for Birth-48 Months and TN-ELDS for 48 month-Kindergarten)
- Any technology used by the children must be reviewed by staff, approved by parents, and shall not exceed 2 hours per day.
- Children shall not be left in restraining devices (swings, car seats, highchairs, etc.) for periods longer than 30 minutes.
- Children should have opportunities to play together and also alone when they choose to do so.
- Personal safety must be taught each year for children ages 3 through school age.
- Outdoor play must be provided for all ages who are in care for more than 3 daylight hours, weather permitting (temp ranges 32-95 degrees).
- Behavior management and discipline must be reasonable and age appropriate. Spanking or other corporal punishment is not allowed. Timeouts must be based on the age of the child and take place in an appropriate location.
- Children shall not be in care for longer than 12 hours in a day.

- Routines such as snacks, meals, and rest shall occur at approximately the same time each day.

Health and Safety, 0520-12-01-10

- A first aid kit must be on the premises and a comprehensive first aid chart or list must be available.
- There must always be a staff member present who has a current certification in CPR and first aid training.
- A written plan to protect children during disasters is required. Drills must be practiced and documented each month. At least one drill must be practiced during extended care hours.
- Smoking and the consumption of alcohol are not allowed on the premises of a childcare program.
- Firearms are not allowed on the premises or in a vehicle used to transport children.
- Kitchen knives or other potentially hazardous tools must be kept inaccessible to children.
- Staff's personal belongings must be kept inaccessible to children.
- Emergency contact numbers must be listed and posted near all telephones.
- Conduct regular morning health checks of each child and notify parents immediately when a child is sick or injured.
- Medication may not be given to any child without the written consent of the parent/guardian.
- Safe sleep practices for infants must be followed:
 - Infants placed on their back to sleep, in a crib or pack 'n play with only the sheet. Soft bedding for infants is not allowed.
 - No swaddling or wrapping in a blanket.
 - Infants must be touched by a teacher every 15 minutes to check breathing and body temperature.
 - Infant room teachers must have SIDS and safe sleep training before reporting for duty.
- Hand washing and diapering procedures must be followed to minimize the spread of germs in the classrooms.
- Developmentally appropriate equipment that is in good repair and easily cleaned is required. All manufacturers' safety instructions must be followed.
- Electrical cords and outlets should be inaccessible to the children.
- Children must have a place to store their belongings that minimizes the spread of germs.
- Each child must have their own napping equipment (2" thick mat or cot; sheet or cover for the mat; and a coverlet for their body)
- All staff must report reasonable suspicions of child abuse to DCS hotline number or local law enforcement. Annual training for this is required.

Food, 0520-12-01-11

- Children will receive meals based on the number of hours spent in the program.
- Food should not be forced or withheld from children.
- Infants must be held while bottle feeding, and bottles may not be heated in the microwave.
- Special diets and instructions must be provided in writing.
- A menu must be posted each week. Changes to the meal must be documented before the meal occurs.
- Teachers and children must wash their hands when handling and eating food.
- All eating surfaces must be washed with soapy water and sanitized before eating and after eating.
- Children must be seated at appropriately sized tables and adults must closely supervise them while eating.
- Milk must be placed in the refrigerator immediately after it is served. All formulas remaining in bottles after feeding must be discarded.
- Highchair manufacturer's restraints must be used.
- Food must be properly handled and stored to protect from its contamination.
- Milk and perishable food must not sit on the table longer than 15 minutes before being served.

Physical Facilities, 0520-12-01-12

- All facilities must pass an annual fire inspection and health inspection.
- A working telephone is required.

- A minimum of 30 square feet of usable indoor play space for each child is required.
- The area must be clean and safe for the children to use.
- A minimum of 50 square feet per child is required outdoors.
- The outdoor area must be fenced.
- Outdoor play equipment must be age appropriate for the group of children.
- Outdoor equipment must be placed to avoid injury and have a proper amount of resilient surfacing material to cushion a fall.
- The outdoor playground must be properly maintained with a written playground maintenance plan. A pre-play inspection is required before children play outdoors.
- Drinking water shall be provided in all occupied rooms.
- Adequate temperature must be maintained in all classrooms.
- Classroom pets must be kept in a clean cage and kept away from food storage or food preparation areas.

Transportation, 0520-12-01-13

- All transportation laws must always be followed and are defined in the State board of education Pupil Transportation Rule 0520-01-05-.01 (2).
- Liability insurance coverage is required on all vehicles.
- 15 passenger vans are strictly prohibited.
- Proper child passenger restraints are to be used when transporting children in passenger vehicles.
- All school bus drivers must be properly licensed, have received a background check through the department, complete an annual physical and mental exam, complete annual school bus driving training, and complete CPR certification.
- Adult monitors in addition to the driver may be needed to properly supervise children while on route.
- Passenger logs must be kept and inspection of vehicles at the end of the route is required to ensure no child is left inside.

Care of Children with Special Needs, 0520-12-01-14

- When children with special needs are enrolled, all reasonable and appropriate efforts shall be made to provide those children with equal opportunity to participate in the same program activities as their peers.
- Adaptations to the environment shall be directed toward normalizing the lifestyle of the child with a disability by helping him/her become independent and develop self-help skills.
- The program shall inform parents of any specialized services available from the program, and if the program is aware of any specialized services available through third parties, shall additionally inform the parent of such services.
- The governing agency shall develop policies and procedures, in accordance with 0520-01-09-.23, governing personnel authorized to use isolation and restraint, training requirements and incident reporting procedures.

School-Age Before and after School Programs 0520-12-01-15

- All staff shall be 18 years of age.
- Professional development training hours are required: 18 hours for directors and 12 hours for staff.
- Ratio for Kindergarten-12 years old is 1:20 and for 13 years and older is 1:30.
- Ratio and group size requirements when pre-k is enrolled in the program.

AGE	Group Size	Adult: Child Ratio
Including 3-year-olds	15	1:10
Including 4-year-olds	20	1:12

COMPLAINT HOTLINE: 800-462-8261 or 615-313-4820

K5-6th Extended Care

Admissions Process

1. Complete a tour with a LCCA Administrator.
2. Submit application and application fee through FACTS (<https://lc-tn.client.renweb.com/oa>): application, copy of birth certificate and updated immunization record or exemption (temporary immunization record at the discretion of the Head of School).
3. Application Review: LCCA Administrators review each prospective student file with the appropriate forms and records.
4. Complete a family interview with a LCCA Administrator.
5. Submit enrollment and enrollment fee through FACTS upon acceptance to LCCA, including a payment plan in FACTS Tuition Management. The enrollment process is not complete and students may not start school until a FACTS tuition payment plan is created. Tuition is due by the first of the month.
6. Attend Open House / Parent Meeting.
7. Obtain Parent ID numbers for pick-up.

Re-Enrollment

Children already enrolled in the program enroll early before enrollment is opened to the community. If a child does not re-enroll, that spot is then opened to others. A child may enroll for after school care only and will not lose their spot if they take the summer off.

Meals

An afternoon snack will be served. When your child is here for a full day, a morning and afternoon snack will be served. You will need to pack your child a lunch and we will provide milk. We use Mayfield Dairy and serve ½ pint cartons of chocolate and 2 % white. We ask that you not send carbonated drinks, red food dye, glass containers, candy, or gum.

Dress Code

Children's clothing needs to always be safe, functional, and appropriate. We ask your help in sending your child in tennis shoes and socks. Dress your child in clothing they can play in and participate in many different activities. We ask that you send your child in clothing that will not be distracting to others. T-shirts should be child friendly. Children should wear clothing that covers the waist. Swimwear should be trunks for the boys and a one piece for girls. In accordance with LCCA's Statement of Faith, children should be dressed reflecting their biological sex. For example, boys shall not wear dresses.

K5-6th School Year Extended Care

Schools Serviced

Lenoir City Christian Academy, Highland Park Elementary, Eaton Elementary, North Middle School

Absences

It is imperative that we be notified by 1:30 pm if your child is not to be picked up. We cannot leave school until every child is accounted for. This not only delays our departure but can also hold up other vehicles picking up their children. There will be a \$10 fee charged if we have to call you because we have arrived at the school and your child is not present.

Extended Days

The hours for K5-6th Extended Care will be from 7:00 am - 5:30 pm. There will be an additional daily day fee. This includes seven additional hours of care, a morning snack, and milk for lunch. You may bring your child at 2:30 pm at no additional charge. Children must be signed up by the deadlines to receive childcare. This allows us to staff appropriately. There will be a signup sheet located at the sign in/out table at least one week before.

Inclement Weather and Closings

We may close due to inclement weather (snow, flooding, etc.). If your student's school closes during the day, we will not go and pick up at the school. The K5-6th Extended Care Program will also close. Parents will receive an email stating closure of the center. Parents may also look to social media, including Facebook and Instagram, for updated posts. K5-6th Extended Care may choose to close due to illness based upon need.

Summer Camp

Field Trips

A permission form is required for any field trip. Field trips must be planned in advance and approved by the Academy Principal/Programs Director. Any parent or individual allowed to go on a school field trip must first have a background check through the Academy office.

Field Trip Hours

Check your child's schedule. Please have your child here by 9:30 am on field trip days, unless otherwise posted. We use the mornings to put on sunscreen, go over plans for the day,

bathroom breaks, and morning snack. Ask your teacher the expected time of arrival back at the church. We will never be later than 4:30 pm unless you are given something in writing. If you arrive after our bus has left for the field trip, your child will have to be brought to the office to see if they may stay in the facility with one of the remaining classes.

Quiet time

We will observe 1 hour of quiet time each day after lunch or late in the afternoon after field trips. Your child may rest, bring a book to read, do art, play a board game, or other quiet activity. Remember, the children will be out in the heat, some will have long days, and we will keep them active. This will give their bodies time to rest and cool down.



Program Operation (Supervision), 0520-12-01-.06

- Careful supervision of each group is always expected and suited appropriately for each age group.
- Adult: child ratios and group sizes must be followed.

Single age grouping chart:

AGE	GROUP SIZE	ADULT: CHILD RATIO
Infant (6wks-12 m)	8	1:4
Toddler (11m-23m)	12	1:6
Two (2) years old	14	1:7
Three (3) years old	18	1:9
Four (4) years old	20	1:13
VPK, 619, PDG	20	1:10

Multi-age grouping chart:

AGE	GROUP SIZE	ADULT: CHILD RATIO
Infant – 18 months	8	1:4
18 – 36 months	16	1:8
3 – 4 years old only	20	1:10
3 – 6 years old*	24	1:13

*Not including first grade children

- Group sizes must be maintained in the classroom, but classes may combine while outdoors, in common dining areas, or common napping areas.

- Each group must have their own space. Infants cannot be grouped with children older than 30 months; a separate area must be provided for infants and toddlers.
- At naptime, ratios may be relaxed for groups (except for infants and toddlers).
- A written playground supervision plan is required.
- Field trips require adults: child ratios to be doubled. Swimming has a separate ratio chart, and the lifeguard is not included in the ratio.

Staff, 0520-12-01-.07

- All programs must have a director and enough teachers and staff to meet the required ratios for adequate supervision.
- Staff must be physically, mentally, and emotionally stable to work with children and have knowledge of early childhood behaviors and development.
- Preschool directors, teachers and assistant teachers must be 21 years of age.
- All new staff must complete 2 hours of orientation before assuming duties and receive annual instruction in early childhood topics that are required in this chapter section.
- The program must maintain written documentation that each employee has read the full set of all applicable rules.
- A copy of the entire rules must be maintained and readily accessible to all employees.
- All staff must have a criminal background check upon hiring and must be cleared before assuming duties. A new fingerprint sample is required every 5 years for all employees.
- A director shall be responsible for the day-to-day operations, shall be physically present in the facility for at least half the hours of operation, be at least 21 years of age, and follow the qualification guidelines listed in this chapter section.
- An assistant director may be designated to be in charge when the director is absent.
- All directors, assistant directors, teachers, assistant teachers, and other staff working directly with the children must have 30 hours of professional development training. At least 6 hours of this professional development must be in developmentally appropriate literacy practices.

Program, 0520-12-01-.09

- Educational activity must be developmentally appropriate for the age and ability of the children enrolled. (See TN-ELDS for Birth-48 Months and TN-ELDS for 48 month-Kindergarten)
- Any technology used by the children must be reviewed by staff, approved by parents, and shall not exceed 2 hours per day.
- Children shall not be left in restraining devices (swings, car seats, highchairs, etc.) for periods longer than 30 minutes.
- Children should have opportunities to play together and alone when they choose to do so.
- Personal safety must be taught each year for children ages 3 through school age.
- Outdoor play must be provided for all ages who are in care for more than 3 daylight hours, weather permitting (temp ranges 32-95 degrees).
- Behavior management and discipline must be reasonable and age appropriate. Spanking or other corporal punishment is not allowed. Timeouts must be based on the age of the child and take place in an appropriate location.
- Children shall not be in care for longer than 12 hours in a day.
- Routines such as snacks, meals, and res shall occur at approximately the same time each day.

Health and Safety, 0520-12-01-.10

- A first aid kit must be on the premises and a comprehensive first aid chart or list must be available.
- There must be a staff member present at all times who has a current certification in CPR and first aid training.
- A written plan to protect children during disasters is required. Drills must be practiced and documented each month. At least one drill must be practiced during extended care hours.
- Smoking and the consumption of alcohol are not allowed on the premises of a childcare program.
- Firearms are not allowed on the premises or in a vehicle used to transport children.
- Kitchen knives or other potentially hazardous tools must be kept inaccessible to children.
- Staff's personal belongings must be kept inaccessible to children.
- Emergency contact numbers must be listed and posted near all telephones.
- Conduct regular morning health checks of each child and notify parents immediately when a child is sick or injured.
- Medication may not be given to any child without the written consent of the parent/guardian.
- Safe sleep practices for infants must be followed:
 - Infants placed on their back to sleep, in a crib or pack 'n play with only the sheet. Soft bedding for infants is not allowed.
 - No swaddling or wrapping in a blanket.
 - Infants must be touched by a teacher every 15 minutes to check breathing and body temperature.
 - Infant room teachers must have SIDS and safe sleep training before reporting for duty.
- Hand washing and diapering procedures must be followed to minimize the spread of germs in the classrooms.
- Developmentally appropriate equipment that is in good repair and easily cleaned is required. All manufacturers' safety instructions must be followed.
- Electrical cords and outlets should be inaccessible to the children.
- Children must have a place to store their belongings that minimizes the spread of germs.
- Each child must have their own napping equipment (2" thick mat or cot; sheet or cover for the mat; and a coverlet for their body)
- All staff must report reasonable suspicions of child abuse to DCS hotline number or local law enforcement. Annual training for this is required.

Food, 0520-12-01-.11

- Children will receive meals based on the number of hours spent in the program.
- Food should not be forced or withheld from children.
- Infants must be held while bottle feeding, and bottles may not be heated in the microwave.
- Special diets and instructions must be provided in writing.
- A menu must be posted each week. Changes to the meal must be documented before the meal occurs.
- Teachers and children must wash their hands when handling and eating food.
- All eating surfaces must be washed with soapy water and sanitized before eating and after eating.
- Children must be seated at appropriately sized tables and adults must closely supervise them while eating.
- Milk must be placed in the refrigerator immediately after it is served. All formulas remaining in bottles after feeding must be discarded.
- Highchair manufacturer's restraints must be used.
- Food must be properly handled and stored to protect from its contamination.

- Milk and perishable food must not sit on the table longer than 15 minutes before being served.

Physical Facilities, 0520-12-01-.12

- All facilities must pass an annual fire inspection and health inspection.
- A working telephone is required.
- A minimum of 30 square feet of usable indoor play space for each child is required.
- The area must be clean and safe for the children to use.
- A minimum of 50 square feet per child is required outdoors.
- The outdoor area must be fenced.
- Outdoor play equipment must be age appropriate for the group of children.
- Outdoor equipment must be placed to avoid injury and have a proper amount of resilient surfacing material to cushion a fall.
- The outdoor playground must be properly maintained with a written playground maintenance plan. A pre-play inspection is required before children play outdoors.
- Drinking water shall be provided in all occupied rooms.
- Adequate temperature must be maintained in all classrooms.
- Classroom pets must be kept in a clean cage and kept away from food storage or food preparation areas.

Transportation, 0520-12-01-.13

- All transportation laws must be followed at all times and are defined in the State board of education Pupil Transportation Rule 0520-01-05-.01 (2).
- Liability insurance coverage is required on all vehicles.
- 15 passenger vans are strictly prohibited.
- Proper child passenger restraints are to be used when transporting children in passenger vehicles.
- All school bus drivers must be properly licensed, have received a background check through the department, complete an annual physical and mental exam, complete annual school bus driving training, and complete CPR certification.
- Adult monitors in addition to the driver may be needed to properly supervise children while on route.
- Passenger logs must be kept and inspection of vehicles at the end of the route is required to ensure no child is left inside.

Care of Children with Special Needs, 0520-12-01-.14

- When children with special needs are enrolled, all reasonable and appropriate efforts shall be made to provide those children with equal opportunity to participate in the same program activities as their peers.
- Adaptations to the environment shall be directed toward normalizing the lifestyle of the child with a disability by helping him/her become independent and develop self-help skills.
- The program shall inform parents of any specialized services available from the program, and if the program is aware of any specialized services available through third parties, shall additionally inform the parent of such services.
- The governing agency shall develop policies and procedures, in accordance with 0520-01-09-.23, governing personnel authorized to use isolation and restraint, training requirements and incident reporting procedures.

School-Age Before and after School Programs 0520-12-01-.15

- All staff shall be 18 years of age.
- Professional development training hours are required: 18 hours for directors and 12 hours for staff.
- Ratio for Kindergarten-12 years old is 1:20 and for 13 years and older is 1:30.
- Ratio and group size requirements when pre-k is enrolled in the program.

AGE	Group Size	Adult: Child Ratio
Including 3-year-olds	15	1:10
Including 4-year-olds	20	1:12

COMPLAINT HOTLINE: 800-462-8261 or 615-313-4820