



Lebanon Christian School  
2017- 2018 Parent/Student Handbook  
Preschool & Pre-Kindergarten  
130 Cook Road  
Lebanon, OH 45036  
513-228-0677

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# Lebanon Christian Schools

School Colors: Blue and White

Team Name: Crusaders

Campus: The Academy 130 Cook Rd. Lebanon, OH 45036

Website: [lebanonchristianschool.org](http://lebanonchristianschool.org)

Facebook: The Academy - A Lebanon Christian School

## Mission

The purpose of Lebanon Christian School is first and foremost that God in all things may be glorified through Jesus Christ, to whom be praise and dominion forever and ever. In order to accomplish this in an educational setting, we must first provide a Christ-centered education for the children of the area without distinction to race, religious creed, or academic capability.

## Vision

The vision of Lebanon Christian School is to equip students with a quality education based on Christian morals and ethics, in an atmosphere that promotes love and responsibility for a life of servitude to Christ and their community.

## Core Values

- ◆ Develop Christian Leadership
- ◆ Promote Christian Character
- ◆ Develop Spirituality
- ◆ Embrace Community
- ◆ Strive for Excellence
- ◆ Seek Truth
- ◆ Exhibit Compassion
- ◆ Serve Others
- ◆ Develop Responsibility

## **STATEMENT OF FAITH**

- ❑ We believe the Bible to be inspired, the only infallible and authoritative Word of God;
- ❑ We believe that there is one God, eternally existent in three persons: Father, Son and the Holy Spirit;
- ❑ We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory;
- ❑ We believe in the creation of man by the direct act of God as recorded in the Book of Genesis;
- ❑ We believe that for the salvation of the lost and sinful man, a regeneration by the operation of the Holy Spirit on the basis of grace alone is absolutely essential;
- ❑ We believe in the resurrection of both the saved and the lost; they that are saved unto eternal life and they that are lost unto eternal damnation;
- ❑ We believe in the spiritual unity of believers in our Lord Jesus Christ.

## **SCHOOL HOURS**

School Hours: All Day Schedule Monday - Friday 6:30am - 6:00pm

Preschool or Pre-Kindergarten Only Monday - Friday 9:00am - 11:30am or 12:30pm - 3:00pm

Doors Open at 6:30am for All Day Students

Doors Open at 8:45am for our Morning Preschool/Pre-K Students

Doors Open at 12:15pm for our Afternoon Preschool/Pre-K Students

Student Pickup for Morning Preschool/Pre-K is 11:30am

Student Pickup for Afternoon Preschool/Pre-K is 3:00pm

Student Pickup for All Day Students is until 6:00pm

Crusader Club is available before school and after school if students need to be dropped off early or stay late. Fees apply.

## **POLICY OF NON-DISCRIMINATION**

The desire of LCS is to recruit and to admit students of any race, ethnic group, religious creed, or academic capability to all the rights, privileges, programs, and activities of the school. In addition, the school will not discriminate on the basis of race, ethnic group, religious creed, or academic capability in administration of its educational policies, programs, or extracurricular activities.

## **STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY**

Lebanon Christian School stands firm upon the historical truth and moral foundation of Christianity. We believe God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.)

We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4) We believe that God has commanded that no one engage in intimate sexual activity outside of marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and the use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

We believe that in order to preserve the function and integrity of Lebanon Christian School as the local Body of Christ, and to provide a biblical role model to the Lebanon Christian School members and the community, it is imperative that all persons employed by Lebanon Christian School agree to abide by this Statement on Marriage, Gender, and Sexuality.

We believe that God offers redemption and restoration to all who confess and forsake their sin seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Lebanon Christian School.

The Biblical and philosophical goal of Lebanon Christian School is to develop students into mature, Christ Like individuals who will be able to exhibit a belief of what qualities or characteristics exemplify a Christlike life. Lebanon Christian School retains the right of enrollment or to expel any student who engages in sexual immorality as well as any student who promotes such practices.

Upon application, acceptance and subsequent enrollment of their children at Lebanon Christian School, parents or legal guardians agree to support these and other basic biblical values. Also, parents or legal guardians acknowledge that Lebanon Christian School will teach these principles without compromise.

Parents or legal guardians, who choose to apply, are accepted, and subsequently enroll their children at Lebanon Christian School are agreeing to support these and other basic biblical values and agree that Lebanon Christian School will teach these principles and biblical values.

### **SPECIAL SERVICES**

If for some reason LCS is not staffed or equipped to be of service to a child in need of special instruction, guidance, or attention, we reserve the right to dismiss a child and/or direct the parent and child to another agency.

### **PARENTAL PARTNERSHIP**

The following are some of the practical ways you, as parents, can help your child be successful at school:

- ❑ Pray for your child, your school, and your teachers.
- ❑ Show genuine interest in your child's school work and accomplishments.
- ❑ Provide a healthy and happy home environment for your child.
- ❑ Assume the responsibility for punctuality and good attendance.
- ❑ Follow the Matthew 18 principle for solving school problems:

*In Matthew 18:15-17, Jesus gives His formula for solving person-to-person problems. "Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone; if he shall hear thee, thou hast gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established. And if he shall neglect to hear them, tell it unto the church; but if he neglects to hear the church, let him be unto thee as a heathen man and a publican."*

## **PARENT COMMUNICATION**

The Academy will do all communication via email and handouts as needed. You may email the office at any time if you need assistance or have any questions. Andrea's email is [acovert@lebanonchristianschool.org](mailto:acovert@lebanonchristianschool.org) and Kim's email is [kcope@lebanonchristianschool.org](mailto:kcope@lebanonchristianschool.org).

## **PARENT/TEACHER CONFERENCES**

Parent/Teacher Conferences will be held twice a year, once in the fall and once in the spring.

## **PLEDGES**

At LCS we salute two flags and the Holy Bible each morning before school.

We salute the American Flag because we love the free country God has given us. The flag is a symbol to remind us of our great nation and of our job to be good citizens. The Bible teaches that we should respect our country and its leaders.

### **PLEDGE TO THE UNITED STATES FLAG**

“I pledge allegiance to the flag  
of the United States of America.  
and to the republic for which it  
stands, one nation, under God,  
indivisible, with liberty and  
justice for all.”

We salute the Christian Flag because we love Jesus Christ, our Lord and Savior. The Christian Flag is a symbol of the sacrifice Christ made for us and of the dedication of Christians to preserve our Christian heritage. The words of the pledge remind us of the heaven that God has prepared for those who love Him.

### **PLEDGE TO THE CHRISTIAN FLAG**

“I pledge allegiance to the  
Christian Flag and to the  
Savior for whose Kingdom it  
stands, one Savior, crucified,  
risen, and coming again, with  
life and liberty for all who believe.”

We salute the Bible because it is God's Holy Word written to us outlining His plan for our lives. The pledge is a statement of dedication to read, remember, and respond to God's Word.

### **PLEDGE TO THE BIBLE**

"I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, and a light unto my path. Its words will I hide in my heart that I may not sin against God."

### **HALLOWEEN POLICY**

Lebanon Christian School does not endorse Halloween or any of the practices which accompany that day. Having stated this, we do not promote, endorse, or allude to the figures that the "world" associates with that day. Any parties, handouts, clothes, and wall decorations are to be Christ-centered and appropriate for the Lebanon Christian School environment.

### **DRESS CODE**

The dress code has been established in order to contribute to a positive learning environment. Good grooming should be a mark of every Lebanon Christian student. Students are expected to avoid extremes in clothing and hairstyles so students do not draw attention to themselves.

At The Academy, we ask that all students:

- Avoid wearing flip flops. Sandals are acceptable.
- Wear socks with tennis shoes and sneakers.
- Bring a coat in the winter - we go outside even when it is cold.
- Avoid spaghetti strap shirts
- Wear shorts under skirts.

## CONFLICT RESOLUTION

There are several clear principles that Jesus taught in solving people to people problems:

**KEEP THE MATTER CONFIDENTIAL.** The pattern of sharing the problem only with those directly involved establishes confidentiality.

**KEEP THE CIRCLE SMALL.** The first and most often the only step needed in solving a person to person problem is for one of the two people involved to initiate face to face dialogue. Most problems are solved at the two people stage.

**BE STRAIGHTFORWARD.** Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly, yet clearly, presented.

**BE FORGIVING.** Once the matter is resolved, we should wholeheartedly forgive and restore the person whose fault offended us.

### **CONFLICT RESOLUTION PROCEDURE**

The Matthew 18 Principles of Conflict Resolution

“If your brother sins against you, go and show him his fault, just between the two of you.”  
(Matthew 18:15 ) Lebanon Christian School is a Christian school, and the Word of God governs all of its affairs. As members of a Christian community, we enjoy the privilege of relating to one another not merely as parents and educators, but as brothers and sisters in Christ. Therefore, the school board, administration, faculty, staff, and students are expected to maintain a decorum that is honoring to the name of Christ.

However, in spite of the best efforts of students, parents, and the school, conflicts will inevitably arise. When they do, it is important that they be handled in a Biblical manner and in a way that leads to an effective resolution.

The foundation of Matthew 18:15 is a direct, one-on-one meeting between individuals involved. Since most conflict results from a breakdown in the communication process, adhering to the Matthew 18:15 principle enhances and extends communication. Therefore, the first step in conflict resolution should always be communicating directly with the person involved.

In accordance with this principle, an administrator’s first response to a vocalized complaint regarding a teacher will be to ask whether a discussion with the teacher in question has taken place. If one has not, the administrator will strongly encourage a meeting with that teacher. All

questions, problems, or complaints should be brought directly to the teacher first before anyone else is involved. If the issue is not cleared up at this level through direct contact, it should be brought to the Principal. If the matter is not cleared up by the Principal, it should be brought to the superintendent, who is the final authority on the matter. If the situation is a moral or illegal matter and the superintendent is unresponsive, then, in these extraordinary circumstances, a parent may contact the school board.

Parents and students should work through the process outlined above as the appropriate means to settle conflicts.

## DISCIPLINE

A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.

Our written policy shall be on file in the school office for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation, and praise for appropriate behavior.

The school's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

- There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.
- No discipline shall be delegated to any other child.
- No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
- No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.
- No child shall be subjected to profane language, threats, or derogatory remarks about himself or his family or other verbal abuse.
- Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- Techniques of discipline shall not humiliate, shame or frighten a child.
- Discipline shall not include withholding food, rest, or toilet use.
- Separation, when used as a discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
- The school shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

The parent of a child enrolled in a school will receive the school's written discipline policy.

All preschool staff members will receive a copy of the school's discipline policy for review upon employment.

## **WEAPONS VIOLATIONS**

The Lebanon Christian School Board is committed to providing students with an educational environment free of dangers from firearms, knives, dangerous weapons, and objects indistinguishable from firearms. The definition of a firearm shall include any weapon (including a starter gun) which will or designed to or may readily be converted to expel a projectile by the actions of an explosive; the frame or receiver of any such weapon; any firearm muffler or silencer; or any destructive device which includes but is not limited to any explosive, incendiary charge of more than ¼ ounce, mine or similar device similar to any device described above.

The definition of a firearm also includes those objects which are “indistinguishable from a firearm.” An object “indistinguishable from a firearm” is defined as “any object made, construed, or altered so that, to a reasonable person without special training, the object appears to be a firearm.”

No student shall bring a firearm to or possess a firearm while on school property or at a school sponsored activity. Any student that brings a firearm to school in the above manner shall face discipline up to expulsion for a period of one calendar year. Any student who possesses a firearm, which was initially brought on school property by another person, may be expelled and any student who brings an object or possesses an object indistinguishable from a firearm may be expelled by administration.

Students are also prohibited from bringing a knife to or possessing a knife while on school property or at a school-sponsored activity. Definition of a knife includes, but is not limited to, a cutting instrument consisting of a blade fastened to a handle. If a student brings and possesses a knife while on school property or at school sponsored activity, they may be expelled by administration.

## **RULES OF CONDUCT**

1. Running or playing in the school hallway is not permitted.
2. Defacing or misusing school property, including trees and landscaping, is disrespectful and will carry serious consequences.
3. Knives or dangerous objects shall not be brought to school.
4. Special rooms or areas (office, streets, parking lot, and other school rooms) are off limits for students unless a teacher or school aide grants permission.
5. Students are never permitted to leave the school grounds before the end of the school day without permission from a teacher.
6. Chewing gum is not permitted on the school grounds.
7. No toys will be allowed in school without the permission of a teacher.
8. Students should not bring pets to school unless given special permission by a teacher.
9. Technical devices shall not be brought to school without special permission.
10. No student should be in the office during the school day without permission.
11. No student should be on the playground without supervision.

12. Coats, boots, etc., should be placed or hung at the coat racks neatly.
13. Students are to use language that is tasteful, kind and pure.
14. Teacher's desk and personal property are off limits to all students.
15. Classroom rules set forth by teachers carry the same importance as the rules listed in this handbook.
16. "Safety First" is our motto for the playground. (See Playground Rules)
17. Any teacher, staff member, or volunteer speaking to you is the same as your teacher speaking to you.

### **CONDUCT FOR FIELD TRIPS**

Field trips are learning experiences and are considered privileges. Respect for authority, each other, and property will be enforced on all field trips. Any behavior problems during a field trip will result in the loss of the attendance privilege of the next field trip.

### **ATTENDANCE AND ABSENCE POLICY**

Our Christian commitment is reflected in our daily habits. In order to learn life habits, which honor Christ and provide for successful living, it is necessary for the school and home to provide for consistent attendance.

Regular attendance is an important factor in a child's adjustment to school and is imperative to good learning. Please avoid unnecessary absences.

Every student should be in his/her seat in the classroom at the starting time for your class.

All students should be picked up promptly at dismissal time. Students not picked up on time will be charged a late pick-up fee. Please see Billing Policies for all fees.

**SNOW DAY PROCEDURES:** The Academy will announce on radio, TV, telephone call and email should there be a closure. Snow Day Closures only pertain to those students who are Preschool/Pre-Kindergarten students only. Those students who attend The Academy all day will have care for snow days. We closely follow the Lebanon Public School schedule.

## **ARRIVAL AND DISMISSAL**

### **ARRIVAL**

Cars arriving with students should park in the lower parking lot first and then the upper lot if the lower lot is filled. Please be prompt in picking up and dropping off to help the flow of traffic.

Once you are in the building, the doors to the classrooms will not be open until 8:45am. You may not leave your student in the lobby, they must be attended by a parent/guardian at all times until the doors to the classrooms are open.

### **DISMISSAL**

Cars arriving with students should park in the lower parking lot first and then the upper lot if the lower lot is filled. Please be prompt in picking up and dropping off to help the flow of traffic.

Upon entrance into the building for pick up, the doors will not be open for entrance to the classrooms until the scheduled end of class time.

## **STUDENT HEALTH AND WELFARE**

The physical health and welfare of each student is of highest priority at Lebanon Christian School. We realize that our effectiveness in teaching spiritual, academic, or emotional truth is largely dependent on the physical well being of the child. Please take the initiative to keep your child home when he/she is ill, for their sake and for the sake of the other children. NEVER SEND YOUR CHILD TO SCHOOL WITH A FEVER, EVEN THOUGH HE/SHE FEELS FINE.

**STUDENTS TAKING MEDICATION DURING THE DAY:** School personnel are under no authority to administer medication of any kind without written orders from a physician. Forms can be picked up at Andrea's desk.

We strongly encourage that whenever possible, the timing of medication be scheduled so that they can be taken at home.

Please follow these guidelines if your child must take medication at school:

1. Pick up a Physician's Request for the Administration of Medication form from Andrea's desk. Have your physician complete and return to the school, along with the medication. The container should be the original container with the child's name and dosage to be taken.

## **COMMUNICABLE DISEASE POLICY**

Lebanon Christian Schools provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child's first group experience, it is possible that they may encounter more frequent illnesses at the beginning of the school year before their immune system becomes more active. We observe all children as they enter the classroom to quickly assess their general health. We ask that you not bring a sick child to school.

Communicable disease policies and procedures will be reviewed annually with the staff. Training in communicable diseases and proper sanitary procedures will be provided to the staff periodically as required. Staff members are trained in first aid, communicable disease, and CPR.

Symptoms warranting attention:

- Elevated temperature (100 degrees or more auxiliary)
- Skin rash
- Vomiting
- Diarrhea
- Evidence of lice
- Severe coughing
- Unusually sore throat or difficulty swallowing

- ❑ Dark urine / gray or white stool
- ❑ Yellowish skin or eyes
- ❑ Conjunctivitis
- ❑ Stiff neck
- ❑ Difficult or rapid breathing

Children who develop these symptoms while at school will be isolated at the lobby desk or in the Director's office and provided a cot until a parent arrives to pick the child up.

"Mildly ill" students will be examined to determine whether or not the student's parents should be notified.

When children have had a fever, they should be kept at home another 24 hours with no fever and unmedicated before returning to school.

Parents will be notified if their child has been exposed to a communicable disease. As a courtesy to us, we ask that parents inform us as well if their child has contracted a communicable disease.

### **SNACKS**

For our All Day Students, a small, nutritious, allergy free snack will be provided at 8:30am and 3:00pm. You may bring a snack if you wish, but it must be free of peanuts, tree nuts, etc and can not be made or manufactured in a facility that also manufactures nut products and must be clearly stated on the packaging.

### **BIRTHDAYS**

Parents may bring refreshments for the entire class on their child's birthday. Refreshments need to be approved. The office must be notified at least 24 hours in advance to make the proper arrangements. No gifts will be expected to be given.

### **RECESS**

All children will go outside (weather permitting) under the supervision of a teacher or school aide. Students will be asked to go outside if it is above 32 degrees windchill. Please dress appropriate for the weather and always bring a coat to wear outside.

## **Billing Information and Policy**

### **Preschool or Pre-Kindergarten Only Students**

If your student is enrolled in our Preschool or Pre-Kindergarten program only, and not our all day program, tuition is paid monthly and due on the 1st of each month.

Tuition is calculated based on a daily price (see below) and will be multiplied by a 36 week school year. Payments will be collected on the first day of the month and are due even if your child does not attend his/her designated day(s) due to illness, vacation or school closure.

Designated “freebie” days do not apply to our Preschool or Pre-Kindergarten program only students.

Tuition Calculations for Preschool or Pre-Kindergarten Only are as follows:

1-4 days a week \$17.50 per day

5 days a week \$15 per day

#### **36 Week Yearly Tuition Prices**

1 day - \$630

2 days - \$1,260

3 days - \$1,890

4 days - \$2,520

5 days - \$2,700

#### **10 Month Payment Breakdown (August 1 - May 1)**

1 day - \$63

2 days - \$126

3 days - \$189

4 days - \$252

5 days - \$270

### **All Day Students**

If your student is an All Day student tuition is paid weekly and due on Friday of each week. All Day students get 5 vacation days, 5 sick days and designated “freebie” days throughout the year. After all vacation, sick and designated “freebie” days have been used, full weekly tuition is due even if your child does not attend his/her designated day(s).

Tuition Calculations for All Day Students are as follows:

1 - 4 days a week - \$36.50 per day

5 days a week - \$33.50 per day

All Day Tuition includes a hot lunch and 2 snacks per day.

#### **Weekly Tuition for All Day Students**

1 day - \$36.50

2 days - \$73

3 days - \$109.50

4 days - \$146

5 days - \$167.50

### Designated “Freebie” Days

These are days that school is closed, but we are open to All Day Students if you need care. If you do not attend on these days, you do not have to pay and it will not count against your sick or vacation days.

November 22-24, 2017 - Thanksgiving Break

December 21, 2017 - January 2, 2018 - Winter Break

January 15, 2018 - Martin Luther King Day

February 16, 2018 and February 19, 2018

March 26 - April 2, 2018 - Spring Break

### Early Drop Off Fees

For our Preschool and Pre-Kindergarten program only families, there will be a charge to your account of \$5 for every 15 minutes you wish to drop off your child before the doors open. Please contact us 24 hours in advance if you are needing before school care.

### Late Pickup Fees

For our Preschool and Pre-Kindergarten program only families, we allow a late pickup for up to 5 mins. After 5 minutes, your account will be charged \$1 per minute that you are late to pick up.

For our All Day Students, your account will be charged \$1 per minute that you are late to pick your student up after 6:00p.m.

### Payment Options

The Academy families may choose to pay via credit/debit card, supplying us with your routing and checking number to be pulled directly from your bank, check, or cash.

There is a 2.5% service charge applied to all ledgers paid with a credit/debit card. No charge will be applied to ledgers that are paid via check or cash, or by paying with your routing and checking numbers.

Please fill out the form located in the back of this handbook, **Payment Plan Options**, so that we may know how you would like to pay and bill accordingly.

# The Academy

## Policies and Procedures

**Entering the Classroom:** When entering the classroom, we greet our teacher and then place our backpack in our cubby. After we sign-in and move to our table for morning work and free choice centers. Beginning the day: Enter the room politely; put away your backpack, lunch, and coat; sign-in and sit at your table and do morning work.

**Line Up:** Stand up quietly; push in your chair; take all necessary items; line up without touching others or talking; face the front of the line; watch where you are going.

**Carpet Procedures:** Students gather on the carpet. Bottoms on the floor with hands in their lap and mouths are closed in order to actively listen and learn.

**Hall Procedures:** No talking in the hall and down the stairs to the lunchroom, indoor or outdoor recess. Eyes forward and students are expected to be walking in a straight line, right behind the person in front of them.

**Getting Out of their Seat:** Students must remain in their seat unless otherwise directed by an adult. If they need to leave their seat, a hand needs to be raised and ask for permission.

**Getting a Tissue:** Students may get a tissue if they need one, without permission, unless Classroom Assignment

**Obtaining help with assignments:** Quietly ask the students at your table for help with directions if you need it; if you are working alone, raise your hand to get

help from me; if you are working with a group, ask them for help in understanding how you do the assignment.

**Throwing away trash:** You may throw away trash whenever you need to if I am not teaching

the whole group; do not play basketball with your trash; make sure all trash lands in the can; pick up trash even if it isn't yours.

**Leaving the room:** Tell me where you are going; take the correct hall pass; do not run or play in the hallways or restrooms

**Moving Through The Classroom:** Using walking feet and inside voices. You are only allowed to move about the classroom with permission from your teacher or during "free" play.

**Drinking Fountain or sink:** When I am not teaching the whole group, you may get a drink; take only a three-second drink; you may bring a water bottle to keep on your desk; if you need to wash your hands, use only a little soap; wipe up any water you spill.

**Getting the Teacher's Attention:** Simply raise your hand and keep it up until I see your hand and call on you; be patient.

**Ending the day:** Clean off your desk; leave out your work notebook; pick up any trash within three feet of your desk; stack your chair; collect your mail; wait quietly to be dismissed

**What to do when finished:** Wait for the teacher to dismiss you to place your completed work in your cubby or keep for your portfolio and return to your seat.

**Obtaining help with assignments:** Quietly ask the students at your table for help with directions if you need it; if you are working alone, raise your hand to get help from me; if you are working with a group, ask them for help in understanding how you do the assignment.

**Handing in finished work/homework:** Make sure your name is on your paper; place your paper upside down in the "finished work" or "homework" basket.

**Fire drill:** Stop everything; stand up and head for the door quickly, but without running or pushing; do not cover your ears; do not make any side trips; the classroom "fire chief" takes the fire drill packet and leads the line outside; the second person in line holds the classroom door for the rest of the class; the third person in line holds the outside door only for our class, then becomes the last person in line; wait patiently, calmly, and quietly in line outside until we are allowed to go back to what we were doing.

**Taking out/putting away/caring for supplies:** Share group supplies; recap markers and glue; check the number written on the supplies to make sure they belong in your group basket; if something belongs to another group, return it to them quietly.

**Participating in group lessons:** Do not bring anything with you unless I ask you to; politely find a place to sit where you can do your best learning; sit flat, not on your knees; listen carefully for new information; raise your hand to speak; do not speak when someone else is speaking.

**Restroom Procedure:** If you need to go to the restroom, raise up one finger. If I nod, then proceed to the restroom; do not play in the restroom; return to your class before two minutes have passed (promptly).

**Handling seat work pages:** As soon as you get a paper, print your first name and last initial at the top on the right-hand side and today's date at the top on the left-hand side.

**Turning in lost items:** Ask the students around you if they lost the item you found; if not, give the item to your teacher and let them know you do not know who the item belongs to.

**Locating lost items:** Ask the people around you if they found the item you lost; if not, check the Lost and Found box; if it is not there, ask me at a time when I'm not teaching the class; if you find it, thank the person who turned it in; next time, try to take care of your things. Each teacher will go through the Lost and Found box at the end of each month with the whole class. If an item remains unclaimed, give it to the person who turned it in.

**Pledge:** When you hear/see the signal, stop what you're doing immediately and stand up; place your right hand over your heart; say the Pledge of Allegiance respectfully; as well as the pledges for the Christian flag and Bible.

**Visitors in the classroom:** When visitors enter the room, let the designated classroom "host" or "hostess" greet them; when the host or hostess rings the chimes, get ready to listen to and look at the visitor — a smile is great!; when the host or hostess introduces the visitor, say, "Welcome to our class, \_\_\_\_\_"; remember, most visitors are here to watch you learn, so be ready to explain what you are working on; treat visitors respectfully.

**Signals for attention:** When I need your attention, I will ring the chimes (or sound the rain stick, open the music box, etc.); as soon as you hear the signal, stop what you are doing, look at me, and listen for directions.

**Helping other students:** In a cooperative classroom, it is good to help one another; if someone needs help with directions or reading an assignment, help him or her if you are able; if someone needs help with understanding the problem, tell him or her to ask me for help; never put down another student who asks for help.

**What to do during free time:** You may complete a center that has been assigned for that day.

**Greeting the Teacher and other Adults:** Each student is asked to greet their teacher and other adults with a smile and say, “good morning, hi, hello, etc.” It forces them to acknowledge others and to communicate, skills needed throughout their life.

**Cleaning Up the Room:** After an activity, everyone is asked to clean up after themselves. This teaches responsibility and ownership over their things within their classroom and to help others in their free play centers.

**Being a classroom helper:** Each day, we have a classroom helper, that assists the teacher whenever needed. This job is rewarded at the end of the day and it is an honor to serve and help others.

**Preparing for lunch:** Wait quietly at your desk; when your name is called you will go to the bathroom and wash your hands. You will then return to the table and prepare for lunch. After, you will again wash your hands get ready for nap/quiet time.

# Pre-Kindergarten Color Clip Chart

## Behavior Management

In an effort to prepare your student for elementary school a behavior management program called the Color Clip Chart (C.C.C) will be used in our classrooms. Each child will have a clip on the color chart. Every student will begin with their clip on “Ready to Learn” (Blue). The student will have a chance to move their clip up or down throughout the day depending upon the choices they make. If a clip is moved up for good behavior choices, it can also be moved down if behavior worsens, and visa versa. If the clip is moved down because of unsatisfactory behavior choices, it can be moved up if the behavior improves. At the end of each day, the clip chart will be recorded. If your student’s clip lands on the color orange or red, you will be notified in person or in writing that same day. If written notification is sent home, the parent will be asked to sign the note and return the signature portion to the teacher as verification of receiving and reading the note. The colors and meaning are as follows:

**Great Day (Green)** - Student is clipped-up for exemplifying excellent behavior and making good behavior choices. This is an outstanding level to end the day on.

**Ready to Learn (Blue)** - Students begin each day here. The student did not get in trouble resulting in a clip-down, or go above and beyond to clip-up. This is also a good way to end the day.

**Slow Down (Yellow)** - Student is clipped-down once as a warning for unsatisfactory behavior choices. If your child clips-down, his/her teacher will discuss the behavior with the student and encourage him/her to make better choices the next day.

**Consequence (Orange)** - Student is clipped-down twice because of poor choices. Student will be placed on a timed 5 minute time-out, and teacher will discuss the behavior with the student. The teacher will notify parent of incident and request additional support at home to help correct the behavior.

**Parental Intervention (Red)** - Student is clipped-down to red for making an extremely poor behavior choice. Student will be sent to the Director’s office to discuss the behavior. The teacher will speak to the parent and together decide on an appropriate plan to help the student correct his/her behavior.

# **2017-2018 Attendance Policy**

## **Preschool and/or PreKindergarten Only Students**

If you are a preschool and/or prekindergarten only family, your account will be charged for every day that you are scheduled to be at school whether your students attends or misses due to vacation, sickness, etc. Tuition is due on the first day of each month and a charge of \$10 per day will be applied to your bill for each day the bill goes unpaid.

## **All Day Students**

If you are an all day student family, you will receive 5 vacation days, 5 sick days, and also have designated “Freebie Days” available to be used from August 21st-May 24th. Once all vacation, sick and freebie days have been used, your account will be charged for each day your student is scheduled to be at school.

### **Designated Freebie Days**

These are days that school is closed, but we are open to All Day Students if you need care. If you do not attend on these days, you do not have to pay and it will not count against your sick or vacation days.

November 22-24, 2017 - Thanksgiving Break  
December 21, 2017 - January 2, 2018 - Winter Break  
January 15, 2018 - Martin Luther King Day  
February 16, 2018 and February 19, 2018  
March 26 - April 2, 2018 - Spring Break

## **2017-2018**

### **The Academy School Schedule**

**August 21 - The Academy Students First Day**

**September 4 - Academy Closed to All Students - Labor Day**

**November 22-24 - The Academy Closed to All Students  
Thanksgiving Break**

**\*\*The Academy will close at NOON on the 22nd\*\***

**December 21 - Jan 2 - No School Winter Break**

**\*\*The Academy will close at NOON on December 22nd and reopen to All Day Students for our regular hours on Wednesday, December 27th. We will close at NOON on Friday, December 29th and reopen for our regular hours on Tuesday, January 2nd\*\***

**January 15 - No School Martin Luther King Day**

**February 16 - 19 - No School**

**March 26 - April 2 - No School Spring Break**

**May 24 - Last Day of School**

# **2017-2018 Attendance Policy Agreement**

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February 16, 2018 and February 19, 2018  
March 26 - April 2, 2018 - Spring Break

**\*\*Please give The Academy 24 hours notice of a schedule change or an absence\*\***

I, \_\_\_\_\_, have read the 2017-2018 Attendance Policy and agree to the  
(Parent or Guardian)  
terms and conditions of this policy. I also understand that I am to give The Academy 24 hours  
notice of an absence or an added day of school or care.

\_\_\_\_\_  
Parent of Guardian Signature

\_\_\_\_\_  
Date

# 2017-2018 Payment Plan Agreement

Student Name: \_\_\_\_\_  
Parent Name: \_\_\_\_\_

Please indicate if you are an:

All Day Student Weekly or Monthly Payments \_\_\_\_\_ Weekly: \_\_\_\_\_ Monthly: \_\_\_\_\_  
Preschool/PreKindergarten Only - Monthly Payments \_\_\_\_\_  
Crusader Club (Before and After School) - Monthly Payments \_\_\_\_\_

## **Preferred Payment Method**

Cash \_\_\_\_\_

Check \_\_\_\_\_

Tuition Express ACH Auto Withdrawal (No Service Charge) \_\_\_\_\_

Tuition Express Visa/MC/AMEX/Discover Auto Withdrawal (2.5% Service Charge) \_\_\_\_\_

Preschool/PreKindergarten Only and Crusader Club Students agree to pay on the first day of the month August 1 - May 1.

All Day Students agree to pay what they indicated above - either weekly or monthly - by the first Friday of each month.

A \$35 charge will be added to your account for a return payment due to bounced checks, insufficient funds, declined card, etc.

I, \_\_\_\_\_, have read and agree to the payment plan stated above. I will  
(Parent/Guardian)

notify the front office as soon as I can if my payment method needs to change. I also understand that there will be a \$35 dollar charge for return payment due to bounced checks, insufficient funds, declined card, etc.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



## Photo Print Release Form

**Please be advised that your child may be photographed or videotaped at school or during various school sponsored events. Please indicate if you would like your child's photo to appear online, printed in our newsletter, or used for advertising purposes:**

\_\_\_\_\_ **YES**, I give The Academy permission to use my child's photo or video to be used online, printed in our newspaper, or used for advertising purposes.

\_\_\_\_\_ **NO**, I do not give The Academy permission to use my child's photo or video to be used online, printed in our newsletter, or used for advertising purposes.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student First and Last Name