



GRACE
BAPTIST ACADEMY



GRACE BAPTIST ACADEMY
LIONS

Student Handbook

www.gbcspringfield.org



Dear GBA Parent or Guardian:

On behalf of our Pastor, Principal, faculty, and staff, we would like to thank you for enrolling your child at Grace Baptist Academy. We feel blessed to have this opportunity to partner with you in training the next generation in God's word and academic excellence. In this handbook, we have published general rules and regulations. You are urged to contact us with any questions. These rules are not all-inclusive but are used as a guideline. Administration always reserves the right to make a final decision when it is in the best interest of the students and/or school.

GBA School Hours of Operation

Before Care hours are 6:30 AM - 8:00 AM

School Hours are 8:00 AM - 3:00 PM

After Care hours are 3:00 PM - 5:30 PM

School Board: The School Board holds their meetings quarterly. The Board hears the Principal's Report and acts as needed.

Administration:

Ms. Lynelle Sutton, Principal



Notice of Nondiscrimination

GBA admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national origin and ethnic origin in administration of its educational policies, admissions, policies, tuition assistance programs, and athletic and other school-administered programs.

The School Board of GBA also unanimously adopted the following resolutions, which meet IRS guidelines:

RESOLVED, that the Notice of Nondiscriminatory Policy as to Students, is hereby adopted and approved in all respects and

FURTHER RESOLVED, that upon acceptance of applications of prospective students, the Notice of Nondiscriminatory Policy as to Students shall be published and likely to be read by prospective students and their families in accordance with Internal Revenue Procedure 75-50 and

FURTHER RESOLVED, that the Notice of Nondiscriminatory Policy as to Students be included in all brochures and catalogues published by the school and

FURTHER RESOLVED, that the following notice be included in any written advertisement published by the school: "GBA admits students of any race, color, and national or ethnic origin."

The Nondiscriminatory Policy of GBA also includes "the hiring of faculty or administrative staff."



GBA Mission Statement

The mission of Grace Baptist Academy is the same as Grace Baptist Church, which is to Exalt the Savior, Equip the Saints, and Evangelize the Lost. Matthew 28:17-20.

Vision Statement

The vision of GBA is to be a Christ-centered school to promote academic excellence, integrate godly principles for living. Also, to guide every child toward maturity in Christ in a safe and loving environment.

Purpose of Grace Baptist Academy

The purpose of GBA is to provide a sound academic education based upon a firm foundation in the authoritative and inerrant Word of God. The Bible is specific in stating the principles which underline Christian Education. The apostle Paul stated, "For by Him were all things created, that are in the Heaven and that are in the earth. He is before all things and by Him all things consist" (Colossians 1:16-17). The Gospel of John states, "All things were made by Him and without Him, nothing was made that has been made" (John 1:3).

Functioning as an extension of the Christian home, GBA supports parents who seek to obey the Bible instructions which gives them ultimate responsibility for the education of their children. This is taught in Deuteronomy, "And these words which I command you today shall be in your heart. You shall teach to your children and shall talk to them when you sit in your house, when you walk by the way, when you lie down, and when you rise up. You shall bind them as a sign on your hand, and they shall be as frontlets between your eyes. You shall write them on the doorpost of your house and on your gates" (Deuteronomy 6:6-9). Because the Christian approach to learning differs significantly from the secular viewpoint, GBA offers a curriculum rooted in a God-centered view of life. This view holds that God's truth is the standard for all truth. The curriculum (Abeka) taught by a Christian faculty, allows parents to provide their children with academic instruction consistent with the Christ-centered teaching received at home and at church. We make Jesus Christ the center of attention. We teach children the importance of trusting Jesus Christ as their Savior and Lord. We also teach God's principles for living a godly life.



Patriotic Emphasis

We at GBA believe patriotism should be encouraged and taught in accordance with the Word of God (Romans 13:1 and 1Timothy 2:1-2). The curriculum we use teaches respect for authority and the responsibilities each student owes to community, state, and nation. Pledges to the American flag, Christian flag, and Bible, as well as related songs, are an important part of the beginning of each day. Every child will participate by standing at attention, reciting pledges, and singing songs.

Romans 2:11 policy

GBA makes no distinction in admissions or employment concerning race or ethnic background. We recognize that God makes no preferential treatment concerning these things as stated in Romans 2:11.

Teachers and Staff

Teachers at GBA do more than educate students about textbook subjects. Faculty and staff members are carefully screened to ensure that they meet the academic, spiritual, and personal qualifications. Elementary teachers must hold a minimum of a bachelor's degree from an accredited institution. Additionally, they must obtain certification from ACSI, working toward standard certification. Teachers are required to maintain their certification for continued employment. Our teachers and staff must exemplify Christ's love and power in the lives. GBA employees are required to be in regular fellowship at a local church.

School Philosophy

*GBA principles were founded from the Holy Bible.

*Our view of the world is based on the basic truths from God's word.

*We acknowledge that the goal of education is that each student will work out the good, acceptable, perfect will of God in his or her life.



*GBA strives to nurture character development in students so they can become the person God wants them to be.

*Students at GBA are held to higher standards of conduct than are the students at secular schools.

*GBA recognizes the home as the primary learning arena.

*GBA believes that all staff members should have a personal commitment to Christ Jesus and regularly attend a local, Bible-believing church.

Accreditation Statement

A system of accrediting private or public schools is not required nor provided for in state law. However, it is our goal to be accredited by ACSI (Association of Christian Schools International). We are currently a member school of ACSI and are pursuing full Accreditation.

Admission Policy

To enroll a student in GBA we must have:

- Enrollment Application
- Parental Agreement
- Authorization for Emergency Care to Minors
- Copy of Birth Certificate
- Copy of Immunization Records
- Current Student records if transferring from another school

Enrollment Fee

A \$50 enrollment fee is collected with the application. It is non-refundable and due upon enrollment. This fee must be paid by cash, check, or online. A child is not officially enrolled until the fee is paid.



Parent-Teacher Conferences

Parent-teacher conferences are held with each student's parent at least twice during the school year. A conference sign-up sheet will be sent home two weeks before conferences. Every effort will be taken to accommodate parents in attending the meetings. These will take place during the teacher's planning time and/or after school hours. A parent may request a meeting at any time. This request will need to be put in writing and given to the child's teacher before the meeting is scheduled.

Report Cards

Student report cards will go home every 9 weeks. K3 and K4 will receive an A for advanced, S for satisfactory or a N for needs improvement. If a skill is not marked it means it hasn't been covered in class yet. Elementary grades will receive letter grades and are as follows:

A = 90-100	C= 70-79	F= 59 and below
B= 80-89	D= 60-69	

There will also be a comment section on the report card so the teacher can give more information. These report cards are to be signed by a parent and returned to the teacher.

Attendance

Regular attendance is a critical component for success in school and the development of a sense of responsibility for students. TN State Law mandates that all children between the ages of 6-17 must attend school. Studies show a direct correlation between academic success and regular school attendance. Parents should notify the school by 8:00 AM if their child is going to be absent for any reason or if they are going to be picked up early. A Student must attend school a half day or more (11:30 AM) to be counted present for the day. Excessive absences may result in disciplinary action such as a behavior contract and academic failure. To ensure student success, **students must be in class in their seat by 8:00 AM** to receive valuable instruction in the classroom. Anything later than 8:00 AM will result in an unexcused tardy. Three unexcused tardies = one unexcused absence. A student is considered absent after missing 10 minutes of class unless teacher/school has been notified.



GBA allows up to 5 excused absences per 9 weeks. Normal reasons for absences are medical/dental appointments, temporary illnesses, injury, and funerals. These absences are required to have a doctor or dentist note. Students who have excused absences will have three days after returning to make up assignments or tests they missed.

Family vacations will be counted as unexcused absences. The GBA School Board suggests vacations be taken during scheduled breaks. Please refer to the school calendar for dates GBA will not be open.

All absences become a part of your child's permanent record. Excessive absences will negatively impact a child's learning and grades. Unexcused absences could lead to truancy issues. The state of Tennessee legally defines a "truant" as a student who has accumulated five or more unexcused absences or 10 excused absences per year. Parents will receive a letter if their child reaches the truant stage according to State Mandate. The student will then be placed on an attendance contract and parents will meet with the principal to encourage attendance and academic success.

School Closures Due to Inclement Weather and Federal Holidays

At the start of each school year GBA will require parents to sign the Inclement Weather Procedure form. The form will require parents to indicate whether their family will or will not need childcare on inclement weather days. If you state that you will not need childcare on inclement weather days, then your child will not be able to attend on inclement weather days. In the case of unforeseen circumstances such as job schedule change, change of employment, or personal situation in the home, GBA will require you to submit another Inclement Weather Procedure form to administration. If you do not submit a revised form, we will not be able to accommodate your childcare need on inclement weather days. If you do not fill out the form and turn it in we will assume this as an indication that your child will not be attending GBA on inclement weather days. This procedure allows GBA to adequately staff inclement weather days based on the needs of our GBA parents.

GBA will be open on a few select federal holidays. If Robertson County schools are closed for a federal holiday and GBA is open on that federal holiday, student absences at GBA will not count against the student.



Inclement weather days and federal holidays are not mandatory and will not count against attendance records. Curriculum will not be taught on inclement weather days or federal holidays so all students will stay on track in the classrooms.

Code of Conduct

All students are encouraged and expected to conduct themselves in an appropriate manner at school, school events, and in the classroom. Respecting others as well as others' property and persons are expected. GBA strives to encourage students' appropriate and commendable behavior through both positive recognition and corrective consequences.

Electronics Policy

Students are not allowed to wear smart watches, bring tablets, or have cell phones on their person. If they are caught with them the administrator will collect them and a parent will have to come pick it up.

Anti-Bullying Policy

It is our commitment to provide a safe learning environment. We take accusations of bullying seriously, and we work to help students resolve issues. If someone suspects bullying, it is to be reported to the teacher immediately.

Dress Code

All students must wear their uniform Monday through Thursday. The elementary students must keep their shirt tails tucked into their bottoms. Khaki pants, shorts, or skorts must be worn with a GBA uniform shirt. Solid color leggings may be worn under skorts and jumpers for the girls. Clothes must be fresh and in good condition (clean, no holes or stains). Outer clothing without the GBA crest should not be worn over the uniform shirt or jumper. Students must wear shoes that have a strap around the back of their heel, but closed toe shoes are preferred.



Fridays at GBA are considered a causal day. Students are allowed to wear articles of clothing purchased from the Lion's Den, including GBA shorts. Students are also allowed to wear jeans that are in good condition on Fridays. Jeans with factory made holes are not considered good condition.

Students who want to wear a jacket indoors must wear a jacket with the GBA crest. This keeps suit with our uniform dress code.

Selected GBA attire is available at the Lion's Den.

If there is a dress code violation, the teacher will not address the child, but will notify the principal. The principal will contact parents by phone to address the violation and request that they immediately bring proper attire. If adequate uniform attire cannot be brought to school by someone, a uniform from the Lion's Den will be issued and charged to the student's account.

There will be days when students can wear other articles of clothing for special occasions. Teachers will let parents know through monthly newsletters about these days.

Tennis shoes are required for PE. PE will now be every day for K-2nd Grade and twice a week for K-4.

Drop-off and Pick up Procedure for Preschool

Drop-Off: Preschool students may not arrive earlier than 6:30 AM. Parents will bring them to the GBA Office on the side of the church closest to the Pentecost property. There the parent will sign in and check in their student and place the security tag on their child's shirt and keep the other sticker themselves for verification.

Pick-up: Preschool students can be picked up between 2:50 PM – 5:30 PM. Parents will come in the GBA Office on the side of the church closest to the Pentecost property. There the student will be signed out by the parent and the security tag code will be confirmed. Students will not be released to another person until the security tag is confirmed. If the person who drops off in the morning is not the person who is picking up in the afternoon a picture of the security tag needs to be sent to the one picking up from school. Grace Baptist Academy will no longer accept parental driver's licenses as a form of identification as a substitute for a security tag code for pick up in the afternoons.

Please pick up your child no later than 5:30 PM. When students are picked up later than 5:30 PM their account will be charged \$1 for every minute late.



If the Preschool student has a sibling in the Elementary school the Elementary school student will be dismissed to the GBA Office. This keeps the parent from having to pick up children from two locations.

Drop-off and Pick up Procedure for Elementary School

Drop-Off: Elementary students may not arrive earlier than 6:30 AM. From 6:30 AM-7:45 AM parents will bring their Elementary students to the GBA Office on the side of the church closest to the Pentecost property to be checked in. From 7:45 AM -8:00 AM Parents will bring them to the glass double doors under the awning at the rear of the church. There the student can be dropped off in the car rider line. There will be a GBA employee at the doors to make sure the student enters the school and goes to the designated Before Care area.

Pick-up: From 2:50 PM - 3:15 PM Elementary students will be called from their classroom and released to your vehicle in the car rider line. Each Elementary school student will be issued two car tags with your student's number for your car visor. Please fill out the GBA Approved Pick Up Form to list those who are allowed to pick up your student. If someone other than a parent is picking up the student, GBA will need verification in writing from a parent prior to pick-up. The person picking up your child will need to show their driver's license for proof of identity and be able to give the student number of the child they are picking up. If the person is incapable of producing the student number and proof of identity the child will not be released and the parents will be called to come pick up their child.

Pick up after 3:15: You will need to enter the school at the GBA Preschool entrance to pick your child up. If someone other than a parent is picking up the student, GBA will need verification from a parent prior to pick up. The person picking up your child will need to show their driver's license for proof of identity.

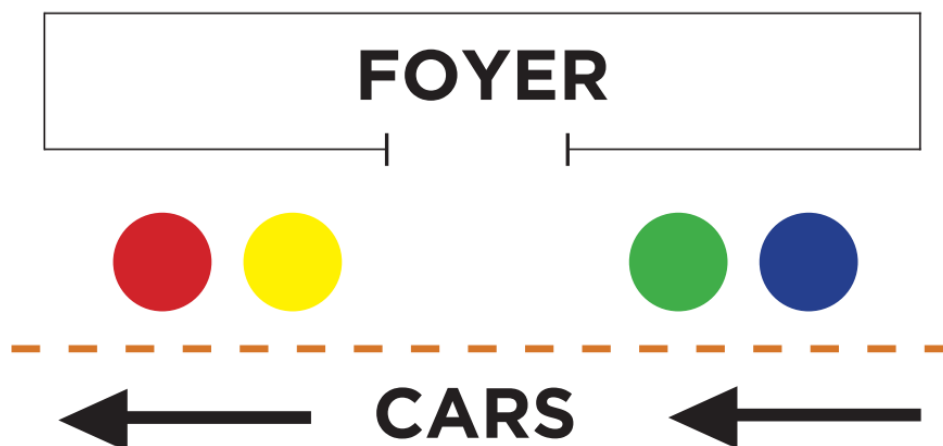
Please pick up your child no later than 5:30 PM. When students are picked up later than 5:30 PM their account will be charged \$1 for every minute late.

If the Elementary student has a sibling in the Preschool the Elementary student will be dismissed to the GBA Office. This keeps the parent from having to pick up children from two locations.



Car Rider Line Procedure

All elementary age students will be dismissed to the foyer for Car Rider Line at 2:45 PM. When you enter the church campus, stay left into the gravel parking lot and continue to the opposite side of the church. Proceed to the car awning over the glass double doors. Parents will need to display their Car Rider Tag to communicate which student(s) they are picking up. Students will wait in the foyer until they hear their car rider number called, upon hearing their number they will proceed outside to a colored circle to wait for their vehicle. As parents move to the front of the line their children will be released from the colored circles to load into their designated vehicles.



Lunch/Snack

Preschool students will have a morning snack time. Parents are to provide the snack and label it "A.M."

Both Preschool and Elementary students in After Care will have a snack time. Parents are to provide the snack and label it "P.M."

Lunch – Students are to bring their lunches in a container such as a paper bag or lunch box. These lunches are to be nutritious and healthy. Foods will not be warmed up by staff. Please



provide them with a drink but not soft drinks. If your student needs a spoon or fork, please provide it in their lunch container. Students will also need a **labeled water bottle or sippy cup each day that is free of leaks.**

Disciplinary Actions

Proverbs 22:6 instructs us “to train up a child in the way he should go.” We would like to partner with you to do just that. One of the most important reasons for maintaining discipline in the classroom is to provide the framework necessary to build faith in Christ. If we allow ungodly attitudes and behaviors to control our classrooms, we will be ineffective in pointing our students to Christ. Just as the school must support the home, the home must support the school. It is with these thoughts in mind that GBA exercises a school wide procedure for discipline.

Our school wide policy is that correction of the student must be done in love. Teachers use the color charts which students can clip up or down according to behavior and actions.

Elementary teachers use a 6-color chart and Preschool uses a 3-color chart. Teachers will send home a copy of how their clip charts work.

1st offense- Warning to the student is verbal.

2nd offense (same day)- Student will sit out from recess or centers for 5 minutes.

3rd offense (same day) – Student will sit out for one full recess or center time or be removed from the classroom. An orange slip will be written and submitted to the school principal. The principal will meet with the student to discuss the ongoing behavior problem and send home the orange slip for parents to sign and return the next day.

If a student frequently misbehaves, the principal will meet with the student, and depending upon the severity of the situation and the age of the student, the student may receive an Incident Report. The Incident Report may have further consequences given to the student which will be determined on a case-by-case basis. In the event the behavior continues, a meeting will be scheduled with the parents, teacher, and principal to develop a plan and to seek a solution to the underlying problem to help the child be successful in the classroom. Repeated problems in behavior may need corrective measures and incentive plans not outlined here.



If the teacher and principal agree that extreme behavior has occurred, they will begin the process for administering a student suspension/expulsion. The parent will be notified to take the student home on the day of occurrence. Extreme behavior is defined as: *deliberate action that causes injury or endangers another person, severe temper tantrums, talking back to the teacher, administrator or staff, blatant disobedience or striking a teacher, principal, or staff member*. If the behavior continues to be out of control, then a meeting will be held with the parent, teacher, principal, and Senior Pastor to discuss suspension/expulsion.

Appeal Process – The student's parent or legal guardian may appeal the suspension/expulsion to the Senior Pastor. The request must be in writing and received in the principal's office within three school days. A conference with the student and parents will be held within five school days, after which a decision will be issued.

Corporal punishment is not practiced at Grace Baptist Academy.

Resolving Problems and Addressing Concerns

We recognize that in any organization, regardless of the best intent and effort, disagreements and misunderstandings may arise. It is not the problems that measure the institution, but how those problems are managed. As a Christian organization, it is important to follow Biblical standards: to take concerns directly to those who are involved (Matthew 5:22-24 and 18:15-20).

Before you talk to anyone, pray about the situation.

Child Abuse Reporting

The state of Tennessee requires school officials and staff members to adhere to all necessary legal provisions enacted to protect children.

Communication

We encourage you to access our website and social media for updated and continued communication. Teachers will send home monthly newsletters to let you know what special



activities will be happening. We also use texting, emails, and voicemails to let you know additional information.

Toys at School

We do not allow students to bring toys to school except for show-and-tell or stuffed animals for nap time.

Administration of Medication

A school nurse, principal, teacher, or staff member may administer nonprescription and prescription medications. The school will keep a medication log indicating what medicine was given, dosage, time, and who administered. Medicine will be properly stored and only accessible to the designated staff who are permitted to administer it. Over the counter medication must be unopened in the original packaging with the child's name written on it with dosage instructions (cough meds, Tylenol, etc.).

Prescription medication requires dosage information, how to administer and schedule for administering. Inhalers may stay in student backpacks and used as needed. A doctor's note is also needed for the student file telling the name of inhaler, dosage and how often it should be administered.

Visitors

Visitors are welcome at Grace Baptist Academy. All parents must notify the principal a few days prior to the visit. If the visitor isn't a parent or guardian, the parent or guardian must provide the name and relation to the student. Upon arrival the visitor will be required to show either a state issued driver's license or state issued identification card.



Receiving Important Information About GBA

Grace Baptist Academy uses three communication avenues to keep parents updated on what is going on at GBA as well as special announcements and inclement weather days. The three forms of communication are text, voicemail, and email. GBA does post information on Facebook, but text, voicemail, and email are our official forms of communication. Please do not rely on social media for special announcements and inclement weather days.

All GBA Parents must opt into our system to receive text messages. **Please Text "ALERT" to 22300 to receive important messages from our staff and administration.**

This handbook is intended to be a guideline to support a positive academic environment and rich educational experience. The administration reserves the right to make final decisions regarding each situation.



Immunization Requirements for GBA

Children enrolling in Preschool:

- Haemophilus influenzae type B (Hib): only if younger than 5 years
- Pneumococcal conjugate vaccine (PCV): only if younger than 5 years
- Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)
- Poliomyelitis (IPV or OPV)
- Hepatitis B (HBV)
- Hepatitis A: 1 dose, required by 18 months of age or older
- Measles, Mumps, Rubella (1 dose of each, normally given together as MMR)
- Varicella (1 dose or credible history of disease)

Children enrolling in Kindergarten:

- Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)
- Poliomyelitis (IPV or OPV): final dose on or after the 4th birthday required
- Hepatitis B (HBV)
- Hepatitis A: total of 2 doses, spaced at least 6 months apart (recommended 6-18 months)
- Measles, Mumps, Rubella (2 doses of each, usually given together as MMR)
- Varicella (2 doses or history of disease)

KEEP ME HOME IF.....



I have a fever 100F or more (taken under the arm), and sore throat, rash, vomiting, diarrhea, flu, Covid, or earache.

I have a body rash, especially with a fever or itching. This includes lice or nits.

I have thick mucus or pus draining from an eye or eyes.

I have a fever with swollen glands.

I am unusually tired, pale, lack of appetite, confused, or cranky.

I have vomited two or more times in 24 hours.

I have had diarrhea (three or more watery stools in 24 hours).

When your child is sick:

Have plans for back up childcare. Tell your caregiver what is wrong with your child, even if your child stays home.

Children need to be symptom free for 48 hours without medication that masks symptoms of fever, coughing, sore throat, or body aches.

Students will need to be cleared of any contagious illness by their physician before returning to school.



Financial Information

2023-2024

Registration Fee	\$50 – one-time fee
Tuition PreK-2	\$6,300/ school year 2023-2024
Tuition PreK-3 – 4 th Grade	\$5,500/ school year 2023-2024
Before School Care	\$0
After School Care	\$10 per day

Late Fee for tuition payment received after due date is \$100.

Late Fee for picking up student after 5:30 PM is \$1 per minute late.

Parents making payments online using debit or credit cards will be required to pay a convenience fee.

Parents making payments online by ACH, check, or cash will not be charged a convenience fee.

Tuition is billed monthly during the school year, August-May.



3 Ways to Pay Tuition

- ◆ Text 'GBCSpringfield' and the amount you want to pay to 73256.

Click the link, Complete your payment

- ◆ www.gbcspringfield.org

Click the Online Giving tab at the top left corner of the webpage. Enter the amount of payment and choose GBA Payment as the Fund option.

- ◆ Drop your payment off at the front desk, located in the preschool hall.

There will be a \$12 charge on all debit or credit card payments

Referral Incentive Program



“A parent talking about their experience with you is worth ten times that which you write or say about yourself.” David J. Greer from *Wind in Your Sails*.

What you, the parent of a child attending GBA, say about your experience to a prospective student's parent is invaluable. Because we understand and believe this to be true, we have developed an incentive for you to put your influence to work for your child's education.

The lifeblood of any educational institution is students. Our entire ministry at GBA revolves around having children to teach. To recruit those children, we need a vibrant, influential witness in the community to inform and recommend GBA to families who are seeking private, Christian education. Therefore, the program will work as follows:

The Program

For the 2023-24 school year, the tuition for Pre-K & Elementary students will increase to \$5,500 for the August through May school term. For you, the parent of a current GBA student, if you have a referral within the current GBA school year (2022-23 Academic Year) that becomes a new student in the GBA family and that new student completes the current academic school year (2022-23 Academic Year), you (the parent of a current GBA student) tuition rate will not increase and will remain at the current rate of tuition for the current school year (2022-23 Academic Year which is \$5,300) for the following school year. For example, if a parent of a current GBA student had a referral that becomes a student for 2022-23 and that student completed the 2022-23 academic school year, the parent of the current GBA student will retain a tuition in the amount of \$5300 for the 2023-24 Academic school year.

Qualifications:

1. A parent can only receive one tuition reduction per academic school year, however it is to the benefit of all parents to refer as many children as possible to make sure at least one finishes the year.
2. If a referred student is placed on a “Waiting List” the referring parent will retain the current incentives offered by the RIP Program
3. The discount will only be applied to the year following the year the student begins, as in the example above.
4. The discount will be available into the foreseeable future. In other words, a parent could qualify every year for the discount until their child finished 12th grade



2023-2024 School Calendar

Aug 3 & 4, 2023	Open House/ Parent Orientation starts at 5:30 PM
Aug 7	Students First Day (full day)
Sept 4	Labor Day - School Closed
Oct 9-13	Fall Break - School Closed
Oct 20	Report cards- 1 st Quarter
Nov 22-24	Thanksgiving Holiday - School Closed
Dec 21 - Jan 8	Christmas Break - School Closed
Jan 8, 2024	Students Return (full day)
Jan 12	Report Cards 2 nd Quarter
March 18-22	Spring Break - School Closed
March 28	Report Cards- 3 rd Quarter
March 29	Good Friday - School Closed
May 24	Last Day of School (full day) & Report Cards-4 th Quarter

1st Quarter Aug 7-Oct 6

2nd Quarter Oct 16-Dec 20

3rd Quarter Jan 8-March 15 (added week to account for snow days)

4th Quarter March 25-May 24



Inclement Weather Form

In all efforts to streamline and simplify inclement weather days Grace Baptist Academy has implemented a procedure to assist both parents and staff. Please state below whether you will need or will not need childcare on inclement weather days.

By signing you do not need childcare on inclement weather days you will not have access to childcare on those days unless you resubmit a new form prior to an inclement weather day.

Please sign and return this form.

_____ **Yes**, my child will be attending GBA on all inclement weather days.

_____ **No**, I do not need childcare on inclement weather days at GBA.

(Signature)

(Date)

(Child or children's first and last name)



PreK-2 -4th Grade After Care Sign Up

Please indicate if you will need to utilize Before Care and After Care. There is no additional charge but allows us to adequately staff Before Care and After Care.

You may resubmit this form if you have had a life change. Please submit that life change in writing to Mrs. Marla Ellis and our administration will review the request.

Please sign and return this form.

_____ My Child will use After Care

Please circle the following days: **M T W Th F**

_____ My Child will NOT use After Care

(Signature)

(Date)

(Child or children's first and last name)



GRACE
BAPTIST ACADEMY

List of Approved People to Pick My Child(ren) Up
Requires Name, Phone Number & Driver's License Number

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

(Signature)

(Date)

(Child or children's first and last name)



The parent(s) of _____ have received the
Grace Baptist Academy handbook and will adhere to the policies and procedures
set forth by Grace Baptist Academy.

Name(s)

Signature(s)

Date