



# Heritage Hills Baptist Church Early Learning Center & Academy **olicies and Procedures 2022-2023**

Heritage Hills Baptist Church Early Learning Center & Academy  
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Welcome from the Heritage Hills Academy School Board



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. What began as a weekday preschool in 2002 as a journey of faith has become a community where lives are changed daily.

The faculty and staff of Heritage Hills Academy 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. HHA desires that student 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 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 Academy 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, HHA Director

Cindy Bebout, HHA Asst. Dir.

Robin Lamp, Financial Secretary

**Heritage Hills Academy School Board**

Sandra Bassett

Becky Waddell

Brett Bebout

Dr. Tim Barnette



# Heritage Hills Academy

## *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 in order 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.

## **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.



## Statement of Beliefs

### Heritage Hills Academy

Heritage Hills Baptist Church is a member of the Southern Baptist Conference.

Our beliefs include:

#### **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**

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. 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.

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

#### **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 debt 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, 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.**

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.

### **Notice of Nondiscriminatory Admissions Policy**

The HHA welcomes and accepts any qualified student of any race, color, national and ethnic origin to all the rights, privileges, programs and activities, generally



accorded or made available to students at the school. It does not discriminate on the basis of religion, race, color, national and ethnic origin in administration of its educational policies, admissions policies and other school- administered programs.

## **Admission Policy**

Admission to HHA is considered on the basis of:

- Completed application with registration fee equal to one month's tuition (nonrefundable)
- Copy of all records, birth certificates, health immunization record, latest report card, latest standardized test scores and recommendations (for elementary new students only).
- Discipline record from previous school
- Attendance records
- Acceptance of the Code of Conduct and parents' willingness to follow these rules and be responsible for their child's behavior, signed by the parent or guardian during the time of enrollment and prior to the start of the school year.

## **COVID LEARNING PLAN**

If Heritage Hills Academy is required to shut down due to mandatory requirements by the Local, State or Federal Government we will offer an alternative form of learning (ex. Remote, virtual, etc.) that will be teacher lead. In such case, all work given by the teacher will be expected to be completed as if the student was in the classroom. Grades will still be given on all work and it will affect their end of school report cards. All monthly tuition will still be due per the financial contract.

## **Tuition and Fees Information**

### **1-time Registration Fee**

Kindergarten- \$400 per year

The registration fee includes all materials and textbooks. **The registration fee is non-refundable.**



### Yearly Tuition

Kindergarten- \$4000 per year

The tuition includes \$150 per year technology fee. **The tuition is non-refundable**

- Tuition may be paid annually and a 5% discount will be given
- Tuition is not deductible in case of illness or school holiday
- No multi child discount is offered
- Tuition is due by the 1<sup>st</sup> Business day of each month. A \$25 late fee will be added if not paid by the 5<sup>th</sup>
- Tuition is paid by ARB (Automatic Recurring Billing) with a Credit Card on file

Tuition is **NOT** based on how many months your child attends Heritage Hills Academy- **Tuition is due in full**. As a courtesy we offer monthly payment plans:

#### Monthly Payment Plans

\*includes \$15 per month technology fee

Kindergarten- \$400 per month

### Withdrawals

By enrolling your student in Heritage Hills Academy you understand that you are enrolling him/her for the entire year, and budgets are set accordingly. Students who withdraw before fulfilling the financial contract must submit a 30-day written notice. All paid fees are forfeited **and the parent will be responsible for the balance of the remaining tuition not paid at the time of withdrawal**. Report cards/unofficial transcripts are released to the parent or other schools ONLY when the student's account is paid up to date. In case of an extenuating circumstance, the Director, with the input of the school board, will make the final decision.

**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 school work will be sent home in your child's absence. All unpaid balances will be turned over to a collection agency.**

### Attendance Policies

**Absences:** Students must bring a note written by a doctor or parent on the day they return from an absence. The note should be given to the teacher. After 5th consecutive days, a doctor's excuse will be mandatory. Teachers will provide students an opportunity to make up missed work for excused absences but the



responsibility for the commencing and completing make-up work rests with the student/parent. All make-up work must be completed within 5 school days, unless otherwise noted. It is the primary responsibility of the student/parent to ask for missed work.

**Excused Absences:** An absence will be excused in the case of illness, death in the family, or if prior written notice of the absence was given to the administrator. Absences for family trips, etc. must be pre-arranged and subject to approval of the administrator. Students with excused absences will be allowed to make up all missed work within 5 school days of their return. It is the responsibility of the student to get the missed work from the teacher. A student who has missed 1 day of school prior to a test or who is absent the day of the test, will be expected to make up the test 2 day after his/her return to school. If homework was assigned prior to the absence, it will be due upon the return of school.

**The administration may choose to refuse to accept notes from parents if the absences become excessive, or may require documentation of the student's condition from a medical professional.** The medical absences should be documents by the attending physician with a note to the school.

**Excessive Absences:** Regular attendance is required at Heritage Hills Academy as a precursor to academic success. Elementary students are not allowed more than 10 absences (excused or unexcused) per year excluding chronic illnesses documented by attending physician on file in permanent record. A conference will be held with the family after the 10<sup>th</sup> absences to discuss continued enrollment.

**Tardies:** Students are considered tardy when the school begins at 7:55 am. Students who are tardy must report to the administrator for a tardy pass before going to the classroom. Five tardy arrivals are equal to one absence. If tardies are to be excused, parents should follow the same procedures as for absences. After 8 is late!





**Check outs:** Other than normal dismissal time, no child may leave the school premises until they have been signed out by a parent or guardian. The parent must sign the child out at the front desk and the child will be brought to the parent. No student is permitted to leave the school without a parent, guardian or person listed on the pickup list. In addition, students coming to school from appointments need to be signed in at the front desk as soon as they arrive. If a student leaves school prior to 11:30 am the student will be considered absent that day.

**School Day:** The school days begins at 7:55 am for all elementary students and ends at 2:30 pm. Drop off time is between 7:45 and 7:55 am. No child should be dropped off prior to 7:45 am as there will be no supervision prior to that time unless before or after school services have been purchased by the parent previously.

### **Elementary Academic Honesty Policy**

It is expected that Heritage Hills Academy students will uphold the highest standard in regard to academic honesty. Students who cheat by any method will be

1. Suspended for 1 day
2. Receive a zero on the material in question
3. Student will be expected to make up any missed work on the day of suspension
4. Receive an N in conduct for the quarter in class

### **Classroom Observations**

Due to COVID-19- we are NOT allowing Parents to observe their child's classroom in person.

### **Conflict Resolution & Appeals**





There are legitimate ways to handle any complaint which may arise during the school year. Heritage Hills Academy 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 school 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.

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. Therefore, special mention is made of the best method for resolving problems. 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. Normally, parents discover additional information during these meetings that may change the way they view the matter.
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 Academy School Board at the Church Office 770-922-2027.
7. If any step of this process is skipped, the parent will be referred back 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.



## **Discipline**

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. Students should be attentive and obedient to all teachers/staff.
2. Students should obey the teachers request (picking up trash, opening doors, etc)
3. Students 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. Students 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. Students will not wrestle or engage in horseplay of any kind at school. This includes, but is not limited to, pushing, hitting and chasing. Students should move through the hallways in a quiet and orderly manner.
11. Students are to keep their hands-off other people's personal belongings.
12. Students 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 in regard to 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.

### **Grading**

Heritage Hills Academy reports student progress to parents at the end of every nine weeks. Parents are expected to keep themselves informed about their child's progress. There are several avenues: Communication Folders, graded quizzes/tests, progress reports, report cards and emailing or calling the teacher. Parent-teacher conferences may be scheduled as needed. Student records may be reviewed at the scheduled parent-teacher conference. Requests to review records should be made prior to the conference.

Students are required to complete and turn in all assignments. Failure to do assigned school work, to get a parental signature on papers with graded of Unsatisfactory or obtain signatures on other papers when requested by any teacher or administrator, will result in parental notification and possible disciplinary action.

### **Kindergarten**

E= Exceeds expectations or mastery of skill

S= Satisfactorily completes skill

N= Needs Improvement

U= Unsatisfactory



## **Food Service**

The Learning Center will serve breakfast (if enrolled in before/aftercare program), a morning snack and lunch. An afternoon snack will be given if the student is enrolled in the before/aftercare program. 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. Meal times are used to teach children table manners and proper etiquette. The Learning Center will provide 1% Milk and 100% juice on a daily basis.

We are a **NUT FREE FACILITY**- no nuts of any kind are allowed on the premises.

## **Illness/Communicable Disease**

If the administration has any suspicion that a student has a communicable disease, the parents will be contacted. It will be expected that the parents will pick up the child within 1 hr. of notification. If the parent is not able to pick up the child within that time frame the next person on the student's emergency contact will be notified. While it may be an inconvenience to have to leave work to pick up a child, it is important the potentially infectious children not be exposed to the larger student population. Due to the injury or inability to contact anyone on the student's emergency list, the administration reserves the right to have the student transported to a hospital via ambulance at the parent's expense. If someone other than a parent comes for the student, the parent should notify the school and see that the individual has positive identification. Students with an infectious or contagious disease may not attend school until they have been given clearance from a medical doctor to return. Children on antibiotics must be on their medication for a 24-hr. period before returning to school. Students with a temperature of 100.4 or higher will be sent home and may not return until they are fever free for 48 hrs. without fever reducing medication.



### **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.

**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!**

## 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
<b>I AM READY TO GO BACK TO SCHOOL WHEN I AM.....</b>						
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





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:**



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 5<sup>th</sup> day from exposure - Can return to school on the 6<sup>th</sup> 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

### **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 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 person's 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.

**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 **cannot** 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 Peach care) for your child, the insurance will be used FIRST. In the event of a life-threatening emergency, 911 will be called and the hospital choice will be made by the responding medical personnel.

### **Standard Dress Code**

Every Student is required to maintain the level of personal hygiene necessary to ensure a healthful school environment. Students are encouraged to observe a standard of grooming and dress consistent with the level of formality of the school situation. School Attire which is not specifically covered in this section and



which administration believes are disruptive or distracting to the learning environment will be prohibited.

The standardized dress code for Heritage Hills Academy is as follows:

Long or short sleeve Polo's in solid colors. Bottoms can be solid khaki, navy or black. Denim bottoms or comfortable pants may be worn with approved spirit wear on Fridays. Girls may wear solid skirts, skorts, jumpers, shorts or pants. Skirts and shorts must be no shorter than 3" above the knee. No stripes or polka dot patterns are allowed.

Flip flops or open toed sandals are prohibited on the playground and cannot be worn to school.

Closed Toe or athletic shoes only are allowed.

### **Safety Drills**

Fire, tornado and other emergency drills and procedure regulated by the city, county and state will be practiced and reviewed on a regular basis.

### **Inclement/Sever Weather and Dismissal**

As a general rule, Heritage Hills Academy uses the same policy for severe weather as the Rockdale County Public Schools. If severe weather is predicted, parents should listen to the local radio or television station. If the Rockdale County Public Schools are listed as closed for the day because of severe weather, then HHA will also be closed. The same applies for delaying school starting times. If school needs to close early in the day due to impending severe weather, parents will be called and notified to pick up their children.

### **Standardized Testing**

Each February, HHA administers a Standardized Achievement Test to all elementary students. Once the school receives tests results, they will be sent home. Students should be rested and have a nutritious breakfast prior to testing. If a student misses an achievement test (s), the test (s) will be made up during the testing week, i.e., after school and or on the Friday of the same week of testing.



## **Student Information Release**

Student information will be released only for use within Heritage Hills Baptist Church Early Learning Center and Academy to appropriate law enforcement agencies or to other educational institutions requesting the records of a student.

### **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 Academy 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.**



1. I am satisfied with the Christian philosophies and policies of Heritage Hills Academy and do pledge to make them my choice for my child. I have read and will comply with the current student handbook.
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 Academy 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 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 Academy. Workbooks become the property of the student when they are completed and sent home by the teacher.
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 school year.
7. I agree to adhere to the dress code guidelines set by Heritage Hills Academy. 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 Academy 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 Academy 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 understand that my child will participate in field trips that complement the instructional program. I also understand that the prices of field trips are not included in the tuition and siblings are not allowed on the field trips. Chaperones are only allowed at the request of the teacher.
13. 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 Academy, including, but not limited to, printed matter, television commercials and other broadcast media, web-based materials and registration materials.

**PLEASE SIGN AND RETURN THIS PAGE ONLY**

**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.**

\_\_\_\_\_  
CHILD'S NAME

\_\_\_\_\_  
PARENT OR GUARDIAN'S SIGNATURE

\_\_\_\_\_  
DATE

**Please initial if you do NOT want to be listed in a class directory/yearbook\_\_\_\_\_**