



2024-2025

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 preschool (K4) through 5th grade students for the 2024-2025 school year. Students are intended to be age 4 by August 1st to begin K4, age 5 by August 1st to begin Kindergarten, continuing through 5th grade. Students must also pass an academic and behavioral screening prior to enrollment.

**Biblical Values Agreement**

We have a requirement for all families to agree to biblical values regarding but not limited to the nuclear family, homosexuality, gender roles, marriage, and overall morality as listed in our Biblical Values Agreement. Families must understand that even if they do not personally live in agreement with the Biblical Values, or personally agree with the Biblical Values, they are biblical and will be taught in our school. Families must sign the Agreement prior to enrollment to show that they are compliant with their child being taught these and all Biblical Values.

**Staff:Child Ratios**

Blast will always exceed state staff:child ratio requirements. We strive to have low ratios as we know this is of benefit to our children. The Kentucky Requirement for staff:child ratio is 1:24. At Blast, we have a much higher staff to student ratio which creates an optimal learning environment for students and staff alike.

Our ratios are as follows: 1:4 for K4, 1:8 for Kindergarten & First Grade, 1:16 for 2nd Grade and older (w/floating aides).

**2024-2025 Schedule**

Please find our current school year schedule on our website: [www.blastchristianacademy.com](http://www.blastchristianacademy.com)

**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. Once we are made aware of a Madison County closure, we will notify our parents as well via Class Dojo and on our Social Media. We will strive to make the announcement by 6:30am if we do have to close due to weather, or for any reason. Please be aware that each time we have a closure due to inclement weather, students will be expected to complete NTI work (Non-Traditional Instruction) and those days will be counted as 'in-session' days.

**Special Education Needs**

We do not have a special education program at Blast. We have highly trained professional educators and a high staff to student ratio that is the optimal environment for helping most students with most special education needs.

Accommodations such as prompting, cueing, extra time, and scribing are done in all classes on an as-needed basis for any student. Any students enrolling at Blast who have a current IEP on file with another school must sign a form to discontinue their IEP. Students currently enrolled at Blast who develop or identify an academic need that we are unable to meet (as determined by the staff at Blast) will have the opportunity to unenroll without penalty.

**Retention/Meeting Student Needs**

Students who are significantly struggling in more than one subject area will receive as much assistance as we are able to give them throughout the school day. It will be the responsibility of the parent to help close the academic gap for them. We will provide as much support to the family as we can. However, since we do not have a special education or intervention team, there are limits to what services we are able to provide. Students' academic achievements will be communicated to the family throughout the school year. A student who is significantly behind in more than one subject area may need to repeat a grade level the following year. Depending on the severity, Blast may recommend moving them mid-year if necessary. This decision will be made by the teacher as well as the Blast Administration and will be communicated to the parent along with the options associated with their specific scenario. Please know that all of this is done prayerfully, and with the students' best interest in the forefront.

**Communication Requirement**

We use Class Dojo daily for school to parent and teacher to parent communication. Parents are required to have easy access to Class Dojo, check updates in a timely manner, and respond as needed.

## **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. Children will be allowed to check-in up to 15 minutes prior to the start of their school day. (No earlier than 7:45)
2. 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.
3. In the event of divorce, separation, or other court-appointed custody change, Blast Administration must have a notarized copy of the court order on file to withhold a child from a parent/guardian.
4. If you are late to pick up (3:15 or after for all day students, 12:15 or after for K4) a \$15 charge will be applied to the next months' tuition for each day to cover the additional pay required for the staff member that must stay late to accommodate you.

## **Supply Fees**

There is a supply fee of \$300 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. 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 15th of each month. New students will pay their August tuition at enrollment. Returning students' August tuition will be due by July 15. September tuition will be due on the first day of school. Monthly tuition will then be charged each 15th of the month through April. 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. \$350 Billed monthly.

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

There is a 5% discount for tuition paid in full upfront.

Tuition for the second enrolled sibling is \$50 off per month. Tuition for the third sibling enrolled is \$75 off per month.

## **Records & LOI**

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, emergency numbers, parental custody, permission to photograph/video, and child pick-up authorizations must be promptly reported in writing to Administration.

Blast Administration will turn in the required Letter of Intent (LOI) for all students to the Madison County School Board of Education as required by law. You may still send them a letter if you wish, but you do not have to. Blast will maintain student grade and attendance records as mandated by the State of Kentucky.

## **Attendance Policy**

We function as an educational co-op. This means that the legal requirement to ensure that each child meets the 170 instructional days required by Kentucky State Law, falls to the parent. We will keep a record of the number of days your child is in attendance and/or completes 'homeschool day' work. However, if your child misses one of our in session days and does not complete their work for that day, we cannot record that day as an instructional day for your child. In this case, it will be necessary for you to keep a record of educational days that you have provided your child to make up for the days missed in session at Blast. This, along with our records, will keep you in compliance with the Kentucky State Law for homeschooling.

## **Dress Code**

Our bodies are temples of the Holy Spirit, amazing creations of God, and priceless purchases bought by Christ. We are created in the image of God. The purpose of the human body is to bear that sacred image. In 1 Timothy 4:12 we read, "Let no one despise or think less of you because of your youth, but be an example for the believers, in speech, in conduct, in love, in faith and in purity." The way we present ourselves through our dress and general representations should represent Christ-like purity & conduct. Godliness, cleanliness, modesty, practicality, neatness, & safety need to be considered when dressing for school.

- Students may only wear articles of clothing to school that they are able to take on and off independently (including coats, pants, and laced shoes).
- Students may only dress according to their gender. Cross-dressing is not permitted under any circumstance, including Halloween & dress up days.
- Students may not wear clothing with vulgar words or pictures.
- Students may not wear clothing representing drugs, smoking, or alcohol companies or usage.
- Clothing should be well fitting. Too small clothing tends to be more revealing.
- Clothing should not be skin tight.
- Clothing must cover the chest, abdomen, and back side during all movements.
- Shorts must be a modest length - the fingertip test is a great way to ensure this.
- Undergarments must not be visible.
- Girls wearing dresses MUST wear shorts or opaque tights underneath.

Parents will be contacted immediately in the event of any breach of this dress code. It will be the parents responsibility to provide alternative clothing for the child before they may return to class.

## **Medication**

NO medication will be given to your child without written permission - this will need to be approved by the teacher and an administrator. Medication must be in the original bottle and properly labeled. After administering the medication the teacher or director will notify the parent with the time and amount of medication given.

## 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. You may NOT bring children to Blast if they have experienced any of the following within 24 hours, unmedicated:

- A temperature: 100 degrees 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 school 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 in the office until a parent/guardian or an authorized adult arrives. All sick policies are subject to the discretion of Blast Administration.

## Disaster Procedures and Emergency Drills

Emergency drills will occur monthly and in a rotation. Evacuation routes are posted in all classrooms.

- FIRE: Teachers are instructed to lead their class of children to one of the posted emergency exits and to keep the children as far away from the building as possible.
- TORNADO: Teachers are instructed to take their children to the nearest severe weather shelter zones as marked in each classroom - these areas were determined during the building inspections by the codes department. 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**

Student standards and expectations are for the purpose of fostering spiritual development, encouraging wholesomeness, strengthening unity, and building integrity. Being a part of Blast is a privilege and with this privilege come certain responsibilities. Character building is an integral part of our program. As Christians, we operate from the premise that living our lives based on Biblical standards enables us to glorify and please God. Within the school setting, there are certain character traits which not only please God but make for positive relationships within the school community. In an atmosphere of definitive and positive Christian standards of conduct, there is an opportunity for the development of a strong and stable Christian character. Students displaying inappropriate attitudes and behavior will be appropriately disciplined. Students are expected to refrain from the following or face disciplinary action that may include suspension or expulsion. This list is not all-inclusive and may be amended at the discretion of the administration.

- Vulgar language/Lord's name in vain
- Fighting
- Bullying
- Putting Hands on People
- Verbal abuse/Criticism
- Indecent exposure
- Cheating
- Vandalism
- Stealing
- Disobedience
- Defiance/Disrespect
- Lying
- Sexual Immorality
- Violent threats or actions

Should a child demonstrate unacceptable behavior Blast 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.

Blast staff reserves the right to bypass the above three-strike policy if the behavior deems necessary.

## **Class Dojo**

We use Class Dojo as a behavior management platform. This platform will track student behavior and communicate it to parents. This system is designed to help students learn that they are responsible and accountable for their own behavior and to help them learn self-discipline over time. To aid students with this transition according to their developmental readiness, our lower level students receive or lose extrinsic rewards based on their behavior. Throughout a students' time at Blast, they will learn that the true reward for goodness is intrinsic and usually around 4th grade, our behavior management systems will transition to support this as well. We do support the Biblical model that disobedience earns consequence. Teachers and Administration will assign a fitting consequence for poor classroom behavior.

## **Parent Involvement**

The opportunity for parent involvement in the classroom will be communicated by each teacher. Family members who wish to be a part of our special days throughout the year will have to complete MinistrySafe Training and a Background Check at their cost (you may provide a current Background Check completed elsewhere or one will be assigned to you through MinistrySafe). Parent/teacher conferences will be held at least once during the school year and at other times as needed to discuss progress, accomplishments, and concerns. Communication between the lead teacher and parent is mandatory.

## **Building Security**

Blast has taken many measures to enhance the security of our building. All exterior doors stay locked and monitored throughout the day. All visitors to the church and the school must check in through our office, show ID if needed, and exchange their car keys for one of our visitor badges. Badges must be worn and visible through the entirety of their stay.



## **Field Trips**

Our 'Field Trips' are more similar to a group outing between our families. They are optional, however, if you choose not to participate, it will be your responsibility to keep a record of educational days you have provided for your child in order to be compliant to the 170 educational days required by Kentucky State Law. Parents have full responsibility for transporting their child to and from any field trip location or assigning someone else to. 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.

## **Picture / Video Permission**

ALL students' photos may be taken and shared with their class on Class Dojo and used for other in-school activities and events periodically by the teacher. We ask all parents' permission to have their child's photograph or video taken for use on our Facebook page, website, and any and all online platforms. This permission is found in the enrollment packet.

## **Outdoor Play**

Children will go outside every day, weather permitting (temperatures over 40 degrees and under 94 degrees) . 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.

## **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.

## **Lunch**

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 keep cool, cook, microwave, or reheat any food so please pack a lunch that is ready to be eaten. We are NOT a peanut free environment. If your child has any food allergies or special dietary needs please discuss this in detail with Administration prior to your child's first day.

## **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.

**Withdrawal Policy**

Our contracts are binding 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 unforeseen financial burden. 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 board 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.