



Believe, learn and seek truth.

2022-2023  
Parent and Student  
Handbook

BLAST Christian Academy  
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## **Mark 10:14-16**

“He said to them, ‘Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these. I tell you the truth; anyone who will not receive the kingdom of God like a child will not enter it.’ And He took the children in His arms, put His hands on them, and blessed them.”

## **Motivation**

As a parent of three, one of my biggest responsibilities is ensuring that my children grow up with a relationship with Christ and a biblical worldview. The battle against secularism is inevitable for all. Even our children. It seems that secular ideas are being forced upon them everywhere they go. We, as parents, want them to be disciples for Christ and be equipped to stand for their faith when faced with opposition. To do that, young children need to develop a strong faith with support both in the home and in school. That is why I have decided to start BLAST Christian Academy.

-Melinda Harris, Director

## **Mission**

The goal at Blast Christian Academy is to prepare our youth to be salt and light in this world (Matthew 5:13-16), equipped with the Armor of God (Ephesians 6), and accountable to the Great Commission (Matthew 28:18-20).

Through an immersive Christian School experience, students will acquire a biblical worldview and an understanding of the gospel in addition to standard school subject areas. We strive to exceed typical educational standards across the board - including, but not limited to: bible education, reading, writing, math, heritage studies, and science.

## **Message**

- The Scripture is the inerrant Word of God, suitable for all matters of faith and practice. (John 17:17, 2 Timothy 3:16-17)
- There is one Lord, one faith, one baptism, one God and Father of all who is over all, through all and in all. (Ephesians 4:5)
- God is expressed in three distinct persons: God the Father, God the Son, God the Holy Spirit. (Ephesians 4:6)
- Jesus is the Christ, the only begotten Son of God, the Savior of mankind and Lord of all. (Matthew 16:16, Philippians 2:11)
- We are saved by grace, through faith, in Christ, at baptism, for good works which God has prepared for us. (Ephesians 2:8-10, Acts 2:38-40)

## **Admission**

BLAST Christian Academy is available for kindergarten, first, and second grade students for the 2021-2022 school year and we intend to grow each year with our eldest students.

<b>GRADE</b>	<b>AGE BY AUGUST 1st</b>	2	7 years old
K4	4 years old	3	8 years old
K5	5 years old	4	9 years old
1	6 years old	5	10 years old

BLAST partners with Madison County Schools and Hogg Therapy for IEP needs. If you have an outside therapist we open our doors to them so your child can be serviced at school. We encourage communication between teacher, therapist, and parents for your child's IEP.

## **Staff-Child Ratios**

BLAST will always meet state staff/child ratios. We will strive to have even lower ratios as we know this is of benefit to our children.

<b>Grade Levels</b>	<b>Kentucky Requirement</b>	<b>Our Requirement</b>
K-5	1:24	1:16

## **2022-2023 Schedule** *\*schedule is subject to change\**

AUG 17	First Day	DEC 23-JAN 3	Christmas
SEPT 5	No School	JAN 16	No School
SEPT 19	Homeschool Day	FEB 16	Homeschool Day
OCT 10-14	Fall Break	MAR 17	Homeschool Day
NOV 8	Homeschool Day	APR 3-7	Spring Break
NOV 23-25	Thanksgiving	MAY 17	Last Day

## **Inclement Weather Policy**

In the event of inclement weather, please be advised that we follow Madison County Public School delays and closings. If Madison Co. public schools are closed, BLAST is closed as well. You will also be contacted by your child's teacher to notify you of closure or delays. Please be aware that the make-up of inclement weather days is at the discretion of the BLAST school board.

## **Arrival and Departure Procedures**

Students' safety and security is the highest priority of BLAST. When dropping off and picking up your child, you will be required to follow our admittance and release procedures. These procedures have been implemented for the safety and well being of your child. Staff has no authority to vary from the established procedures. Your assistance and cooperation in following these requirements is greatly appreciated and will always be in the best interest of your child.

1. BLAST Christian Academy operates from 8:00 am to 3:00 pm each weekday.
2. Children will be allowed to check-in up to 30 minutes prior to the start of their school day. (No earlier than 7:30am.)
3. Your child must be dropped off by a parent, guardian, or alternate person as designated on the registration form.
4. At BLAST we believe that it is important that parents and teachers have daily interaction. To encourage this relationship we require that each child be checked out from the designated check out location. Once you pick your child up from their classroom you accept full responsibility for the supervision and safety of your child. Please keep your child with you at this time. Children are not permitted to go into other classrooms, run unsupervised through the facility, or to leave the building alone.
5. Your child will not be allowed to leave our facility unless accompanied by a person listed on the child's pickup authorization form. They may be asked to present ID.
6. In the event of divorce, separation, or other court-appointed custody change, the BLAST Director must have a notarized copy of the court order on file to withhold a child from a parent/guardian.
7. Late pickups will be dealt with under the same guidelines as our behavior policy. After the third incident, the student will be dismissed from the program.

## **Enrollment Fees**

A registration fee of \$50 is required. Returning students and siblings' registration fees will be waived. There is a supply fee of \$250 for all students. Supply fees cannot be waived or discounted for any student. Supply fees cover the cost of assessment tools, workbooks, and enrichment tools as well as basic school supplies. Registration and supply fees are collected at the time of enrollment. A child is not officially enrolled until all fees have been received by the director and all registration paperwork fully completed. *These fees are non-refundable.*

## **Tuition**

Tuition at Blast Christian Academy is a monthly charge. Payments are due on the 1st of each month. Please make checks payable to Blast Christian Academy. There will be a \$25 fee for all returned checks.

Tuition for K4 is \$3500 per year. Billed monthly (\$350) August-May.

Tuition for K5-5th grade is \$4500 per year. Billed monthly (\$450) August-May.

Sibling Tuition Discount:

Tuition for the second enrolled sibling is \$50 off per month.

Tuition for the third sibling enrolled is \$75 off per month.

If you pay for the year in full, there is a 5% discount.

## **Records**

In order for us to best serve your child and his/her needs, it is imperative that all records on file remain current. Any changes in address, phone number, health information, health insurance coverage, immunization records, emergency numbers, parental custody, permission to photograph/video, and child pick-up authorizations must be promptly reported in writing to the Director. These update forms are available through the BLAST Director. Original copies of updated health insurance cards, immunization records and birth certificates must be brought to the director and the necessary photocopies will be made at that time. If these expire at any time the director will notify the parents with a written request. If these are not provided after the director's second written attempt, the student may not return to school until the required paperwork is received.

BLAST will maintain student grade and attendance records as mandated by the State of Kentucky.

## **Health Policies**

It is imperative that you inform staff of any allergies: food, stings, medications, etc., or any medical condition pertaining to your child. This will assist us in being better prepared to handle any emergencies that may arise. Illness spreads very rapidly at school. Please, **do NOT** bring children to BLAST if they have experienced any of the following **within 24 hours**:

- A temperature: 99.5 or above, until fever free without medication for 24 hours
- Experienced vomiting or diarrhea
- Difficult or rapid breathing
- Discharge from eyes or red eyes, until released by a physician
- Head lice, until 24 hours after treatment
- Strep throat, until 24 hours after treatment and fever is gone
- Any rash or skin lesion that blisters or festers, until released by a physician
- Signs of sickness such as fatigue, sore throat, runny nose, cough, or cold symptoms

If a student becomes ill during the day, the parent/guardian will be contacted immediately. In serious cases, the child will be taken to the hospital of choice by ambulance or emergency vehicle for treatment, and the parents will be called as soon as possible. For the protection of the children and BLAST, decisions will be made that err on the side of caution. In the event a parent/guardian cannot be contacted within two (2) attempts, the emergency contact(s) provided on their school forms will be notified. Should a child become ill during the school day they will be escorted to the Director's office receiving one-on-one attention to ensure that individual needs are met, and to reduce the spread of infection/illness. The child will remain with the Director until a parent/guardian or an authorized adult arrives. All sick policies are subject to the director's discretion.

## **Medication**

If your child needs to receive medication during school hours, please fill out the "Permission to Administer Medication" form. These forms are available from your child's teacher. **NO** medication will be given to your child without written permission. Medication must be in the original bottle and properly labeled. These will be kept in a locked box in the classroom and the teacher will have a key. **Medication** may be given to a child only with a written daily request from a parent or guardian. If needed, sunscreen needs to be applied at home before school. The "Permission to Administer Medication" authorization form must be renewed with any new medication. After administering the medication the teacher or director will initial the form and indicate the time and amount of medication given. Please remember to pick up your child's medication at the end of the day. Please make sure that you do not place hand sanitizer, ChapStick, or any medications in your child's backpack.

## **Disaster Procedures and Emergency Drills**

Emergency drills will occur monthly. Evacuation routes will be posted in all classrooms.

- FIRE: Teachers are instructed to lead their class of children to one of the posted emergency exits. It is the teacher's responsibility to account for all children at the designated meeting area. The teachers are instructed, in advance, to walk the children to this area and to keep the children as far away from the building as possible.
- TORNADO: Teachers are instructed to take their children to the basement of the church. The children will then assume the disaster position, covering their heads with their hands. Once the "all clear" has been given by the Local Emergency Information System (LEIS)/ Emergency Alert System (EAS), the children will be walked back to their classrooms by the teachers.
- EARTHQUAKE: Students will assume the disaster position in an interior hallway. The children will remain in this position until the "all clear" has been received from the LEIS/EAS.
- CSEPP DISASTER: Faculty, staff, and students at BLAST will participate in "Shelter In Place Policies". All students, staff and faculty will be moved to a safe classroom and will remain there until an "all clear" is received from CSEPP.

## **Discipline**

BLAST is dedicated to modeling and reinforcing good, appropriate behavior. Redirection and positive reinforcement are two methods of discipline that will be used. Teachers will communicate to parents any recurring or alarming behavior problems. There will not be any corporal or physical discipline used at BLAST. Please feel free to discuss discipline concerns with the staff at any time. Should a child demonstrate dangerous behavior (i.e. behavior that causes physical harm to another student, adult or self) BLAST, with the cooperation of the BCA school board will do the following:

- 1) First offense - the teacher will discuss the child's behavior with the director and child's parents to gain insight into the cause for the behavior and to develop an appropriate solution.
- 2) Second offense – the director, classroom teachers and parent(s) will meet together to discuss behavior concerns and develop an implementation plan for behavior improvement.
- 3) Third offense – the child will be dismissed from the program.



## **Parent Involvement**

Parent presence in the classroom should be in the best interest of the child. Children often need time to adjust to their new teachers and surroundings. As children become accustomed to the routine of school, it becomes easier for a parent to come and go without disrupting the classroom. Parent/teacher conferences will be held twice during the school year and at other times as needed to discuss progress, accomplishments, and concerns. Communication between the lead teacher and parent is encouraged.

## **Field Trips**

Written permission will be required from a child's parent/caregiver before he/she may participate in a given outing. All parents will be notified at least one week prior to the field trip through a permission slip. This permission slip will clearly state the purpose of the trip, location, time, and date. Parents have full responsibility for transporting their child to and from any field trip location. They will be the adult in charge of their child while on the field trip. Parents who are unable to attend field trips may allow their child to be transported by another adult, but it is up to the parent to make those arrangements. The transporting adult will be responsible for all students that they transport while on the field trip. If a student is unable to attend a field trip, alternative work can be provided and they can use the day as a Homeschool Instruction day.

## **Picture / Video Permission**

We ask all parents' permission to have their child's photograph or video taken for use in the yearbook or classroom videos as well as our Facebook page and website. This permission is found in the enrollment packet.

## **Outdoor Play**

Children will go outside every day, weather permitting (temperatures over 40 degrees F. and under 94 degree F.) Dress your child appropriately to enjoy God's beautiful world. Sandals and flip flops are not safe for playing during this time. Hats, gloves and jackets are necessary on colder days. Parents should apply sunscreen to their children prior to school if necessary.

## **Labeling of Personal Items**

Please mark all personal property with your child's name. It is recommended that your child wear washable play clothes for school activities. **Parents are required to include in their child's backpack an extra set of "season appropriate" labeled clothes for emergency purposes.** This extra set needs to include tops, bottoms, undergarments, and socks. *Please check with your child's teacher about their classroom policy on bringing toys from home.*

## **Breakfast/Lunch**

**If your child has any food allergies, religious, or special dietary needs, please discuss this in detail with our Director prior to your child's first day.**

Students at BLAST will need to bring their lunch each day. It is the parent's responsibility to ensure that the lunch provided is healthy and includes everything the child will need for their meal. We cannot cook, microwave, or reheat any food so please pack a lunch that is ready to be eaten.

## **Abuse policy**

BLAST Christian Academy and its employees are required by law to report any suspected cases of child abuse. As a staff we are required to actively use first hand reporting made by initial observance of child abuse or neglect. Along with reporting child abuse or neglect we shall also include the reporting of persons who appear to be impaired by drugs or alcohol. We will make all reasonable efforts to keep a child from getting in a vehicle with any person under the influence of drugs or alcohol. If a child is picked up by any person believed by us to be under the influence of drugs or alcohol, the local law enforcement center will be contacted. **All suspected cases of child abuse shall be reported to The Cabinet for Health and Family Services at (859) 245-5258.** Any employee suspected of abuse or neglect, will be reported first hand to the Division of Regulated Child Care and Social Services. A staff member suspected of child abuse will be asked to leave BCA immediately and will be placed on a paid leave of absence until the completion of investigation and the teacher has been declared innocent. ***Please understand that we take this responsibility of protecting children very seriously.***

## **Absence Policy**

Your student must complete 170 days of school as mandated by the state of Kentucky. All absences must be reported to the student's teacher in writing. Please have doctors' excuses available upon the student's return to school. Absent days will be counted as Homeschool Instruction days as long as the child completes and returns all work within one week of their return. Absent days with uncompleted work will count as unexcused absences. After 3 unexcused absences in a term, your child may be subject to dismissal.

## **Withdrawal Policy**

Enrollment at BLAST is for the entire school year (August-May); therefore, full tuition charges are due in the event of voluntary withdrawal or involuntary dismissal of any child. The parent/guardian's signature on the *Statement of Agreement and Financial Commitments* is a contractual agreement to these terms.

The only exceptions to this policy are: when voluntary withdrawal occurs because the family has been relocated 40+ miles from Richmond, or in the case of severe illness within the immediate family. The program director must be notified in writing 30 days prior to the date of withdrawal for the school board's approval. After the director has received the request and the board has met the family will be notified of its decision. In the case that the school board grants the withdrawal, no further payment will be required. Requests denied by the council will include a notice of the remaining charges on the account. These charges are due upon receipt of the decision in order to avoid additional collection fees.

## **Dismissal Policy**

BLAST Christian Academy reserves the right to terminate the enrollment of a child if it has been determined by the school board or Director that the retention of the child in the center may prove to be detrimental to any or all involved, or if fees have not been paid.

***BLAST accepts applications from and admits all qualified students. BLAST does not discriminate on the basis of race, color, sex, religion, national origin, ancestry, or disability.***

# HANDBOOK AGREEMENT FORM

**STUDENT NAME (S):** \_\_\_\_\_

**PARENT NAME:** \_\_\_\_\_

**I have read and agree to the student handbook for Blast Christian Academy.**

**PARENT SIGNATURE:** \_\_\_\_\_