

SHENANDOAH BAPTIST ACADEMY

A Ministry of Shenandoah Baptist Church

138 Osment Road, SE

Cleveland, TN 37323

(423) 339-0992 * Fax - (423) 339-0117

www.sbcministries.com

PRESCHOOL ADMISSION POLICIES AND PROCEDURES

REQUIRED FORMS: The following forms must be read thoroughly, completed, signed, and turned in to the school office prior to or on the first day of school.

___ Registration Form

___ Publicity Release Form

___ Standards of Conduct

___ Pastoral Reference Form (new students only)

___ Request for Student Records (new students only, one per family)

___ Birth Certificate (copy)

___ Immunization Record (Green/Yellow/White Card)

___ Parental Agreement Form

___ Signed receipt of Pre-Enrollment Visit Requirements Form (Pre-School students only)

___ Signed receipt of Child Abuse Awareness (Pre-School students only)

___ Signed copy of Medical History & Emergency Consent Form (Pre-School students only)

Thank you for your prompt attention to this matter.

ADMISSION POLICY: Shenandoah Baptist Academy admits students of any race, color, nationality, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, and ethnic origin in administration of its educational policies, admission policies, athletic and other school-administered programs.

Maternal Grandparents

Paternal Grandparents

Name _____

Name _____

Address _____

Address _____

Phone _____

Phone _____

Names of brothers and sisters

Age

Grade

School

Name of person(s) my student may be released to:

Name _____

Relationship _____

Phone (home, cell, work) _____

STATEMENT OF COOPERATION

In making an application for my child, it is my desire to have him/her complete the school year of **2008-2009**. It is also my understanding that the policy of the school is to make no refunds of registration fees. I also give permission for my child to take part in all school activities, including sports and school sponsored trips away from the school premises, and absolve the school from liability to me or my child because of any injury to my child at school or during any school activity. I also believe that discipline is necessary for the welfare of each student, as well as for the entire school. I give permission for my child's teacher and/or other agent of the school to make and enforce classroom regulations in a manner consistent with Christian principles and discipline as set forth in the Scripture. I further agree to hold the school and its agents harmless for any liability to my child or any parent/guardian thereof because of any injury or alleged injury to my child. Should legal action, for any reason, be taken against Shenandoah Baptist Academy or any employee or agent thereof on my child's behalf, and the school or its agent not be found at fault, I agree to pay any attorney fees, court fees, damages, or other costs that Shenandoah Baptist Academy or its agent should incur to defend itself against such action. I also am in agreement with the doctrinal statement of the school.

The *Statement of Cooperation* will be in effect as long as my child attends Shenandoah Baptist Academy whether it be in the kindergarten, elementary, secondary, or summer school.

I understand that should my marital status change that it is my responsibility to have a corrected *Statement of Cooperation* signed, updated, and delivered to Shenandoah Baptist Academy.

Father/Guardian Signature

Mother/Guardian Signature

(Both Parents/Guardians Must Sign)

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Publicity Release Form

I, the undersigned, hereby (circle one of the following statements)

A. Do consent and authorize, or

B. Do not consent and authorize,

The use or reproduction, by Shenandoah Baptist Academy of Cleveland, Tennessee, of any and all photographs, slides, digital images, sketches and any other audiovisual materials taken of my son/daughter, and/or me taken during any authorized Academy event or activity for publicity, advertising, promotional printed material, use on web site, educational activities, exhibitions or any other use for the benefit of Shenandoah Baptist Academy.

By not consenting or authorizing, I understand my involvement in Shenandoah Baptist Academy programs is not jeopardized in any way.

If this release agreement is being signed for a child I certify that I am the Parent/Guardian authorized to sign this release.

Name of Child: _____
Print Name

Name of Parent/Guardian: _____
Print Name

Signature: _____ Date: _____
Parent or Guardian

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STANDARDS OF CONDUCT

Shenandoah Baptist Academy believes that spiritual growth begins with salvation and continues throughout life. The Holy Spirit makes the Christian conscious of the Biblical demands for a holy life that fulfills both God's moral law and high law of love. The result is a life consecrated unto God and separated from the world.

Shenandoah Baptist Academy must, therefore, provide an environment conducive to the spiritual growth and development of young people who are not yet mature Christians. A standard of conduct based on the Bible is necessary to provide such an environment. All of the activities of the Christian must glorify God Who indwells us (I Corinthians 8:9, 12-13, 10-32).

A sense of the need for spiritual growth has led Shenandoah Baptist Academy to adopt the following standards. It is believed they are conducive to the environment that will best promote the spiritual welfare of the student. The school, therefore, requests each student - whether at school, school activities, or in their personal life to:

1. Refrain from swearing, indecent language, smoking, drinking alcoholic beverages, the abuse of drugs, gambling, dancing, pornography, premarital sex, homosexuality, sexual perversion, involvement in rock music, etc...
2. Maintain Christian standards in courtesy, kindness, morality, and modest attire.

The selection of the restrictions mentioned in this pledge may appear arbitrary to some; but while not condemning others who see differently, Shenandoah Baptist Academy believes that the restrictions named are outstanding types of conduct that are imperative as a student of this school.

Students found to be out of harmony with the Shenandoah Baptist Academy ideals of work and life may be invited to withdraw whenever the general welfare demands it, even though there may be no special breach of conduct.

In this atmosphere of definite and positive Christian standards of conduct, good scholastic planning, and genuine personal interest between faculty and student, we feel there is a great opportunity for development of strong Christian character.

I and my student have read the *Standards of Conduct* and agree to cooperate with these standards to the fullest extent while enrolled in Shenandoah Baptist Academy.

Student

Parent/Guardian

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Pastoral Reference Form

Dear Pastor,

Shenandoah Baptist Academy is a local church school committed to serving families who desire a Christ-centered education for their children. As part of the application process, we require all prospective students to have their pastor complete this pastoral reference form. Please answer the following questions from your knowledge of this student and their family and return this form in the envelope provided. The application process cannot be completed until we receive this reference form from you. Thank you for your help.

Applicant's name _____

How long have you known the applicant and their family? _____

To the best of your knowledge, has this applicant been born again?

Does this applicant attend church faithfully? _____ Services per week? _____

Is the family supportive of the ministry of your local church? _____

Signature _____ Date _____

Position _____ Phone _____

Church _____

Address _____

City _____ State _____ Zip _____

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REQUEST FOR STUDENT RECORDS

Date of Request: _____

Records Requested From: _____
School Name

Address City State Zip

Dear Administrator:

The following student(s) is seeking enrollment in Shenandoah Baptist Academy. Please release all grades, achievement test scores, attendance records, health records, and other pertinent information to Shenandoah Baptist Academy.

Thank you for your prompt attention to this matter.

Student's Name	Age	Birthdate	Grade

Parent/Guardian Signature

Requesting Principal Signature

Please send all records to:

Shenandoah Baptist Academy, 138 Osment Road, SE, Cleveland, TN 37323

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Parental Agreement Form & Contract

Statement of Faith

We have read and understand the Statement of Faith of the Shenandoah Baptist Academy and its ministries. We accept fully the Statement of Faith and subscribe to the same.

Church Attendance

Understanding the vital importance of attending church and supporting the work of the local church and its place in Christian education, we agree to have our child/children in a Bible-believing church every week unless providentially hindered.

Financial Obligation

We have read and understand the financial procedures used concerning students enrolled at Shenandoah Baptist Academy and know the cost of enrolling our child/children in Shenandoah Baptist Academy. We accept responsibility for registration, book fee, tuition, and any class, lab or extra-curricular fees that may be incurred during the course of the school year.

Handbook

We have received, read and understand the contents of the Shenandoah Baptist Academy handbook. We understand that the handbook may be updated from year to year and that we are responsible for helping our child/children follow the school policies as outlined therein.

Parent/Guardian Signature

Date

Payment Options

I wish to pay my yearly tuition charge of \$_____ for the 2009-2010 school year by one of the following:

- _____ 1. Paid in Full.
- _____ 2. 12 monthly payments beginning July 1st thru June 1st.
- _____ 3. 10 monthly payments beginning the 1st day of school thru May 1st.

Payments may be made by cash, check, or credit card (Master Card/Visa). **I understand that these payments are due and payable on the first of each month and that a service charge of \$25.00 will be added after the 10th of each month. Also, I understand that my child will not be allowed to attend SBA after the 10th of each month if the overall school account is not current.**

All tuition payments can be made to the school office located in the Roloff/Roberson Educational Building or the Preschool Building.

Parent/Guardian Signature

Date

Parent/Guardian Name (Please Print)

Approved By

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Pre-Enrollment Visit Requirements

On, _____, I attended a pre-enrollment visit where I received a
Date
tour of the facilities. I have received an explanation of the policies and procedures of the Shenandoah Baptist Academy Preschool Program. I have also received a copy of the "Summary of Licensing Requirements for the Child Care Center" form. I understand and agree to comply with Shenandoah Baptist Academy policies.

Child's Name

Signature of Father

Date

Signature of Mother

Date

Signature of Director

Date

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Child Abuse Documentation Form

I attended the Parent-Teacher Conference where we were given information on Child Abuse Awareness.

Parent Signature _____

Date _____

TENNESSEE DEPARTMENT OF EDUCATION
SUMMARY OF CHILD CARE APPROVAL REQUIREMENTS

This is a section by section summary of the State Board of Education School Administered Child Care Rules, Chapter 0520-12-1. Child care centers inspected by the Department of Education must meet the requirements as defined by the rules in Chapter 0520-12-1 to receive a Certificate of Approval. The unabridged School administered Child Care rules are available on the Tennessee Secretary of State website, www.state.tn.us/sos/rules/0520/0520-12/0520-12-01.pdf or by writing the Office of School-based Support Services, Tennessee Department of Education, Andrew Johnson Tower, 710 James Robertson Pkwy, Nashville, Tennessee 37243-0375.

1. Organization and Administration, Chapter Section 0520-12-1-.06:

- A Child Care Center must have an adequate budget. Records, including health, must be kept on all children.
- There must be a transportation plan, including the names of persons to whom the child may be released for each child.
- Staff records must also be kept on each employee that include educational background, reference checks, TBI check, in-service training, physical exams and performance reviews.
- The center must have their Certificate of Approval posted, provide parents with a copy of the policies and procedures & this summary as well as a pre-placement visit.
- Parents must have access to all areas of the center when their child is present.
- The parents must receive an educational program regarding child abuse detection, reporting and prevention.
- If the center provides transportation, the driver should be appropriately licensed, there must be liability insurance and the children must have adequate space & supervision. Transportation provided by the center or under center authorization shall comply with state law.

2. Staff, Chapter Section 0520-12-1-.07:

A. Qualifications:

- The director is responsible for the day to day operations, including staff and program.
- Another person must be left in charge if the director is out.
- Any person with a condition that could be harmful to a child or a person convicted of a crime harmful to or involving a child must not be present.
- Staff must have knowledge of child behavior and development.
- Staff must be physically, mentally and emotionally stable.
- All new employees must have orientation and child abuse prevention training before working with the children.
- The director must have at least a high school diploma and 4 years experience working with children.
- All caregivers must be 18 years of age and one caregiver in each group must have a high school diploma.
- Directors must have 18 hours in-service training each year and caregivers 12 hours.

B. Supervision and Grouping of Children:

- Each group must have adult supervision at all times and adult/child ratios should be followed.
- There must be a second adult available when more than 12 children are present.
- Swimming and field trips require ratios be doubled.
- Each group must have their own space.
- Infants and toddlers must have their own space and not grouped with older children.
- At naptime ratios may be relaxed for groups except infants and toddlers.
- Minimum staffing requirements per groups of children (adult:child ratio) must be maintained.
- *Please refer to ratio charts for specific adult: child ratios for each age group.*

3. Equipment, Chapter Section 0520-12-1-.08:

- All equipment must be in good condition and kept clean.
- There must be age appropriate equipment for all groups with variety.
- Children must have a place for their belongings.
- Large pieces of equipment must be secured.
- Infants are to have space to climb, crawl and pull up that isn't in a playpen or crib.
- There must be enough equipment so children have choices.
- There must be an outdoor play area when children are in care for 3 or more daylight hours.
- Children up to 5 years of age must be offered a naptime if in care for 6 or more hours.
- For napping children, cots or 2 inch mats must be provided and each child must have a cover to place under them and another available to place over them.
- Infants must have individual cribs with open tops.

4. Program, Chapter Section 0520-12-1-.09:

A. Schedule and Routines:

- Routines such as snacks, meals and naps must occur about the same time of day.
- Children must have time for free play as well as adult-directed activities.
- Children must have choices regarding activities and an opportunity to help plan activities.
- If TV programs, tapes and computers are used, other choices should be available.
- Parents must be informed of shows and movies to be shown.
- Staff must monitor computers.
- Outdoor play must be offered, weather permitting.
- A rest period must be offered for children up to 5 years of age in care 6 or more hours.
- Children should be able to form their own sleep patterns.
- A quiet area must be available for children.

- B. Behavior Management and Guidance:
 - Caregivers must be knowledgeable of developmentally appropriate behavior.
 - Discipline must be appropriate and redirection should be used when possible.
 - No corporal punishment is allowed.
 - Good behavior must be praised and encouraged.
 - Toilet training shall never be started until a child has been in the program long enough to feel comfortable and is able to communicate his/her feelings.
- C. Educational Activities:
 - Children must have opportunities for learning, self-expression, and participation in activities each day.
 - Activities that provide for both large and small muscle use must be provided.
 - Children must receive child abuse awareness and personal safety information.
 - Child care programs shall provide opportunities for learning self expression and participation in a variety of creative activities.
- D. Nighttime Care:
 - If children receive night care, caretakers must provide a calm nurturing environment and a routine hygiene plan must be in place.

5. Health and Safety, Chapter Section 0520-12-1-.10:

- A. Children Health:
 - Children must have immunizations in accordance with current TN law and the center must have documentation for this as well as a physical for each infant/toddler.
 - Instructions for any child's special health needs must be documented.
 - Parents must be notified if their child is hurt and becomes ill.
 - All parents must be notified of any communicable diseases.
 - Medications must be labeled with instructions and must be kept under lock.
 - Documentation of administration and side effects must be kept.
 - There is to be no smoking in the presence of children.
 - The diapering area must be appropriate, near hand washing lavatory and cleaned after each changing.
- B. Staff Health:
 - Staff must have documentation they are physically and mentally able to work with children.
 - Physicals are required every 3 years.
- C. Safety:
 - There must be a staff member present at all times who has current CPR and first aid training.
 - A first aid kit must be on the premises as well as a first aid chart.
 - There must be no firearms on the premises.
 - All dangerous utensils and tools must be out of reach of children.
 - General emergency telephone numbers must be posted and staff must have availability to children's emergency numbers at all times.

6. Food, Chapter Section 0520-12-1-.11:

- A. Nutritional Needs:
 - Children will receive meals and snacks based on the amount of time spent in the program.
 - Menus must be posted.
 - Consideration must be given to daily food requirements when planning menu.
 - Special diets and instructions must be provided in writing.
 - When introducing new foods to infants and toddlers, guidelines must be followed.
 - Parents and caregivers shall work together when weaning an infant and will not begin weaning when children are new to the program.
- B. Meal Service:
 - Children are to have appropriate size tables and chairs for meals and adults must sit with them.
 - Servings must be adequate.
 - Formula must be refrigerated upon receiving and not placed back in the refrigerator once warmed.
 - Open baby food jars must not be accepted.
 - Infants shall be held while being fed until the child is able to sit in a high chair, infant seat or at the table.

7. Physical Facilities, Chapter Section 0520-12-1-.12:

- Centers must be in buildings that are not hazardous or dangerous to children.
- All facilities must have annual fire and health inspections.
- All centers must have a working telephone.
- Centers must have 30 square feet of usable space per child, including naptime.
- Playgrounds must have 50 square feet per child and safeguards must be in place, if warranted.

8. Care of Children with Special Needs, Chapter Section 0520-12-1-.13:

- When a center serves children with special needs, they are to receive the same care and participate in the same activities, as appropriate.
- Adaptations must be directed towards helping the child become independent and developing self-help skills.
- Specialized services provided must be documented and information shared with appropriate parties.

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Medical History & Emergency Consent Form

Date: _____

Students Full Name: _____ Birth date: _____ Sex: _____

Physician: _____ Phone: _____

Address City State Zip

Dentist: _____ Phone: _____

Address City State Zip

Is the child under a doctor's care for any reason? _____ If yes, please explain:

PAST DISEASES (Please give dates or ages when possible)

<input type="checkbox"/> Asthma	<input type="checkbox"/> Hay Fever	<input type="checkbox"/> HIV	<input type="checkbox"/> Chicken Pox
<input type="checkbox"/> Hepatitis	<input type="checkbox"/> Scarlet Fever	<input type="checkbox"/> Convulsions	<input type="checkbox"/> Seizures
<input type="checkbox"/> Diabetes	<input type="checkbox"/> Measles	<input type="checkbox"/> Mumps	<input type="checkbox"/> Pneumonia
<input type="checkbox"/> Discharge from ears			

RECENT DISABILITIES (Please check any of the following as applicable)

<input type="checkbox"/> Asthma	<input type="checkbox"/> Fainting Spells	<input type="checkbox"/> Hearing Difficulty
<input type="checkbox"/> Frequent Colds	<input type="checkbox"/> Abdominal pains	<input type="checkbox"/> Frequent sore throat
<input type="checkbox"/> Tires easily	<input type="checkbox"/> Frequent urination	<input type="checkbox"/> Shortness of breath
<input type="checkbox"/> Allergies	<input type="checkbox"/> Ringworm	<input type="checkbox"/> Frequent leg pain
<input type="checkbox"/> Persistent cough	<input type="checkbox"/> Dizziness	<input type="checkbox"/> Speech difficulty
<input type="checkbox"/> Nose Bleeding	Diagnosed Disability? _____	

PERSONAL RECORD (Please circle Yes or No):

Y N Is your child shy?	Y N Have excessive fears	Y N Eats breakfast
Y N Suck thumb	Y N Play well with others	Y N Overactive
Y N Likes school	Y N Bites fingernails	Y N Temper tantrums

List any medications that your child is currently taking (including asthma inhalers, etc.)

I hereby, give permission to Shenandoah Baptist Academy, and the employee's of such, to attend to my child, _____, in the event that emergency medical attention is needed.

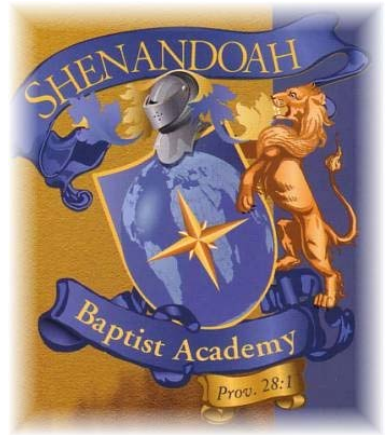
Father/Guardian Signature

Mother/Guardian Signature

SHENANDOAH BAPTIST ACADEMY

School Calendar

2008-2009



August

4th-8th

Teacher In-Service Week

7th

Parent/Teacher Orientation @ 6:30 pm

11th

First Day of School

16th

Founders Banquet @ 6:00 pm

September

1st

NO SCHOOL - Labor Day!!

24th-26th

NO SCHOOL - Regional Educator's Convention - Gatlinburg, TN

October

13th

NO SCHOOL - Columbus Day!!

16th

1st Quarter Ends (44 Days)

17th

2nd Quarter Begins

20th

Report Cards Issued

November

26th-28th

NO SCHOOL - Thanksgiving Break

December

19th

2nd Quarter Ends (43 Days)/1st Semester Ends (87 Days)

Noon Dismissal

22nd-January 2nd

NO SCHOOL - Christmas Break

January

5th

School Resumes from Christmas Break

3rd Quarter Begins

20th-21st

TACS District On-Site Bible & Academic Testing

February

6th

NO SCHOOL - Couples Retreat!!

16th

NO SCHOOL - President's Day!!

17th-18th

TACS District Bible, Music, Speech, & Art Competition

23rd

NO SCHOOL - Teacher's Clinic

March

3rd

TACS State On-Site Bible & Academic Testing

11th

3rd Quarter Ends (45 Days)

12th

4th Quarter Begins

16th-20th

NO SCHOOL - Spring Break

26th-27th

TACS State Bible, Music, Speech, Art, & Academic Competition

30th-April 3rd

Stanford Achievement Test

April

10th-13th

NO SCHOOL - Easter Break

May

19th

Last Day of Kindergarten (K3-K5) Noon Dismissal

Kindergarten Graduation @ 7:00 pm

21st

Last Day of School (1st-12th) Noon Dismissal

22nd

High School Graduation @ 7:00 pm

4th Quarter Ends (44 Days)/2nd Semester Ends (89 Days)

27th

Report Cards Issued by Mail

SHENANDOAH BAPTIST ACADEMY
Schedule of Tuition and Fees
 2009-2010



Registration \$75.00 per student

	<u>10 months</u>	<u>12 months</u>
Tuition		
Three Year Old Kindergarten:		
M-F (full day)	\$330/month	\$275/month
Total	\$3300.00	
MWF (full day)	\$250/month	not available
Total	\$2500.00	
T & TH full day	\$200/month	not available
Total	\$2000.00	
M-F 1/2 day	\$180/month	not available
Total	\$1800.00	
MWF 1/2 day	\$150/month	not available
Total	\$1500.00	
Four Year Old Kindergarten:		
M-F full day	\$330/month	\$275/month
Total	\$3300.00	
MWF full day	\$270/month	\$225/month
Total	\$2700.00	
M-F 1/2 day	\$200/month	\$166.67/month
Total	\$2000.00	
K5-12th		
One Student	\$330/month	\$275/month
Total	\$3,300	
Two Students	\$577.50/month	\$481.25/month
Total	\$5,775- 25%	
Three Students	\$775.50/month	\$646.25/month
Total	\$7,755- 40%	
Four Students	\$973.50/month	\$811.25/month
Total	\$9735- 40%	

***Schedule of Tuition and Fees continued
2009-2010***

<i>Fees</i>	Classroom Maintenance	K4-12th	\$ 25.00
	Professional Development	K4-12th	\$ 25.00
	Technology Fee	K4-12th	\$ 25.00
	ACT Testing Fee	11th-12th	\$ 50.00
	Lab Fees		
	Science	7th-8th	\$ 25.00
	Biology I, II, Chemistry, Computer, Keyboarding, Home Economics	9th-12th	\$ 50.00
	Graduation Fees	K5	\$ 50.00
		12th	\$ 100.00
	Athletic Fees (per sport)		\$ 100.00
	Yearbook Fee	K3-12th	\$ 40.00
		(maximum \$80.00 per family)	

Registration and fees are non-refundable and non-transferable. Tuition is refundable on a pro-rated basis.