



PARENT HANDBOOK

ALL PROGRAMS | 2026-2027

The Mission of Lenoir City Christian Academy is to partner with parents in the discipleship journey of their children, engaging them in the Bible, establishing a Christian world view, and equipping students to be successful, life-long learners.

This Handbook replaces all prior policies related to its contents. LCCA reserves the right to update or waive any policy based on its sole discretion and best judgment. This Handbook is not a binding contract between LCCA and its families.

To best serve the families of LCCA, the Handbook is updated as needed. All students and families are expected to read the Handbook carefully to ensure a successful school year. Policy changes will take effect on the dates determined by LCCA, at which point any superseded policies will be considered null and void.

By enrolling as a student at LCCA, both students and parents are deemed to have accepted the provisions of this Handbook. Failure to read the Handbook will not be considered a valid excuse for noncompliance.



FBC LENOIR CITY

TRUTH. GRACE. LOVE. MISSION.

Dear Parents and Guardians,

Welcome to Lenoir City Christian Academy! We are grateful that you have chosen to partner with us in the education and spiritual formation of your student. God states in Scripture that it is the parent's responsibility to educate and disciple your children in the Lord (Eph. 6:4; Deut. 6:1-9; 11:19; Is. 54:13; Prov. 16:16). So, it is a privilege to walk alongside your family as your child begins this important new chapter.

Our desire is to provide an environment where students are known, loved, challenged, and encouraged to grow in wisdom, character, and faith (Luke 2:52). We are committed to academic excellence taught through a biblical worldview, while also helping students develop Christlike character, meaningful relationships, and a heart to serve others.

We believe that a strong partnership between home and school is essential to each student's success. Please know that our teachers, staff, and leadership team are here to support your family, answer questions, and pray with you throughout the year. We encourage you to stay connected, attend school events, and reach out whenever we can be of help.

Thank you for entrusting us with your student. We are excited to see all that God will do in and through their life this year. May this be a year of growth, joy, discovery, and faith-filled learning for your family.

Grace be with you,

Dr. Jeff Bowden
Executive Pastor

Welcome to Lenoir City Christian Academy

Hello!

On behalf of the Lenoir City Christian Academy Board of Directors, our faculty and staff, and First Baptist Church Lenoir City, welcome to Lenoir City Christian Academy!

If you are reading this handbook, it likely means you have chosen to partner with our Academy as we nurture, educate, and disciple your son or daughter. It is an incredible privilege to invest in the life of your child, helping him or her become all God has designed them to be. We are grateful for the trust you have placed in us.

This handbook outlines the policies, procedures, and practices that guide our daily pursuit of academic excellence and Christ-centered discipleship. As our Academy continues to grow, we regularly evaluate these procedures to ensure we are providing the strongest possible partnership between home and school.

One of the greatest keys to that partnership is communication. Effective communication creates trust, strengthens relationships, and helps us work together for the good of every student. We encourage you to keep us informed about your child—including important milestones, changes at home, health concerns, or anything else that may affect their learning or well-being. In return, we are committed to communicating your child's successes, celebrating their growth, addressing concerns with grace and honesty, and working alongside you to help them flourish.

Thank you again for the privilege of serving your family. We encourage you to read this handbook carefully and keep it as a helpful reference throughout the school year. Together, we pray God will use this partnership to develop students who love Christ, pursue excellence, and influence their world for His glory.

May God richly bless you and your family,

Jim Koan

Head of School

Lenoir City Christian Academy

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All Programs

Administrative Team

Jim Koan, Head of School

Susan Wallis, PhD, Assistant Head of School

Jennifer Coleman, Community Relations & Preschool Director

Hailey Boleware, K5-6th Extended Care and Summer Camp Director

Marie Freeman, Financial Director

Melanie Freeman, Administrative Assistant

Eli Fritts, Administrative Assistant

Board of Directors

The Board of Directors at Lenoir City Christian Academy is composed of men and women from both the school and church communities. They love the Lord Jesus, care deeply for our students, and are devoted to advancing the mission of Kingdom Education throughout Lenoir City and Loudon County.

Please note that Board members do not serve as primary points of contact for parental concerns. To address any issues or questions, please refer to the **Pathway to Solutions** policy (see Table of Contents), which details the appropriate steps for conflict resolution and communication.

History

First Baptist Church of Lenoir City, Tennessee, was founded in 1894. Throughout its many years of ministry, the church has served as a strong light for Christ in Lenoir City and Loudon County.

In 2001, the church called Dr. Cleo “Jack” Jackson III as Senior Pastor. Under his leadership, the church expanded its outreach through various ministries, including Christian education. That same year, the Weekday Ministry of First Baptist Church became a licensed childcare program through the state of Tennessee. Over time, the ministry grew to include preschool, daycare, after-school care, and a summer camp for school-age children. The Weekday Ministry earned an excellent reputation in the community and consistently received the highest possible three-star rating under the state’s licensing system.

In 2009, Children’s Pastor Dr. Chris Harding and Weekday Ministry Director Ms. Sherry Le Sueur proposed forming a feasibility team to explore the possibility of establishing a Christian academy as an extension of the church’s ministry. After a season of prayer, research, and careful consideration, the team recommended to the deacon body that the church move forward with the launch of a Christian school. The plan was to begin with a kindergarten class and add one grade level each year, offering a distinctly Christian academic education characterized by small class sizes and personalized instruction.

Lenoir City Christian Academy officially opened in the fall of 2010, welcoming its first class of seven kindergartners and one teacher. At that time, the ministry’s name was officially changed from First Baptist Weekday Ministry to Lenoir City Christian Academy.

Accreditation

Lenoir City Christian Academy is fully accredited through the Association of Christian Schools International (ACSI) for kindergarten through eighth grade. Additionally, all LCCA faculty members hold ACSI certification.

Accreditation through ACSI involves a comprehensive and rigorous process of organizational evaluation and continuous improvement. This process engages the entire school community and is designed to affirm educational quality while supporting and strengthening the spiritual and academic mission of Christian schools.

As a highly respected standard among Christian educational institutions, ACSI partners with all major U.S. regional accreditation agencies to offer opportunities for joint accreditation. Every element of this process is intentionally designed to promote sustained excellence and meaningful growth at LCCA.

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 Scripture, establishing a Christian worldview, and equipping them to become life-long learners.

As a ministry of First Baptist Church Lenoir City, LCCA fully embraces and abides by the Baptist Statement of Faith.

School Verses

Lenoir City Christian Academy is guided by Scripture that reflects our mission to cultivate Christlike maturity and academic excellence in every student.

Luke 2:52

“And Jesus increased in wisdom and in stature and in favor with God and man.”

Colossians 1:28

“Him we proclaim, warning everyone and teaching everyone with all wisdom, that we may present everyone mature in Christ.”

Vision Statement

Lenoir City Christian Academy strives to provide students with Biblical training grounded in academic excellence, within a loving and nurturing environment where children can thrive.

Ministry

An integral part of LCCA's mission is to teach students about God and His love. We affirm the inerrancy of the Bible and are committed to integrating biblical truth into every aspect of the curriculum.

While some students may already receive biblical instruction at home or through their church, for others, their time at LCCA may be their only consistent exposure to the gospel. We recognize both the significance and the responsibility of this opportunity. It is our calling to plant seeds of faith and to lay a strong foundation for each child's spiritual growth.

Statement of Faith

The Holy Bible is the inspired, infallible Word of God and serves as the foundation of our Statement of Faith.

Lenoir City Christian Academy, as a ministry of First Baptist Church of Lenoir City, affirms the doctrinal statement known as **The Baptist Faith and Message**, as most recently adopted by the Southern Baptist Convention (see Appendix). This document is fully incorporated into and made a part of our Statement of Faith.

We unite as a body of baptized believers in Jesus Christ, personally committed to proclaiming the good news of salvation to a lost world. As a church and school community, we observe the ordinances of the church: baptism and the Lord's Supper.

Final Authority for Matters of Belief & Conduct

This Statement of Faith does not encompass the full extent of our beliefs. The Bible itself—being the inspired, infallible Word of God—speaks with absolute authority regarding truth, morality, and the proper conduct of humanity. Therefore, it serves as the sole and final source of all that we believe.

For matters of faith, doctrine, practice, policy, and discipline at First Baptist Church of Lenoir City, the Senior Pastor and the Active Deacon Council serve as the 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 (Genesis 1:26–27). Rejection of one's biological sex is understood as a rejection of the image of God within that person.

That marriage is ordained by God as the uniting of one man and one woman in a single, exclusive union, as defined in Scripture (Genesis 2:18–25). Sexual intimacy is designed by God to occur only within the bounds of biblical marriage (1 Corinthians 6:18; 7:2–5; Hebrews 13:4). We believe that all forms of intimate sexual activity outside of this biblical framework are contrary to God's design.

That any form of sexual immorality—including but not limited to adultery, fornication, homosexual or bisexual conduct, bestiality, incest, and identifying as lesbian, gay, transgender, or queer—is sinful and offensive to God (Matthew 15:18–20; 1 Corinthians 6:9–10).

That to preserve the function and integrity of Lenoir City Christian Academy as a Christian institution, and to provide a biblical role model to students, staff, and the community, it is imperative that all individuals employed by the Academy or serving as volunteers agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matthew 5:16; Philippians 2:14–16; 1 Thessalonians 5:22).

That God offers redemption, forgiveness, and restoration to all who confess and turn from sin, seeking His mercy through Jesus Christ (Acts 3:19–21; Romans 10:9–10; 1 Corinthians 6:9–11).

That every person is to be treated with compassion, love, kindness, respect, and dignity (Mark 12:28–31; Luke 6:31). Therefore, hateful or harassing behavior or attitudes toward any individual are to be repudiated and are not in accord with Scripture or the doctrine of Lenoir City Christian Academy.

Goals of Education

Lenoir City Christian Academy maintains clearly written statements of philosophy, vision, mission, beliefs, core values, and faith. These foundational documents reflect and communicate our purpose and direction, guiding school effectiveness and supporting student growth. Stakeholders, including staff, families, and church members—have contributed through surveys, discussions, and committee work to shape these guiding principles.

Our educational philosophy is rooted in the “whole child” approach to development. We believe each child is uniquely created by God and possesses five equally important areas of growth: spiritual, physical, mental, emotional, and social.

Spiritual

Biblical truth is woven into daily lessons through Bible stories, songs, prayers before meals, Christian-themed bulletin boards, and related crafts and activities. All instruction reflects an evangelical Christian faith and is presented in an age-appropriate manner. Students are taught about God's love, reverence for Him, and the person and work of Jesus Christ through a gentle, developmentally appropriate introduction to the Gospel—the Good News.

Physical

Outdoor play and movement-based activities help students develop gross motor skills as they run, climb, jump, push, and pull. Upper school students participate in structured physical education, which includes games, relays, skill-building exercises, and guided free play, all under teacher supervision.

Academic

Students are academically challenged through thoughtfully selected curriculum, purposeful use of technology, interactive learning centers, and enrichment activities such as music, field trips, and guest speakers. Small teacher-to-student ratios allow for personalized attention that supports each child's unique learning needs.

Emotional

LCCA supports students in their transition from a home environment to a school setting by fostering emotional growth. We help children recognize and express their feelings in healthy, appropriate ways while developing a positive self-image and emotional resilience.

Social

Strong interpersonal skills are cultivated through daily group activities, cooperative play, and guided social interaction. Students learn kindness, sharing, teamwork, respect, and personal responsibility—both as members of a group and as independent contributors.

Core Values

At Lenoir City Christian Academy, our core values are the foundation of our community. These principles guide our actions, shape our culture, and reflect our commitment to Christ-centered education. We strive to model them in all we do:

Redemptive

We are committed to introducing others to Jesus Christ, our Savior, and walking alongside them as they learn from mistakes, overcome challenges, and grow daily in grace and maturity.

Relational

We care deeply for others, treating everyone with respect and compassion. We recognize that each person is created in the image of God and is worthy of love, dignity, and kindness.

Resourceful

We encourage students and staff to make wise use of their God-given strengths, talents, and resources—both personal and financial—as we pursue excellence and faithful stewardship.

Essentials of Student Care

At Lenoir City Christian Academy, we are committed to caring for the whole child—spiritually, physically, emotionally, socially, and academically. The following four areas represent the core elements of our student care philosophy:

Ministry

A central part of our mission is to teach students about God and His love. At LCCA, we affirm the inerrancy of the Bible, and biblical truth is intentionally woven throughout the curriculum. While some students receive biblical teaching at home or through their church, for others, their time at LCCA may be their only consistent exposure to the gospel. It is both our responsibility and our privilege to plant seeds of faith and lay a strong foundation for lifelong Christian growth.

Safety

Student safety is a top priority and includes multiple areas of care—safe play on the playground, attention to food allergies, adherence to parent-directed pick-up procedures, ensuring students are never left unattended, and ongoing classroom behavior monitoring. All teachers are required to be CPR and First Aid certified and must be thoroughly familiar with the school's emergency and disaster response plans.

Quality Care

We are dedicated to providing prompt, professional, and compassionate care that supports every student's development. Teachers are attentive to each child's individual needs and approach them with warmth, love, and nurturing support—always considering their developmental stage and unique personality.

Education

Teachers are expected to prepare lesson plans in advance that incorporate developmentally appropriate and academically sound best practices. In preschool and upper school classrooms, plans should align with the curriculum and meet established learning benchmarks. Students are to be engaged through a variety of resources and hands-on activities that promote growth across multiple subjects—including Bible, language, math, reading, social studies, science, technology, music, art, and social development.

Curriculum

Lenoir City Christian Academy uses a biblically centered curriculum across all grade levels. Biblical principles and values are intentionally integrated into every subject and lesson, equipping students with a Christ-centered worldview and a strong foundation for both spiritual and academic growth.

Admissions & Financial

Lenoir City Christian Academy is committed to providing both academic excellence and evangelistic training in a nurturing, Christ-centered environment. LCCA follows an evangelistic admissions model, welcoming families who are supportive of our mission and values.

As part of the application process, parents are required to review and sign the following documents:

- Statement of Compliance
- Statement on Marriage, Gender, and Sexuality
- Parent Introductory Letter

The Statement of Compliance includes, but is not limited to, the following declaration:

“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 mankind from their sins.”

Academic Admissions Requirements

Applicants must meet the following academic and age-based criteria:

- Academic Transcripts - Official transcripts are required for all applicants.
- State Age Requirements - Students must meet Tennessee state age requirements for grade-level placement.
- Cutoff Date Compliance - LCCA does not accept students who miss the state's age eligibility cutoff date. (see Upper School Kindergarten Admissions Policy)
- Grade Placement - Placement is based on academic history, admissions assessments, and Tennessee guidelines.
- Admissions Testing - Students applying for kindergarten and above will complete an academic evaluation.

Non-Discrimination Policy

Subject to the U.S. Constitution and all applicable laws, LCCA does not discriminate on the basis of race, color, national, or ethnic origin in the administration of educational, admissions, scholarship, or other school programs.

LCCA also does not discriminate in employment practices under these same protections.

Acceptance, Denial or Expulsion

Admission to LCCA is neither automatic nor guaranteed for future years. Acceptance is offered to families who seek a distinctively Christian education and who are spiritually aligned with LCCA's mission, philosophy, and standards.

Denial of Admission May Occur Due To:

- Lifestyles or beliefs conflicting with LCCA's convictions
- History of behavioral challenges
- Expulsion from another school

Expulsion May Occur If:

A student or family's lifestyle or belief system—whether pre-existing or newly adopted—creates unresolvable conflict or discord with First Baptist Church, LCCA, or the school community.

Families will be notified of admission decisions within two weeks of completing the admissions process.

In the event of expulsion, parents will be notified immediately.

Withdrawal

To withdraw a student, families must complete and submit the **Withdrawal Form** via the Parent Portal at www.lccatn.org. This form must be submitted at least 30 days prior to the student's intended last day.

- **Tuition Commitments:** Tuition is not prorated on a daily basis. Instead, withdrawals are prorated based on the 15th and 30th of the month. If the 30-day notice period ends during the first half of a month (on or before the 15th), families are responsible for **½ of that final month's tuition**. If the notice period ends after the 15th, families are responsible for the **full month's tuition**. All outstanding commitments must be settled when the notice is given.
- **Refund Policy:** All previously paid tuition and fees are non-refundable.
- **Records Release:** Final grades, report cards, and official student will be withheld until all financial obligations are met and all school-owned property is returned.

Discharge

Lenoir City Christian Academy reserves the right to withdraw any child from enrollment with two weeks' notice to the parents under the following circumstances:

- The program does not adequately meet the developmental or educational needs of the child.
- The child's presence poses a threat to the safety or well-being of others.
- The child is unable to adjust to the school's structure, routines, rules, or expectations for social interaction.
- School policies are not being followed by the child or family.

While LCCA strives to support each child's growth, it is important to note that one-on-one care is not available. Every reasonable effort will be made to work with the child and family to encourage healthy development and integration into the classroom community.

In cases where a student's behavior presents an immediate risk to the safety of others, the child may be discharged without advance notice.

Immunization Policy & Requirements

Lenoir City Christian Academy follows the Tennessee Department of Health guidelines for student admission into Child-care, Preschool, and Elementary grades. Accordingly, a completed Parent Handbook 2026-27 | 13

and up-to-date Certificate of Immunization must be on file for each student before he/she can begin any of the 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 or 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/Personal - The exemption requires a signed statement by the parent/guardian that vaccination conflicts with their religious or personal 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 or personal exemption to explain why the exemption information is absent or incomplete.

Approved 6/16/2026

Tuition

Tuition rates are determined during the annual budgeting process and are published prior to the enrollment season. Tuition is not based on the number of school days in a given month and is not prorated by the day for any program.

Upon acceptance, families are required to enroll in the FACTS Tuition Management Program. Tuition is due on the first day of each month. Enrollment is not considered complete—and students may not begin school—until a FACTS payment plan has been created.

Bundling for Multiple Programs

Families with children enrolled in all three programs - Upper School, K5-6th Extended Care, and Full Time Preschool - are eligible for a \$100 monthly tuition discount.

- This discount applies specifically to K5-6th Extended Care tuition.
- Families receiving the bundling discount are not eligible for the sibling discount typically offered to Upper School students.

Delinquent Accounts

- Invoices are considered late 10 calendar days after the due date.
- A 5% late fee (or a minimum of \$5) will be applied to all past due balances. The charge will be added to the account on the 1st of each month until the past due balance is paid.
- Report cards and transcripts will not be released for students with outstanding balances.

Returned Payments

A fee will be assessed for all returned payments, including those due to insufficient funds or other banking errors.

Financial Gifts

Financial contributions to Lenoir City Christian Academy may be made directly to the school or through the giving platform of First Baptist Church of Lenoir City. These gifts support the ongoing mission of the Academy and are deeply appreciated.

Financial Integrity

Lenoir City Christian Academy is committed to transparency and accountability. To ensure proper stewardship of all financial resources, a financial review is conducted each year.

Lunch

Lenoir City Christian Academy offers both catered lunch and home-packed lunch options. Our goal is to ensure every student enjoys a nutritious and safe mealtime experience.

Catered Lunch

Catered lunches can be ordered and paid for through the FACTS Family Portal. Each meal includes fruit, chips, and milk.

- Orders must be placed by Sunday for the upcoming week.
- A different restaurant is featured each day; the monthly lunch calendar is available in FACTS.
- In the event of an unexpected school closure, any pre-ordered lunches will be rolled over to another date. Parents will receive an email with the rescheduled lunch date.
- In the event of a student's absence, any pre-ordered lunches will be forfeited.

Packed Lunch

See your student's program for guidelines.

Medical

Medical Emergency

In the event of a medical emergency involving a student, an immediate attempt will be made to contact the parent or designated emergency contact. If necessary, emergency medical services (EMS) will be called to transport the student to an appropriate medical facility for treatment.

Medication Administration

Lenoir City Christian Academy may administer medication under the following guidelines:

- All medication must be approved through the main office, presented by a parent/guardian, and in the original prescription bottle or package.

- Students must not share prescriptions or over the counter medications.
- Teachers are not permitted to administer medication. Medication will only be dispensed by authorized personnel in the school office.
- LCCA may administer short-term, long-term, or maintenance medications with a valid prescription.
- Phone approvals are not accepted.
- A completed Medication Authorization Form, signed by a parent or legal guardian, is required before any medication is administered.

TN Child Abuse Hotline

- DCS Reporting Hotline: 1-877-237-0004
- Online Reporting: <https://apps.tn.gov/carat/>

Emergency/Evacuation Plan

Lenoir City Christian Academy is committed to ensuring the safety of all students and staff through preparedness and proper response procedures.

- Fire Drills: Routine fire drills will be conducted periodically. Fire evacuation procedures are posted in every classroom. In the event of an actual fire, these procedures will be followed precisely.
- Severe Weather: In the event of a tornado, severe thunderstorm, or other weather emergencies, students will be moved to designated secure areas within the building, as directed by the County Emergency Management Agency Coordinator.
- Utility Outages: If power or water is temporarily unavailable, LCCA will make every effort to remain open. However, if conditions compromise students' health or safety, parents will be contacted to pick up their children.
- Evacuation: If evacuation from the school building is necessary for any reason, students will be transported to a pre-authorized off-site location. All children will remain together at one of the designated churches. A photo ID will be required for child pickup. In emergency scenarios, school staff or emergency personnel may be attending to children who require medical attention. LCCA Administration, in coordination with the State of Tennessee Department of Education, may assist with student release. Updates will be shared through LCCA's official social media channels and local media outlets (radio and TV), as available.
- Hard Lockdown Drills: LCCA will conduct a hard lockdown drill at least once per school year.

Technology

Technology plays a vital role in enhancing curriculum development at Lenoir City Christian Academy. Our commitment is to maintain a healthy and purposeful use of technology in academics, supporting learning without allowing technology to define our academic standards.

We incorporate tools such as Chromebooks, tablets, Apple TVs, interactive boards, and other media resources to engage students across all age levels. These tools are used thoughtfully and within age-appropriate boundaries to support instruction.

As familiarity with technology is essential for students in today's world, we aim to equip them with the skills to navigate technological advancements responsibly. We remain committed to maintaining a proper balance between traditional teaching methods and modern technological tools, ensuring our students receive a well-rounded education.

Communication with Families

Lenoir City Christian Academy uses the **Band app** and email as the official platforms for all staff-to-parent communication across all programs and extracurricular activities.

Parents can expect to receive:

- Announcements, reminders, and updates relevant to their child's class or program.
- Direct messages from staff when needed.
- Timely responses to any questions or concerns submitted through the app or email.

If you need assistance joining your child's Band classroom, please contact your student's teacher.

Pathway to Solutions

LCCA flourishes when parents and staff partner together in mutual respect to advance effective Kingdom education in the lives of our students. The process of resolving questions and concerns is grounded in Biblical principles for love, respect, and community (Matthew 18:15-19).

Overarching Principles for Resolution

Before beginning the resolution process, all parties are asked to commit to the following Biblical standards:

- **Assume Best Intentions:** Approach the situation with humility and respect, assuming the best of all parties involved (Philippians 2:3-4; Romans 12:10).
- **Maintain Confidentiality:** Commit to communicating only with the individuals directly involved. Gossip and unguarded comments produce division and distrust (Proverbs 11:13).
- **Acknowledge Student Context:** Keep in mind that accounts from children naturally may lack pertinent context or complete information.

Step-by-Step Resolution Process

Step 1: Approach the Staff Member Directly (Matthew 18:15)

Seek additional information by contacting the teacher or staff member directly involved.

- Please schedule a prearranged meeting or phone call.
- Spontaneous or unscheduled conversations, particularly during morning drop-off, afternoon pick-up, or school events, do not allow staff to give the matter their full, undivided attention.
- Both parties are encouraged to keep personal notes for future reference.
- *If the concern is successfully resolved:* Celebrate the resolution and let others know that the process works (Proverbs 25:25).

Step 2: Request a Three-Party Meeting (Matthew 18:16)

If the conflict remains unresolved after speaking directly with the staff member, contact the school office to request a follow-up meeting.

- This meeting will involve three parties: the parents, the teacher, and the appropriate administrator.
- When requesting the meeting, please confirm that you have already completed Step 1 with the teacher or staff member.
- *If the concern is successfully resolved:* Acknowledge the collaborative effort and resolution (Proverbs 25:25).

Step 3: Final Administrative Decision

If the parties cannot reach an agreement during the three-party meeting, the Head of School will make the final decision. This determination will be guided by school policy, professional judgment, available information, and deep respect for everyone involved.

Questions of School Policy

On occasion, a parent or staff member may have a concern regarding an overarching school policy and wish for the Board of Directors to review it at a regularly scheduled quarterly meeting.

1. **Submit a Written Request:** Parents may submit a formal, written request via email to the Head of School, who will forward it to the Board Chair.
2. **Provide Context:** The email must clearly state the specific policy in question and include relevant background information to help the Board determine the appropriate next steps.
3. **Board Chair Review:** The Board Chair will review the request and make one of two determinations:
 - **Full Board Review:** The issue will be discussed by the Board as a whole, and a formal written response will be sent following their review.

- **Administrative Discretion:** If the matter is determined to be operational rather than policy-oriented, a written response will be issued stating that the decision remains at the discretion of the Head of School.

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 of 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.

We ask that you not send electronics, toys, snacks, gum, candy, soft drinks, 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 may confiscate it until the end of the day or send it to the front office to be picked 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.

Preschool – 3rd Grade Discipline Policy

At the preschool through third grade level, students are learning the basics of what it means to be wise. During this time, our desire is that students 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 (Childish Immaturity)

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 are not limited to:

- Disruption of class
- Failure to follow instructions
- Not keeping hands to oneself
- Inappropriate language or joking
- Disrespectful language or action
- Dress code infraction

2nd Level (Willful Disobedience)

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 (walking instead of playing), eating lunch away from the class, or spending some time in the office. Level 2 offenses will be documented in FACTS. Level 2 offenses include, but are not limited to:

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

3rd Level (Mocking or Scornful Disobedience: Psalm 1)

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 may be 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 of 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 issues. If a student fails to show improvement in needed areas, they may be expelled from school. 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.

4th – 8th Grade Discipline

At LCCA, we believe that discipline is fundamentally about discipleship – guiding young hearts and minds toward wisdom, character, and Godly decision-making. Our approach to 4th-8th grade discipline is rooted in the understanding that each student is fearfully and wonderfully made in God's image (Psalm 139:14) and possesses an inherent dignity and worth.

We recognize that the 4th-8th grade years are a time of significant physical, emotional, and spiritual development. During the formative period, students are learning to navigate increased independence while developing their moral compass. Our discipline philosophy seeks to partner with families in nurturing students who will become responsible, compassionate, and Christ-centered individuals. Based on our philosophy, the core principles in our 4th-8th grade will demonstrate that discipline is:

- Restorative and Redemptive Rather Than Punitive
- A Balance of Grace and Truth
- Reflective of Individual Worth and Accountability
- Part of Community Support and Caring Relationships

Our Goal is not perfect behavior, but rather the development of young people who have developed internal motivation, understand biblical principles, demonstrate personal responsibility, and treat others with respect and kindness.

Levels of Misbehavior

1st Level (Childish Immaturity)

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.

Level 1 offenses include, but are not limited to:

- Tardy to class or academy
- Dress code infraction
- Disruption of class
- Eating and chewing gum
- Inappropriate language or joking
- Disrespectful language or actions
- Failure to follow instructions

2nd Level (Willful Disobedience)

Level 2 offenses will be taken to the administration. The consequences of Level 2 offenses may result in before or after school detentions or other consequences

Level 2 offenses include but are not limited to:

- Repeated Level 1 offenses
- Disrespect of peers or teachers
- Cheating or lying
- Defacing of Academy property
- Skipping class
- Leaving class without permission

3rd Level (Mocking or Scornful Behavior: Psalm 1)

Level 3 offenses are considered very serious violations of the academy policy and philosophy whether they occur at or away from school. Students committing a Level 3 event will be immediately removed from the classroom and may be 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. The administrators will be consulted about all Level 3 consequences. Suspensions are given for behaviors that will likely result in expulsion. Level 3 offenses include but are not limited to:

- Open defiance or disrespect of teachers or administration
- Stealing
- Vandalism
- Bullying/Cyberbullying (Threatening a student at any time during school or outside of school)
- Fighting or extreme disruptive behavior
- Gross vulgarity or profanity
- Use of language (verbal, written, electronic or virtual) that is threatening in nature or could be construed as a threat.
- Cyber bullying or inappropriate use of technology including viewing or sharing of pornography or sexting.
- The use, possession or distribution of illegal drugs, alcohol, tobacco products (including vaporizers), fireworks, explosives, or weapons of any kind.
- Pulling a fire alarm or tampering with safety equipment
- Immoral behavior

Consequences

Students may receive the following consequences:

- Before or after school detention; conference with principal
- Ineligibility for leadership positions such as worship team, team captain, etc.

- Ineligibility for all activities; conference with parents/guardians and principal
- Out of School Suspension; length determined by the administration.

Out-of-School Suspension requires one to three days off campus not including holidays and weekends. Term grades in every subject will be decreased by 3% for each class missed; this will also be considered an unexcused absence.

If situations arise that do not have a written rule to govern them, an administrative decision will be made at that time.

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 parents/guardians fail to comply with and support the disciplinary procedures of the academy.

Probation gives students opportunities to correct their behavior. If they continue to fail to take their schoolwork seriously, they may be expelled from school. A student on probation loses all positions of responsibility, which may or may not be restored after probation ends. Students may be barred from participating 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 administration. 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 **\$25 for one-half day or \$50 for one full day**. 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 administration. Any student who receives an out-of-school suspension will be placed on automatic probation for the remainder of the semester.

Dismissal

Lenoir City Christian Academy reserves the right to expel any student if the administration determines that the program is not meeting the needs of the student, the student's presence poses a threat to the welfare of others or a significant distraction, or if the student is unable to adjust to the Academy's rules/structure, routine, and social interaction. Every effort will be made to work with the students and their family.

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

- 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.
- A student requires constant 1-on-1 attention from the teacher.
- A student shows disrespect toward a teacher or another student.
- Nonpayment of tuition and fees in a timely manner.
- Failure of the parent/guardians or student to follow written policies.
- If the safety of the students or the program is compromised, a student will receive out of school suspension, pending review for consideration of dismissal.
- Any other conduct that exhibits behavior contrary to the Statement of Faith.

If a student has been expelled, the student must have successfully completed one full year at another school before eligible to reapply to Lenoir City Christian Academy.

Attendance

Hours by Program

PRESCHOOL	Program Hours	Drop Off Location & Time	Pick Up Location & Time
Preschool 2/4-Day	8:30 am - 1:30 pm	Office: 8:30 am	Car Line: 1:15-1:30 pm
Preschool 2/4-Day Extended Care	1:30-3:00 pm	-	Car Line: 3:00-3:15 pm
Preschool 5-Day	7:00 am - 5:30 pm	Office: as early as 7:00 am	Office: no later than 5:30 pm
UPPER SCHOOL	Program Hours	Drop Off Location & Time	Pick Up Location & Time
Upper School	8:00 am - 3:00 pm	Car Line: 7:30-8:00 am; Students arriving after 8:00 am will need to enter through the office with a parent/guardian to be signed in.	Car Line: 3:00-3:15 pm; Parents/Guardians arriving after 3:15 pm will need to go to the office to sign their student out.
K5-6TH EXTENDED CARE	Program Hours	Drop Off Location & Time	Pick Up Location & Time
Extended Care	2:30-5:30 pm	-	Office: no later than 5:30 pm
All-Day Extended Care by sign-up	7:00 am - 5:30 pm	Office: as early as 7:00 am	Office: no later than 5:30 pm
Summer Camp	7:00 am - 5:30 pm	Office: as early as 7:00 am	Office: no later than 5:30 pm

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 per student, with a minimum fee of \$5 per student. The charge is billed incidentally through the student's FACTS tuition account.
- Repeated late pickups may result in dismissal from the program.

Drop-Off & Pick-up

Parking

Parents may park in designated parking spaces alongside the education building. Please do not park in handicapped 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 the parent/guardian 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 impaired in any way 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 court 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

In the event of inclement weather, we will notify families via text and/or email. Updates will also be posted on the BAND app and on the Lenoir City Christian Academy Facebook page.

Please use discretion in inclement weather:

- **Safety & Absences:** If school remains open but you feel travel is unsafe, your student will receive an **excused absence**. Upper school students will be permitted to make up their schoolwork at home.
- **Mid-Day Closures:** If Loudon County Schools dismiss early due to the weather, all LCCA programs will also close. Please arrange to pick up your child as soon as possible.
- **Preschool & K5-6th Extended Care:**
 - Missed days for Preschool and K5-6th Extended Care due to weather closures will not be rescheduled or made up, and no refunds or tuition credits will be issued.
 - If school is closed but Extended Care is able to open, enrolled Upper School students may attend for childcare during normal school hours at no additional charge, permitting staffing is available and the Extended Care program is able to stay within its DOE approved ratios.

Illness

Students must be free of fever, vomiting, or diarrhea for 24 hours without medication 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 administrator.

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.

Respiratory Illness

Stay home and away from others until you are 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 area

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. 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 and visitors must enter through the academy entrance and check into the main office. 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 and have a PIN. 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 administration to sign in. The Main Office is open Monday - Friday and maintains hours from 7:00 a.m. to 5:30 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, see Appendix

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

- 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).
- Complete a tour with an LCCA Administrator.
- Application Review: LCCA Administrators review each prospective student file with the appropriate forms and records.
- Complete a family interview with an LCCA Administrator.
- 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.
- Obtain PINs for pick-up.

- Join your teacher's classroom BAND.

Enrollment Change Request

After enrollment is finalized, any changes must be requested in writing to the Preschool Director. If approved, a \$75 administrative fee will be applied when the account is updated.

Attendance

PRESCHOOL	Program Hours	Drop Off Location & Time	Pick Up Location & Time
Preschool 2/4-Day	8:30 am - 1:30 pm	Office - 8:30 am	Car Line - 1:15-1:30 pm
Preschool 2/4-Day Extended Care	1:30- 3:00 pm	-	Car Line - 3:00-3:15 pm
Preschool 5-Day	7:00 am - 5:30 pm	Office - as early as 7:00 am	Office - no later than 5:30 pm

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 preschool 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. All preschool children must be signed in at the front office and walked to class by an administrator.

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

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 per student, with a minimum fee of \$5 per student. The charge is billed incidentally through the student's FACTS tuition account.
- Repeated late pickups may result in dismissal from the program.

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 an important teaching time, the teachers are expected to be outside with their class and cannot stay inside with one or two children.

PLAYGROUND SUPERVISION PLAN

(Rule 0520-12-01-.06)

(6) Each program shall have a written playground supervision plan that includes:

- (a) Arrival and departure procedures;
- (b) Supervision assignments of staff to assure that all areas of the playground can be seen so that all children can remain within sight of the teachers;
- (c) Identification of which staff will merely supervise in their assigned zone while other staff, if any, interact with children as play facilitators;
- (d) Emergency plans specific to a variety of circumstances, such as, child injury, weather evacuation, toileting and other personal care needs of children or staff, etc.; and
- (e) A communication link among playground supervisors and a designated staff person, if available, inside the program's facility.

Maximum group size and adult:child ratio for single-age grouping:

Age Group Size Adult:Child Ratio

Infant (6wks-12m) 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

For children in kindergarten through thirteen (13) years of age the following requirements shall be met:

1. The number of trained teachers required to be present on off-site activities shall be at a minimum, equivalent to the number that would be required in the classroom; additional adults to meet the following off-site ratios in chart below may be teachers, volunteers and/or unpaid staff.

Number of children Trained Teachers Additional Adults Total Adults Required

1 – 20 1 1 2

21 – 30 2 1 3

31 – 40 2 2 4

(d) For children age fourteen (14) to eighteen (18), the number of trained teachers required to be present on off-site activities shall yield an adult:child ratio of 1:20, additional adults to meet this ratio may be teachers, volunteers and/or unpaid staff.

An opportunity for outdoor play shall be extended to children of all ages who are in care more than three (3) daylight hours; provided, however, for programs where outdoor play is prohibitive or dangerous, as determined at the discretion of the Department, unoccupied indoor space providing fifty (50) square feet per child is acceptable.

To ensure safety, visibility, and care of all children while outdoors, the following playground supervision guidelines (based on DOE Rule 0520-12-01-06 requirements) will be observed by LCCA staff:

(a.) ARRIVAL AND DEPARTURE PROCEDURES:

- Children will transition to the playground as a class, accompanied by teachers.
- Before transition, Teachers or staff will count each child ensuring that they have all students accounted for that are present that day, and will do this again at arrival of the next location, then documenting it in their daily binder. This ensures that all children remain together and enter safely.
- At departure, staff will count children, line them up, and escort them back into the building together.
- Once inside, the Teacher will do another head count, documenting it at the arrival of their next location in their daily binder.

(b.) SUPERVISION ASSIGNMENTS

- Supervisory Staff (Zone Monitors): Teachers will position themselves on either side of the playground assuring that all sides of the playground and structure are able to be viewed during recess. They will not leave the playground unless another staff member is able to relieve them of their position.
- Play Facilitator Staff: At least one staff member (if ratios permit) will walk around, engaging with children, encouraging safe play while still maintaining overall supervision awareness.

(c.) EMERGENCY PLANS

- Child Injury: Minor injuries will be treated by staff. For serious injuries, one staff member will radio for an assistant or administrative staff member for further care. An incident report will be filled out by the staff member who witnessed the injury and signed by Admin. Parents and emergency services will be contacted as needed.
- Weather Evacuation: At first sign of lightning, thunder, or unsafe weather, staff will immediately line up children and return indoors following departure procedures.
- Toileting and Personal Care Needs: If a child requires toileting, one staff member will either escort the child inside, or will radio for an assistant or administrative staff member

to escort the child inside, maintaining appropriate ratios outdoors. Remaining staff will adjust zone coverage as needed.

- Staff Emergency: If a staff member becomes ill or unable to supervise, another staff member will step into their zone immediately, and the office will be contacted for assistance and coverage.

(d.) COMMUNICATION

- All teachers and staff will carry a walkie-talkie, and/or a charged cell phone for immediate contact with a preschool assistant or administrative staff member inside the building.
- A preschool assistant or admin member will remain available during outdoor play to respond to emergencies.
- In the event of an emergency, supervisors will use plain direct communication (i.e., "Medical assistance is needed on the playground") to ensure a quick response.
- Teachers and staff will not be on their cell phones for personal use while on the playground to ensure that their attention is on their students at all times.

Staff will review the supervision plan at the start of each semester, and after any policy updates. They will implement these expectations daily to create continued structured, clear, and safe supervision for our students' playtimes.

Playground supervision training is also included in any new staff orientation.

Diapers

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

Potty Training

Potty training is a developmental milestone and should be approached as a collaborative effort between home and school. In general, children begin to develop bladder control around **22 months**, with bowel control following slightly later. However, each child is unique, and we take individual readiness and ability into account.

When your child shows signs of readiness, our staff will partner with you to support the process. We are happy to provide suggestions, guidance, and encouragement throughout this important stage. Potty training is actively introduced and supported in our two-year-old classroom.

Before transitioning to the three-year-old classroom, children must be independently trained, this includes working their own clothes up and down, wiping their own bottom, and washing their hands independently. During the potty-training process:

- Children should wear Pull-Ups with Velcro sides (not diapers).
- Onesies are not permitted, as they make toileting more difficult.

Further details specific to your child's classroom will be provided by your teacher.

Please note: For children ages 3 and up, after the third potty training accident, continued enrollment may be subject to review and possible dismissal.

Toileting Supervision Plan

(Rule 0520-12-01-.06 I.)

"Teachers shall monitor children's toileting and be aware of their activities while respecting the privacy needs of the child. Programs must have a bathroom supervision plan to reflect the developmental needs of children in the classroom. Items in plan may include, but are not limited to, location of staff, times of bathroom breaks and locations, and emergency bathroom procedures."

- **General Supervision Guidelines**
 - Teachers will monitor children's toileting by remaining near the restroom area and being attentive to children entering and exiting.
 - Children will be given privacy inside stalls if using a family bathroom, but teachers will be within hearing distance and will check visually when necessary for safety or assistance.
 - Once in the three-year-old classroom, Teachers are unable to wipe the child's bottom for them. The child must be fully potty-trained to attend the K3 classes.
 - If a child has an accident and needs to be cleaned up, a second staff member will be called in to witness and assist if needed. Staff will always wear gloves during these situations.
 - Staff will remain in proper ratios during toileting times, ensuring all children are supervised.
- **Staff Location and Responsibilities**
 - At least one teacher will remain directly outside the restroom area whenever children are toileting.
 - If multiple children are in the restroom at once, a teacher will position themselves at the doorway or just inside the entrance (not inside individual stalls) to ensure safety and assistance.
 - Teachers will be aware of the total number of children using the bathroom at any time and account for them upon return to the classroom or playground, etc.
- **Scheduled Bathroom Breaks**
 - Class bathroom breaks will be scheduled at regular times throughout the day.
 - If a bathroom break is located outside of the classroom, headcounts will be taken before leaving, during the break, and after returning to the classroom.
- **Emergency Bathroom Procedures**
 - If a child has a toileting accident, one teacher will assist the child with clean up and clothing changes in a private, respectful manner, while another staff member continues supervising the group.
 - Soiled clothing will be placed in a sealed bag to be sent home.
 - If a child requires immediate medical attention (i.e. fall, seizure, illness in the restroom) the teacher will radio for immediate assistance.

- **Developmental Considerations**
 - Children in the K2 classrooms: Teachers will provide diapering, and when potty training has begun, will provide direct assistance with clothing, wiping, and handwashing. Teachers will provide help respectfully and encourage independence as skills develop.
 - Children in the K3 and K4 classrooms: Will be expected to use the bathroom independently, with staff maintaining line of sight supervision or be close enough to listen for safety or assistance. Assistance will only be provided when necessary.
 - Staff will use positive encouragement and partner with parents to provide consistency between home and school.

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.

In the event of an accident where a change of clothing is required and a replacement set has not been provided by the parents, the school will supply a loaner pair of underwear and pants/shorts. Please ensure these items are laundered and returned by the end of the week. A \$10 replacement fee will be charged to your account if the items are not returned; this charge will be fully reversed upon receipt of the clothing.

July 2026

Biting

Second Offense – Child must be picked up immediately.

Third Offense – Child is subject to dismissal.

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

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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: 877-237-0004

Upper School

Letter to Families

Dear Parents:

Thank you for partnering with 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 family 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 an LCCA Administrator.
2. Submit application and application fee through FACTS (<https://lc-tn.client.renweb.com/oa>): last two report cards (if applicable), copy of birth certificate, updated immunization record or exemption (temporary immunization record at the discretion of the Head of School), and current parenting plan if applicable.
3. Application Review: LCCA Administrators review each prospective student file with the appropriate forms and records.
4. Complete a family interview with an LCCA Administrator.
5. Optional: Complete Upper School Tuition Assistance Request (and application fee). The Tuition Assistance (TA) Committee will meet to consider the application and determine any TA award (steps 1-4 must be completed prior to request).
6. In FACTS, complete the enrollment packet. This is done upon acceptance to LCCA, and includes 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 from our designated vendors. See Dress Code policy.

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.

Important Dates

January 1st: Reenrollment begins for current families.

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

May 15th (or the next business day): Deadline to submit your enrollment to ensure it is verified before the payment plan begins.

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

Kindergarten Admissions Policy

All kindergarten students will participate in a required screening test for kindergarten admittance.

As per state and local guidelines, students applying for enrollment in kindergarten must turn 5 by August 15th of the year they are enrolling in kindergarten. At the discretion of the administration, a student whose birthday falls between August 16th and September 30th may be considered for an exemption to this policy. Exemptions may be granted only following a parent interview with the Head of School or designee, and an evaluation process for the student which includes both an assessment of the student's academic and social development and time spent with the kindergarten teacher. The final decision for the exemption is at the discretion of the administration.

Note: Enrollment in kindergarten at LCCA does not guarantee a student will be accepted at another public or private school for the next grade level. The decision is at the discretion of that school's administration.

Updated December 2025

Tuition, Discounts & Fees

Upper School 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, and LCCA is grateful to provide financial resources to families in need of tuition assistance.

Frequently Asked Questions

- **What type of assistance is available?** LCCA offers need-based tuition assistance to families who could not otherwise afford tuition. Please note that academic and athletic merit-based scholarships are not offered.
- **How do I apply?** Tuition assistance requests are processed through **FACTS Grant & Aid Assessment**, a secure and confidential third-party organization. You can access the online application at online.factsmgmt.com/aid. Please note that an application fee applies.
- **Can I save my progress?** Yes. The online application process is self-guided, allowing you to log in and out to complete it over multiple sessions if needed.
- **Who do I contact for help?** FACTS offers a 24/7 helpline and customer service email support. Because the platform is managed independently, please do not contact the school office with questions regarding the application system itself.

- **What documentation is required?** After submitting your online application, you must upload your previous year's Federal tax returns, including all schedules, to complete the verification process.
- **How are decisions made?** The Financial Aid Committee conducts a confidential review of all verified applications to make final scholarship determinations.
- **When will I hear back?** Tuition assistance is reviewed on a rolling basis. Awards are typically announced within two weeks of application verification, following the monthly meeting of the Tuition Assistance Committee.

Educational Savings Account (ESA) Policy

Lenoir City Christian Academy provides transparent and equitable tuition policies. This policy outlines the application of Tennessee's Education Savings Account (ESA) funds in conjunction with our tuition, tuition assistance, and employee discount programs.

Overview of Tennessee's ESA Program

The Tennessee Education Savings Account (ESA) Program allows eligible students to receive state and local funds for approved educational expenses, including tuition and fees at participating non-public schools. Key points include:

- **Eligibility:** Students must be residents of Tennessee, entering kindergarten through grade 12, and meet specific criteria such as being zoned to attend certain public schools or having previously received an ESA.
- **Account Holder:** The parent, legal guardian, or student (if 18 or older) responsible for managing the ESA funds and ensuring compliance with program requirements.
- **Participating Schools:** ESA funds can be used at approved non-public schools categorized as Category I, II, or III.

Application of ESA Funds at Lenoir City Christian Academy

First-Dollar Application

ESA funds are applied directly to the total tuition amount before any other tuition assistance or non-employee benefit considerations.

1. Loyalty / FBC Member
2. K5 Enrollment Incentive
3. Employee (LCCA & FBCLC)
4. State Scholarship
5. Multi-Child
6. Tuition Assistance
7. Non FBCLC Full-Time Pastors

Example:

- Tuition: \$10,000
- ESA Award: \$7,000
- Remaining Balance: \$3,000

Interaction with Tuition Assistance

If a student qualifies for both ESA funds and tuition assistance:

If Tuition Assistance $\leq$ ESA: Only the ESA is applied.

Example:

- Tuition: \$10,000
- ESA: \$7,000
- Tuition Assistance: \$5,000
- Remaining Balance: \$3,000

If Tuition Assistance is $\geq$ ESA: The ESA is applied first, followed by the additional tuition assistance amount exceeding the ESA.

Example:

- Tuition: \$10,000
- ESA: \$7,000
- Tuition Assistance: \$9,000
- Additional Aid Beyond ESA: \$2,000
- Remaining Balance: \$1,000

General Guidelines

- Enrollment Incentives and FBCLC Membership: Loyalty and other enrollment incentives, and FBCLC membership discounts are applied before EFS/EFA are applied.
- Tuition Assistance: Families must apply for Educational Savings Accounts annually in order to be eligible to apply for tuition assistance for Lenoir City Christian Academy.
- Non-Refundable: ESA funds are scholarships and are non-refundable.
- Contractual Responsibility: Families are responsible for any tuition or fees exceeding the ESA amount.
- Compliance: Account holders must adhere to all ESA program requirements, including timely updates of contact information and compliance with testing mandates.

Approved April 2026

Discounts

UPPER SCHOOL TUITION DISCOUNT:

LCCA Loyalty Discount: For current LCCA families, Upper School 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, Upper School tuition for next year is frozen at current school year rates if enrollment is completed by May 1st.

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

- 2 Children Enrolled: \$500 for each Upper School LCCA student
- 3 Children Enrolled: \$665 for each Upper School LCCA student
- 4 Children Enrolled: \$750 for each Upper School LCCA student.

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

See Application of ESA Funds above for the order of application.

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

Technology Fee

All upper 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 begins during a student's first academic year (kindergarten or higher) and automatically renews for each successive school year until graduation from LCCA. This policy remains in effect unless enrollment is terminated by LCCA or the family completes the official school withdrawal procedure.

As part of this program, all student records, including addresses, phone numbers, emergency contacts, and medical information, roll over automatically from grade to grade within the Student Information System. Parents and legal guardians are responsible for ensuring their students' information remains accurate and up to date.

Each December, LCCA will publish the tuition rates and fees for the upcoming academic year.

The continuous enrollment fee for the upcoming academic year is automatically integrated into your FACTS payment plan.

- **Withdrawal Before January 31:** If official notification to withdraw at the end of the current school year is submitted prior to January 31, the continuous enrollment fee will be waived and removed from your account.

- **Withdrawal After January 31:** If notification to withdraw is given after January 31, the continuous enrollment fee is non-refundable and will be forfeited.

Attendance

LCCA provides families with an official annual school calendar, which can also be accessed at any time on our website www.lccatn.org.

- **Excused Absences:** Absences are excused for personal illness, serious illness or death in the immediate family, medical appointments, or other valid reasons approved by the LCCA administration.
- **Absence Notes:** A parent note is acceptable to excuse an absence for up to 5 days per school year. After 5 days of absence, a doctor's note is required to comply with the State of Tennessee's mandate for private schools.
- **Unexcused Absences:** Unexcused absences may result in grade reductions if classroom assignments or assessments are not completed.
- **Permanent Records:** A student's attendance history becomes a permanent part of their academic record.
- More than **10 total absences in a semester** may result in an attendance review.
- Credit or promotion is based on both **academic mastery and attendance**, with exceptions for documented illness, family emergencies, and other approved circumstances.
- The Head of School may grant exceptions through an appeal process.

LCCA desires to maintain a flexible, collaborative partnership with our families. Please communicate promptly with your student's teacher and the school administration regarding absences and missed work so we can best support their needs.

School Hours

UPPER SCHOOL	Program Hours	Drop Off Location & Time	Pick Up Location & Time
Upper School	8:00 am - 3:00 pm	Car Line: 7:30-8:00 am; Students arriving after 8:00 am will need to enter through the office with a parent/guardian to be signed in.	Car Line: 3:00-3:15 pm; Parents/Guardians arriving after 3:15 pm will need to go to the office to sign their student out.

Regular school hours are from 8:00 a.m. - 3:00 p.m., Monday through Friday.

Tardy

School begins at 8:00 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. For period classes, when a student arrives more than 20 minutes after a class begins, they will be considered absent for that class. A student will still be responsible for all class material.

Drop-Off & Pick-up

The upper 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 - 8:00 am. After 8:15 am, you will need to enter at the front of the building with your upper school student and sign in at the academy office.

Students will go to the KidStuf Theater/Cafeteria where our staff will watch students until they are dismissed to their classrooms at 8:15 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 and have a PIN. No one under the age of 16 is allowed to pick up a student.

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.

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 per student, with a minimum fee of \$5 per student. The charge is billed incidentally through the student's FACTS tuition account.
- Repeated late pickups may result in dismissal from the program.

Field Trips

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

Dress Code Guidelines

Purpose

LCCA has instituted a uniform dress code to glorify God through modesty, support academic focus, and avoid materialism. Students are expected to dress in accordance with their biological sex. These guidelines are intended to support students in their educational and spiritual growth, not to serve as legalistic or punitive measures.

Uniform Ordering

- **Primary Provider:** All uniforms may be purchased from My A+ Uniforms or one of the approved third-party vendors listed below.
 - Store: 453 Park 40 N Blvd, Knoxville, TN 37923

- Phone: (865) 370-2877
- Website: knoxville.myaplusuniforms.com
- **Approved 3rd Party Vendors:** Uniform items may also be purchased from [Old Navy](#), [The Children's Place](#), Target, and [Lands End](#), provided they are selected from the official “Uniform” sections of those stores. Selections must strictly match the styles and colors found on the My A+ Uniforms site.
- **Logo Embroidery:** Any tops purchased from third-party vendors must be embroidered with the approved school logo. Our approved local vendor for embroidery is Southern Bliss (865-816-6555), located near the Domino’s Pizza in front of Walmart in Lenoir City.
- **Logo Use Policy:** Use of LCCA logos requires prior approval. Please contact the school office for the official logo use policy.
- **Compliance:** Students who arrive out of uniform will be required to change into a loaner LCCA uniform until an approved uniform is secured.

Additional Notes

- Administrative discretion may be used to determine exceptions to these guidelines.
- Students must wear approved tops or dresses from My A+ Uniforms or an approved third-party vendor displaying the official LCCA logo or monogram.
- Sweatshirts, fleece jackets, sweaters, and pullovers worn in class must be solid Navy or Burgundy and purchased from an approved vendor. The only approved Gray outerwear is the LCCA monogrammed sweatshirt available exclusively at My A+.
- Pants and skirts must follow LCCA’s designated color guidelines.
- Uniform designs and providers are intended to remain consistent in future years. Items remain valid as long as they fit properly and are in good condition.
- Approved hair accessories are available for purchase through My A+ Uniforms.

Basic Student Uniform Guidelines

Shirts: All shirts worn in the classroom must be purchased from My A+ Uniforms or an approved vendor and must include the official LCCA logo or monogram. Shirts must be solid school colors (navy or burgundy) and have a collar. Students may wear short- or long-sleeved polo shirts.

Sweaters and Sweatshirts: All sweaters, sweatshirts, fleece jackets, and pullovers worn inside the classroom must be purchased from an approved vendor and be solid school colors. A dress-code approved shirt must be worn underneath.

Pants and Shorts:

- Pants or shorts must be solid khaki or navy.
- Denim pants are permitted only on Fridays as part of our spirit days. Denim cannot be worn Monday through Thursday or to regular school events.

- Sweatpants, sports shorts, and warm-up pants are strictly prohibited.
- Shorts must be no shorter than 3 inches above the knee.
- Leggings or tights may not be worn as standalone pants but are permitted under skirts, jumpers, or dresses. They must be solid Navy, Burgundy, or Khaki.

Skirts, Skorts, Jumpers, and Dresses: These items must be khaki, navy, or LCCA plaid. Polo and knit dresses must be solid school colors (navy, burgundy, white, or gray). All items must be no shorter than 3 inches above the knee.

Spirit Days & Fridays:

- Students may wear T-shirts or casual shirts that reflect school spirit. All designs must be Christian-appropriate.
- On Fridays, students may wear a red shirt to commemorate “Wear R.E.D. Fridays” (Remember Every Deployment) to support our troops serving away from home.
- Standard uniforms may still be required for special events or field trips, which will be communicated by the school.

Shoes & Footwear:

- General Requirement: Appropriate footwear must be worn at all times. Shoes with laces must remain securely tied.
- Socks: Socks must be worn properly with all enclosed shoes.
- Gym Days: Tennis shoes must be worn on scheduled gym days.
- Playground Safety: Closed-toe shoes must be worn at all times on the playground.
- Prohibited Footwear: Flip-flops, slides, and athletic sandals such as Chacos and Crocs are not allowed.

Outerwear (Indoors vs. Outdoors):

- Any outerwear worn inside the classroom must be purchased from an approved vendor and must be in school colors (Navy, Burgundy, or Gray) worn over a dress-code approved shirt.
- Heavy coats and jackets worn strictly outdoors are at the discretion of parents but should remain modest and non-distracting.

Hair: Hair must be clean, neat, and well-groomed. Extreme styles or unnatural colors are not allowed. Accessories (bows, ribbons, barrettes) must align with the uniform’s purpose. Hats and cold-weather gear are allowed outside but must be removed indoors.

Face & Accessories:

- Facial hair must be neat and well-groomed.
- Make-up (permitted for girls only) should appear natural.
- Sunglasses may be worn outdoors only.

- Jewelry and accessories that distract or pose safety concerns are prohibited. Only ear piercings are permitted.
- Boys may not wear jewelry in piercings during school or school-sponsored events.
- Visible tattoos are not allowed.

Note: Clothing must not be excessively loose, tight, revealing, torn, jeweled, glittery, or otherwise inappropriate.

Dress Code Violations

Students must be in uniform on the first day of school and each subsequent school day, except on designated spirit or casual days.

If a student violates the dress code:

1. If the issue can be corrected immediately, a teacher or administrator will help the student comply, and they will return to class.
2. If it cannot be corrected immediately, a parent may be contacted to bring a proper uniform. The student will remain in the office until they are appropriately dressed.
3. A notification notice will be sent home following any violation.
4. Missed class time due to a dress code infraction will be marked as an **unexcused absence**.
5. Repeated violations will result in formal disciplinary action (e.g., 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 after every nine weeks.

Grading Scale

A: 100-90

B: 89-80

C: 79-70

D: 69-60

F: 59-0

Academic Recognition

End of the Year Awards Ceremony

At the conclusion of the school year, LCCA hosts an awards ceremony to recognize students for their outstanding academic accomplishments and exemplary Christian character. Attendance is required for all students and strongly encouraged for parents.

Tutoring/Individual Help

LCCA is dedicated to supporting our students' academic growth. Our teachers are available to provide extra guidance, homework assistance, and targeted support for students looking to improve their skills.

Additionally, the school may utilize qualified volunteers to work individually or in small groups with students who require extra assistance in specific academic areas.

Student Evaluation

Students are evaluated both formally and informally on a regular basis by their classroom teacher to monitor academic progress and guide instruction.

In addition to classroom assessments, students participate in standardized testing as part of our academic program up to four times per year using the Measure of Academic Performance (MAP) Growth Test.

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.

K5-6th Extended Care & Summer Camp

Admissions Process

- Complete a tour with an LCCA Administrator.
- 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).
- Application Review: LCCA Administrators review each prospective student file with the appropriate forms and records.
- Complete a family interview with an LCCA Administrator.
- 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.
- Attend Open House / Parent Meeting.
- Obtain Parent ID numbers for pick-up
- Join our group on the BAND app entitled “LCCA Extended Care”

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 must always be safe, functional, and appropriate for active play and participation in a wide variety of activities. Please ensure your child adheres to the following guidelines:

- Footwear: Children must wear tennis shoes and socks daily for safety during activities.
- General Attire: Dress your child in practical clothing suitable for play.
 - Clothing must completely cover the waist at all times.
 - Shorts or bottoms must remain visible under long T-shirts and tops.

- Appropriateness: Clothing and T-shirts should be child-friendly.
- Swimwear:
 - Boys are required to wear swim trunks.
 - Girls are required to wear a one-piece swimsuit.
- Biological Sex Alignment: In accordance with LCCA's Statement of Faith, children's dress must reflect their biological sex (for example, boys shall not wear dresses).

K5-6th School Year Extended Care

K5-6TH EXTENDED CARE	Program Hours	Drop Off Location & Time	Pick Up Location & Time
Extended Care	2:30 - 5:30 pm	-	Office - no later than 5:30 pm
All-Day Extended Care by sign-up	7:00 am - 5:30 pm	Office - as early as 7:00 am	Office - no later than 5:30 pm
Summer Camp	7:00 am - 5:30 pm	Office - as early as 7:00 am	Office - no later than 5:30 pm

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 per student, with a minimum fee of \$5 per student. The charge is billed incidentally through the student's FACTS tuition account.
- Repeated late pickups may result in dismissal from the program.

Schools Serviced

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

Absences

It is imperative that we be notified by 1:00 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 must call you because we have arrived at the school and your child is not present.

Extended Days (Related to School Closures)

Hours of Operation: Extended Days care is available from 7:00 AM – 5:30 PM on days when the school is closed (such as Election Day).

Daily Fee Details: There is an additional daily fee for this service.

- This fee covers up to seven additional hours of care, a morning snack, and milk for lunch.

- Parents may bring their child at 2:30 PM at no additional charge.

Sign-Up & Deadlines:

- Children must be signed up by the established deadlines to receive childcare.
- A signup sheet will be placed at the sign-in/out counter at least one week prior to the scheduled Extended Day.

Late Sign-Up: Any same-day sign-ups or inquiries made after the deadline will incur an additional \$15 fee.

- Late sign-ups are not guaranteed and must be approved by the administration to ensure proper staffing ratios.

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

Permissions & Approvals: A signed permission form is strictly required for any child to participate in a field trip.

- All field trips are fully planned and pre-approved by the administration.

Chaperones & Volunteers: Any parent or individual wishing to accompany students on a school field trip must first clear a background check processed through the Academy office.

Preparation for Departure: Students must arrive on field trip days with sunscreen already applied and dressed in appropriate clothing for the planned activities.

Behavior Expectations & Safety:

- Children will receive a briefing regarding specific field trip rules and behavioral expectations before departure.
- For the safety of everyone, failure to follow these rules may result in your child losing the privilege of attending trips off school and church property.
- Suspension Protocol: If a child loses field trip privileges due to behavior, they will be unable to attend camp for the day until their assigned teacher has returned to the school at the conclusion of the trip.

Field Trip Hours & Schedule

Arrival Time: Please have your child at the school by 9:00 AM on field trip days, unless a different time is explicitly posted.

Morning Routine: Early mornings are critical, as teams use this time to review the day's plans, take bathroom breaks, and provide a morning snack.

Return Window: * Please check with your child's teacher for the specific estimated arrival time back at the church.

- Return times will never be later than 4:30 PM unless parents are notified in writing.

Late Arrival Policy: If you arrive after the bus has already departed for the field trip, your child will not be able to attend camp for the day until their class has returned to the school.

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 board games, 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.

Conduct and Discipline

All Extended Care and Summer Camp programs will enforce the Lenoir City Christian Academy set protocol for conduct expectations and disciplinary actions found in the All Programs section of this handbook..



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: 877-237-0004

Appendix

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; Colossians 1:13-22; 2:9; 1 Thessalonians 4:14-18; 1 Timothy 2:5-6; 3:16; Titus 2:13-14; Hebrews 1:1-3; 4:14-15; 7:14-28; 9:12-15,24-28; 12:2; 13:8; 1 Peter 2:21-25; 3:22; 1 John 1:7-9; 3:2; 4:14-15; 5:9; 2 John 7-9; Revelation 1:13-16; 5:9-14; 12:10-11; 13:8; 19:16.

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; 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; 1 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

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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; 1 Corinthians 5:9-10; 6:1-7; 7:20-24; 10:23-11:1; Galatians 3:26-28; Ephesians 6:5-9; Colossians 3:12-17; 1 Thessalonians 3:12; Philemon; James 1:27; 2:8.

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; Philippians 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.

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 academy'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.