

**Heritage Hills Baptist
Church
Early Learning Center
Policies and
Procedures
AUGUST 2022**



**Heritage Hills Early Learning Center
2987 Hwy 212 SW
Conyers, Ga. 30094
770-289-2294**

NOTICE OF DISCLAIMER

This handbook is in no way contractually binding on Heritage Hills Baptist Church Early Learning Center & Academy or its employees. The handbook is subject to change without notice from the school's governing body.

Welcome!

Heritage Hills Early Learning Center is delighted that you have selected our program for your child. You have entrusted your most precious gift to us. Since Heritage Hills Baptist Church first opened the Early Learning Center, our prayer has been that our community will sense God's presence as soon as they enter here.

The faculty and staff of Heritage Hills strive to create an environment in which students are recognized for who they are individually. We believe students should be exposed to a wide variety of experiences as part of a solid foundation that will enable them to understand and thrive in the world beyond school. Educating the whole child requires that teachers implement unique approach to the multi-faceted, engaging curriculum. Learning opportunities reach beyond the core subject areas. From rigorous academics to the arts, God's presence and story are interwoven. We believe Him to be the author of all truth, whether secular or spiritual. ELC desires that students recognize God is not apart from all things but is a part of all things.

Isaiah 55:8-9 states, "For my thoughts are not your thoughts, neither are your ways my ways, saith the Lord. For as the heavens are higher than the earth, so are my ways higher than your ways, and my thoughts than your thoughts."

These verses are right in line with what we believe. As we look towards the future, we intend to hold this school to the highest standard and will work to keep the following goals:

- **Spiritual Goal-** We have a responsibility to share Christ with our students and teach them God's way, that the Bible is infallible from cover to cover, and our view of the future includes the eternal perspective. It is our conviction that parents are responsible for their child's spiritual and academic development and should not have to sacrifice their child's faith for the sake of providing them with an excellent education.
- **Mental Goal-** We have the responsibility to strive to offer the finest education & childcare for your child. It is our belief that every child should have the opportunity to excel in a safe and nurturing educational environment. Your child will be offered the finest education with various curricula, teaching for individual differences, outstanding teachers who love your children, and low pupil-teacher ratio.

We are thrilled to be a part of Heritage Hills Early Learning Center and the long-term commitment Heritage Hills Baptist Church has made to the school. We understand that we are building for the next generation with the God-given potential with which to impact the world.

Lisa Dawkins, Director

Cindy Bebout, Asst. Director

Robin Lamp, Financial Secretary

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Heritage Hills Baptist Church Early Learning Center Committee

Sandra Bassett Becky Waddell Brett Bebout Dr. Tim Barnette

Mission Statement: *It is the intention of Heritage Hills Early Learning Center to provide the community with a Christian environment that will facilitate quality education for preschool children. The program strives to provide educational experiences which enhance self-esteem and build on children's strengths and self-concepts. These components that are essential to a young child's growth experiences will be the foundation of building understandings, skills, and attitudes that will stay with him/her throughout life. The program addresses the mental, physical, social, emotional, and spiritual development of each child to help each child grow and develop to his/her fullest potential. In all our planning and efforts to nurture children we will reflect our belief that Jesus Christ is the son of the Living God.*

Children in our program will be well fed, clean, and encouraged to excel in all areas. Our goal is to make every day an exciting, spiritual, and fun-filled educational experience for each child. It is our desire to teach your children about Jesus while we take care of them so you can go to work.

We look forward to working with you and welcome any concerns, questions, or suggestions you might have.

Lisa Dawkins, Director
Heritage Hills Early Learning Center

Please read and sign PAGE 21 & 22

Heritage Hills ELC accepts children ages 6 wks to 4 years of age with older children up to the age of 12 for Summer Camps, School Breaks and After School (when provided) regardless of race, creed, religion, or national origin. Heritage Hills Baptist Early Learning Center encourages active participation in activities that are developmentally appropriate regardless of age and /or abilities. Please note that we do accept all children into our ELC, but we would like to make sure that you understand that we are a FAITH based center and some families may be offended or disagree with our beliefs on sexuality and marriage. Please be sure to read the Statement of Beliefs portion of the handbook so you will be clear on what Heritage Hills Baptist Church Early Learning Center represents.

We will make all efforts to accommodate all children based on their capabilities in accordance with the ADA rules/regulations. We do allow approved support services (physical, occupational, etc.) to enter the center when scheduled to service any child that has services provided for them. Your child's records and information are kept confidential and are not shared with anyone. Unless we receive your written consent, information regarding your child will not be released except for that required by our regulatory and partnering agencies.

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Hours or Operations

The center operates January thru December, Monday thru Friday, **6:30am-6:00 pm**. The center will observe all major holidays and closure of center will be posted for Holidays and/or staff development days. **Heritage Hills Baptist Church Early Learning Center will not allow any child to stay at the center for more than 10 hours per day.** This is because studies have shown that children need plenty of time to rest and play to be healthy and learn effectively. Please plan to drop off and pick up your child within the 10 hour per day limit. Excessive abuse of this rule may result in termination of childcare services.

Children may not be brought into the center after 9:00am without a written note from the Doctor's office stating the child was late due to a doctor's appointment. Heritage Hills Baptist Church Early Learning Center has a schedule for each classroom to begin their day with learning time, scheduled activities, playground time, etc. Late arrivals disrupt the class and makes transitioning to start the day difficult on the child and the teacher. We will enforce this cut off time effective immediately so please plan accordingly.

Arrival Procedures

When you bring your child into the learning center a staff member will check their temperature and walk him/her to their designated classroom. Due to Covid-19, no one is allowed past the front desk. **DO NOT** drop your child off in the parking lot and let him/her come into the building unescorted. It is the parent's responsibility to make sure that his/her child is personally received by a ELC Staff member. **Please remember the 9 am cut off for drop off.**

Daily Activities

Each child will be given the opportunity to take an afternoon nap. If after one (1) hour the child is not asleep, the child will be allowed to participate in a quiet activity for the remainder of the scheduled nap period. A daily schedule will be available for you in each classroom. The children will participate in daily circle time, computer lab weekly, outside time, arts and crafts and many other activities daily.

Pick Up Procedures

The Early Learning Center Director must be notified in writing when some one other than a parent or legal guardian will be picking up children. If the person picking the child up is listed on your enrollment form, we ask that you still call and notify us that someone other than yourself will be picking up your child. Children will only be released if the adult has proper ID, such as a valid Driver's License or other picture ID.

*** HERITAGE HILLS EARLY LEARNING CENTER DOES NOT OFFER
TRANSPORTATION AT THIS TIME *
Adjustment/Transition Period & Admission**

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Most children experience an adjustment period when there is a substantial change in their normal routine (changing childcare programs, bedtimes, etc.) We will monitor your child closely during this adjustment period (usually 10 days at the most). You will be notified of any behavioral issues unrelated to adjustment. We reserve the right to disenroll your child if excessive behavioral issues remain after a thirty-day adjustment period and a parent conference. Heritage Hills ELC reserves the right to refuse admission to any students that the ELC director and staff feels would be a detriment to classmates, teachers, or school.

During the school year if your child is moved to a new classroom, we will let them “visit” the new room for short periods of time for 2 weeks leading up to their move. This helps make the transition for your child easier.

Registration Fee & Tuition

An annual registration fee of \$50.00 per family will be posted to your account at the time of new enrollment. For established customers, the annual enrollment fee will be posted to your account on January 1st of each year your child is enrolled. If you enrolled your child from October thru December of the previous year, you will not be charged an additional registration fee. If a child is removed during the year and returns within the year, a new enrollment fee will be due. For example, a child is withdrawn for the summer and returns when school starts back.

Payments are due each MONDAY at the latest for that week’s service. If payment is not received by close of business (5:30 pm) on Friday of the current week a \$20.00 late fee will be posted to your account. If your tuition becomes delinquent by 2 weeks, childcare services will be interrupted until your account is brought to a current balance. Please consult with the Early Learning Center Director if problems in this area arise.

Heritage Hills Early Learning Center accepts checks, debit/credit cards, money orders and cash as payments for your child’s tuition. Two returned checks will result in a **MONEY ORDER OR DEBIT/CREDIT** only fee payment arrangement. Please make checks payable to Heritage Hills Early Learning Center. Checks may be given to a staff member at the front desk. Credit and debit payments may be made with either the director or asst. director. Please note that a 3.5% credit card processing fee applies to all debit/credit transactions. HHBC does not retain this processing fee.

Any account that is delinquent (not paid within 2 weeks of due date) will not be allowed to return to class until the fees are paid. No schoolwork will be sent home in your child’s absence. All unpaid balances will be turned over to a collection agency.

ABSENT POLICY

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For all WEEKLY billed accounts: After your child has been enrolled in the center for 6 months, you will be eligible for 2 absent credits. You will only pay ½ tuition for the week that your child is out of the center. You may use this credit twice a year. You must give us a 2-week notice if you intend for your child to be out of the center for vacation. If your child attends school for more than two days, it is considered a full week. ½ week credits **may not be used during weeks that include a holiday**. In the case of extreme emergencies or hardship, decisions for credits will be issued on a case-to-case basis. No other credits will be given, tuition must be paid whether your child attends or not. This secures your spot in your child’s classroom. For all other type of billings, no credits will be given.

Late Fees

You must pick up your child/children by **6 pm**. The following late fees will be accessed at the time of pick-up:

\$2.00 per child per minute for the first 10 minutes
\$4.00 per minute per child for each additional minute after 10 minutes
FEES WILL BE PAID AT TIME OF THE OFFENSE.

Therefore, please make the necessary arrangements to pick up your child on time each day. If you are late on a regular basis, this will result in expulsion of your child from the center.

2022 FEES

Infants (6 weeks to 12 months)	\$177.00 per week
Toddlers I & II (13 months to 23 months)	\$162.00 per week
Twos (24 months to 35 months)	\$157.00 per week
Threes & Fours	\$147.00 per week
Before Care Only -School Age Children of HHA ONLY (for ½ day students not to exceed 2 days per week Includes breakfast)	\$15.00 per day
After Care Only-School Age Children of HHA ONLY (for ½ day students not to exceed 2 days per week) (Includes lunch and afternoon snack)	\$15.00 per day
School Breaks	\$145.00 per week
Summer Camp w/ a registration fee extra	\$145.00 per week

Withdrawal

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A written notice should be given to the Early Learning Center Director notifying intent to withdraw at least two (2) weeks prior to the child's last day. **If notice is not given, you will be charged one week's tuition fees.**

Dismissal

Heritage Hills Early Learning Center reserves the right to dismiss any child if it is determined by the ELC Director that a child is continually disruptive, unruly, or insubordinate and /or fees have not been paid. We will make every attempt to work with the parent to correct the issue, however final decisions are made by the director.

Required Forms

We are required by State Law to have a current immunization record on file for each child. CERTIFICATE OF IMMUNIZATION: The State of Georgia and the Georgia Department of Human Resources require all children attending childcare facilities to be immunized. It is your responsibility to provide and keep a current Certificate of Immunization for your child. Upon enrolling, parents must bring FORM 3231 to the Learning Center within the first 30 days. Each time your child is immunized, please bring in a revised copy of the Certificate of Immunization-FORM 3231. If you choose to exempt your child from immunizations for religious reasons, a notarized statement of exemption must be provided in the same 20-day period.

****All 4 yr. old & older children will be required to have a form 3300 on file within 90 days of enrollment.***

Infant Form

Parents MUST complete and initial infant information and feeding plan sheet upon enrollment. You will be asked to update the original sheet every three (3) months or whenever any changes occur in feeding patterns or schedule. Forms will be available from the infant teacher and Early Learning Center Director. A daily sheet reflecting daily activity (feedings, bowel movements, etc.) will be sent home with you each day. These sheets will be utilized until the child moves to the older classrooms.

Changes in Information

Upon enrolling at Heritage Hills ELC, you must furnish us with as much information as possible related to your child. Enrollment forms should be completed IN FULL for each child. During your stay with us, we will need any changes in employment, address, or phone information. This is YOUR responsibility and can affect how we are able to reach you in the event of an emergency. When your child will be absent or late coming in, please notify the Early Learning Center Director as soon as possible

Medicine (State of Georgia Regulation #591-1-1-.20)

Medicine can be administered ONLY with written authorization and instruction from the child's parent or legal guardian. Authorization forms are available from the Early Learning Center Director

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or the parent resources desk (located in the lobby of the preschool department). They must be filled out completely PRIOR to dispensing medication. These forms are valid for 10 days from the date it is signed. A new form must be completed every 10 days.

Medicine MUST be provided in the original container (over the counter and prescription medicine) with the child's name clearly marked on the container. Prescription medication will ONLY be given to the persons name on the label. If the medicine is for more than one family member, each name must be listed separately. If the medication is out of date, it will not be dispensed. All medications MUST be given to the Early Learning Center Director. Parents will be notified immediately of any adverse reactions to medications/foods/insect stings, etc.

Over the Counter Medications:

We will be glad to administer over the counter medication; however, a Physician's Statement must be on file outlining recommended dosages and times for ALL children under the age of two (2) years. OTCM cannot be given on AS NEEDED basis.

Breathing Treatments and Nebulizers:

We will be glad to give breathing treatments to children. A medicine sheet must be filled out and all medicines must be in original containers. Breathing treatments **can not** be given on an as needed basis.

Medical Emergency

In the event of a true medical emergency, Rockdale Hospital will be used. If you maintain medical insurance (private or Peachcare) for your child, the insurance will be used FIRST. In the event of a life-threatening emergency, 911 will be called.

EMERGENCY PLAN

Accidents

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A first aid kit is in the kitchen area on the Early Learning center hall. Emergency numbers for children and staff are kept in the Director's office. Each child's emergency medical release is in his or her file in the Director's office. This must go with them if they are taken to the doctor or the hospital.

The Early Learning Center obtains written emergency treatment and transportation authorization from each parent or guardian before the child begins attending the program. The center will not accept any children whose parents or guardians refuse to grant permission for emergency treatment or transportation.

If a child is involved in an accident, staff will fill out an injury report form. If a child becomes ill, staff will fill out an illness report form. Any incident or accident or emergency transportation of a child that occurs on Heritage Hills Early Learning Center premises will be reported to the parent in written form. Any injuries that occur to a child above the shoulders will be reported to the parent via telephone and a written report when the child is picked up. If a child is injured in an accident and needs treatment immediately, the Early Learning Center will call emergency 911 for assistance in transporting the child. A staff member will go to the hospital with the child and will take the child's records.

The Director will call the parents to meet the child and staff person at the hospital. The staff person remains at the hospital until the parent arrives or longer if necessary. The child's complete file and injury report form (if applicable) is taken. This contains a summary of the child's medical history as well as emergency permission forms.

In the event of death, the Director will secure the area and notify the police, sheriff, coroner, parent, and any significant others. Other children should be removed to another childcare area. Children not requiring treatment or observation will be supervised and reassured that their friend is being well cared for.

Children's Health

With so much focus in the last year over Children's Health & COVID, we wanted to remind you that other illnesses such as stomach virus', ear infections, colds, etc. are still occurring.

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DO NOT SEND your child to school with a cold, cough, or any other type of sickness. If your child has had

- a temperature of 100.4 degrees or above
- has vomited
- has had diarrhea
(3 or more loose bowel movements) in the last 48 hours

They must stay at home!!

Sick children cannot participate in scheduled programs and need the love and comfort only a parent can provide. If your child should become sick during the day, our staff will call you and inform you of the situation.

If the child has a temperature of **100.4 degrees** or above, vomiting, diarrhea, etc. you will be asked to pick him/her up. **A parent/guardian or authorized pick-up person must come to pick up the child within 1 hour from the time the parent is notified.**

They must be symptom free WITHOUT the aid of any medication for 48 hours before they can return to school. ** In some instances, a doctor's note may be required for your child to return to school. This decision will be made by the director and/or assistant director.

CHILDREN MAY NOT RETURN TO THE LEARNING CENTER FOR 48 HOURS FOLLOWING PARENT PICK UP.

(ex. If you pick up at 1:00pm on Wednesday, your child can not return to school before 1:00pm on Friday).

We have all been dealing with the Covid-19 pandemic how easily virus' can spread - Please be courteous that by KNOWINGLY sending sick children to school, you are exposing your **child's teachers, classmates and administrators** to the same illness which creates a larger issue to provide the best childcare for all children.








We all must work together to keep everyone healthy!

So, when in DOUBT- STAY OUT!

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I NEED TO STAY HOME IF

I HAVE A FEVER	I AM VOMITTING	I HAVE DIARRHEA	I HAVE A RASH	I HAVE HEAD LICE	I HAVE AN EYE INFECTION	I HAVE BEEN IN THE HOSPITAL
						
TEMPERATURE OF 100.4 OR HIGHER	WITHIN THE PAST 24 HRS	WITHIN THE PAST 24 HRS	BODY RASH WITH ITCHING OR A FEVER	ITCY HEAD, ACTIVE HEAD LICE OR NITS	REDNESS ITCHING AND/OR "CRUSTY" DRAINAGE FROM EYE	HOSPITAL STAY AND/OR ER VISIT
I AM READY TO GO BACK TO SCHOOL WHEN I AM.....						
FEVER FREE FOR 48 HOURS WITHOUT FEVER REDUCING MEDICATIONS (i.e. TYLENOL, MOTRIN)	FREE FROM VOMITTING FOR 48 HRS WITHOUT VOMITTING REDUCING MEDICATIONS	FREE FROM DIARRHEA FOR 48 HRS WITHOUT DIARRHEA REDUCING MEDICATIONS (i.e. IMODIUM)	FREE FROM RASH ITCHING OR FEVER. I HAVE BEEN EVALUATED BY MY DOCTOR IF NEEDED	TREATED WITH LICE TREATMENT AT HOME AND PROOF IS PROVIDED TO DIRECTOR	EVALUATED BY MY DOCTORE AND HAVE NOT TO RETURN TO SCHOOL	RELEASED BY MY MEDICAL PROVIDER TO RETURN TO SCHOOL

PLEASE LET US KNOW IF:

. . . your child contracts a communicable disease (i.e., Chickenpox, lice). Notify us as soon as you know what it is. If your child is exposed to a communicable disease while at the Center, you will be notified. Children who have a communicable disease will be excluded from the Center. A State Chart of Communicable Diseases will be posted in Early Learning Center office.

Children may return to the Learning Center following a contagious illness once they have been seen by a physician and or have been prescribed antibiotics for 24 hours and are symptom free. (Some communicable diseases require longer time on antibiotics before being allowed to return to school).

COVID 19 POLICY

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Your child's temperature will be taken every day upon entry into the center/school. If your child has a temperature of **100.4 degrees or higher**, he/she will not be allowed to enter the facility and must return home. The child will not be allowed to return to the school/center until **they are fever free for 48 hrs.** without fever reducing medication. Parents/Guardians are NOT allowed past the front desk to enter the center. The ELC Staff will receive your children in the morning, take their temperature and take them to their classrooms then they will get your children in the afternoons upon your arrival.

- **Please be mindful of what you do outside of the ELC regarding possible exposure of COVID-19.**
- **If a family has plans to travel to a high-risk area out of the country (as specified by the CDC), you will be asked to self-quarantine for 14 days.**
- **In an update from the CDC, the regulations now state people who have been fully vaccinated — received full doses of the COVID-19 vaccine — do not need to quarantine after they have had possible or confirmed exposure to the virus. Proof of Vaccination will be required.**
- **Multiple cases reported in same center- will result in the center closing for 48 hrs. (weekends included)**

In the event that your child is exposed to Covid 19 & must quarantine, your account will only be billed a ½ week for the weeks your child does not attend. These ½ weeks will not be counted against the 2 -½ weeks you receive each year.

Guidelines for all children enrolled in center that test **POSTIVE for Covid 19:**

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1. Dismiss the Covid Positive student & the unvaccinated teacher for **5 days** (weekends included) in the room of the Covid Positive child/teacher only. Your child cannot return to school until the **5-day quarantine period** is completed **with no symptoms**.
2. Siblings of quarantined children cannot attend until the 5-day quarantine is completed.
3. A Child may return IF they are:
 - NON-SYMPTOMATIC
 - Get a **NEGATIVE** Covid Test to be tested after the 5th day from exposure - Can return to school on the 6th day
 - Wear a mask (ages 3 and up) at school for 5 days (not during meals, nap, outside playtime)
4. If any room has 2 or more Covid Positive students the entire classroom will be quarantined for **5-day period** and have a **NEGATIVE** Covid test before returning to school.

Please note that all policies are subject to changed based on developing recommendations.

Resource and Referral

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At Heritage Hills Baptist Church Early Learning Center, we strive to provide the highest quality care for all the children in our care. Sometimes there is a need that we cannot meet, and we are able to provide resources such as information on Babies Can't Wait, Speech programs, The Ready Program of Rockdale County, and others. We also have early screening forms for all three-year old's that enter our program to have early detection of any issues that may need to be addressed. At anytime you feel that you need information on these or any other programs available, please don't hesitate to ask.

- We will also be using a milestone monitoring tool in the classrooms and have copies available for you to use at home. Any information collected here will be shared with you at parent conferences. The screenings will be completed each month for infants up to twelve months, then again at 18 months. Two, three and four-year-old children will be done quarterly

Supplies from Home

The Learning Center will furnish a mat with sheets (where applicable). Blankets should be furnished by the parent from home. Parents should provide sunscreen (marked with your child's name) and a clean change of clothes, including socks and shoes (clearly labeled). Please do not allow your child to bring toys, gum, candy, or money from home. Parents should also provide diapers/pull-ups and wipes for infants and those children not yet potty trained.

Curriculum

Heritage Hills Baptist Church Early Learning Center is a FAITH BASED childcare center. We incorporate our religious beliefs into all curricula taught at the center. Please be sure to read the Statement of Beliefs portion on the handbook so you will be clear on what Heritage Hills Baptist Church Early Learning Center represents. All children have Bible lessons taught daily which may include Bible stories, memory verses and videos. Children ages 1 and up will attend Chapel one day a week where Bible Stories, Scripture memory verses, Bible Songs, the pledges to the American flag, the Bible and Christian flag are taught.

Academically, all children who participate in our program will utilize Gelds Lesson Plans. Pre-K classes will use Starfall Pre-K curriculum. The curriculum is approved by the State of Georgia and is age appropriate. It is theme based and encourages independent, group and teacher directed learning.

Special Needs

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If your child has a special need, please notify the Early Learning Center Director at the time of enrollment. A written statement may be required from your child's doctor. We will make all efforts to accommodate all children based on their capabilities in accordance with the ADA rules/regulations. We do allow approved support services (physical, occupational, etc.) to enter the center when scheduled to service any child that has services provided for them. Heritage Hills Early Learning Center will provide care for special needs children whenever possible; however, we reserve the right to request that alternate childcare arrangements be made if your child does not adapt well to our program.

Food Service

The Early Learning Center will serve breakfast, lunch, and an afternoon snack. Therefore, children **SHOULD NOT** bring food into the center. Food exceptions will not be made for individual children, except in case of allergies or a special diet prescribed by a physician. Weekly menus will be posted in advance in the Center and parents may refer to these or request a copy. All food is purchased daily, weekly, or monthly to ensure freshness. Mealtimes are used to teach children table manners and proper etiquette.

The Early Learning Center will provide whole & 1 % milk and 100% juice daily.

Infant parents must provide bottles (no glass) already prepared with your **child's first, last name & the DATE clearly marked on them**. If your child eats baby food and/or infant cereal, please be sure and mark all containers with your child's name.

**WE ARE A PEANUT/NUT FREE CENTER!!
NO PEANUT BUTTER ALLOWED!!!**

Birthday Celebrations

We will celebrate each child's birthday at school, even those with summer birthdays. On this day we ask that you send in STORE BOUGHT snacks (no homemade treats) enough snacks for all the children (i.e., a big cookie). *** PLEASE CHECK WITH THE TEACHER OR PRESCHOOL DIRECTOR FOR ANY ALLERGIES IN YOUR CHILD'S CLASSROOM.**

Due to Covid-19- Parents will not be allowed to go to the classroom.

Severe Weather, Fire Drills, & Power Outages

In the event of severe weather, all children will be reassured and kept as calm as possible. If a Thunderstorm/Tornado **WARNING** is issued for our county, the children will be placed

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in the drill position (children in hallways away from glass/infants in cribs and moved to hallways). Please refrain from calling the center during severe weather as our staff members will be very busy ensuring your child's safety. Fire drills are conducted on a regular basis and the children are taken as far away from the building as possible. The children will remain outside until it has been determined that the building is safe for re-entry.

Loss of power, water or structural damage will be accessed immediately, and parents will be notified to pick up their child if necessary. If the Learning Center **CANNOT** be occupied, children will be transported to: Wesley Community Fellowship, 2825 Owens Drive, Conyers, Ga. 30094.

Holiday Closures & Inclement Weather

Heritage Hills, ELC will be closed on the following holidays: **New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve, Christmas Day & New Year's Eve.** In the event the Center is closed for a special day, you will be given two weeks **prior notice**. No credits will be issued for special day closing.

In the event of inclement weather (snow, ice, etc.) the learning center will close if Rockdale County Public Schools close. Please listen to the school closings on WSB TV.

Conferences

Parent conferences will be held in the late fall and early spring for 3- and 4-year-olds. Your child's teacher will send home forms to schedule conferences. If you cannot make it in for a conference, phone conferences are an option. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development.

THERE IS A NO SMOKING POLICY IN EFFECT FOR THE EARLY LEARNING CENTER.

PARENTS, VISITORS AND STAFF WILL OBSERVE THIS POLICY

Discipline

Our teacher's discipline with loving attitude and will try to first redirect your child when correcting your child's behavior. If this does not stop the behavior, then a TIME-OUT will be given. TIME-OUT consists of removing the child from the activity and requiring him/her to sit quietly for a specified period. For some children, TIME -OUT does not work. In those

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cases, privileges (games, special activities, etc.) will be revoked. If your child's behavior patterns become excessive, you will be notified.

Family Engagement

Our door is always open, and we are eager to discuss any concerns that you might have regarding your child. We value your input and encourage your participation in your child's activities while enrolled in the ELC. We believe that this aids in your child's growth and development.

Our personnel DO NOT inflict corporal or physical punishment. Heritage Hills Early Learning Center will not allow any staff member to shake, jerk, pinch or roughly handle any child entrusted in our care. No staff member will verbally abuse or humiliate a child, including, but not limited to, the use of threats, profanity or belittling remarks about a child or his/her family. Children are never isolated in dark rooms, closets or any areas that are unsupervised. No mechanical or physical restraints or devices to discipline children are used. If, for any reason, an employee of this establishment is caught doing any of the above listed items, he/she will be dismissed immediately and reported to the authorities.

HERITAGE HILLS EARLY LEARNING CENTER IS REQUIRED BY LAW TO REPORT ANY SUSPECTED CHILD ABUSE, CHILD NEGLECT OR EXPLOITATION OR DEPRIVATION OF CHILDREN TO THE DEPARTMENT OF FAMILY AND CHILDREN SERVICES.

Recording Devices

Please note that Heritage Hills Baptist Church Early Learning Center uses video recording devices in all public spaces of the Center. The information captured on these devices are for internal purposes only and cannot be released by the center without a court order. In accordance to Ga. Code §§ 16-11-62(1), 16-11-66, there shall be no recording devices placed in secret locations for the purpose of recording any person without their consent. Violators of this Ga. Code will be terminated (if employed) or expelled (if a student/parent).

Conflict Resolution & Appeals

There are legitimate ways to handle any complaint which may arise during the school year. Heritage Hills Early Learning Center encourages each parent to respect the teacher as a professional and, likewise, the teacher to respect the role of the parent. All members of our childcare community are asked to follow these guidelines in resolving any problem. The use of the conflict resolution process as outline in Matthew 18:15-17 is to be recognized as the Biblical authority for any issues experienced within the school context.

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The common goals of Christian Teachers and parents can be more readily achieved when a friendly, open relationship exists between the home and the school. **If a parent does not follow these conflict resolution procedures, the Early Learning Center has the right to suspend or expel their child(ren) without notice**
Discipline

Please heed the following:

1. When a classroom or other situation occurs, the parent must first take the problem to the teacher. This can normally be handled by a telephone call, an email, or a note. Approach the teacher in a friendly manner; you are just trying to gather information.
2. Do not discuss your problems with uninvolved parties. They cannot solve your problem.
3. Do not attempt to talk to the teacher about concerns before or after school hours in person or by phone.
4. If a conference is needed with the teacher, contact the teacher to arrange an appointment.
5. Should the matter still be unresolved, a conference with the parent, teacher and administrator may become necessary.
6. If the matter remains unresolved, contact the Heritage Hills Early Learning Center Board at the Church Office 770-922-2027.
7. If any step of this process is skipped, the parent will be referred to the appropriate person.
8. If the parents lose their tempers, become verbally or physically threatening or hostile, including cursing and using foul language towards children, parents or faculty/staff, the administrator will ask the parent to leave the premises immediately.

A well organized and well-disciplined classroom is necessary for promoting a good learning environment. When discipline problems arise, it is important that the school staff and parents work together to resolve problems. We expect the support of parents to maintain a well-disciplined school. Teachers are encouraged to take care of classroom management problems as they develop. If a child causes a serious disruption, he/she may be referred to the school administrator.

1. Children should be attentive and obedient to all teachers/staff.

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2. Children should obey the teachers request (picking up toys, etc.)
3. Children should remain in their seats and tables until dismissed by the teacher.
4. No acts of disrespect or remarks that criticize others shall be made to faculty, staff, parents, visitors, or guests to the campus.
5. There are to be no disruptions or interruptions of faculty during instructional time.
6. Children will not be allowed to chew gum, eat/drink in class.
7. Lying or bullying will not be tolerated.
8. Profanity will not be tolerated. Using the Lord's name in vain will not be tolerated.
9. Willful damage to school property or the property of Heritage Hills Baptist Church will not be tolerated.
10. Children will not wrestle or engage in horseplay of any kind at school. This includes, but is not limited to, pushing, hitting, and chasing. Children should move through the hallways in a quiet and orderly manner.
11. Children are to keep their hands-off other people's personal belongings.
12. Children are not to prop open any outside doors on any buildings. This is an important safety issue.

Students will always be given an opportunity by the teacher or administrator to explain their actions. Therefore, there should never be a reason to be disrespectful or argumentative. After investigation, students who are in violation of school policies are subject to progressive disciplinary actions, which may include parent conferences, suspension, and loss of privileges. Cases involving major incidents, cases which are repetitive in nature, or cases in which the student demonstrates that he or she is unwilling or unable to change behavior may result in immediate expulsion.

Divorce/Guardianship Issues

In situations in which parents are divorced, the parents are required to provide the school with up-to-date court documents outlining the details of the divorce agreement and the rights of each parent regarding the child. Parents are asked to please notify the school office in writing when the reports and notices should be mailed to both parents at different addresses.

Clothing

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Many of the activities we plan involve paint, glue, sand, etc. We want each child to have the freedom to explore and participate without worrying about getting dirty.

We suggest that you

- dress children in clothing that is easy to fasten, so that they can do it themselves
- make sure the clothes are washable play clothes: play is the work of a child, so they should be dressed to work
- dress them for the season. Shorts for summer days are permissible. In the winter they will need a warm jacket, hat, mittens, something to cover their legs, long pants, tights.
- make sure their shoes are supportive and allow for climbing, jumping, and running. No flip flops please!!!

We will play outside most every day. All children will play outside, unless they have a note from your pediatrician stating the reason for them staying inside.

Forms at Front Desk

The following documents are always posted at the Front Desk for your reference:

- **STATE LICENSE**
- **COPY OF BRIGHT FROM THE START, DEPARTMENT OF EARLY CARE AND LEARNING RULES AND REGULATIONS**
- **COMMUNICABLE DISEASE CHART**
- **EVALUATION REPORT**
- **STATEMENT OF PARENTAL ACCESS**
- **NAMES OF PERSONS IN CHARGE**
- **CURRENT WEEKLY MENUS**
- **EMERGENCY PLANS FOR FIRE AND SEVERE WEATHER**
- **STATEMENT FOR VISITORS**

Failure to comply with any of the policies listed in this handbook may be grounds for dismissal. Heritage Hills Baptist Church Early Learning Center Committee reserves the right to change any policy or procedure at any time at its sole discretion after reasonable notice to the students and parents.

1. I am satisfied with the Christian philosophies and policies of Heritage Hills Early Learning Center and do pledge to make them my choice for my child. I have read and will comply with the current student handbook.

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2. I pledge to pay all financial obligations to Heritage Hills Academy by the due date or contact the administrator with a reasonable explanation for the delay, stating when the payment will be made.
3. I pledge to support the Christian educational program of Heritage Hills Early Learning Center by seeing that my child attends school regularly, arrives and is picked up on time and sending written explanations for absences or tardiness.
4. I pledge to assume the responsibility for my child's education by supervising the responsible completion of all homework assignments (if any) and by initiating regular contact with my child's teacher.
5. I agree that all textbooks and library books remain the property of Heritage Hills Early Learning Center.
6. I pledge that, if for any reason, I or my child become dissatisfied with the school, I will withdraw him/her quietly and without delay honoring my financial commitment for the remainder of the week/month.
7. I agree to adhere to the dress code guidelines set by Heritage Hills Early Learning Center. I understand that if my child attends school out of dress code, I will be notified and required to bring him/her a change of clothes.
8. I will provide Heritage Hills Early Learning Center with the names and phone numbers of persons permitted to pick up my child/children. If there is an individual who is not allowed to pick up my child/children, I will inform Heritage Hills Early Learning Center in writing.
9. I hereby invest authority in the school to discipline my child as necessary and as outlined in the student handbook. I further agree that I will cooperate and discipline my child in the home as needed.
10. I understand that my child should not attend school with an infectious or contagious disease. If my child requires medication, it will be administered by the school administration after I have completed the medication permission form. If my child becomes ill or is found to have lice while at school, I understand that I should make prompt arrangements for my child to be picked up.
11. I pledge to use the Matthew 18 principle as outlined in the student handbook when faced with any disagreement or conflict at the school.
12. I agree to allow my child's likeness and/or intellectual property to be used for academic purposes, in media advertising, promotional materials for Heritage Hills

**Sign and Return
this PAGE**

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Early Learning Center, including, but not limited to, printed matter, television commercials and other broadcast media, web-based materials and registration materials.

13. Please initial if you do NOT want to be listed in a directory

STATEMENT OF ACCEPTANCE

This STATEMENT OF ACCEPTANCE must be returned to Heritage Hills Learning Center

Please sign below indicating that you have read, understood, and agree with and will abide by all of the stated policies and procedures of Heritage Hills Early Learning Center & Academy. I have read the Statement of Beliefs and Understand that Heritage Hills Baptist Church Early Learning Center will follow & teach these principles. I understand that if I disagree with the policies & principles outlined in this handbook and still wish to enroll my child to be taught these principles, I cannot hold Heritage Hills Baptist Church liable for their teachings. Heritage Hills Baptist Church, the Early Learning Center and Academy has the right to disenrollment my child at any time. A copy of these beliefs is in the Parent/Student Handbook for my reference.

Child's Name _____

Parent's Name _____

Parent/Guardian signature Date Heritage Hills ELC Director

Please retain a copy of the Policies and Procedures for your reference. **Sign and Return this PAGE**

Statement of Beliefs

Heritage Hills Baptist Church Early Learning Center

Heritage Hills Baptist Church is a member of the Southern Baptist Conference. Our belief includes:

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.

II. God

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08/08/2022

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

A. God the Father

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

B. God the Son

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

C. God the Holy Spirit

The Holy Spirit is the Spirit of God, fully divine. He inspired holy men of old to write the Scriptures. Through illumination He enables men to understand truth. He exalts Christ. He convicts men of sin, of righteousness, and of judgment. He calls men to the Savior, and effects regeneration. At the moment of regeneration, He baptizes every believer into the Body of Christ. He cultivates Christian character, comforts believers, and bestows 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.

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. We believe that God wonderfully and immutably creates each person as either male or female, and that gender is assigned at birth, these two distinct, complementary sexes together reflect the image and nature of God.

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 inherit 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.

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.

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

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

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

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

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.

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.

VII. Baptism and the Lord's Supper

Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to his faith in the final resurrection of the dead. Being a church ordinance, it is prerequisite to the privileges of church membership and to the Lord's Supper.

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming.

VIII. The Lord's Day

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

IX. The Kingdom

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08/08/2022

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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. Christian's ought to pray and to labor that the Kingdom may come and God's will be done on earth. The full consummation of the Kingdom awaits the return of Jesus Christ and the end of this age.

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.

XI. Evangelism and Missions

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

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 co-ordinate 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.

III. Stewardship

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

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.

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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.**

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.

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.

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.

We believe that God created marriage to be exclusively the union of one man and one woman, and that intimate sexual activity is to occur exclusively within that union. Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race.

The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation. Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.

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Parent/Guardian

Date

Heritage Hills ELC Director

COPY

**Please tear off the following pages
labeled COPY for your reference.**

Heritage Hills Baptist Church Early Learning Center & Academy

Failure to comply with any of the policies listed in this handbook may be grounds for dismissal. Heritage Hills Baptist Church Early Learning school board reserves the right to change any policy or procedure at any time at its sole discretion after reasonable notice to the students and parents.

14. I am satisfied with the Christian philosophies and policies of Heritage Hills Early Learning Center and do pledge to make them my choice for my child. I have read and will comply with the current student handbook.

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Parent/Guardian

Date

Heritage Hills ELC Director

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Heritage Hills Baptist Church is a member of the Southern Baptist Conference. Our belief includes:

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.

II. God

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

A. God the Father

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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.

B. God the Son

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

C. God the Holy Spirit

The Holy Spirit is the Spirit of God, fully divine. He inspired holy men of old to write the Scriptures. Through illumination He enables men to understand truth. He exalts Christ. He convicts men of sin, of righteousness, and of judgment. He calls men to the Savior, and effects regeneration. At the moment of regeneration, He baptizes every believer into the Body of Christ. He cultivates Christian character, comforts believers, and bestows 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.

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. We believe that God wonderfully and immutably creates each person as either male or female, and that gender is assigned at birth, these two distinct, complementary sexes together reflect the image and nature of God.

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 inherit 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.

IV. Salvation

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

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

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

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

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

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

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.

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.

VII. Baptism and the Lord's Supper

Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to his faith in the final resurrection of the dead. Being a church ordinance, it is prerequisite to the privileges of church membership and to the Lord's Supper.

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming.

VIII. The Lord's Day

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

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. Christian's ought to pray and to labor that the Kingdom may come and God's will be done on earth. The full consummation of the Kingdom awaits the return of Jesus Christ and the end of this age.

X. Last Things

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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.

XI. Evangelism and Missions

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

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 co-ordinate 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.

III. Stewardship

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

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.

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,**

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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.

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.

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.

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.

We believe that God created marriage to be exclusively the union of one man and one woman, and that intimate sexual activity is to occur exclusively within that union. Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race.

The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation. Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.

STATEMENT OF ACCEPTANCE

Please sign below indicating that you have read, understood and agree with and will abide by all of the stated policies and procedures of Heritage Hills Early Learning Center & Academy. I have read the Statement of Beliefs and understand that Heritage Hills Baptist Church Early Learning Center will follow & teach these principles. I understand that if I disagree with the policies & principles outlined in this handbook and still wish to enroll my child to be taught these

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principles, I cannot hold Heritage Hills Baptist Church liable for their teachings. Heritage Hills Baptist Church, the Early Learning Center and Academy has the right to disenrollment my child at any time. A copy of these beliefs is located in the A copy of these beliefs is located in the Parent/Student Handbook for my reference. _____

Parent/Guardian

Date

Heritage Hills ELC Director

COPY

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