



BAY KIDS' CHRISTIAN ACADEMY PRESCHOOL

6771 Pinehill Road
Daphne, Alabama 36526
Phone: (251) 459-0274

Email: baykidschristianacademy251@gmail.com

Hours of Operation: *Open* at 6:30am, *Close* at 5pm, Monday-Friday

Bay Kids' Christian Academy Parent Handbook

Welcome to Bay Kids' Christian Academy Preschool! We're so glad you've chosen us as your partner in your child's early education and care. Please read through this handbook to understand our school policies, schedules, and important procedures. *Please sign and return the Parental Agreement.*

MISSION

Our mission is to implement a lifelong love of learning in a safe and loving environment, to enhance children's self-esteem and development. We offer full-time, high-quality childcare. We provide age-appropriate activities that foster exploration, social emotional growth, and functional growth as they learn through play. We have individual learning plans that's designed for your child's needs, all children are different and have different learning styles.

CURRICULUM

Abeka with STEM principals added to promote hands-on exploration, sensory, problem solving and social interactions.

- Faith based learning – encourages love, kindness, and compassion in a Christian environment.
- Small class sizes – more teacher-student one on one time, stronger connections, feel supported, safe, heard, and valued by getting more attention.
- Indoor and outdoor play time to enhance small and fine motor skills.

TEACHER QUALIFICATIONS

- Maintain Early Childhood Education classes and workshop hours
- Certified in First Aid & CPR (Infant, Child, & Adult)
- Background checks, TB skin test, and physical examination

MEALS

We provide healthy and nutritional prepackaged meals served for breakfast, lunch, and snack daily. Parents are allowed to bring prepackaged meals for their children. Nutritional meals help with brain development and overall health. **IF YOUR CHILD IS ALLERGIC TO ANYTHING PLEASE PUT IT ON YOUR CHILD'S ADMISSION FORMS. ATTACH A LETTER FROM THE DOCTOR.**

WHEN WE START ACCEPTING INFANTS, FOOD PROVIDED BY PARENTS UNTIL THEY ARE ABLE TO EAT TABLE FOOD AND FORMULA BOTTLES WILL HAVE TO BE PREMADE AND LABELED WITH CHILD'S NAME. WE ARE NOT ALLOWED TO MIX FORMULA IN BOTTLES.

DAILY SCHEDULE

6:30 – 8:00 AM – Arrival, Wash hands, & Free Play

- Children will arrive, store belongings, wash hands, and engage in open-ended activities like puzzles, blocks, or dramatic play.

8:00 – 9:00 AM – Breakfast

9:00 AM – Morning Arrival Cut Off Time

9:00 – 9:15 AM – Diaper Change/Potty Time, Handwashing

9:15 – 10:00 AM – Chapel (preschool class), Learning Centers, & Small Group Activities

- **Toddler playground time (9:30am-10am)**
- Welcome song, pledges, the Lord's Prayer, calendar, weather, and sharing time.
- Affirmation and Bible verse or Bible story.
- Introduction to the day's theme or special activities.
- Rotating activities, art, sensory play, STEM (science, technology, engineering, art, and math), literacy, and fine motor tasks.
- Teacher-led small group instruction (letter recognition, counting, etc.)

10:00 – 10:30 AM – **Preschool Outdoor Free Play**, *if weather permits* or Indoor Free Play

10:30 – 11:00 AM – Wash Hands, Diaper Change, Potty Time

11:00 – 12:00 PM – Lunch

12:00 – 2:30 PM – Nap/Rest & Story Time

- Quiet resting or nap time with soft music

2:30 – 3:15 PM – Snack Time, Wash Hands, Diaper Change, Potty Time

3:15 – 3:30 PM – Music and Movement

- Singing, dancing, or rhythm instruments

3:30 – 4:00 PM – Reading & Literacy Activities

- **Toddler playground time (3:30-4pm)**
- Read-aloud books, flash cards, ASL, discussions, and phonics activities.

4:00 – 4:30 PM – **Preschool Outdoor Play** or Gross Motor Play

- Playground time or indoor Play time, depending on weather

4:30 – 5:00 PM – Free Play or Educational Video during Pick Up Time

SICK POLICY

They can not attend school sick with fever, diarrhea, or vomiting. Since COVID if your child is showing symptoms you will need to take them to the doctor to be evaluated and cannot return to school unless you bring in a letter from the doctor. If they have symptoms of a severe cold or allergies they will need to go to the doctor because it can be more wrong than just a minor cold. Children have to be without fever and vomiting for 24 hours before returning back to school.

HOLIDAYS - TENTATIVE 2026 HOLIDAY SCHEDULE

A holiday schedule will be given out yearly. You will receive one with enrollment.

JANUARY

1st & 2nd - Closed in observance of New Year's

19th - Closed in observance of MLK Holiday

FEBRUARY

16th & 17th - *Closed in observance of Mardi Gras*

MARCH

None

APRIL

3rd - *Closed in observance of Good Friday*

MAY

25th - *Closed in observance of Memorial Day*

JUNE

19th - *Closed in observance of Juneteenth*

JULY

3rd - *Closed in observance of 4th of July*

AUGUST

None

SEPTEMBER

7th - *Closed in observance of Labor Day*

OCTOBER

None

NOVEMBER

27th - *Closed in observance of Thanksgiving*

DECEMBER

24th & 25th - *Closed in observance of Christmas*

DAYCARE TUITION IS STILL DUE IF YOUR CHILD IS ABSENT AND DURING HOLIDAYS IN ORDER TO RESERVE YOUR CHILD'S SPOT AND MAINTAIN THE SCHOOL OPERATIONS.

EMERGENCY CLOSURES

WE WILL FOLLOW THE BALDWIN COUNTY SCHOOL SYSTEM FOR EMERGENCY WEATHER CLOSURES.

Daycares must close if they are without power or water, as these outages prevent proper sanitation, food prep, and HVAC operation, creating unsafe conditions.

DAYCARE TUITION IS STILL DUE DURING EMERGENCY CLOSURES. Pay may be adjusted depending on how many days the facility will have to close.

Make sure your contact numbers and emails are updated.

Make sure you are getting notifications on your REMIND school app.

If we have to evacuate the facility, you can pick up your child at Bay Ridge Missionary Baptist Church property down the street at 10th Ave Pinehill Road, Daphne Alabama 36526. We will have emergency safety drills monthly so that the children will be familiar with emergency procedures in case of lockdown/intruder. Due to weather, we will have non-perishable items stocked for 72 hours. In the case of a fire emergency, we will be evacuating to the back of the church property, to the left, far away from the building to our designated spot.

MEDICATION POLICY

WE ARE NOT ALLOWED TO GIVE ANY MEDICATION, DIAPER CREAM, AND SUNSCREEN INCLUDED.

Please give needed medication and apply creams to your child before arrival. We can have an epiPen under lock and key for emergencies. Medical forms MUST be filled out.

MORNING ARRIVAL CUT-OFF TIME/LATE PICK-UP

Have children at school before 9AM OUR DOORS WILL LOCK AT 9AM CHILDREN CAN NOT ATTEND SCHOOL THAT DAY IF THEY COME AFTER 9AM. In case of a doctor's appointment the cut off arrival time will be 11AM your child will have to be in the building by 11AM in order to attend school that day. Notify the school in advance if the child has an appointment so they will be counted in for lunch that day.

TRY TO PICK YOUR CHILD UP BEFORE CLOSING TIME TO AVOID BEING LATE. IT'S NOT FAIR FOR THE CHILD OR FOR OUR STAFF. YOU WILL BE CHARGED \$5 AFTER THE FIRST MINUTE AND A \$1 FOR EACH MINUTE AFTERWARDS. OUR CLOCK WILL BE USED TO DETERMINE THE TIME. THE LATE FEE MUST BE PAID TO THE STAFF THAT HAD TO STAY WITH YOUR CHILD AT PICK UP THAT DAY.

IF THE CLOSING TEACHER IS UNABLE TO STAY LATE, YOUR CHILD WILL HAVE TO BE PICKED UP AT DAPHNE POLICE DEPARTMENT.

NON-DISCRIMINATION POLICY

BAY KID'S CHRISTIAN ACADEMY is committed to providing an inclusive environment and does not discriminate on the basis of race, color, religion, national origin, gender, or disability in any of its programs or activities.

DRESS CODE/UNIFORMS

- **Shirts:** Gray and/or navy blue, polo style, solid color. Students may wear a white button-down shirt or blouse. Must have a collar. Long sleeve or short sleeve shirts or blouses are permitted. May not be sleeveless. May not be form fitting. School t-shirts may also be worn in gray or white and MUST have the school's name or logo.
- **Bottoms:** Navy Blue and/or khaki, solid color bottoms. No denim allowed.
- **Shoes:** MUST be closed toe shoes for safety reasons. No lights, music, wheels, spikes/cleats, etc. on shoes.
- Parents will be notified when we have "out of uniform" days during the school term.

TUITION & FEES

TUITION IS DUE IN ADVANCE THE FRIDAY BEFORE. MUST BE PAID BY THE FOLLOWING MONDAY BEFORE CLOSE OF DAY. IF ITS NOT PAID BY MONDAY A LATE FEE OF \$10 A DAY WILL BE CHARGED TO YOU AND THE CHILD CANNOT RETURN UNTIL FEES ARE PAID. IN CASE A PAYMENT ARRANGEMENT HAS BEEN MADE FEES MUST BE PAID BY THE SET DATE OR YOUR CHILD CAN LOSE THEIR SPOT. \$35 WILL BE CHARGED ON BOUNCED CHECKS. A list of tuition prices and registration fees will given in registration packet. TUITION IS DUE IF CHILD MISS SCHOOL, IS OUT SICK, DURING SCHOOL HOLIDAYS, AND EMERGENCY CLOSURES IN ORDER TO HOLD YOU CHILD'S SPOT. IF IT IS A CASE THAT SCHOOL HAS TO CLOSE ALONG PERIOD OF TIME THE DIRECTOR WILL MAKE PAYMENT ADJUSTMENTS.

Registration fees are due every August for the upcoming school registration.

FULL TIME ONLY

Registration: \$25 is due with your admission paperwork. Spots cannot be held unless this is done. We are accepting ages 1-4 years old. In the future we will be accepting infants starting at 6 weeks-6 years.

The first week is due once your child starts.

Infants 6 weeks - 12 months: \$165 weekly (*We will be taking infants in the future.*)

Toddlers 12 months - 2 ½ years old: \$155 weekly

Preschoolers 2 ½ (potty trained) - five years old: \$150 weekly

WITHDRAWAL/TERMINATION

- The school must be notified 2 weeks in advance in writing and fees must be paid up for student withdrawal.
- We have the right to discontinue childcare services at our facility if our program is not the right fit for your child or if your child becomes a danger to themselves or others.

Bay Kids' Christian Academy Preschool Handbook Parental Agreement Signature Form

- I have a clear understanding of the school's mission. _____
- I have a clear understanding about TUITION fees due dates and that they are due even if my child doesn't attend school. _____
- I have a clear understanding of arrival and departure time for my child. _____
- I have a clear understanding of the student dress code. _____
- I have read and understand the parent handbook and agree to the terms of my child's enrollment. _____
- I give permission for my child's picture or video to be taken and added to the school social media. PLEASE CIRCLE YES or NO _____
- I will be responsible for updating my contact information if changed. _____
- I will be responsible for letting the school know about things my child is allergic to on the child's admission form and update when needed. _____

Parent Name: _____

Child's Name: _____

Date: _____

Please sign your initial by each bullet point.

H. Child's preadmission record

DHR-CDC-739
Revised 1/06

CHILD' S PREADMISSION RECORD

This section is to be completed by the child's parent or guardian. This form must be kept in the child's file in the Child Care Facility (home/center).

Child's Name:	Name child is known by:
Child's birthdate:	Child's home address:
Name(s) of parent(s)/guardian(s):	Home telephone number: ()
Address of parent(s)/guardian(s):	
Mother's employer:	Father's employer:
Employer's address:	Employer's address:
Employer's telephone number: ()	Employer's telephone number: ()
List telephone numbers such as beeper, cellular phone, etc.	Instructions regarding how parent/guardian may be reached in an emergency:

Person(s) to be contacted in an emergency if parent(s)/guardian(s) cannot be reached:

Name	Relationship to child	Address	Telephone number

Name of child's doctor:	Address:	Telephone number: ()
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Emergency Authorization:

I give permission for the child care facility to obtain emergency medical treatment, including emergency transportation, for my child if I cannot be reached immediately. I agree to be responsible for any emergency medical expenses incurred. *(If parent/guardian refuses to sign, instructions must be attached stating what procedure the facility is to follow in an emergency.)*

_____/_____
Signature Date

Form not valid without signature of child's parent/guardian

Page one of two-form not valid without second page

Describe any special needs or instructions below:

Person(s) the child may be released to:

Name	Relationship to child	Address	Telephone number

I understand that the Department of Human Resources does not inspect activities away from the child care facility (home or center). The licensee of the child care facility assumes full responsibility for such activities.

_____ / _____
Signature of parent/guardian Date

I give permission for my child to participate in:

(Circle yes or no and sign each line)

Activities away from the facility:	yes	no	Signature of parent/guardian	Date
Transportation provided by the facility:	yes	no	Signature of parent/guardian	Date
Swimming/wading activities provided by the facility:	yes	no	Signature of parent/guardian	Date

Form not valid without signature of child's parent/guardian in each space indicated above.

This section is to be completed by the facility's staff.

Child's first day of attendance: _____ Child's withdrawal date: _____

Additional information may be attached.