

# **Holy Ground Baptist Academy**

## **Student Handbook**



### **Preschool Four Years and Under**

### **2019-2020 School Year**

**Holy Ground Baptist Academy is a ministry of  
Holy Ground Baptist Church  
Accredited By: Georgia Accrediting Commission**

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**[www.hgstallions.org](http://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: 2019

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**Holy Ground Baptist Academy**

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**History**

HGBA was founded in 2005 by members of Holy Ground Baptist Church who shared a vision of providing a Christian Education to their children.

**Relationship of the School to the Church**

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

**Administration Staff**

Pastor..... Brother Kelly Runels  
Administrator/Principal.....Mrs. Kim Martin  
Preschool Director..... Mrs. Jenny Caldwell

**Preschool Staff**

K-2 Karin Huckeba / Brittany Daniel  
K-3A Christy Hines  
K-3B Susan Wininger  
K-4 Jenny Caldwell  
Assistant / Afternoon Staff: Ellen Lee, Karli Ryan

**School Board**

Chairman, Bart Gillespie, Jamie Perry, Chris Farmer  
Dwight Hurston, Slade Jenkins, Buster Hale

**Hours of Operation** 7:30 am – 6:00 pm    Monday-Friday

HGBA is open Monday through Friday from 7:30 A.M. to 6:00 P.M. Hours of care will be contracted from child to child. Staff may be at the center earlier preparing the center for daily activity however children are not allowed to be brought into the center prior to 7:30. Children must be picked up by 6:00 P.M. or a late fee will be assessed to your account of \$5.00 per child per every 15 minutes late. This fee must be paid in full the next time your child is dropped off at the center. Same late fee applies for 12 am and 3:30 pm pick up times. No care will be given on Saturdays and Sundays.

## **Holidays**

We will be closed in observance of the following Holidays:

Labor Day.....	09/02/19
Thanksgiving Holidays.....	11/27/19-11/29/19
Week of Christmas.....	12/23/19-12/30/19
New Years Eve.....	12/31/19
New Year.....	01/01/20
Good Friday.....	...4/10/20
Memorial Day.....	05/25/20
Independence Day.....	07/04/20

7:30am-12pm students must follow the academy calendar. This calendar will be provided to parents in resource folder at orientation.

## **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. [As a religious institution it reserves the right to deny admission or to terminate the enrollment of persons whose lifestyle, words, actions, or otherwise do not align with the school's statement of faith, code of conduct, or other policies of this organization.](#)

## **Academic Policies**

Holy Ground Baptist Preschool is accredited by the Georgia Accrediting Commission. We use Abeka Book curriculum for all grades, which is unashamedly Christian and traditional in its approach to education. Its publications are built upon the firm foundation of scriptural truth and are written by dedicated and talented Christian scholars who are well grounded in the practical aspects of classroom teaching. Each day begins with a salute to the American flag, Christian flag, and the Bible. This is very important for children to learn about faithfulness to God as well as patriotism to our country. Also, the first subject of each school day is Bible, which is the most important way for students to begin their day.

## **Admissions Process**

1. Parents/Guardians must call to make appointment to meet with the Preschool Director.
2. Interviews will take place by appointment at HGBA.
3. Parents must submit parental agreement of handbook, Completed Enrollment Application, Birth Certificate, Updated Immunization Record, Hearing, Vision and Dental Records (K4).
4. Preschool Director will review application and make the determination as to which students are admitted to the school and which are rejected.

## **Re-enrollment**

Students who wish to re-enrollment must do so earlier than general registration in order to guarantee acceptance. No student has a right to re-enroll and all application for re-enrollment are subject to approval by the Preschool Director

## **Attendance**

### Statement of Expectation

Regular and punctual attendance at HGBA is expected and required. Frequent absenteeism is a major cause of poor academic progress and continual tardies are disruptive to the teacher and other students in the class. Every effort should be made by parent to have children in regular attendance at the appointed time. School begins at 8:00am and ends at 12:00pm.

## **Absenteeism**

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 2019-2020 school year:

- \_\_\_ Completed Enrollment Application
- \_\_\_ \$200 Enrollment/GACS Fee (Due at enrollment)
- \_\_\_ Parental Agreement Signed
- \_\_\_ Signed Exemption Notice
- \_\_\_ 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 Preschool Office.
- \_\_\_ FULL change of clothing (including socks, shoes and underwear)
- \_\_\_ Sleep mat

**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. K3 and K4 students are required to have 1 extra change of weather appropriate cloths in their book bag daily.

## **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. **Holy Ground Baptist Academy is a ministry of Holy Ground Baptist Church.** Attendance at HGBA is a privilege and not a right. HGBA stands without apology for high standards of morality and wisdom. **Enrollment in our school is a privilege that may be revoked at any time at the sole discretion of the school's administration.**

*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. We also require a uniform dress code for staff, encouraging modesty, discretion and professional appearance. School employees and school volunteers are operating in a ministerial capacity and are performing ministerial functions.

## **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.

*1 Corinthians 2:13, Psalms 119:160, 2 Timothy 3:16-17, II Peter 1:21*

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*



*We believe that God has commands that no intimate sexual activity should be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bestiality, incest, fornication, adultery, and pornography are sinful perversion of God's gift of sex. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; 1 Cor. 5:1; 6:9, 1 Thess. 4:1-8; Heb.13:4*

*We believe that human life begins at conception and that the unborn child is a living human being. Abortion is murder. We reject any teaching that abortions of pregnancies due to rape, incest, birth defect, gender selection, birth, or population control, or the mental well being of the mother are acceptable. Job 3:16; Psalms 51:5, 139:14-16; Isa 44:24, 49:1, 5; Jer. 1:5; 20:15-18; Luke 1:44*

## **Preschool Director**

The preschool Director has the primary decision making authority and his/her decisions are final in all matters except those where the school board must take action.

## **Communication**

The SchoolWorx system will be the main mode of communication for school information. Please Check this system often for school information and student's academic progress. K2-K4 uses the student planners, text messaging, and external email system that can be utilized when necessary. Please notify the Preschool office if you have a changes in your email address, home address, or telephone numbers.

## **Withdrawal/Termination Policy**

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, schoolworx, text message, and the automated Phone tree by 6:30 am. The Preschool will call parents if there is early dismissal due to weather.

## **Loss of Electrical Power**

HGBA will reserve the right to close the center at Loss of Electrical Power.

## **Loss of Water:**

HGBA will reserve the right to close the center at Loss of Water.

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

## **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 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**

Students must be signed out before they can be released from the school. Departure for those staying Half Days is at 12:00pm. 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 with the exception of the K4 class chapel day and field trips. Chapel uniform requirements: Girls: Logo Red Polo Shirt, Khaki Skirt (must touch the kneecap while standing), and Brown dress shoes. Boys: Logo Red Shirt, Khaki Pants, Brown Dress Shoes, and Brown Belt.

**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, cups, bottles, bags, etc. must have your child's name on each of them. We will not 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 includes posting on social networking sights or any other type of media outlet that are negative or unfavorable towards HGBA staff or students. 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/Parents 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 modest character in dress, conduct, and attitude.

When a Student/Parent'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.

### **Discipline Policy**

Children will be treated with courtesy, respect, & patience. Guidance will be according to age & level of understanding. Younger children, babies, & toddlers, will be redirected to another activity. If redirection is unsuccessful a time out of 1 minute per age of child will be given. Discipline & Plan of Action forms will be filled out to inform the parent of any behavioral problems and/or incidents. If a child displays persistent behavior problems, a parent-teacher conference will be requested to try to resolve the problem/issue at hand.

### **Holy Ground Baptist Academy Preschool Rules**

1. No hitting, biting, pinching, throwing, pushing, hair pulling, scratching, or otherwise hurting ourselves or others.
2. No intentionally breaking anything.
3. No running, jumping, wrestling, climbing, etc. inside the center.
4. Children may not pick up other children.
5. No leaving the center or playground without permission of a staff member. No children are allowed outside alone without adult supervision, even when a parent is here.
6. No name-calling, yelling, foul language, teasing or bullying. Everyone deserves to be treated with respect.
7. All food & drink will remain in the designated areas of the center/classrooms. Absolutely no gum chewing allowed by the children.

## **Biting Policy**

Explanations, policies and procedures regarding biting in the child care center.

A child biting another child is one of the most common and most difficult behaviors in group childcare. It can occur without warning, is difficult to defend against, and provokes strong emotional responses in the biter, the victim, the parents, and the caregivers involved.

For many toddlers, the biting stage is just a passing problem. Toddlers try it out as a way to get what they want from another toddler. They are in the process of learning what is socially acceptable and what is not. They discover that biting is a sure-fire way to cause the other child to drop what they are holding so the biter can pick it up. However, they experience the disapproval of the adults nearby and eventually learn other ways of gaining possession of objects or expressing difficult feelings.

For other children, biting is a persistent and chronic problem. They may bite for a variety of reasons: teething, frustration, boredom, inadequate language skills, stress or change in the environment, feeling threatened, or to feel a sense of power.

No matter what the cause, biting in a group situation causes strong feelings with all involved. It does help, however, to be aware of the potential problem before it happens, and to form a plan of action if it does occur. The staff of the Center, after consulting child care experts and manuals, has developed the following plan of action to be used if and when biting occurs in any of our rooms.

Before biting occurs:

1. Discuss the issue of biting with all parents at the time of enrollment.
2. Distribute written policy to all families and include the written policy in the enrollment packet.

When a child is bitten:

**For the biter:**

1. The biter is immediately removed with no emotion, using words such as “biting is not okay it hurts.” Avoid any immediate response that reinforces the biting or calls attention to the biter. The caring attention is focused on the victim.
2. The biter is not allowed to return to the play and is talked to on a level that the child can understand. “I can see that you want that truck, but I can’t let you hurt him. We don’t put our teeth on people.” Or “That hurts Johnny when you bite him, he is sad.”
3. Redirect the child to other play.
4. Write an accident report and notify the parents of the biter.

**For the victim:**

1. Separate the victim from the biter.
2. Comfort the child.
3. Administer first aid.
4. Write an accident report and notify parents of the victim (in writing).

If biting continues:

1. Room staff meet with the director on a routine basis for advise, support and strategy planning.
2. Chart every occurrence, including attempted bites, and indicate location, time, participants, behaviors, staff present, and circumstances.

3. “Shadow” children who indicate a tendency to bite:
  - Head off biting situations before they occur.
  - Teach non-biting responses to situations and reinforce appropriate behavior.
  - Adapt the program to better fit the individual child’s needs.
4. “Shadow” children who have a tendency to be bitten:
  - Head off biting situations.
  - Teach responses to potential biting situations: “No” or “Don’t hurt me!”
5. Work together as partners with the parents of both biting children and frequent victims to keep all informed and develop a joint strategy for change.
6. Hold a conference with the parents of the biting child to develop a written plan of action. Schedule follow-up meetings or telephone conversations as needed.
7. Consider early transition of a child “stuck” in a biting behavior pattern for a change of environment, if developmentally appropriate.
8. Prepare the parents of the biting child for the possibility that the child may have to be removed from the Center.
9. If it is deemed in the best interest of the child, center, and other children, termination of the child from Center enrollment for the duration of the biting stage may occur. Written warning will be given to the parents before this action will taken.

## **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 licensed by Georgia Accrediting Commission and because of this, all meals and snacks must meet the rules set forth by them for food service. 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, hotdogs, raw carrots, popcorn, fish with bones, and grapes shall not be served to children under 3 years of age. Children older than 3 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, sweets, soft drinks, tea or koolaid, etc. shall be served only on special occasions and only in addition to the required nutritious meals and snacks.

## **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

<b>Breakfast for Children</b>			
<b>Food Components</b>	<b>Ages 1-2</b>	<b>Ages 3-5</b>	<b>Ages 6-12<sup>1</sup></b>
<b>1 milk</b> fluid milk	1/2 cup	3/4 cup	1 cup
<b>1 fruit/vegetable</b> juice, <sup>2</sup> fruit and/or vegetable	1/4 cup	1/2 cup	1/2 cup
<b>1 grains/bread<sup>3</sup></b> 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
<b>Snack for Children</b>			
<b>1 milk</b> fluid milk	1/2 cup	1/2 cup	1 cup
<b>1 fruit/vegetable</b> juice, <sup>2</sup> fruit and/or vegetable	1/2 cup	1/2 cup	3/4 cup
<b>1 grains/bread<sup>3</sup></b> 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
<b>1 meat/meat alternate</b> meat or poultry or fish <sup>4</sup> or alternate protein product or cheese or egg <sup>5</sup> or cooked dry beans or peas or peanut or other nut or seed butters or nuts and/or seeds or yogurt <sup>6</sup>	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.
<b>Lunch or Supper for Children</b>			
<b>1 milk</b> fluid milk	1/2 cup	3/4 cup	1 cup
<b>2 fruits/vegetables</b> juice, <sup>2</sup> fruit and/or vegetable	1/4 cup	1/2 cup	3/4 cup
<b>1 grains/bread<sup>3</sup></b> bread or cornbread or biscuit or roll or muffin or	1/2 slice 1/2 serving 1/4 cup 1/4 cup	1/2 slice 1/2 serving 1/3 cup 1/4 cup	1 slice 1 serving 3/4 cup 1/2 cup

cold dry cereal or hot cooked cereal or pasta or noodles or grains	1/4 cup	1/4 cup	1/2 cup
<b>1 meat/meat alternate</b> meat or poultry or fish <sup>4</sup> 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 <sup>5</sup> or yogurt <sup>6</sup>	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/Meal Pattern.htm>

**USDA Recommended Child Care Meal Pattern**

<b>Breakfast</b>		
<i>Birth through 3 Months</i>	<i>4 through 7 Months</i>	<i>8 through 11 Months</i>
4-6 fluid ounces of formula <sup>1</sup> or breastmilk <sup>2,3</sup>	4-8 fluid ounces of formula <sup>1</sup> or breastmilk <sup>2,3</sup> ; 0-3 tablespoons of infant cereal <sup>1,4</sup>	6-8 fluid ounces of formula <sup>1</sup> or breastmilk <sup>2,3</sup> ; and 2-4 tablespoons of infant cereal <sup>1</sup> ; and 1-4 tablespoons of fruit or vegetable or both
<b>Snack</b>		
4-6 fluid ounces of formula <sup>1</sup> or breast milk <sup>2,3</sup>	4-6 fluid ounces of formula <sup>1</sup> or breast milk <sup>2,3</sup>	2-4 fluid ounces of formula <sup>1</sup> or breast milk <sup>2,3</sup> , or fruit juice <sup>5</sup> ; and 0- bread <sup>4, 6</sup> or 0-2 crackers <sup>4, 6</sup>
<b>Lunch or Supper</b>		
4-6 fluid ounces of formula <sup>1</sup> or breast milk <sup>2,3</sup>	4-8 fluid ounces of formula <sup>1</sup> or breast milk <sup>2,3</sup> ; 0-3 tablespoons of infant cereal <sup>1,4</sup> ; and 0-3 tablespoons of fruit or vegetable or both <sup>4</sup>	6-8 fluid ounces of formula <sup>1</sup> or breast milk <sup>2,3</sup> ; 2-4 tablespoons of infant cereal <sup>1</sup> ; 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><sup>1</sup> Infant formula and dry infant cereal must be iron-fortified.</p> <p><sup>2</sup> 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><sup>3</sup> 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><sup>4</sup> A serving of this component is required when the infant is developmentally ready to accept it.</p> <p><sup>5</sup> Fruit juice must be full-strength.</p> <p><sup>6</sup> A serving of this component must be made from whole-grain or enriched meal or flour.</p>		

**Reference:**

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

## 2019-2020 Financial Information

\*The Enrollment Fee for ALL Students will be \$200 for the first child, \$125 each additional child.\*

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

FEES	First Child	Each Additional Child
Enrollment Fee	\$200.00	\$125.00

	1st Child	2nd Child	Each Additional Child
Preschool Tuition			
Half Day 7:30am-12pm	\$270.00	\$250.00	\$230.00
Full Day 7:30am-6pm	\$440.00	\$400.00	\$380.00

## 2019-2020 Financial Terms & Conditions

1. Tuition Payment Plans:10 monthly payments (July 20, 2019-April 20, 2020). There will be a special flat rate of **\$650** a month for Tithing Members of Holy Ground Baptist Church. 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. (ex: September's tuition is due August 20th and late after August 30th)
  - If tuition and late fees are not paid and become **45 days delinquent**, a letter will be sent home and an email will be sent to the student's parents/guardians reminding them of the past due status.
  - If a student's account becomes **60 days delinquent**, the student will not be allowed attend school, until full payment and late fees for both months are paid. Also checking-savings account information may be required for monthly tuition payments to be drafted from parent's/guardian's account.
  - **Brother Bill Scott handle all collections of late tuition and/or fees; his email address will be: [bill.scott@hgstallions.org](mailto:bill.scott@hgstallions.org).**

- In the event that a student withdraws from HGBA, no records, transcripts, or copies of the student's file will be released until all financial obligation have been met Tuition that is paid in full is non-refundable.
- A **\$35** Charge will be assessed for return checks.
- Enrollment fee is due at time of registration. This fee is non-refundable.
- There is a 10% discount on tuition that is paid in full by July 20<sup>th</sup>.

\*No reservation will be held for any child registered whose fees are not paid in full by July 20<sup>th</sup>. 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.

\*Remember, paying on time is a requirement and will be strictly enforced by the above-mentioned guidelines. HGBA operates strictly from tuition funds to pay operational costs, maintenance, and teachers' salaries. When tuition accounts go unpaid, the finances of the school are jeopardized. For the sake of honesty and testimony, the expenses of a Christian school must be paid on time; therefore, it is necessary that fees and tuition be paid on time.

\*For K-4 students SSO scholarships must be applied from the day check is received by the school forward. HGBA is a member of the SSO of America only.

In addition to tuition, the following fees may be required:

Enrollment, Payable at the time of registration and non refundable

Lunches

Athletic/Sports activities

Class parties

School photos/class pictures

Yearbooks

Field trips, class actives

### **Medical Emergencies:**

Although supervision is constantly given, HGBA staff cannot be by the child's side at all times to prevent falls, tripping, bumps, blows from the other children, etc. If the child is injured in a non-threatening way, HGBA staff will assess the child and provide necessary first aid. If the injury is more serious, the parent will be notified so the child can be transported to the hospital or doctor's office (i.e. needs stitches, broken bone, dislocation, etc). If a parent or emergency contact is not available, a child that needs medical attention will be transported via ambulance to the nearest hospital (along with your signed consent to provide medical care form). All costs associated with injuries to the child will be the responsibility of the parent. If immediate intervention is required, a staff member that is certified in Child CPR/First Aid, will take appropriate action including calling 911 & having your child transported to the hospital if necessary. You or your family's insurance will be responsible for the cost of medical help or treatment due to accidents or illness while in childcare. HGBA does not provide health insurance for enrolled children.

### **Health, Illness & Exclusion Policy**

Under no circumstances is a sick child to attend HGBA Preschool. Children should be allowed to recover fully in the comfort of their own home. The other children in care are exposed to any disease your child may bring into the center. If you are unable to remain home with your child, it is your responsibility to make substitute childcare arrangements. Obviously, it is not possible to prevent the spread of all illness however minimizing exposure & providing good hygienic practices in the center & home are means by which we can limit the problem & the resulting inconvenience. Accordingly, for the benefit of all involved, the following policies will be strictly enforced. Children who have exhibited ANY symptoms of infectious illness within the 24-hour period are likely to be contagious & should remain at home. Examples of associated symptoms included, but are not limited to, fever of 100F measured orally, nausea or vomiting, diarrhea, sore throat, loss of voice, hacking or continuous coughing, yellow or green drainage from nose, drainage from eyes or ears, rash or head lice. HGBA reserves the right to determine whether a child should remain at home or is okay to stay or return to the center when illness is a consideration. A doctor's note with permission to return to daycare maybe requested. Parents of children who become ill during the day will be promptly notified & are expected to make arrangements for their child to be picked up immediately. The sick child will, if possible, be isolated from the other children in the center to minimize exposure. If the parent / guardian can not be reached, the person designated as the emergency contact will be notified. It is the parent's responsibility to inform the director if their child has been diagnosed with a contagious illness so proper notifications can be made. Notice will be posted on the parent information board as well as classroom doors informing parents that their child has been exposed to a contagious illness/disease. For confidentiality reasons, the name of the

child with the confirmed illness will not be released.

The following diseases will be reported to parents of all enrolled children in/out of attendance the reported day:

Chicken Pox (varicella), Conjunctivitis/Pink Eye, Head Lice, Influenza, Pin Worm (enterobiasis), Ring Worm (tineadermotophytosis), Scabies (acariasis), Fifth Disease (human parvovirus), Rotovirus & Respiratory Syncytial Virus (RSV).

Common colds and allergies should not, unless causing the child to feel too uncomfortable, prohibit attendance. It is our policy to have conditions that encourage cleanliness and good health practices among both staff and children.

Holy Ground Baptist Academy employees will follow the same guidelines for exclusion as stated for children. All staff is to report illness to the director to ensure proper notifications can be made.

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 Preschool 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. We also are required to inform you that our program does not carry liability insurance.

**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?
Bronchiolitis, bronchitis, ear infection, sinus infection and most sore throats (respiratory diseases caused by	Variable	Contact with droplets from nose, eyes or mouth-virus can live in environment 24 hours	Variable - from day before symptoms, Begin to 5 days after onset	No restriction unless child has fever, or is too uncomfortable, fatigued or ill to participate in activities (center



many different viruses and occasionally bacteria)				unable to accommodate child's increased need for comfort and rest)
Common Cold (upper respiratory infection)	2 days to 2 weeks	Contact with droplets from nose, eyes or mouth- virus can live in environment 24 hours	Variable - from day before symptoms, Begin to 5 days after onset	No exclusion, unless fever, or child too ill to attend
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
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
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
Conjunctivitis (Pinkeye) (may be viral, bacterial or allergic)	Variable, 24 to 72 hrs	Highly contagious Contact with secretions from eyes or contaminated surfaces	Variable — (allergic conjunctivitis is not contagious)	When cleared by physician, after 24 hrs treatment if bacterial
Diphtheria*	1 to 10 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
Influenza	1-4 days	Highly contagious Contact with droplets from nose, eyes or mouth of	Variable, from the day before, until the first 7 days of illness	After 24 hours without fever and symptoms are improving

		infected person		
Mononucleosis (Mono) (Epstein-Barr virus)	30 to 50 days	Contact with the infected person's saliva	Indeterminate	No restriction unless child has fever or is too uncomfortable, fatigued or ill to participate in activities (center unable to accommodate child's increased need for comfort and rest)
Mumps *	12-25 days (usually 16-18 days)	Contact with droplets from nose, eyes, mouth of an infected person	Peak infectious time begins 2 days before swelling, but may range 7 days before to 9 days after	9 days after parotid gland swelling begins
Respiratory syncytial virus (RSV)	2 to 8 days (4 to 6 days is most common)	Highly contagious; contact with droplets from nose, eyes or mouth of infected person; virus can live on surfaces for several hours	Variable; from the day before onset of symptoms until 3 to 8 days after or longer; may last up to 3 to 4 weeks	No fever for 24 hours without the use of fever-reducing medication
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, close crowded contact.	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 not develop disease, but risk highest 1-2 years after exposure	Airborne or contact with droplets from nose and mouth of infected person (children usually contract TB from	Children with TB usually are not infectious to others	Only when Health Department gives permission

		close contact with an infected adult)		
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
Gastroenteritis, bacterial (E. coli, Salmonella, Shigella, Campylobacter, Yersinia) usually have vomiting/diarrhea	10 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	No fever for 24 hours; no diarrhea present, pathogenic E. coli and Shigella require 2 negative stool cultures; salmonella serotype Typhi requires 3 negative stool cultures.
Gastroenteritis, viral (Adenovirus, rotavirus, Norwalk virus)	Varies with organism, usually 12 hours to 10 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
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
Hepatitis A	15-50 days averaging 28 days	Eating contaminated food/water; close contact with infected	From 1 to 2 weeks before the illness until 1 week after jaundice (yellow skin) has begun	After 1 week from onset of jaundice (yellow discoloration of skin)

		individuals contact with infected stool		
Pinworms ( <i>Enterobius vermicularis</i> )	1 to 2 months or longer	Pinworms lay microscopic eggs near rectum, causing itching; infection spreads through ingestion of pinworm eggs after contamination of hands by scratching	Eggs may survive up to 2 weeks after appropriate therapy and resolution of rectal itching; reinfection is common	No restriction, but treatment should be given to reduce spread
Rotavirus	1 to 3 days	Contact with stool from infected individual	Virus is present in stools of infected children several days before the onset of diarrhea to several days after onset of diarrhea	No diarrhea present

Disease, Illness, Organism	Incubation Period	How is it spread?	When is child most contagious?	Return to school?
Haemophilus influenzae type B (Hib bacteria)	Unknown (usually 1 to 10 days )	Contact with droplets from nose, eyes or mouth of infected person	Until at least 24 hours of antibiotic treatment, including antibiotics to eliminate carrier state	After at least 24 hours of antibiotic treatment, including antibiotics to eliminate carrier state; child well enough to participate
Neisseria meningitidis (Meningococcal bacteria)	1 to 10 days (usually less than 4 days)	Contact with droplets from nose, eyes or mouth of infected person	Until at least 24 hours of antibiotic treatment, including antibiotics to eliminate carrier state	After at least 24 hours of antibiotic treatment, including antibiotics to eliminate carrier state; child well enough to participate
Streptococcus pneumoniae (Pneumococcal bacteria)	Variable (usually less than 4 days)	Contact with droplets from nose, eyes or mouth of infected person	Until at least 24 hours of antibiotic treatment	After at least 24 hours of antibiotic treatment; child well enough to participate
Viral meningitis (usually enterovirus)	3 to 6 days	Contact with droplets from nose, eyes or mouth or fecal material, often from healthy people	From the day before illness until up to 2 weeks after onset	After 24 hours without fever; child well enough to participate
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)
Fifth Disease (Parvovirus) "Slapped cheek" appearance & lacy rash	4-21 days	Contact with droplets from nose, eyes or mouth	During the week before the rash develops	No need to restrict once rash has appeared

Disease, Illness, Organism	Incubation Period	How is it spread?	When is child most contagious?	Return to school?
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
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 7-12 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
Impetigo (Staphylococcus/ streptococcus) skin infection	7-10 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
Measles (Rubeola)*	7-21 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
MRSA (Methicillin-resistant Staphylococcus Aureus) (bacterial cause of skin boils and abscesses)	Variable; at times initially mistaken as spider bite	Direct skin contact with infected person, wound drainage or contaminated surfaces; increase risk in crowded conditions; occasional transmission by droplet over short distances	Draining wounds are very contagious and should be covered at all times	If wound drainage can be will contained under a dressing; exclude from high-risk activities such as contact team sports until completely healed
Molluscum (Molluscum contagiosum virus)	2 to 7 weeks, as long as 6 months	Direct skin contact with wound or contaminated surfaces	When lesions are present	No restriction, keep lesions covered with clothing or bandages

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
Roseola (virus)	9 to 10 days	Secretions, often from healthy people	During fever	No restriction unless child has fever or is too ill to participate
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 is completed.
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
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

# 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

\* 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

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