

FIRST BAPTIST
ACADEMY LEANDER
COVENANT

PARENT/STUDENT
HANDBOOK

MISSION STATEMENT

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

First Baptist Academy Leander, hereinafter known as FBAL, provides a Christ-centered, biblically integrated education to foster a Biblical Worldview and develop the next generation of Christian servant leaders for the glory of God.

NON-DISCRIMINATION POLICY

FBAL admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the Academy. FBAL does not discriminate on the basis of race, color, national, and ethnic origin in the administration of its educational and admissions policies, scholarship programs, or athletic and other Academy-administered programs.

ORGANIZATION OF FBAL

FACULTY

The Academic Mentors at the Academy are committed to academic excellence within the context of a totally Christian atmosphere. Each has completed the necessary training to teach students in his respective areas of assignment and has ascribed verbally and in writing to the Statement of Philosophy and Doctrinal Beliefs of FBAL. Academy Academic Mentors are among God's most dedicated educators. They continually have the student's best interest at heart and stand willing to assist parents in fulfilling the God-given responsibility for educating their children. The relationship of the Academy and the home becomes one of sharing and caring about the mutual benefit of each other.

ADMINISTRATIVE STAFF

The Administrators at the Academy are committed to academic excellence within the context of a totally Christian atmosphere. Each has ascribed verbally and in writing to the Statement of Philosophy and Doctrinal Beliefs of FBAL. Academy Administrators are among God's most dedicated educators; they strive to facilitate the success of the Academic Mentor and students. They continually have the student's best interest at heart and stand willing to assist parents in fulfilling the God-given responsibility for educating their children. Administrators endeavor to support and cultivate the relationships of the Academy with the home, enabling the sharing and caring to bring about the mutual benefit of each other.

PARENT MENTOR FELLOWSHIP

The Parent Mentor Fellowship (PMF) is organized for the purpose of creating a closer relationship between the home and the Academy, encouraging parents to embrace their Biblical, parental responsibilities. PMF will also nurture cooperation with the Academic Mentors in the education of their children. P M F M e e t i n g s w i l l b e d u r i n g t h e Fall and Spring semesters. All-Academy PMF meetings are held during the academic year.

ACCREDITATION

Through Liberty University, the Academy is accredited or recognized by the following accrediting bodies:

- GOGNIA - As a global nonprofit working in 90+ countries, Cognia™ serves 36,000 institutions, nearly 25 million students, and five million educators every day.
- Association of Christian Academy's International (ACSI)
- VCPE - VCPE is the only organization authorized to oversee the accreditation of PK-12 Private Schools in the Commonwealth of Virginia. VCPE is the leading voice of private education in Virginia and serves an integral role in representing private schools. Additionally, our Enhanced Courses and Dual Enrollment courses have been approved by the NCAA for Division I athletic program participation.

ACADEMIC INFORMATION GRADING SCALE

Check

A	90-100	Excellent
B	80-89	Above Average
C	70-79	Average
D	60-69	Below Average
F	69 and below	Failing

Numerical averages are recorded on the report card in all subjects for grades 1-5. Kindergarten is not given numerical grades but are assessed on their mastery of desired objectives. Each Academic Mentor gives conduct grades which are recorded to inform parents, the student, and the administration how a student is conducting himself in all classes.

REPORT CARDS

Report cards indicating the quarterly grade average are issued K-5th grade through CHMeeting the first Friday that students are in Academy after the end of the quarter for grades K-5. These should be reviewed by the parent(s) and student(s). A parent/Academic Mentor conference is

suggested for any failing grade reported and encouraged any time there are questions about grades.

ACCOUNTABILITY MEASURES

Student academic progress is consistently monitored through an established reporting system. When warranted, the Academy staff will make every effort to communicate with parents to quickly and clearly communicate academic concerns. In return, FBAL expects parental cooperation to support actions or requests communicated by the Academy. Parent/Mentor conferences are encouraged to determine appropriate intervention strategies.

PARENT/MENTOR CONFERENCES

The Academy anticipates open communication with the parents and welcomes inquiries from them. Parents are asked to contact Academic Mentors during Academy hours if possible. A parent wishing to speak with the Academic Mentor should email the Mentor to request a conference. Each Academic Mentor will schedule initial parent/Mentor conferences for the fall semester and as needed in the spring semester.

ACADEMIC PROBATION

Students receiving two or more quarterly averages below 80 in a class will be placed on academic probation for the following semester. Re-enrollment will be contingent upon significant academic improvement based on evaluation by the administrative staff. Probationary status will be reviewed by the Administrative Review Committee at the end of each semester.

PROMOTION/RETENTION

A strong foundation in beginning reading and math skills is crucial to later academic success. English must be spoken and understood. Bilingual students are welcomed but a command of the English Language is essential. Lack of academic success can be attributed to a variety of factors such as inappropriate grade-level placement, lack of maturity and/or development.

During the course of the year, the Academy uses standardized tests and diagnostic tools to try to determine why certain students are experiencing academic difficulties. Based on the results of these tests, dialogs with parents in conferences, and Mentor recommendations, it may be

determined that retention is necessary. The Dean of Students will work closely with the Academic Mentor and other professionals in deciding the proper course of action to take. **Placement will be determined by the Dean of Students in conjunction with recommendations from Liberty University Online Academy.**

ACADEMY HOURS

The Academy day begins at 9:00 a.m. for students in grades K-5th, and dismissal is 3:00 p.m.

The students will be dropped off no earlier than 8:30 and picked up no later than 3:15.

An afterschool program is available from 3:15 to 6:00 PM for those who choose to do so at an additional cost.

EARLY ARRIVAL

Students may arrive at 8:30 a.m. Currently, there is no early drop off nor breakfast available.

LATE PICKUP

With prior coordination, after 3:15 students may remain on campus until 6:00 p.m. The fee for late pickup will be \$20 per day or \$75 per week.

TARDIES/CLASS ATTENDANCE

All tardies to the Academy, without parental consent, are **unexcused** losses of time. **Students who arrive after 10:00 a.m., without parental excuse, will be counted absent for the entire day. Excessive tardies, more than 5 per grading period, including with parental consent, will be counted as an absence from the class.** Students who arrive late to class cause a disruption to that class, and they miss valuable instruction that has already been covered during the time missed. **Parents are encouraged to have students on campus by 8:50 a.m.** The elementary day begins at 9:00 a.m., and students who are not in class at 9:00 will be marked tardy until 10:00 when it becomes an absence. Students must obtain a tardy slip **before** going to class. Academy records will reflect an absence until the tardy slip has been obtained.

Students in grades 1-5 must attend 90 percent of class time in order to receive credit and a final grade. The 90 percent rule applies to most absences, including excused absences.

The average Academy year is 36 weeks. If needed, the student may remain in class for up to 41 weeks for an additional charge.

Students can only miss **18 days** of Academy or 18 days of a specific class (or 9 days for semester classes).

When students accumulate 6 days of excused or unexcused absences, an email will be sent to the parents notifying them of the Academy's concern. If the student's attendance continues to accrue absences to a total of 12 days, the parents will receive another email notification requesting a meeting with the attendance committee. This will be an ad hoc committee of the Dean and at least two other Administrators or Mentors. If the student accrues an additional 5 absences totaling 18, the parents will receive another email scheduling another meeting to discuss the student's credit for the year.

Excused absences will require verification from the appropriate doctor, dentist, agency, etc. Parents must notify the attendance office within 48 hours (excluding weekends) if their child is absent from the Academy. Absences will be considered unexcused until the appropriate documentation has been provided to the Academy's administration.

Academy sponsored absences incurred when students miss class because of participation in Academy field trips, musical performances, athletic events, service days, or other Academy-related activities will be considered excused and not be counted towards the student's total absences. **A c a d e m i c M e n t o r s** and administrators will be provided with a list of students participating in such activities.

Assignments are to be completed and turned in prior to an Academy sponsored trip unless otherwise specified by a Mentor. Administrators may refuse a student the right to participate if academic, behavioral and attendance expectations are not being met.

Family vacations during Academy time are strongly discouraged, as they are counted towards total student absences which may exceed the specified limit. Vacations should be planned for times when Academy is not in session. Parents are encouraged to follow the Academy approved calendar for scheduled breaks. Parents may request approval for special absences, a maximum of five days for such events such as a family and/or educational trip but only at the discretion of the administration. Special Absence forms are available in the office and should be completed at least one week prior to the absence. Special absences will not be granted during achievement testing.

STUDENT CHECK-IN/OUT PROCEDURE

The Academy can grant an early dismissal only for medical and dental appointments when those appointments cannot be scheduled outside of Academy hours. All other activities should be scheduled for after-Academy hours. Parent requests for early dismissal for reasons other than medical

are discouraged.

1. Parents must pick up students from the Academy office for early dismissal or from the nurse's office if they are ill. Students excused for a medical or dental appointment are expected to return to the Academy at the end of the appointment, if time permits, and are to check in at the office for an admission slip before returning to class.
2. A parent or guardian may take his or her child off-campus to lunch for a special occasion. Students must be checked out and checked back in through the Academy office. The parent or guardian must accompany the student to the Academy office for re-entry. **When signing in after a doctor's appointment, a student must bring a note from the physician.**

INCLEMENT WEATHER

In the event that Academy will be closed due to hazardous traveling conditions, the announcement will be made by 6:00 a.m. Please **do not** call faculty/staff members. Academy closing status will also be available through the voice mail system, email blast, Parent Alert, the FBAL Facebook page, and on the FBAL website.

STUDENT ACTIVITIES

ACADEMY-SPONSORED PARTIES

Room parents will sponsor parties at Christmas, Valentine's Day, and the end of Academy.

BIRTHDAY CELEBRATIONS

Birthdays are an important event in the life of an elementary child. Recognition of your child's birthday may take place **during lunch** and **must be limited to a cookie, cupcake, or an ice cream treat** for each class member (no birthday cakes, candles, balloons, favors, etc.). **Birthday celebrations must be scheduled through your child's classroom Mentor. Party favors, decorations, floral or candy deliveries, etc. are not permitted.** Invitations for parties away from the Academy may not be distributed at the Academy unless the entire class or all boys/girls receive an invitation.

FIELD TRIPS

Field trips are intended to be an educational experience for our students. Parent chaperones are required to complete a Background Check Form

each year at least three days prior to a field trip. Parents who accompany a class should not plan to bring pre-Academy siblings on field trips, so their attention is focused on their role as a chaperone.

STUDENT SERVICES

LUNCH

Lunches may be purchased from our meal provider. Menu choices include a different hot or cold option each day, and an additional option of a healthy snack. Advanced lunch ordering is not required and daily payments are made through the Academy website account you will set up prior to the Academy year.

If you choose, the student may bring his or her nut free lunch.

STANDARDIZED TESTING

In the spring of each year, all students in grades K-5 are assessed using a standardized achievement test to evaluate student progress and curriculum needs.

BUS SERVICE

There is no bus service at this time

HEALTH CARE

FBAL subscribes to the belief that the body is God's temple; therefore, we emphasize wellness and health maintenance

ABUSE POLICY

FBAL is required by law to report any allegation of child abuse to the proper governmental agency of the state of Texas. When FBAL personnel have cause to believe that a student's physical or mental health has been, or may be further, adversely affected by abuse or neglect, the person who has first-hand knowledge of the suspected abuse is required by law to file the report with the proper governmental agency of the state of Texas.

CLINIC SERVICES/EMERGENCIES

Minor first aid will be administered by Academy staff. All injuries will receive immediate attention, and the Emergency Medical Services of the Leander Fire Department will be called if injury is more severe. First aid treatment is administered to stop bleeding, restore breathing, or prevent

shock or infection. Automated external defibrillators are located in both buildings and in the gym.

Parents are required to submit a signed Authorization for Emergency Care form which provides phone numbers for the physician and hospital preferred in the event parents cannot be reached. This form is filled out on the Academy Website during enrollment. This authorization must be kept current. If any changes occur during the Academy year, notification must be given to the Academy office immediately.

IMMUNIZATIONS

Students in grades K - 5th must show verification of all immunizations as specified in the current Texas Department of Health, Education, and Welfare laws. Immunization records will be checked twice yearly, and notices will be mailed for necessary updates as needed.

If the parents choose to opt-out of immunizations, they may do so in writing, prior to the beginning of the school year.

New students will be provisionally enrolled with thirty days allowed for records to be received from their previous school.

ILLNESS

Students who develop a fever of 100° or above or experience vomiting will not be allowed to remain at Academy. When sent home with either of these symptoms, students may only return when they have been fever free of fever and/or vomiting for a minimum of **48 hours**. If the student is not feeling well, he/she may receive over-the-counter medication if the parents have submitted a permission form. The Academy nurse or clinic staff will make the determination as to whether or not the parent needs to pick up the student from the Academy.

RASHES OR EYE INFECTIONS

A student may be sent home with a rash or eye infection if there is a question of contagion. The student may return to Academy when a physician states the student is no longer contagious or when symptoms disappear. If the rash is chicken pox, the student may return to Academy when he/she has been fever-free for at least 24 hours and all scabs are dry.

COMMUNICABLE DISEASE

Students should not be sent to Academy with a communicable disease. Should students display symptoms of a communicable disease while at Academy, including vomiting, the Academy nurse will notify

the parent to take the child home or to a doctor for diagnosis.

Periodic checks for head lice infestation will be made by the Academy nurse or staff member. If head lice are found – even if there is just one – the parent will be called, and the student will be sent home for proper treatment. All eggs which are attached to the hair must be removed prior to the student being readmitted. When the student returns to Academy, he/she will be checked again before going to class. If head lice are found and treated by a parent, the Academy nurse is to be notified before the student goes to class.

MEDICATION

As occasional illness necessitates over-the-counter drugs or a prescription drug, a note with the following information signed by the parent **is required:**

- name of child
- name of medication
- dosage
- frequency
- duration

All medications are to be kept in the Academy office, not with the student. A prescription medication must be sent in the original container, and the parent must notify the Academy in writing regarding administering or changes in administering the medication. Only topical and oral medications will be dispensed. The nurse will not administer injections. Please assist the Academy by asking your doctor for medications which would not have to be administered during the Academy Day whenever possible.

VISION SCREENING

All students in grades K, 1, 3, and 5 and students new to the Academy will be screened each year for evidence of any visual abnormalities by the parents/guardian and proof provided to the nurse.

UNIFORMS/DRESS CODE

STUDENT DRESS

Proper attire has been selected for the Academy students according to sound Biblical principles and teachings (1) which will not offend fellow students, faculty, staff, or administrators; (2) will not call attention to the

student instead of the student's Christian testimony; and (3) will not distract from the teaching and learning situation.

Parents are responsible for sending their children to Academy with correct dress and grooming. Students in violation of the dress code will not be allowed to stay in school if the violation is not corrected. Violation of the dress code will result in disciplinary action. Parents are asked and expected to support the Academy in teaching students to be respectful to authority by reinforcing the dress code.

GENERAL UNIFORM GUIDELINES

Students should arrive at the Academy with shirts tucked in properly where waist shows. Buttons must be buttoned except for the top shirt button, including cuffs on long sleeve shirts and collar buttons.

The student may not deface the uniform, have an inappropriate hairstyle, wear excessive jewelry, or any other accessories not included in the coordinated separates, which detract from the Academy uniform.

Accessories such as socks, belts, and shoes may be purchased anywhere. **Belts are to be worn with any item that has belt loops.**

DRESS GUIDELINES FOR GIRLS

- All uniform coordinates for K-5th grade except spirit shirts must be purchased from Lands' End. Shirts are to be tucked in at all times during the Academy day.
- Only a solid white t-shirt, with no writing, may be worn under uniform shirts.
- Belts must be worn with shorts or slacks with belt loops and must be plain navy, black, or brown with plain buckles.
- Appropriate socks (solid white, navy, or black only) are required and must be visible at all times. Plain navy or black tights and plain navy or black leggings (ankle-length) may be worn with skirts and jumpers. No colored or pattern leggings are allowed.
- On cold-weather days, warm-ups may be worn to Academy under skirts and jumpers, but must be removed after entering the building.
- Shoes must have closed heel and toe, rubber soles, and not light up. Tennis shoes are preferred for safety purposes.
- No boots of any type.
- No backless shoes
- No flip-flops, clogs, crocs, sandals, moccasins, or slippers.
- Students may only wear Lands' End FBAL jackets and/or elementary approved sweatshirts over uniform shirts during the Academy day.
- Jumpers, skirts, and shorts should be modest in length.
- Navy or black modesty shorts are to be worn under skirts and jumpers at all times (should not be visible).

- Jewelry is to be modest – no oversized earrings, necklaces, or bracelets.
- Appropriate hair accessories include bows and headbands and should coordinate with the uniform colors. Hair may not cover the eyes.
- Hair may not be highlighted or bleached or dyed.
- Elementary girls may not wear make-up during the Academy day.
- Hats may not be worn inside the building or on field trips unless specifically permitted by the administration.
- The administration reserves the right to determine the appropriateness of student dress and grooming.

DRESS GUIDELINES FOR BOYS

- All uniform coordinates except spirit shirts must be purchased from Lands' End. Shirts are to be always tucked in during the Academy Day
- Students may only wear a solid white T-shirt with no writing under uniform shirts.
- Belts must be worn with shorts or pants with belt loops and must be plain navy, black, or brown with plain buckles.
- Appropriate socks (solid white, navy, or black only) should be worn at all times.
- Shoes must have closed heel and toe. Tennis shoes are preferred for safety purposes and should not be light up shoes.
- No boots of any type. No backless shoes
- No flip-flops, clogs, crocs, sandals, moccasins, or slippers
- Students may only wear Lands' End FBAL jackets and/or elementary-approved sweatshirts during the Academy Day.
- Hats may not be worn inside the building or on field trips unless specifically permitted by the administration.
- The administration reserves the right to determine the appropriateness of student dress and grooming.

REQUIRED DRESS Monday – Thursday unless a special dress day is noted:

Girls

- FBAL plaid skirt
- White oxford shirt, short or long sleeve from Lands' End Navy, white, or black socks or tights
- Modesty shorts – navy or black
- Rubber-soled shoes – Keds, saddle shoes, or tennis shoes
- No light up shoes

Boys K-5th

- Khaki twill pants or Khaki twill shorts from Lands' End

- White oxford shirt, short or long sleeve from Lands' End dark belt
- Solid color socks – navy, black, or white
- Any tennis shoes, excluding light up shoes
- NO BOOTS, SANDALS, OR BACKLESS SHOES ARE ALLOWED AT ANY TIME. Rubber-soled shoes are recommended EVERY day for safety purposes

FRIDAY DRESS

Student may choose either color, red or blue, shirt for Friday.

APPROVED OPTIONAL UNIFORM COORDINATES

Girls

V-neck sweater vest

Crew neck sweater/solid navy, red or white cardigan

Boys K-5th

V-neck sweater vest

Crew neck sweater

Lands' End sweatshirt

COLD WEATHER OPTIONS

Students may wear a **solid white** t-shirt or turtleneck **under** regular approved uniform clothing. Official FBAL sweatshirts may be worn over uniform shirts. Only Lands' End jackets are allowed in the classrooms at any grade level. **Plain** navy or black tights and plain navy or black leggings (ankle-length) may be worn with skirts and jumpers.

PROPER GROOMING

Boys: Hair must be conservatively cut, neatly styled, clean. Hair may not be highlighted or bleached and may not touch the top of the shirt collar or be below the middle of the ears. Hair should be of uniform length, not shaved in one place and longer in others (no patterns in cut), be trimmed above the eyebrows, and not groomed and styled in a manner circumventing the hairstyle guidelines. Boys may not wear earrings, hats, caps, or hair accessories.

Girls: Hairstyles must be conservatively cut, neatly styled, not shaved in one place and longer in others (no patterns in cut). Hair may not be highlighted unnaturally or bleached and should be kept clean and brushed. Accessories which cause distraction in the classroom may

not be worn. Appropriate hair accessories include bows and headbands and should coordinate with the uniform colors.

GENERAL INFORMATION

CELL PHONES

Students may not have cell phones turned on or use cell phones during the Academy Day. This includes smart watches or other similar devices. Watches may not be used in the classroom, and if they are a distraction, the Academic Mentor will hold until the end of the day. FBAL is not responsible for loss or damage to cell phones brought to Academy.

CRISIS MANAGEMENT

Fire/disaster drills are held at various times during the Academy year. Instructions and directions for leaving each room and the building are posted in each room. The students must leave the room in an orderly single file line and proceed to the proper location without any talking. Students should recognize the seriousness of such a drill and refrain from improper behavior. Academic Mentors will check roll after the building is emptied and verify that students are in the designated area. FBAL maintains a current crisis management plan to be implemented at the discretion of the administration.

STUDENT DISCIPLINE MANAGEMENT

The administration is committed to a student management plan that effectively supports the mission statement of FBAL – First Baptist Academy Leande FBAL provides a Christ-centered, biblically integrated education to foster a Biblical Worldview and develop the next generation of Christian servant leaders for the glory of God. Student management at FBAL is therefore based on biblical principles and structured so that parents, students and Academy personnel benefit mutually.

Certain fundamental principles apply at FBAL that directly impact this arena of student management. FBAL is committed to the philosophy that education is the product of a fully cooperative relationship between the home and the Academy. The very existence of FBAL as a private Christian Academy must assume that admission and attendance is a matter of privilege, not right. In the admission and attendance processes or any other processes of the Academy, FBAL will not in any way discriminate on the basis of race, sex, color, or national origin. FBAL recognizes a biological male as “male” and a biological female as “female” as agreed to in our covenant.

As a private Christian institution, the Academy reserves the right and indeed assumes the obligation to establish rigorous academic standards and strong disciplinary standards as well as decisive actions to be taken when these standards are not met. While the Academy must be firm in maintaining an academically sound, safe, and effective environment for learning, FBAL is also extremely sensitive to the well-being of each child and family. The ongoing success and welfare of the entire Academy must, in the final analysis, take precedence when decisions are made regarding a student's admission or continuance at FBAL.

While the Academy acknowledges that the education of the child is ultimately the responsibility of parents, maintaining academic standards and guidelines for conduct is the obligation of the Academy. Therefore, in adherence to the Academy's purpose, philosophy and mission statement, the Academy does not hesitate to require appropriate behavioral and academic discipline from each child.

BIBLICAL GUIDELINES FOR STUDENT MANAGEMENT

RESPECT AUTHORITY

"Everyone must submit himself to the governing authorities, for there is not authority except that which God has established. The authorities that exist have been established by God. Consequently, he who rebels against the authority is rebelling against what God has instituted, and those who do so will bring judgment on themselves. For rules hold no terror to those who do right, but for those who do wrong. Do you want to be free from fear of the one in authority? Then do what is right, and he will commend you. For he is God's servant to do you good."

- Romans 13:1-4-

BE AN EXAMPLE

"Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith, and in purity." I Timothy 4:12

SEEK EXCELLENCE

"I can do everything through Christ who gives me strength." Philippians 4:13

BE HONEST

"Providing for honest things not only in the sight of the Lord, but also in the sight of man." II Corinthians 8:21

BE TRUTHFUL

"Therefore, each of you must put off falsehood and speak truthfully to his neighbor, for we are all members of one body." Ephesians 4:25

PRACTICE CLEAN SPEECH

"Do not let any unwholesome talk come out of your mouth, but only what is helpful for building others up according to their needs, that it may benefit those who listen." Ephesians 4:32

REFLECT JESUS

"Finally, brethren, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is admirable – if anything is excellent or praiseworthy – think about such things." Philippians 4:8

Interrogations and Searches:

Academy officials reserve the right to search any student or student's property. Areas such as lockers, which are owned and jointly controlled by the Academy, may be searched if reasonable cause exists to believe that contraband is inside the locker. Students shall not place or maintain any item in Academy-owned lockers that is forbidden in this Student Code of Conduct, nor shall they place or maintain any item that would lead Academy officials reasonably to believe that it would cause a substantial disruption on Academy property or at an Academy-sponsored function. Searches of a student's outer clothing and pockets may be conducted if reasonable cause exists. More intrusive invasions of a student's privacy, such as searches of the student's person, may be conducted only if probable cause exists to believe the student possesses contraband dangerous to himself or others.

PARENTS

It is understood as a parent that I will adhere, and support, the covenant of FBAL. Furthermore, I agree that at least one parent is Christian by faith and agrees with the Biblical worldview.

It is also agreed that our household is conducted in a Christ honoring way and agrees with the Biblical view of marriage between one man and one woman.

Printed Name

Signed

Date

Student

I agree with, and will abide by the covenant set before me from FBAL.

Printed Name

Signed

Date

SAINTS CAMP

PURPOSE

Saints Camp is an extension of the Academy Day. Every student enrolled in grades K through 5 is automatically enrolled in Saints Camp. It is established to provide proper care and supervision for all students before the Academy Day begins at 8:30 a.m. and for students needing to remain on campus after 3:15 p.m.

The program seeks to develop the character of Christ in each child through the role models provided by the staff, methods of supervision, and biblical discipline. An atmosphere of security, love, and personal well-being is provided as the staff attempts to minister to the whole child. Enrichment activities are offered on a daily basis during the afternoon extension of the Academy programs.

PROCEDURES

ENROLLMENT

All students in grades K through 5 are a part of the Saints Camp program. All students are checked out of Academy by Saints Camp staff after Academy. The morning and afternoon supervision until 3:15 pm at our campus, is provided as a service by the Academy free of charge. **A fee is charged to those students attending Saints Camp between 3:15 pm and 6:00 pm at our campus.**

Students are under the direct supervision of the Saints Camp Director, a member of the elementary Academy faculty, and the Elementary Academy Dean/Dean of Students. All Academy rules and procedures outlined in the Student Handbook apply to students during the "Saints Camp time."

STUDENT RELEASE

Each family has a Family Identification number provided by the Saints Camp director. Each family will have two car hang tags. This number must be given to the staff when children are picked up from the Academy drop-off/pick-up area. If a student is to walk home or to a parent's office, **written** permission from the parent must be on file in the director's office and the child must know the Family ID number to give the staff worker when checking out.

SAINTS CAMP FEES

The fee for Saints Camp is set by the administration and applies for any amount of time the student is in Saints Camp between the hours of 3:15 pm and 6:00 pm at the Academy.

There is a late charge of \$5.00 if a child is picked up between 6:00 and 6:05; \$1.00 per minute thereafter. After three late charges, your child's continued participation in Saint's Camp would be subject to review.

MORNING SAINTS CAMP: STUDENT DROP-OFF at the Academy

For the safety and security of your child, **please do not arrive before 8:30 a.m.** No supervision is available before that time. **All** students must be brought to the designated drop off area where they will be received by Saints Camp staff. Students **must not be dropped off on the street** and allowed to go into the building by themselves.

When students arrive each morning, cars should pull up as far as possible to allow for more cars to pull up to the curb. Saints Camp staff will direct traffic. **Parents need to remain in the car** and allow the Saints Camp staff to help students out of cars and escort them into the building. **Do not allow your child to exit the car if a Saints Camp employee is not present.** Please exit building-side only.

Please **arrive by 8:30 a.m.** They are being lined up by classes at 8:00 am, and workers leave when the children go to class at 8:30 am. **No one is available to receive your child after that time.**

NOTE: If you arrive at 8:40 a.m. or after, you must park your car and **take your child to the office.** For the safety of your children, please **do not allow them to enter the building by themselves.**