

NorthSide Baptist Academy



NORTHSIDE BAPTIST ACADEMY

Pre-School Handbook

2022-2023

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LETTER FROM THE SCHOOL ADMINISTRATOR

Dear Parents and Students,

The NSBA Pre-School Handbook has been written to explain NorthSide Baptist Academy's daily policies and procedures. Please take the time to read it thoroughly since the enclosed information is vital to your child's progress and conduct.

If you have any questions while reading this handbook, please call the school office at 254-690-6722 ext. 2 or use this link <https://bit.ly/nsbaparent> to schedule a meeting with school administration. If, at any time during the school year, you feel a conference or clarification is needed on a matter, please do not hesitate to use the methods posted above to set up a meeting with administration.

The administration and staff at NSBA take our responsibility as partners with you seriously. We realize that God has placed us in a position to come alongside you in the shaping of your child's attitudes, priorities, and in the molding of his mind to that of the Lord. Your concern and cooperation with NSBA will directly determine the results of the various aspects of your child's education, discipline, and spiritual training.

We appreciate your confidence in us, and we look forward to the opportunity of working with you.

In Christ,

Joel Veteto
School Administrator

1. SCHOOL INFORMATION

Bro. Adam Garber.....	Pastor
Bro. Joel Veteto.....	School Administrator
School Mascot.....	Navigators
School Colors.....	Royal Blue and Green
School Address	1800 W. Highway 190 Nolanville, TX 76559
School Telephone.....	254-690-6722
School Email.....	info@northsidebaptistacademy.org
School Website	www.northsidebaptistacademy.org

2. STATEMENT OF FAITH AND PHILOSOPHY

NorthSide Baptist Academy, as a ministry of NorthSide Baptist Church, believes and teaches the doctrines of the Christian faith as embraced by the historic, biblical, Baptist position.

- **The Scriptures**
We believe the Holy Scriptures of the Old and New Testaments to be the Bible, “as it is in truth, the Word of God...” (I Thessalonians 2:13). We believe in verbal, plenary inspiration in the original writings, and God’s preservation of His pure words to every generation (II Timothy 3:16, Psalms 12:6-8). We believe that the Scriptures are inerrant, infallible, and God-breathed.

The Masoretic Text of the Old Testament and the Received Text of the New Testament (Textus Receptus) are those texts of the original languages we use; the Authorized King James Version of the Bible is the English version we use in the English-speaking world. The Bible is our sole and final authority for faith and practice.

- **The Godhead**
We believe in one Triune God, eternally existing in three persons—Father, Son, and Holy Spirit, co-eternal in being, identical in nature, equal in power and glory, and having the same attributes and perfections (Deuteronomy 6:4; II Corinthians

13:14). We believe that God created the entire universe in six literal, twenty-four hour days (Genesis 1:1-27).

- The Person and Work of Christ

We believe that the Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be God, having been conceived by the Holy Spirit and born of the virgin Mary, in order that He might reveal God and redeem sinful men (John 1:1-2, 14; Luke 1:35; Isaiah 9:6; 7:14; Philippians 2:5-8; Galatians 4:4-5).

We believe that the Lord Jesus Christ accomplished our redemption through His finished work on the cross as a representative, vicarious, substitutionary sacrifice; and that our justification is made sure by His literal, physical resurrection from the dead (Romans 3:24-25; I Peter 2:24; Ephesians 1:7; I Peter 1:3-5).

We believe that the Lord Jesus Christ was raised bodily and that He ascended to Heaven and is now exalted at the right hand of God, where, as our High Priest, He fulfills the ministry of Representative, Intercessor, and Advocate (Acts 1:9-10; Hebrews 9:24, 7:25; Romans 8:34; I John 2:1-2).

- The Person and Work of the Holy Spirit

We believe that the Holy Spirit is the Person who reproves the world of sin, of righteousness, and of judgment; and that He is the Supernatural Agent in regeneration, indwelling all believers and sealing them unto the day of redemption (John 16:8-11; II Corinthians 3:6; Romans 8:9; Ephesians 1:13-14). We believe that the sign gifts of the Holy Spirit, such as speaking in tongues and the gift of healing, were temporary. We believe that speaking in tongues was never the common or necessary sign of the baptism or filling of the Holy Spirit and that ultimate deliverance of the body from sickness or death awaits the consummation of our salvation in the resurrection, though God frequently chooses to answer the prayer of believers for physical healing. (II Corinthians 12:12; I Corinthians 13:8; Hebrews 2:3-4; Mark 16:17-20; I Corinthians 1:22, 14:21-22).

- Satan

We believe in the reality of the person of Satan and that he and the fallen angels wage a spiritual warfare against the plan and purposes of God (John 13:2; Acts 5:3; Ephesians 6:11-12). We believe that Satan is a created angelic being who rebelled and who tempted man to join him in rebellion against God (Isaiah 14:12-17; Ezekiel 28:11-19; Genesis 3:1-5). We believe his power is supernatural, yet limited, and that he cannot act without the permission of God (Job 1:6-12; I John 4:4). Satan's eternal end is everlasting torment in the Lake of Fire (Revelation 20:10).

- Man

We believe that man was created in the image and likeness of God, but that in Adam's sin the race fell, inherited a sinful nature, and became alienated from God. Therefore man is totally depraved, and, of himself, utterly unable to remedy his lost condition (Genesis 1:26-27; Romans 3:22-23; Ephesians 2:1-3, 12).

The sacredness of human personality is evident in that God created man in His own image and is mindful of him, and in that Christ died for man; therefore every individual possesses dignity and is worthy of respect and Christian love (Psalm 8:4-9; Colossians 3:9-11).

We believe that the only marriage recognized by Scripture is the joining of one man and one woman (Genesis 2:24; Romans 7:2; 1 Corinthians 7:10; Ephesians 5:22-23). We believe that God expressly forbids intimate sexual activity outside a marriage between one man and one woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are perversions of God's intended purposes and are therefore sin. We believe that God forbids any attempt to alter one's God-given gender identity by any means, including surgery or appearance (Genesis 2:24; Genesis 19:5, 13; Genesis 26:8-9; Leviticus 18:1-30; Romans 1:26-29; 1 Corinthians 5:1, 6:9; 1 Thessalonians 4:1-8; Hebrews 13:4).

- **The Way of Salvation**

We believe that the clear message of salvation is "repentance toward God and faith toward our Lord Jesus Christ" (Acts 20:21). We believe that salvation is "by grace" plus nothing minus nothing. We believe that Jesus Christ died for every man, and that each individual chooses to accept or reject the grace of God (Hebrews 2:9; I John 2:2). We believe that men are justified by faith alone and are accounted righteous before God only through the merit of our Lord and Savior Jesus Christ (Ephesians 2:8-10; John 1:12; I Peter 1:18-19).

We believe that all the redeemed, once saved, are kept by God's power and are thus secure in Christ forever. We believe that eternal life is the present possession of every believer (John 6:37-40, 10:27-30; Romans 8:1, 38-39; I Corinthians 1:4-8; I Peter 1:4-5; Jude 1, 2).

- **The Church**

We believe that the New Testament church is a local assembly of baptized believers who have voluntarily joined themselves together to carry out the Great Commission. The Lord is doing His work in this world through local churches. The establishment and continuance of local churches is clearly taught and defined in the New Testament Scriptures (Acts 14:27; 20:17, 28-32; I Timothy 3:1-13; Titus 1:5-11).

We believe in the autonomy of the local church; the church should be free of any external authority or control. Christ is the only Head of the church (Acts 13:1-4, 15:19-31, 20:28; Romans 16:1, 4; I Corinthians 3:9,16; 5:4-7,13; I Peter 5:1-4).

We recognize the ordinances of the Lord's Supper and baptism by immersion in water as a Scriptural means of testimony for local churches in this age (Matthew. 28:19-20; Acts 2:41-42, 18:18; I Corinthians 11:23-26).

- **Biblical Separation**
We believe that all the saved should live in such a manner as to not bring reproach upon their Savior and Lord, and that separation from all religious apostasy, all worldly and sinful pleasures, practices, and associations is commanded of God (II Timothy 3:1-5; Romans 12:1, 2, 14:13; I John 2:15-17; II John 9-11; II Corinthians 6:14-7:1).
- **The Return of Christ**
We believe the “Blessed Hope” of our Lord’s return is literal, personal, visible, imminent, premillennial, and pretribulational. Believers will be caught up to be with the Lord prior to the seven years of tribulation, and at the end of the tribulation Christ will return with His saints to establish His thousand-year reign on the earth (I Thessalonians 4:13-18; Titus 2:13; I Thessalonians 1:10; Revelation 3:10; Zechariah 14:4-11; Revelation 19:11-16, 20:1-6; Psalm 89:3-4).
- **Our Eternal State**
We believe in the bodily resurrection of all men, the saved to eternal life, and the unsaved to judgment and everlasting punishment (Matthew 25:46; John 5:28, 29, 11:25-26; Revelation 20:5-6, 12-13).

We believe that the souls of the redeemed are, at death, absent from the body and present with the Lord, where in conscious bliss they await the first resurrection, when spirit, soul, and body will be reunited to be glorified forever with the Lord (Luke 23:43; Revelation 20:4-6; II Corinthians 5:8; Philippians 1:23, 3:21; I Thessalonians 4:16-17).

We believe that the souls of unbelievers remain, after death, in conscious misery until the second resurrection, when, with soul and body reunited, they shall appear at the Great White Throne Judgment, and shall be cast into the Lake of Fire, not to be annihilated, but to suffer everlasting, conscious punishment (Luke 16:19-26; Matthew 25:41-46; II Thessalonians 1:7-9; Jude 6-7; Mark 9:43-48; Revelation 20:11-15).

The Statement of Faith does not exhaust the extent of our faith. The Bible itself is the sole and final source of all we believe. We do believe, however, that the preceding Statement of Faith accurately represents the teachings of the Scripture.

Philosophy of Education

- **Our Philosophy Grows Out of Our Theology.**
The philosophy of education held by NorthSide Baptist Academy grows out of our theology. Believing in the one true and living God as revealed in the Scriptures and believing that redemption for fallen man has been provided through the death, burial, and resurrection of His Son, the Lord Jesus Christ, we, therefore, hold a philosophy of education which recognizes God as the Author of all truth, and which

centers on the Person of Jesus Christ. We reject any philosophy that does not recognize the existence and nature of God as taught in the Bible, and that does not recognize that the chief end of man is to know God through His Son and to glorify Him.

- **The Goal Is to Develop the Mind of Christ.**
We believe the goal of Christian education is to develop the mind of Jesus Christ in students. Knowing that Christ Himself is the Creator and that all things were created by Him and for Him, we hold that all truth finds its origin in the Person of Jesus Christ. In Him are all the treasures of wisdom and knowledge (Colossians 2:3).
- **God's Word Is the Cornerstone.**
We believe that God's Word, the Bible, must be central in all learning. As the divinely inspired, written revelation of God, the Bible is the cornerstone of Christian education. All knowledge and truth discovered in the processes of learning find bedrock in God's Word. The Bible is the unchanging, absolute truth by which we interpret and understand all truth.
- **Christ-centered Education Provides the Foundation for Life.**
We believe that a Christ-centered education provides the foundation for all of life. Christian education is not confined to a classroom but is committed to the development of the whole person—spiritually, intellectually, emotionally, socially, and physically. Therefore, all requirements and opportunities placed before students are viewed as a part of their education. Training both inside and outside the classroom helps them to grow in favor with God and in favor with man, and thus be prepared for life.
- **The Supernatural Work of God is Necessary.**
We believe that the supernatural work of the Spirit of God is necessary to Christian education. It is only by the Spirit of God that we are born into the family of God, and this regeneration is required if one is to develop the mind of Christ. It is also the work of the Spirit of God to illumine the minds of those who have been regenerated. The Spirit of God teaches us all truth and guides us into the understanding of truth. He also grants wisdom to apply truth to life, because truth is given to us not simply to be known, but to be lived (Joshua 1:8). Without the work of the Spirit of God, Christian education cannot take place; we will be ever learning, and never able to come unto the knowledge of the truth. Teachers and students alike must be ever aware of their need for the Lord and must pray for His enabling.

3. MISSION STATEMENT

NorthSide Baptist Academy provides an individualized education environment that provides a safe and effective program of study to allow all students the opportunity to achieve their full Christian potential, both in spiritual and secular professions and careers.

4. SCHOOL HISTORY AND PURPOSE

Since its establishment in 2014, NorthSide Baptist Academy has existed to encourage and assist families committed to fulfilling the biblical mandate to provide a Christian education for their children. The purpose of NSBA is to provide a biblical education following the precepts set in God's Word of adding to our faith virtue, and to virtue knowledge.

We believe the goal of Christian education is to develop the mind of Jesus Christ. Knowing that Christ Himself is the Creator, and that all things were created by Him and for Him, we hold that all truth finds its origin in the Person of Jesus Christ. In Him are all the treasures of wisdom and knowledge (Colossians 2:3).

Therefore, NorthSide Baptist Academy strives to fulfill the following goals:

1. To develop the mind of Christ in each student.
2. To come alongside families to assist them in their responsibility to provide an education for their children.
3. To provide a safe environment that is conducive to student learning.
4. To employ dedicated and skilled faculty who provide both academic and spiritual guidance to the students.
5. To prepare students for life through academic instruction from a biblical worldview.

5. ADMISSIONS

The administration of the Academy reserves the right to establish and maintain standards for student conduct, dress, and academics. Students are expected to make acceptable progress both spiritually and academically, abide by the school rules and guidelines, and conduct themselves in a manner consistent with the policies and practices as established by the administration. Students who consistently violate the letter and spirit of rules and guidelines will be subject to dismissal from school.

To be accepted as a student in NorthSide Baptist Academy, potential students must:

1. Step 1
 - a. Complete the application online at www.northsidebaptistacademy.org
 - b. Submit most recent report cards for those entering 1st – 12th grade
 - c. Referrals
 - i. Teacher Referral – For students entering 1st – 12th grade
 - ii. Pastor Referral – For students entering 5th – 12th grade
 - d. Pay the application Fee - \$25 per student
2. Step 2 – Interview
3. Step 3 – Complete grade assessment
4. Step 4 – Pay registration fee, curriculum fee, and submit acceptance paperwork
5. Attend Open House and Orientation Day

NorthSide Baptist Academy admits students of any race, color, and national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, and national or ethnic origin in administration of its education, admissions policies, and other school-administered programs. As a private, Christian institution, admission to NorthSide Baptist Academy is a privilege rather than a right. This privilege may be forfeited should a student fail to meet his responsibilities. It is vital that each student and his family are fully supportive of the goals of the Academy.

6. AFFILIATIONS

NorthSide Baptist Academy is a member of the Mid-South American Associates of Christian Schools. We are not currently accredited by any organization.

7. ALLERGIES

Please be sure the office and teacher know if your child has an allergy. This information should also be listed on MySchoolWorx when enrolling. If your child needs an EpiPen or an inhaler, it must be given to the office for emergencies. Students may not carry medication on their person, in their bag or locker.

8. ATTENDANCE

There is no regulation on attendance for preschool. All that we ask is that you let the office and your child's teacher know if you will be gone for an extended period due to vacation or illness.

9. COMMUNICATION

The teachers desire to keep parents informed of their children's academic progress. To this end, a daily folder of the papers completed by the students will be sent home. Parents should carefully review these papers with their children, especially if there seems to be any problems or concerns.

Please do not stop your child's teacher during the day to discuss concerns as they have other students and duties to attend. You may schedule after school meetings either in person, phone, or via zoom with your child's teacher to discuss concerns you might have.

10. CURRICULUM

Reading-based on the phonetic method of learning is used in our classrooms as the foundation for reading. The primary curriculum materials are from Abeka Books.

We are many times asked how one can help their student to grow in their reading abilities. The best thing that a parent can do at this age is to read to your student each night for at least 20 minutes.

11. DISCIPLINE POLICY

The desire of the administration and faculty of the Academy is to develop an atmosphere of discipline and appropriateness. The Bible clearly states, “*Train up a child in the way he should go...*” (Proverbs 22:6). Discipline is not primarily a punishment for wrong attitudes or actions. It is the biblical loving correction that leads to a change in thought and behavior. Discipline is administered to instill in students personal accountability to God for their attitudes and actions. Open communication between the teacher and the home is vital. Questions concerning discipline should be directed to the classroom teacher. If the situation warrants, the administration is willing to assist in any matter. Discipline may include one or more of the following:

- Scriptural counseling
- Parent-teacher conference
- Suspension or expulsion from school

Bullying/Intimidation/Harassment Policy

NorthSide Baptist Academy prohibits acts of harassment, intimidation, and bullying that take place on school property or at any school-sponsored function, or on a school bus. Harassment, intimidation, or bullying means any written (on paper or on electronic devices), verbal, physical, or psychological act or gesture that:

- Is motivated by any actual or perceived characteristic such as race, color, national or ethnic origin, mental or physical disability, or another distinguishing characteristic.
- Is intended to have the effect of harming an individual or damaging an individual’s property.
- Has the effect of insulting or demeaning any individual or group in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.
- May be a pupil exercising power and control over another pupil, in either isolated incidents (e.g., intimidation, harassment) or patterns of harassing behavior (e.g. bullying).

Sexual harassment is defined as any unwelcome physical or verbal conduct of a sexual nature, such as touching, grabbing, or making sexual comments towards, another person.

The policy for this type of student conduct will be suited to the age level of the student. This policy requires all students to adhere to these rules and to be aware of such disciplinary measures as are appropriately assigned for violation of these rules and guidelines.

Students are always expected to treat their fellow students with dignity and respect on school property and during school programs and activities. Students are strongly encouraged to report acts of harassment to teachers or administrators immediately. The Academy will investigate any report of such behaviors and will take prompt and appropriate action to resolve the situation and prevent its continued occurrence.

The pre-school will follow the “How I Act” disciplinary procedures. These tallies will be used in the classroom to encourage right behavior and appropriately punish wrong behavior. Teachers will have the authority to add or remove tallies depending on students’ behavior. Daily, students will bring home a tally sheet for review by parents. These tally sheets must be signed and returned to school the next day.

Students will miss 5 minutes of recess for each tally that they receive in a given day. If a student receives 5 tallies in a single day or an intentional disobedience tally, they will be sent to the administrator’s office, a call will be made to the parents, and the student will miss the entire recess the next day.

Tally sheets will be recorded weekly in MySchoolWorx for recording purposes only.

Tallies options will be as follows:

H – Hullabaloo – unnecessary movements or playing with papers, pencils, noising, etc.

O – Out of Order – anything that the other rules do not include getting out of line, marking on desks, etc.

W – Work Not In – homework/class assignments not in on stated date and time; forgetting books, paper, pencil, etc.

I – Intentional Disobedience – refusal to obey a direct command by a teacher or other authority.

A – Attitude Lacking – facial expression, uncooperative attitude, slamming doors, overall bad attitude towards authority, etc.

C – Courtesy Lacking – actions affecting staff, teachers, and peers, i.e. student passing between two people and not excusing himself

T – Talking – any talking without permission

12. UNIFORM POLICY

The biblical principle underlying all standards of dress and grooming is modesty. Modesty applies not only to common decency but also to the matter of calling undue attention to oneself. An appearance that makes a person a public spectacle is as inappropriate for the Christian as clothing that calls inappropriate attention to the body. The clothing and grooming of our students should be appropriate in both facets of modesty.

While at school, student dress will be governed by NSBA's Uniform Policy. Students are to be neatly and appropriately dressed for all NSBA sponsored activities. Students are not allowed to attend class without meeting NSBA's Uniform Policy standards. Students in violation of the Uniform Policy may be asked to report to the office to contact parents so the violation can be corrected. Consideration may be given by the administration in circumstances involving new students or difficulties in ordering required portions of the uniform.

NorthSide Baptist Academy uses Lands' End as the provider for student uniforms. School clothing must be purchased from NSBA's Lands' End website, and it must be worn and fit the student according to the design description on NSBA's Lands' End website.

NSBA's Lands' End – www.landsend.com. School Code: 900174848

*****Please label all clothing with the student's name. NSBA is not responsible for clothing items that are lost. *****

K3 Uniform Policy

- Any NSBA logo'd polo shirt or logo'd T-shirt purchased from NSBA's Lands' End website.
- Socks must be worn.
- Skirts and shorts must cover the thighs and not exceed three inches above the knee.
- Leggings or spandex shorts must be worn under skirts or dresses to ensure safety and modesty for your child.
- Leggings, spandex, and spandex shorts are not permitted to be worn as outer clothing.
- Closed-toe shoes are required for safety.
- Children must be neat, clean, and orderly in their appearance.
- Children may be asked to wear certain clothes for special days or school performances.

13. FINANCIAL INFORMATION

Tuition is paid in 10 monthly installments and is due on the 1st of the month, starting August 1st and concluding on May 1st. Tuition is considered late after the 10th of the month.

Pre-School – Age 3		
Package	Yearly Tuition	Monthly Tuition
2-Day Half Day (Mon & Fri)	\$2,700	\$270.00
2-Day Full Day (Mon & Fri)	\$3,830	\$383.00
3-Day Half Day (Tues – Thurs)	\$2,750	\$275.00
5-Day Half Day	\$3,800	\$380.00
5-Day Full Day	\$4,925	\$492.50

*Multi-child discounts are available:

2nd child = 10% discount

3rd child = 15% discount

4th child = 20% discount

5th child = 30% discount

- This discount does not apply to enrollment or book fees
- This discount does not apply to the K-3 Program two-day program

*Referral Credit – Families may receive a \$100 referral credit by referring families to NSBA. Referred families must pay the enrollment and the first three months of tuition before the credit will be applied to the referring families' accounts.

Tuition Payments

- Changes to tuition cost are made on a yearly basis as needed by administration.
- Tuition payments are nonrefundable.
- Invoices will be sent out five days prior to the month in which tuition is due. Payments may be online via credit card or bank transfer, by check or cash in the office, or by recurring ACH.
- Invoices can be viewed and paid on MySchoolWorx
- Tuition is due on the 1st of the month and is late after the 10th.

Fees

- ◆ Fundraiser Fee

- A \$300 per student per school year fundraiser fee helps to keep tuition fees low.
- This fee can be eliminated by participating in Fundraisers.
- This fee can be covered in multiple ways:
 - A one-time payment due by August 15th will eliminate fundraiser involvement and further fundraising invoices for the school year.
 - A \$30 monthly fundraiser fee will be added to your monthly tuition invoice.
 - Income from your student's participation in NSBA Fundraisers will be credited to his/her fundraiser fee up to \$300 per school year.
- ◆ Registration/Re-Enrollment Deposits are non-refundable.
- ◆ Fees relating to athletics, fine arts, and other extra-curricular activities will vary. Families of students involved in these activities will be notified as the fees occur. These fees will be collected as the students participate.

Late Admissions

- A new family enrolled after the first day of class will be responsible for paying the tuition on a pro-rated basis.

Past Due Tuition

- When a check is returned for non-payment, a \$30 fee will be assessed.
- Tuition payments are considered late by the close of business (5 p.m.) on the 10th of each month.
- A \$25 late fee will be added to any monthly tuition that is not paid by the close of business (5 p.m.) on the 10th of each month.
- A student's balance must be paid for final grades to be issued. If a student is dismissed or removed from NSBA during the school year all invoices must be paid in full to receive transcripts and final grades collected by NSBA.
- Students removed or dismissed from school during the school year other than for military orders are required to pay the next month's tuition payment.
- Families whose tuition payment becomes past due must make specific arrangements in writing with administration for their child(ren) to remain in class. All transcripts will be withheld until all accounts are paid in full.
- Outstanding balances from the prior year must be received in full by the end of June each year before re-enrollment will be considered.

14. GRADING

No grades are issued in preschool

15. HANDBILLS OR SALES

No handbills or literature of any kind is to be passed out at school without approval from the administrator. There will be no sale of any items such as greeting cards, candy, etc. without the administrator's approval.

16. HOME VISITS

Teacher's may visit their students' homes during the year. These visits are designed so the parents and students may meet the teacher in a more relaxed atmosphere; it also allows the parents and teacher to discuss how NSBA can best meet the needs of each student.

17. HOURS OF OPERATION

The school day for K-3 through K-5 begins at 8:00 A.M. and concludes at 3:00 P.M. (the half-day program concludes at 12:00 P.M.). The school day for grades 1-12 begins at 8:00 A.M. and concludes at 3:00 P.M. The Academy office is open Monday through Friday from 7:30 A.M. until 4:30 P.M.

Supervised care is provided each morning beginning at 7:30 A.M. Students arriving at school before 7:50 A.M. must report to the Phillips Hall unless otherwise noted. Students are not to be in other areas of the campus without permission.

After school each day, supervised care is provided from 3:30–5:30 P.M. for a specified rate. Students remaining on campus after 3:30 P.M. will be taken to the designated area. Parents must sign out their students from after school care.

- Aftercare billing options:
 - Monthly Pre-bill
 - \$100 per month per student. No limit on hours within the time frame.
 - Must sign up at the beginning of the year or before the start of the month.
 - Monthly Allotments
 - \$50 for 1 to 10 hours of care per month per student

- \$10 per hour for hours 11+ per month per student
- Anyone left in aftercare beyond 5:30 pm will be charged \$1.00 per minute.
- Aftercare is charged in hourly increments.

In the event of a weather-related delayed opening, before-school care will not be available. In the event of early, weather-related closings, arrangements should be made to pick up students as quickly as possible. Supervision will be provided until a parent/guardian arrives.

18. INCLEMENT WEATHER

In most cases, NorthSide Baptist Academy will follow the practice of the Killeen Independent school system for weather-related and other emergency closings. Tune to local television, radio, and social media for announcements in such cases. We will send out notifications via text message and email.

19. LUNCH

Lunch menus are provided on the MySchoolWorx system. Families may order lunches weeks in advance as they deem necessary.

Invoices are sent out a week behind and are due by the 1st of the next month.

Students' 4th grade and below will not have access to microwaves. Students in these grades will need to either purchase hot lunch or bring a lunch that does not require heating. Students in the 5th – 12th grades may utilize the microwaves at their own risk.

Students who do not bring a lunch and do not order a lunch will be served a hot lunch and will be charged \$6.00. Depending on the availability of food, this may be a lunch different than what is being served that day.

Meal Plan Costs

Lunch \$4.00

Snack \$1.50

20. OPEN HOUSE AND PARENT-TEACHER FELLOWSHIPS

Upon registration, parents agree to support NSBA. This includes attendance to all PTF meetings. The first PTF meeting will be the Open House Day, which is held the Friday before the first day of school. This orientation meeting is very important as essential information and materials will be given out. Parents will be introduced to the faculty and will be given a presentation in the classroom of their children.

Other PTF meetings will be held regularly throughout the year to enable parents to follow the progress and development of their children.

21. PICK-UP AND RELEASE

Parents of elementary students arriving to class after 8:15 A.M. or leaving campus before 3:00 P.M. must sign their child in/out through the Academy office. Junior high and high school students arriving to class after 8:15 A.M. or leaving campus before 3:00 P.M. must sign in/out through the Academy office. Students must have permission from their parent/guardian on file with the office to sign out. Parents must contact the office if arrangements have been made for students to leave the campus with someone other than the parent/guardian.

Parents arriving on campus to pick up children during school hours must report to the Academy office, after which the office will send for the student. Messages and/or deliveries from home must be left in the office.

22. POTTY TRAINING

Students must be completely “potty-trained.” The school is not equipped to change diapers, pull-ups, or soiled clothes in the preschool on a regular basis. In the classroom, each child should have an extra change of clothes for occasional accidents. If a child has regular accidents (more than two a week), the teacher, director, and parents will need to assess the situation.

23. HEALTH POLICY

Accidents

Injuries occurring on the campus or during an Academy-sponsored activity should be reported immediately to the Academy personnel responsible for supervision. Information requested by an insurance company may be obtained through the Academy office.

Forms

All students are required to comply with health department regulations with regard to vaccinations and immunizations. All pertinent records must be on file in the Academy office by September 1 of the current year. Families who hold religious beliefs against vaccinations and immunizations must have a request on file to be exempt from these requirements.

Illness

Students who become ill during the school day will report to the Academy office. If it becomes necessary for the student to go home, the office will contact the parent/guardian. Upon arrival, parents must report to the office. All students must sign out before leaving the campus. To help protect the well-being of the student body, the Academy has in place a 24-hour policy regarding students having an elevated temperature or fever. Students must be free from fever for at least 24 hours before being allowed to return to class.

Medication

The Academy office must be informed of any significant and/or long-term medications taken by a student. No medications (including aspirin, vitamins, etc.) are to be kept on a student's person or in his locker. If it is necessary for a student to take medication during the school day, it must be sent to the Academy office with specific instructions for administering. No medication can be provided by NorthSide Baptist Academy.

24. UP-TO-DATE INFORMATION

Families should inform the office promptly of any change of address or telephone number.

25. WHEN PROBLEMS OCCUR

Teachers are the authority in the classroom. Parents should always uphold the authority of the teacher in their student's life no matter the situation. If there is a question/concern about any situation in the classroom, you may submit an inquiry via email to the school office at info@northsidebaptistacademy.org. Administration will investigate the situation and give

a response.

Please allow a minimum of 24 hours to receive a response on such an inquiry. If a mark/tally was given in error, the administration will direct how/when the correction will be made.

26. VISITORS

All visitors to the campus must check-in at the Academy office upon arrival. Visits will be confined to the office area unless otherwise approved by the administration. Any student request to visit classes must be approved through the office at least one day in advance. All visiting students must honor the Academy dress code and must secure a visitor's pass before attending classes.

27. CHANGES

NSBA reserves the right to make any changes, additions, or deletions from this handbook as situations arise that would warrant such changes.