



2026-2027 Parent Handbook

Please sign and return this first page.

I have read and understand the contents of the Lexington Baptist Academy Parent Handbook. With my signature, I am indicating that I will abide by the policies and procedures contained within.

Child Name:

Parent Signature:

Teacher Name:

Today's Date:

Dear Parents,

What a gift children are from God! They bring joy to our lives, energy to our homes, and daily reminders of the innocence and wonder we often forget as adults. They also teach us about God. Psalm 8:2 says, “From the lips of children and infants you have ordained praise.”

Jesus loved and valued children. He said, “Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these” (Luke 18:16).

At Lexington Baptist Church, we treasure our children and believe it is never too early for them to learn about Jesus. Our Academy exists to help young children know and love Jesus in a safe, fun, and nurturing environment.

This handbook will help you understand what we do and why we do it. Ministering to such a vibrant group of little ones requires a program that is not only spiritual and Biblical but also well-organized and engaging. Inside, you’ll find helpful information to guide you as you partner with us in your child’s spiritual growth.

We pray your family has a meaningful and joyful experience in our Academy. May God bless you as you raise your children “in the training and instruction of the Lord” (Ephesians 6:4).

Lexington Baptist Church Pastors

Dear Parents,

The start of a new school year is always an exciting time—for your children and for all of us at Lexington Baptist Academy! We're filled with anticipation as we prepare for a year of learning, growth, and joyful experiences.

Our mission is to create a safe, loving, and enthusiastic environment where children can thrive academically, spiritually, and emotionally. Thank you for giving us the opportunity to know and nurture your child. Each one is a precious gift from God, and we are truly honored that you have chosen Lexington Baptist Academy to partner with your family.

Our school is more than just a place of learning. It is a place where children grow in their relationship with God, develop a love for others, and discover the joy of learning. We cherish your child and are grateful for the chance to serve your family in this season.

This handbook is designed to help you understand our programs, policies, and expectations. We encourage you to read through it carefully and keep it nearby for future reference.

I look forward to meeting you and your child and to all the wonderful moments this year will bring.

“Train up a child in the way he should go; even when he is old he will not depart from it.” – Proverbs 22:6

With a grateful heart,

Jeany Watkins
Academy Director

Please feel free to contact me at any time through Brightwheel, by visiting the Academy, or by email at jwatkins@lexingtonbaptist.org.

Mission Statement

As an extension of Lexington Baptist Church, Lexington Baptist Academy exists to provide a quality education in a Christian environment where each child and their parents develop:

- a heart that loves Jesus
- a mind that desires to learn about Him
- hands that are eager to serve others
- feet that go and share the good news.

Our goal is to help each child grow spiritually, socially, mentally, physically, and emotionally within the scope of their God-given abilities.

“And Jesus grew in wisdom and stature, and in favor with God and man.”
Luke 2:52

Objectives

1. To develop an awareness of God’s love for him/her and learn to share that love with others.
2. To develop an awareness that the Bible is a special book.
3. To begin to lay the foundation for the development of a philosophy of life that is in harmony with Biblical principles.
4. To develop an awareness of the world around him/her.
5. To develop his/her ability to have satisfying experiences in working and play with those his/her own age.
6. To develop self-expression through investigation and participation in group activities.
7. To begin the development of positive self-esteem.
8. To bridge the gap between home and school; achieve school readiness.

Organization

The day-to-day operation is planned and supervised by the Lexington Baptist Academy Director, Assistant Director, and Administrative Assistant. Lexington Baptist Academy is part of the ministry of Lexington Baptist Church and reports monthly to the Lexington Baptist Academy Board. All matters of business are taken before this capable leadership team, whose members are selected by the church.

Lexington Baptist Academy Board

The Lexington Baptist Academy Board provides direction in setting all policies, approving employees, establishing salaries and budgets, overseeing all financial records, setting goals and objectives for the future growth of the program, and ensuring that Lexington Baptist Academy is consistent in its operation with the mission statement.

Staff

Lexington Baptist Academy Staff and Teachers are well-qualified and prayerfully chosen by the Academy Team. Our main concern is the safety of your child. “Blessed are you when your church says, ‘Teach our children’ for then you are numbered among those who follow the great command, ‘Go Teach’”

Positivity & Partnership

We believe children thrive when families and staff work together in a spirit of encouragement and respect. We ask that parents help create a positive atmosphere by communicating with kindness and addressing concerns directly with our staff.

We also ask that families refrain from speaking negatively about the school, its staff, or other families—both in person and on social media. When concerns are shared respectfully and directly, we can work together toward understanding and resolution in a Christ-honoring way.

Registration

Registration is for children ages 18-months through 5K. They must be the age of their class on or before September 1st. Three-year-old students must be potty trained. A NON-REFUNDABLE fee is payable at the time of Registration. This fee is determined each year by the Academy Board. A birth certificate and immunization record or SC DHEC Religious Exemption Forms for Immunizations are requested at the time of registration and required by the time of Orientation.

Registration begins in the month of January for our current Academy families and their siblings, as well as for families that have been part of Lexington Baptist Preschool or Academy in the past and Lexington Baptist Church members. Registration will open to the community in the first week of February.

Registration will be first come, first serve. Families will register for the days they would like to attend, not for the teacher. Once classes are full, we will only offer classes that have openings. It is important to get your registration form and fee into the school office in a timely manner. After registration for academy, church members and public are completed, we will divide classes to ensure a good balance in gender, specific need, and date of birth.

Lexington Baptist Academy admits children of any race, color, gender, national ethnic origin to all the rights, privileges, programs and activities made available through the academy program and does not discriminate on the basis of race, color, gender, national, ethnic origin in administration of its staff.

Tuition

Tuition fees are charged monthly beginning August and continuing through May for ten payments total. Payments are due on or before the first day of school for August and 10th of each month thereafter. You will receive an invoice through Brightwheel by the first of each month. Our Federal Tax ID number is 57-0381873.

A notice will be sent if payment is not received. It is necessary for you to pay for every day that your child is enrolled in the academy program even though your child may be absent for any reason. Expenses of the school continue, and your child is planned for even when absent. In the event of a financial situation, please contact the director to discuss a plan to help keep your child in the program.

Tuition is due by the 10th of each month. A late fee of \$25 will be applied on the 25th if not paid in full for the month. If you are needing to split your monthly payments or have extenuating circumstances, please let us know.

The policy concerning children enrolled or withdrawn is as follows:

- **Enrollment:** Full tuition is due for any part of the month the student starts.
- **Withdrawal:** Please notify the director of this writing two weeks in advance. No fees are refundable.

Late Pickup Fees: Children that are picked up late from school or lunch bunch will accrue a late pickup fee on Brightwheel. For every minute after the pickup time, a \$1.00 will be charged.

Holidays/Closings

Lexington Baptist Academy follows Lexington School District One in school holidays and school closings. We will follow the school district’s decision on school closings due to severe weather. Although these policies cover most situations, should something arise that is out of the ordinary, the Academy Director has the authority and discretion to close the Academy. If Lexington One is closed, Lexington Baptist Academy will also close. Occasionally Lexington One will be on a delay. If they delay, Lexington Baptist Academy will be CLOSED for the day. Note: Inclement Weather days and other closures are not made up.

The following dates Lexington Baptist Academy will be closed:

Holiday	Date
Labor Day	September 7th
Lexington One Closed/ 1st Weather Make-up Day	October 12th
Election Day	November 3rd
Thanksgiving Break	November 23rd-26th
Christmas Break	Dec. 17th- Jan. 4th
Martin Luther King, Jr. Day	January 18th
Presidents’ Day/ 2nd Weather Make-up Day	February 15th
Spring Break	March 29th- April 1st
Lexington One Closed/ 3rd Weather Make-up Day	April 26th

When Lexington One has Early Release Day, Lexington Baptist Academy will release students promptly at 10:50.

The following dates are early release days:

- September 16th
- October 21st
- December 9th
- January 27th
- February 24th
- March 17th

Schedule

Lexington Baptist Academy's first day of school is August 17. Our school year will run until May 12. Teachers will send more information about daily and weekly activities/schedules in the classroom.

Early Dismissal

Any parent needing to pick up their child before 11:45 should come to the Academy's Lobby and ring the doorbell to the right of the glass doors. A staff member will verify your ID and/or code work to pick up your child, then ask you to wait while they get your child from the classroom and bring them to you.

18 months – 4K Drop Off and Pick Up

Children may be dropped off at the child's classroom back door. **Drop-off is from 8:30am-8:45am.** After 8:45, please go to the Academy's Lobby and ring the doorbell to the right of the glass doors. A staff member will accompany your child to class. Our schedule with the students is busy so the sooner the children can settle into the room, the more time we have to learn and grow together.

Pick-up time starts at 11:45am at the child's classroom back door. All children should be picked up no later than 12:00pm. If you arrive to pick up your child after 12:00pm, please go to the Lobby. There will be a late fee of \$1.00 per minute. This is necessary to ensure that our staff can meet the commitments they may have following their morning at the academy.

If your child is in room 102-108, please park in the Family Life Center (gym) parking lot and walk up the sidewalk towards the playground to get to your child's back classroom door.

If your child is in room 113-121, please park on the grass or gravel lot at the back of the children's building.

***Do not park in Car Loops** unless you have an infant in the car with you.

5K Drop Off

Children will be dropped off at the Academy Lobby. **Drop-off is 8:05-8:15am.** Our schedule with the students is busy so the sooner the children can settle into the room, the more time we have to learn and grow together.

Pick-up time is promptly 12:10pm in the Academy Lobby.

There will be a late fee of \$1.00 per minute. This is necessary to ensure that our staff can meet the commitments they may have following their morning at the Academy.

Potty Training

Two-year-old students do not need to be potty trained but if they are not, they must wear diapers and/or Velcro-sided Pull-Ups.

All three-year-old and four-year-old students must be potty trained. If a three-year-old student is in process but not completely trained by the start of school, please discuss this with the child's teacher and the Academy Director prior to the start of school.

Outside Play

Outside play is conducted whenever weather permits. Your child should come dressed in play clothes each day for indoor and outdoor activities. Clothes that are comfortable and easy for them to remove for toileting are best. Girls are asked to wear shorts under dresses. In cool or chilly weather, be sure to send your child with an outer garment. Please label all items with your child's name. Shoes should be comfortable and a good fit, closed-toe, and rubber-soled or non-slip.

Visitors

Throughout the year there will be opportunities for family members to visit and volunteer in the school. All visitors to the Academy will need to sign in at the Receptionist's Desk and receive a visitor's sticker.

Birthday Parties

Please allow your child to celebrate his/her birthday at school. Parties are scheduled on the school day nearest to your child's birthday or if your child has a summer birthday, a day is chosen. No hats, favors, or treat bags please.

Please be conscious of items with nuts or processed with nuts and any food item that might present a choking hazard. We request no items with nuts, no popcorn, and no balloons. Plates, cups, and napkins of your choice are optional.

Invitations for birthday parties outside of the school will be placed in bookbags only if there is an invitation for each child in the class or for all girls if a girl party, or all boys if a boy party.

Seasonal Parties

Seasonal Parties in the classrooms occur throughout the year. Parents can sign up to volunteer or donate items for these events. All food items must be nut-free.

**For safety purposes, no balloons will be allowed.*

Health Requirements

A certificate of immunization and Birth Certificate are required by the time of Orientation. Information to help the staff with your child's health should be written on the registration form. Lexington Baptist Academy also accepts SC DHEC Religious Exemption Forms for Immunizations.

Health Policies

Please do not send your child to school if he/she has any of the following:

1. **Communicable (contagious) diseases** - check with your physician as to when it is safe to return to school.
2. **Ringworm or impetigo** - must be completely healed before returning.
3. **Sore throat, earache, swollen glands accompanied by fever** - must be fever free 24 hours without any fever reducing agents before returning to school.
4. **Undiagnosed rash or skin eruptions** - check with physician as to when it is safe to return. Please send in a physician note if requested by school.
5. **Undiagnosed red eyes with drainage** - if pinkeye, may return 24 hours after medical treatment.
6. **Fever is over 100 degrees within the past 24 hours** - be free of fever 24 hours without any fever reducing agents before returning to school.
7. **Vomiting or diarrhea within the past 24 hours** - after 24 hours have passed since the last incident, the student may return to school.
8. **Head Lice**- may return the next day after treatment if NO NITS remain in hair. Please bring child to office to be checked prior to going into the classroom.

When your child has a cold, please consider whether he/she should be sent to school. If the nasal discharge is thick, yellowish/green and/or your child is repeatedly coughing, it is recommended that the child stays home.

If your child becomes sick while in our care, you will be notified, and he/she should be picked up as soon as possible.

Thank you for helping to maintain a safe and healthy environment. The director/assistant director has the final say on whether a child may stay at school with any health policies.

Accident Reports

Accident reports are made, and the director/assistant director are made aware in the event of an injury. A form will be signed by the teacher and the parent or the person picking up the child will be asked to sign it also. A parent will be contacted concerning any accident serious enough to require parental attention. For safety reasons, **PLEASE NO ROLLING BOOKBAGS.**

Discipline

A few rules to remember:

- Kind Hands
- Kind Words
- Walking Feet
- Follow Directions
- Soft Voices Inside
- Pick up Toys
- Use Trashcans

We encourage positive behavior. Should a child display inappropriate behavior, according to the behavior but not necessarily in this order, we will:

1. Redirect the activity or his/her action
2. Talk to the child about the behavior and how to manage it.
3. Use “timeout”- timeout is not used to make the child feel separated but rather a time for the child to observe how others are acting and determine how he/she needs to behave.
4. Ask the parents to come in for a conference and help us resolve the problem.
5. If the child poses a safety concern to themselves or to others, the director, Academy Board, and teachers will assess the situation to find the safest and most effective outcome for both the child and his/her classmates.
6. As a last resort, if a child continues to be aggressive and hurting others, we will ask for parental cooperation in helping the child understand appropriate behavior. If the problem continues, even with the cooperation of the parents, the situation will be taken to the Ministry Team and withdrawal from the program could be necessary.

We always praise the positive and try to transition before any conflict occurs. Every day is a new beginning.

Social Media

A parent may withhold permission to have a child(ren) photographed and videotaped during Academy activities and events. Please notify the Academy Director to opt-out. If you choose to opt-out, your child will not be included in pictures taken by church staff, leaders, or professional photographers and media, nor will your child's picture be a part of any social media posts or promotion materials.

Emergency Evacuation Plan

In case of an emergency evacuation ordered by the Town of Lexington, Lexington Baptist Academy will evacuate the children to Pilgrim Lutheran Church, 1430 North Lake Drive. Our emergency location must be one mile or more from the premises.

If immediate evacuation of the entire premises were necessary, we would use private vehicles of Lexington Baptist Academy and church staff. We would take whatever steps deemed necessary to comply with the evacuation order given by the Town of Lexington.

We will use the most feasible route, which could vary depending upon the exact emergency and the location of the source of the emergency.

We would make an announcement on Brightwheel and Facebook.

Emergency Contact Numbers, emergency use only please:

- Pilgrim Lutheran Church, 803-359-9421
- DHEC Chemical Spill Information: 803-896-4000

Fire Emergency Evacuation Plan

In the event of a fire emergency, Lexington Baptist Academy will take children to the safest location away from any danger. Pick-up will be in the back parking lot of the Family Life Center located on Efir Street.

Lexington Baptist Church

Lexington Baptist Academy is a ministry of Lexington Baptist Church

If you are looking for a church home, we'd love for you to visit us here at Lexington Baptist Church.

Worship Times

- Lexington Baptist Church gathers for worship at 8:30 and 11am.
- Sunday School is held at 9:45am for all ages.
- Programming for preschoolers is also available at 8:30 and 11am during our worship services.

