

Holy Ground Baptist Academy

Student Handbook



Preschool Four Years and Under

2012-2013 School Year

**Holy Ground Baptist Academy is a ministry of
Holy Ground Baptist Church**

[www.jenny.caldwell@hgstallions.org](mailto:jenny.caldwell@hgstallions.org)

www.hgstallions.org

*“Train up a child in the way he should go:
and when he is old, he will not depart from it.”*

Proverbs 22:6

Revision Date: 2012

This document and all it's contents are

Copyright @ 2012

Holy Ground Baptist Academy

Table of Contents

Academy Staff.....	3
Hours of Operation.....	3
Holidays.....	3
Admissions.....	3
Attendance.....	3
Enrollment/Attendance Checklist.....	4
Our Purpose.....	5
Custody.....	5
Doctrinal Statement.....	6
Withdrawal.....	7
Weather Closings.....	7
Arrival.....	7
Departure.....	7
Clothing and Appearance.....	8
Code of Conduct.....	8
Celebrations.....	9
Lunch, Snacks & Drinks.....	9
Allergies/Diet Restrictions.....	9
USDA Recommended Child Care Meal Pattern	10
USDA Recommended Child Care Infant Meal Pattern.....	11
2012-2013 Financial Information.....	12
2012-2013 Financial Terms & Conditions	13
Health.....	14
Communicable Disease.....	15

Academy Staff

Administrator/Principal.....Bro. Greg Yancey
Preschool Director.....Mrs. Jenny Caldwell

Hours of Operation

7:30 am – 6:00 pm Monday-Friday

Holidays

We will be closed in observance of the following Holidays:

Labor Day..... 09/03/12
Thanksgiving Day.....11/22/12
Day after Thanksgiving.....11/23/12
Week of Christmas.....12/24/12-12/28/12
New Year's Eve.....12/31/12
New Year's Day.....01/1/13
Good Friday..... 03/29/13
Memorial Day.....05/27/13
Independence Day..... 07/04/13

Admissions

Holy Ground Baptist Academy admits students of any race, gender, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally made available to the students at the school. We do not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational, admission policies or other school programs.

Attendance

If it is necessary for a child to be absent for personal reasons, please notify the teacher and/or the Preschool Director in advance. Please call the Preschool Office at 770-854-4659 ext 315 by 8:00am if your child will not be in attendance on that day.

Enrollment/Attendance Checklist

Checklist of things needed for your child to start the 2012-2013 school year:

- ___ Completed Enrollment Application
- ___ \$150 Enrollment/GACS Fee (Due at enrollment)
- ___ Parental Agreement Signed
- ___ Birth Certificate
- ___ Updated Immunization Record (GA 3231)
- ___ Hearing, Vision & Dental Records (K4)
- ___ 1st month's tuition (Due by July 20th)
- ___ Supplies needed for class
- ___ Book Bag (as simple a design as possible to minimize distractions—no offensive characters or logos)
- ___ Lunch Bag
- ___ Complete list of supplies required for your child's class is available from the Academy Office.
- ___ FULL change of clothing (including socks and underwear)
- ___

For students not potty trained, diapers or training pants and baby wipes must be sent by the parents. For those being potty trained, **two or more entire changes of clothes**, including underwear and socks, must **always** be on hand, either in the child's book bag or kept in the classroom. Anytime clothing is sent home, it is the parents responsibility to bring another set back. Clothing must be marked with child's name or kept in a sealed bag with the child's name.

Our Purpose

The purpose of *Holy Ground Baptist Academy* is to teach children how to live and to equip them for success. Proverbs 22:6 admonishes parents to, “Train up a child in the way he should go: and when he is old, he will not depart from it.” *Holy Ground Baptist Academy* is an extension of the home in training young people. The school staff will work closely with parents to train the whole child. Ecclesiastes 4:12 says “a threefold cord is not quickly broken”. The goal of HGBA is to train youth of every ability in the highest principles of moral character, self-discipline, individual responsibility, personal integrity, and good citizenship. Attendance at HGBA is a privilege and not a right. HGBA stands without apology for high standards of morality and wisdom.

Holy Ground Baptist Academy reserves the right to interpret the rules and standards set forth in this handbook and to make appropriate changes as needed.

Personnel Requirements

Very high standards are required of all staff members and teachers at Holy Ground Baptist Academy. The same code of conduct for students is also expected of personnel. We require background checks on all employees and volunteers. No person having an unsatisfactory criminal records check may be an employee of HGBA. First Aid and CPR Training is provided for all employees. We expect staff, including volunteers, to conduct themselves in the most decent and respectful manner possible, at all times and in all situations.

Custody

Holy Ground Baptist Academy Preschool will at no time mediate custody situations. We will release children to the mother and father unless we have signed court documents stating otherwise on file. If there are any changes in a child's living arrangements, the Preschool Director should be notified immediately. Tuition receipts and end of the year payment information will be given to the parent that pays the child's tuition.

Doctrinal Statement

We believe in the infallible, verbal inspiration of the Word of God (King James 1611) and that the Bible is the final authority of faith and practice.

Psalms 119:160, 2 Timothy 3:16-17

We believe in the Holy Trinity: God the Father, God the Son, and God the Holy Ghost; equal in divine perfection.

Matthew 28:19, 1 John 5:7

We believe in the virgin birth, vicarious death and victorious resurrection of our Lord Jesus Christ.

*Matthew 1:18-20, Isaiah 53:6, Hebrews 2:9,
1 Peter 2:24, 1 Peter 3:18, Matthew 28:1-7*

We believe in the deity of our Lord Jesus Christ.

John 10:30, John 1:1, John 1:14, 2 Corinthians 5:19

We believe a sinner is saved wholly by grace through faith in Jesus Christ, and the requisites to regeneration are repentance toward God and faith in the Lord Jesus Christ.

*Luke 13:3-5, John 3:16-18, Acts 20:21,
Romans 6:23, Ephesians 2:8-9*

We believe the Holy Spirit convicts sinners, regenerates, seals, secures, and indwells every believer.

*John 3:6, John 16:8-9, Romans 8:9-11,
Ephesians 4:30, Titus 3:5, 1 Corinthians 6:19,20*

We believe in eternal salvation for all born-again believers.

*John 3:36, John 5:24, John 10:27-30,
Romans 8:35-39, Hebrews 10:39, 1 Peter 1:5*

We believe the Lord established his church during his ministry while on earth to carry out the Great Commission and that is a local, independent, and visible assembly of scripturally baptized (immerses in water) believers.

*Matthew 4:18-22, Matthew 16:18, Romans 6:4,
Matthew 28:19-20, Ephesians 3:21, Acts 8:12,38*

Withdrawal

If Withdrawal of your child becomes necessary, we require two weeks notice of withdrawal, and tuition must be paid for the entire month. Holy Ground Baptist Academy also reserves the right to dismiss any child for violation of school policies or non-payment of fees/tuition or any other reason that is deemed necessary. A withdrawal form must be filled out completely and all monies owed need to be paid in full before any records will be released.

Weather Closings

In the event of inclement weather Holy Ground Baptist Academy/ Preschool will make a decision regarding closing or delay of school and announce it on Fox 5 News, B92.1 FM radio, and the automated Phone tree by 6:30 am. The Preschool will call parents if there is early dismissal due to weather.

Arrival

The Preschool opens at 7:30am Children may be dropped off in front of the Preschool Building where we will have staff members ready to guide the children to their classrooms. Parents must sign their child in before their child can be released to the staff/school. If you choose to walk your child into the building, please park in a parking space in front of the Preschool Building to avoid blocking the Preschool entrance.

Classes begin at 8:00am, so children should arrive by this time. Each day begins with a salute to the Christian Flag, American Flag, and the Bible. This is very important for children to learn about faithfulness to God and patriotism to our country. Also, the first subject of each day is always Bible, which is the most important way for them to begin their day.

Departure

Parents must sign their child out before their children can be released from the school. Departure for those staying Half Days begin at 12:00pm in front of the Preschool building. Only those individuals listed on your child's enrollment form may pick up your child. Identification must be provided to staff upon request. The Preschool should be notified in advance of any changes in your child's transportation. Students enrolled in Extended Care must be picked up **no later than 6:00pm**. If you need to pick your child up during the day, please park in the front parking lot and come inside the Preschool Office. **All visitors must check in with the Preschool Director** before entering classrooms (O.C.G.A. 20-2-1180). We want to insure the safety of each and every child

at Holy Ground Baptist Preschool. If you have any questions, concerns, or requests that you wish to discuss with any of our staff, please schedule an a convenient time and an appropriate place to do so.

Clothing and Appearance

All students attending Holy Ground Baptist Preschool are expected to wear modest apparel, which should not include any offensive or unpleasant characters or lettering. Children are allowed to wear knee length shorts, Capri pants, or regular pants. If girls choose to wear skirts, they should come to the knee. Athletic shoes may be worn, but they should be in good, clean condition. Uniforms are not required for the Preschool children.

Personal Items such as toys or games, should not be brought to the classroom. Holy Ground Baptist Preschool is not responsible for loss or damage to personal items brought from home. If your child has a favorite blanket that they sleep with, this may be kept in the child's bag and taken out only at nap time.

ALL jackets, sweaters, etc. and all cups, bottles, and bags must have your child's name on each of them. We cannot be responsible for lost items.

Code of Conduct

God's Word gives numerous references pertaining to discipline, such as:

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

Hebrews 13:17 “ Obey them that have the rule over you, and submit yourselves: for they watch for your souls.”

Certain behavior is unacceptable and intolerable at Holy Ground Baptist Preschool. Some examples are lying, fighting, stealing, cheating, being disrespectful to adults or other students, cursing, disobedience. This is not a complete list, but is representative of the types of behavior that will not be tolerated.

Holy Ground Baptist Preschool will also not tolerate violence or threats of any kind. This includes possession of any item that could be used as a weapon.

Students are expected to act in an orderly and respectful manner, maintaining Biblical standards of social courtesy, moral behavior, acceptable language, and honesty. Students must agree to strive toward unquestionable character in dress, conduct, and attitude. When a student's conduct is deemed unacceptable, corrective measures will be

taken, such as: revoking of student's privileges, conference with parents and director, or ultimately dismissal.

Celebrations

A child's birthday is a very special time. Please feel free to send something special for snack time on that day. We do ask that you notify your child's teacher in advance, to be certain the other children do not have diet restrictions.

Class parties will be held throughout the year for the following holidays: Valentine's, Easter, Fall Festival, and Christmas. Parents may participate by sending goodies; please coordinate this with your child's teacher.

Lunch, Snacks & Drinks

Lunch, Snacks & Drinks must be sent for your child every day. **Lunch** must be sent for all students that will be staying after 12:00pm, as well as afternoon **snack**. You may request a daily schedule for your child's class from his/her teacher for exactly when and how often they have snack/drink time. HGBA Preschool is commissioned by **Bright From the Start** and because of this, all meals and snacks must meet the rules set forth by them for food service (H591-1-1-15). It is your responsibility as the parent to provide and meet all of the required food components needed for your child's two snacks and lunch each day. The State has informed us that if these components are not provided by the parents, then we have to provide them. In order to cover this cost, you will have to pay for these components if not provided by you. You will be **CHARGED \$2.00 per meal/snack for** components that we have to provide. To help you with this we give you the option to purchase a school lunch for \$2.00 a day that will meet state requirements. You will still have to provide your child's snack from home. Also, your child needs to have either individual drinks for each meal/snack or three different cups to pour the drinks into for each meal/snack. **Your child needs to have MILK for lunch;** this is required by Bright From The Start. If any parent has questions or concerns about these guidelines, please ask the Preschool Director.

Food Restrictions: Peanuts, hot dogs, raw carrots, popcorn, fish with bones, and grapes shall not be served to children under three years of age. Children older than three may be served these foods provided that the foods are cut in such a way as to minimize choking. Foods and drinks with little or no nutritional value, i.e, sweets, soft drinks, etc. shall be served only on special occasions and only in addition to the required nutritious meals and snacks. Powdered nonfat milk shall only be used for cooking purposes.

Allergies/Diet Restrictions

Please notify us of any **allergies (medicines, insects, etc.)** your child has upon enrollment or as soon as the allergy develops. This also applies to **food allergies** or **diet restrictions**. Your child's safety is always of utmost priority. Children with allergies, must have a medical form, signed by a Doctor, on file in the Preschool Office.

USDA Recommended Child Care Meal Pattern

Breakfast for Children			
Food Components	Ages 1-2	Ages 3-5	Ages 6-12¹
1 milk fluid milk	1/2 cup	3/4 cup	1 cup
1 fruit/vegetable juice, ² fruit and/or vegetable	1/4 cup	1/2 cup	1/2 cup
1 grains/bread³ bread or cornbread or biscuit or roll or muffin or cold dry cereal or hot cooked cereal or pasta or noodles or grains	1/2 slice 1/2 serving 1/4 cup 1/4 cup 1/4 cup	1/2 slice 1/2 serving 1/3 cup 1/4 cup 1/4 cup	1 slice 1 serving 3/4 cup 1/2 cup 1/2 cup
Snack for Children			
1 milk fluid milk	1/2 cup	1/2 cup	1 cup
1 fruit/vegetable juice, ² fruit and/or vegetable	1/2 cup	1/2 cup	3/4 cup
1 grains/bread³ bread or cornbread or biscuit or roll or muffin or cold dry cereal or hot cooked cereal or pasta or noodles or grains	1/2 slice 1/2 serving 1/4 cup 1/4 cup 1/4 cup	1/2 slice 1/2 serving 1/3 cup 1/4 cup 1/4 cup	1 slice 1 serving 3/4 cup 1/2 cup 1/2 cup
1 meat/meat alternate meat or poultry or fish ⁴ or alternate protein product or cheese or egg ⁵ or cooked dry beans or peas or peanut or other nut or seed butters or nuts and/or seeds or	1/2 oz. 1/2 oz. 1/2 oz. 1/2 1/8 cup 1 Tbsp. 1/2 oz. 2 oz.	1/2 oz. 1/2 oz. 1/2 oz. 1/2 1/8 cup 1 Tbsp. 1/2 oz. 2 oz.	1 oz. 1 oz. 1 oz. 1/2 1/4 cup 2 Tbsp. 1 oz. 4 oz.

yogurt ⁶			
Lunch or Supper for Children			
1 milk fluid milk	1/2 cup	3/4 cup	1 cup
2 fruits/vegetables juice, ² fruit and/or vegetable	1/4 cup	1/2 cup	3/4 cup
1 grains/bread³ bread or cornbread or biscuit or roll or muffin or cold dry cereal or hot cooked cereal or pasta or noodles or grains	1/2 slice 1/2 serving 1/4 cup 1/4 cup 1/4 cup	1/2 slice 1/2 serving 1/3 cup 1/4 cup 1/4 cup	1 slice 1 serving 3/4 cup 1/2 cup 1/2 cup
1 meat/meat alternate meat or poultry or fish ⁴ or alternate protein product or cheese or egg or cooked dry beans or peas or peanut or other nut or seed butters or nuts and/or seeds ⁵ or yogurt ⁶	1 oz. 1 oz. 1 oz. 1/2 1/4 cup 2 Tbsp. 1/2 oz. 4 oz.	1 oz. 1 oz. 1 oz. 3/4 3/8 cup 3 Tbsp. 3/4 oz. 6 oz.	2 oz. 2 oz. 2 oz. 1 1/2 cup 4 Tbsp. 1 oz. 8 oz.

Notes:

1. Children age 12 and older may be served larger portions based on their greater food needs. They may not be served less than the minimum quantities listed in this column.
2. Fruit or vegetable juice must be full-strength. Juice cannot be served when milk is the only other snack component.
3. Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.
4. A serving consists of the edible portion of cooked lean meat or poultry or fish.
5. One-half egg meets the required minimum amount (one ounce or less) of meat alternate.
6. Yogurt may be plain or flavored, unsweetened or sweetened.

Reference:

<http://www.fns.usda.gov/cnd/Care/ProgramBasics/MealPattern.htm>

USDA Recommended Child Infant Care Meal Pattern

Breakfast		
<i>Birth through 3 Months</i>	<i>4 through 7 Months</i>	<i>8 through 11 Months</i>
4-6 fluid ounces of formula ¹ or breastmilk ^{2,3}	4-8 fluid ounces of formula ¹ or breastmilk ^{2,3} ; 0-3 tablespoons of infant cereal ^{1,4}	6-8 fluid ounces of formula ¹ or breastmilk ^{2,3} ; and 2-4 tablespoons of infant cereal ¹ ; and 1-4 tablespoons of fruit or vegetable or both
Snack		
4-6 fluid ounces of formula ¹ or breast milk ^{2,3}	4-6 fluid ounces of formula ¹ or breast milk ^{2,3}	2-4 fluid ounces of formula ¹ or breast milk ^{2,3} , or fruit juice ⁵ ; and 0- bread ^{4, 6} or 0-2 crackers ^{4, 6}
Lunch or Supper		
4-6 fluid ounces of formula ¹ or breast milk ^{2,3}	4-8 fluid ounces of formula ¹ or breast milk ^{2,3} ; 0-3 tablespoons of infant cereal ^{1,4} ; and 0-3 tablespoons of fruit or vegetable or both ⁴	6-8 fluid ounces of formula ¹ or breast milk ^{2,3} ; 2-4 tablespoons of infant cereal ¹ ; and/or 1-4 tablespoons of meat, fish, poultry, egg yolk, cooked dry beans or peas; or ↔-2 ounces of cheese; or 1-4 ounces (volume) of cottage cheese; or 1-4 ounces (weight) of cheese food or cheese spread; and 1-4 tablespoons of fruit or vegetable or both
<p>¹ Infant formula and dry infant cereal must be iron-fortified.</p> <p>² Breast milk or formula, or portions of both, may be served; however, it is recommended that breast milk be served in place of formula from birth through 11 months.</p> <p>³ For some breastfed infants who regularly consume less than the minimum amount of breast milk per feeding, a serving of less than the minimum amount of breast milk may be offered, with additional breast milk offered if the infant is still hungry.</p> <p>⁴ A serving of this component is required when the infant is developmentally ready to accept it.</p> <p>⁵ Fruit juice must be full-strength.</p> <p>⁶ A serving of this component must be made from whole-grain or enriched meal or flour.</p>		

<http://www.fns.usda.gov/cnd/Care/ProgramBasics/Meal Pattern.htm>

2012-2013 Financial Information

The Enrollment Fee for ALL Students will be \$150 for the first child, \$125 for each additional child.

* Enrollment Fee is DUE at time of Enrollment and is non-refundable*

FEES	Age 2	Age 3	Age4	Age (K5)	Grades 1st-12th
Enrollment Fee					
First Child	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00
Each Add'l Child	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00
Book & Supply Fees, Stanford Testing fee and scoring fee, GACS Fee due on or before June 1st				\$300.00	\$375.00
Graduation Fees Due May 1st				K5 \$50.00	Seniors \$150.00
Pre-School Ages	Age 2 5 days week	Age 3 5 days week	Age 4 5 days week		
	\$240.00	\$240.00	\$240.00		
Extended School Day 12pm-6pm	\$160.00	\$160.00	\$160.00		
Full Day	\$400.00	\$400.00	\$400.00		

K5-12 Grade	One Student	2nd Student	Each Add'l Student
K5-7th Grade 8am-3pm	\$340.00	\$310.00	\$280.00
Extended Day 3pm-6pm	\$145.00	\$145.00	\$145.00
Full Day	\$485.00	\$455.00	\$425.00
8th-12th grade 8am-3pm	\$365.00	\$330.00	\$300.00
Extended Day 3pm-6pm	\$145.00	\$145.00	\$145.00
Full Day	\$510.00	\$480.00	\$450.00

2012-2013 Financial Terms & Conditions

1. Tuition Payment Plans: 10 monthly payments (July 20, 2012-April 20, 2013) There will be a special flat rate of **\$650** a month for Active, Tithing Members of **Holy Ground Baptist Church** for the 2012-2013 School Year, for **K2 through 12th grades**. Active means attending at least 75% of church services, and tithing means that you give at 10% of your gross income, to Holy Ground Baptist Church. Parents must ask for the flat rate discount and their tithing status will be verified, through the church treasurer. Parents may have to provide verification from their last pay stubs to be granted the flat rate, if the administration requires.

- There is a **\$50** late fee for all tuition payments received after the **30th** of the month.
- A **\$25** Charge will be assessed for return checks.
- Enrollment fee is due at time of registration. This fee is non-refundable.
- Book and supply, testing, and GACS fees are due by June 1st. These fees are non-refundable.
- There is a 10% discount on tuition that is paid in full by July 20th. Active tithing members of Holy Ground Baptist Church receive a 10% discount on tuition. Tithing status will be verified.

*No reservation will be held for any child registered whose fees are not paid in full by July 20th. After this date, if vacancies exist, applications will be accepted on a first-come, first-serve basis in grades with openings.

*Remember all enrollment/medical forms and fees must be submitted together to the school office in order to complete the registration process and to reserve a place for your child in a class.

Health

Please do not bring your child to school if you suspect he/she is **ill or running a fever** (above 100 degrees). Please refer to the chart on the following pages for **guidelines of exclusion** from school. Parents will be called and expected to pick up their child **immediately** if he or she has a temperature above 100 degrees.

Please notify the school in the event of an absence due to illness as soon as possible, so that we may notify other parents of possible contagious disease.

Should a child require **medication**, a Medication Authorization Form, available through the Academy office, must be completed. No staff member will be allowed to administer any medicines without parental authorization in writing. Exact times should be on form (ex. 8:00 & 12:00, not “every four hours”). Medicine **must** be in its original container and have child’s name, doctor’s name, date issued, and exact dosage instructions. Over-the-counter medications must be included on this form as well. Please provide a spoon or dropper and place in plastic zipper bag with medication. All medication **must** be kept by office personnel and should **never** be left in a child’s book bag, as this could pose a danger to children. All medicines must be sent home daily. No medicines or medicinal paraphernalia will be kept for your child on Academy property. For medications which must be taken on a daily basis, **a doctor’s note will be required** to be on file in the Academy Office.

If staff member reasonably suspects student or employee has **communicable disease** he/she shall immediately notify the director. Any student or employee with communicable disease for which immunization is required by law or is available shall be excluded from school while ill and during recognized periods of communicability. Students or employees with communicable disease for which immunization is not available shall be excluded from school while ill. If nature of disease and circumstances warrant, an independent physician’s examination of student or employee to verify diagnosis of communicable disease may be required. Again, please refer to the chart on the following pages for recommended guidelines of exclusion from school.

In the event of minor injury to a child, first aid will be administered. Tylenol will only be given if necessary and if the parent has given permission on enrollment form. An accident report will be sent home with child that day and copy will be kept in student’s file in Academy office. In event medical attention is necessary, parents will be notified by staff member of situation. If parents cannot be reached, person designated on enrollment form as emergency contact will be notified. Parents will assume responsibility for payment of medical treatment.

A copy of our Emergency Plan is posted in the front lobby of the Academy building.

Communicable Disease

HGBA reserves the right to make final decisions necessary to enforce its communicable disease policy and to take all necessary action to control spread of these diseases within

the school. Below is a list of common infectious illness and recommendations. This is not a complete list, but a representation of such diseases.

Adequate hand washing facilities, policies and practices in the school are the keys to excellent hygiene that will eliminate or minimize transmission of these diseases and keep students in school.

Info provided by Georgia Dept. of Human Resources, Division of Public Health, Children's Healthcare of Atlanta & Georgia Association of School Nurses - 2004 Georgia School Health Source Manual Ch. 4

Disease, Illness, Organism	Incubation Period	How is it spread?	When is child most contagious?	Return to school?
Chicken Pox* # (Varicella)	10-21 days	Airborne or direct contact with droplets from nose, mouth and skin lesions of infected individuals	From 2 days before rash, until all lesions are dry and crusted	When all lesions have crusted (usually 7-8 days)

Disease, Illness, Organism	Incubation Period	How is it spread?	When is child most contagious?	Return to school?
Cold Sore (Herpes Simplex)	2 days - 2 weeks	Direct contact with infected oral lesions or secretions	While lesions are present	After lesions are scabbed over
Common Cold (upper respiratory infection)	1-5 days	Contact with droplets from nose, eyes or mouth-virus can live in environment 24 hours	Variable - from day before symptoms, until symptoms resolve	No exclusion, unless fever, or child too ill to attend
Conjunctivitis (Pinkeye) (may be viral, bacterial or allergic)	Variable, depending on cause	Contact with secretions from eyes or contaminated surfaces	Variable — (allergic conjunctivitis is not contagious)	When cleared by physician, after 24 hrs treatment if bacterial
Croup (viral respiratory infection) causes “barky” cough	Variable, Usually 2-6 days	Contact with droplets from nose, eyes or mouth	Variable—usually from day before symptoms and for 3 days of illness	When breathing comfortably, cough improved, and no fever for 24 hours
Diphtheria*	2-5 days	Contact with discharge from nose, eyes, mouth or skin lesions	Onset of sore throat until 4 days after treatment begins	After 2 negative cultures are obtained
Ear Infection (Otitis media) Sinusitis	Variable	Not contagious	Not contagious	No exclusion unless child too sick to attend
Fever (100.4 degrees or higher) no specific reason known or identified	Unknown, until illness diagnosed	Unknown until illness identified, safe to assume it may be spread by contact with any secretions	Unknown, assume child is contagious while fever is present	After 24 hours without fever, and child behaving normally
Fifth Disease #	4-21 days	Contact with	During the week	No need to

Disease, Illness, Organism	Incubation Period	How is it spread?	When is child most contagious?	Return to school?
(Parvovirus) “Slapped cheek” appearance & lacy rash		droplets from nose, eyes or mouth	before the rash develops	restrict once rash has appeared
Gastroenteritis, bacterial (E. coli, Salmonella, Shigella, Campylobacter, Yersinia) usually have vomiting/diarrhea	6 hours to 7 days, depending on organism	Contact with stool of infected individual; from contaminated food, beverages or water (especially raw eggs or improperly cooked meats)	When diarrhea is present	When diarrhea is resolved- E coli and Shigella require 2 negative cultures

Exceptions to the exclusion/return to school guidelines listed on this chart may be made by local health department personnel on an individual case-by-case basis.

Disease, Illness, Organism	Incubation Period	How is it spread?	When is child most contagious?	Return to school?
Gastroenteritis, viral (Adenovirus, rotavirus, Norwalk virus)	Varies with organism, usually 1-5 days	Contact with stool, saliva or vomit of infected individual; directly or from contaminated surfaces	From 2 days before, until vomiting and diarrhea improve	When no fever or vomiting for 24 hours, and fewer than 5 stools/day
German measles (Rubella) * #	14-21 days, usually 16-18 days	Contact with droplets from nose, eyes, mouth of infected person; may be transmitted to fetus across the placenta	From 5 days before until 7 days after rash appears	7 days after rash appears
Giardia (a parasite which causes diarrhea)	1-4 weeks	Contact with infected stool; consuming contaminated water or food	When diarrhea is present	When stools are formed, or less than 5/day
Hand, Foot & Mouth Disease (Coxsackie virus) (causes sores in these areas)	3-6 days	Contact with stool, oral or respiratory secretions	May be contagious for several weeks after infection	When no fever for 24 hours, & child behaves normally
Head Lice (Pediculosis)	Eggs (nits) hatch in 6-10 days	Close contact with infested individuals and sharing combs, brushes, hats or bedding	When there are live insects on the head	After treatment, if crawling lice are gone. Nits need to be removed, however nits alone not reason for exclusion
Hepatitis A	2-7 weeks	Eating contaminated food/	From 2 weeks before the illness	After 1 week from onset of

Disease, Illness, Organism	Incubation Period	How is it spread?	When is child most contagious?	Return to school?
		water; close contact with infected individuals contact with infected stool	until 1 week after jaundice (yellow skin) has begun	jaundice (yellow discoloration of skin)
Hepatitis B * #	2-6 months	From contaminated needles, blood, bloody secretions, ear piercing, tattooing, sexual activity	Virus can be spread at any time, with the listed contact	After cleared by physician

Disease, Illness, Organism	Incubation Period	How is it spread?	When is child most contagious?	Return to school?
Impetigo (Staphylococcus/streptococcus) skin infection	1-10 days	Person-to-person skin contact, especially nasal discharge or hands	Until active lesions are gone/after 24 hours on antibiotics	After at least 24 hours of topical/oral antibiotics
Influenza	1-3 days	Contact with droplets from nose, eyes or mouth of infected person	Variable, from the day before, until the first 5 days of illness	After 24 hours without fever and symptoms are improving
Measles (Rubeola) *	7-18 days, usually 8-12 days	Airborne or direct contact with droplets from nose, eyes or mouth of infected person	From 4 days before the rash begins until 4 days after the rash appears	At least 5 days after the appearance of the rash
Meningitis, bacterial (infection of fluid lining the brain and spinal cord, causing fever, headache, neck stiffness, rash)	1-10 days	Contact with droplets from nose, eyes or mouth of infected person	Unknown, probably from several days before symptoms, until at least 24 hours of antibiotic treatment	After at least 24 hours of antibiotic treatment, including antibiotics to eliminate carrier state
Meningitis, viral (Enterovirus)	Usually 3-6 days	Contact with droplets from nose, eyes, mouth or stool of infected person	From the day before the illness, until fever has resolved	After 24 hours without fever, and child is behaving normally
Mononucleosis (Mono) Epstein-Barr virus	5-7 weeks	Close personal contact with droplets from nose, eyes or mouth of infected person	Probably several days before the illness, until the fever has stopped	After 24 hours without a fever, unless too sick to attend
Mumps *	12-25 days (usually	Contact with droplets from nose,	Peak infectious time begins 2	9 days after parotid gland

Disease, Illness, Organism	Incubation Period	How is it spread?	When is child most contagious?	Return to school?
	16-18 days)	eyes, mouth of an infected person	days before swelling, but may range 7 days before to 9 days after	swelling begins
Pneumonia (viral or bacterial) lower respiratory infection	Variable, numerous causes	Contact with droplets from nose, eyes, mouth of infected persons. Some viruses can live on surfaces up to 24 hours	Variable, from day before through the first 3 days of the illness	No exclusion needed unless there is fever, or child is too ill to attend

These diseases may be concern to staff members who are pregnant or trying to become pregnant
 Follow up with obstetric health care provider is recommended after known or suspected contact.

Disease, Illness, Organism	Incubation Period	How is it spread?	When is child most contagious?	Return to school?
Poison Ivy (not infectious) Reaction to sap on leaves of poison ivy, poison oak and poison sumac	2-3 days after contact with sap	Child is not contagious, only direct contact with sap may cause rash	Sap may be on clothes or skin for 12-24 hours after contact with leaves, or until child bathes	No exclusion
Ringworm (Tinea capitis, corporis, pedis) Fungal infection of scalp, body or feet	Unknown	Direct skin contact with infected people or animals, with surfaces contaminated with fungus; scalp lesions from contact with barber clippers or shared brushes	From onset of lesions until treatment begins	After treatment begins—scalp infection usually requires medication by mouth, others may be treated topically
Scabies (mites which burrow under skin, causing severe itching)	Usually 4-6 weeks, 1-4 days after re-exposure	Skin contact with infested individuals; contact with bedding or clothes infested person	From up to 8 weeks before skin rash appears until it has been treated	The day after adequate treatment begins
Strep Throat / Scarlet Fever (Group A Streptococcus) Scarlet fever is strep throat infection with a rash	1-5 days	Contact with droplets from nose and mouth	From onset of symptoms until 24 hours after treatment begins	After at least 24 hours of antibiotic treatment and no fever for 24 hours
Tuberculosis	Some infected persons do	Airborne or contact with droplets from nose and mouth of	Children with TB usually are not infectious to	Only when Health Department

Disease, Illness, Organism	Incubation Period	How is it spread?	When is child most contagious?	Return to school?
	not develop disease, but risk highest 1-2 years after exposure	infected person (children usually contract TB from close contact with an infected adult)	others	gives permission
Whooping Cough * (Pertussis)	5-21 days	Contact with droplets from nose, eyes or mouth of infected person	Most infectious before cough onset (with onset of runny nose), continuing until child is on antibiotics 5 days—infectious for 3 weeks after cough begins, if not treated	After antibiotic treatment for 5 days

* These diseases should have been vaccinated against, if immunizations are up to date. Chicken pox may still occur, but usually in a milder form.

Holy Ground Baptist Academy



Home of the Stallions

1355 N. Highway 27

Roopville, GA 30170

Phone: 770-854-4659 Ext. 315

FAX: 770-854-4652

greg.yancey@hgstallions.org

jenny.caldwell@hgstallions.org

www.hgstallions.org