

# **FIRST BAPTIST ACADEMY**



## **Elementary School STUDENT HANDBOOK**

## **MISSION STATEMENT**

First Baptist Academy provides a Christ-centered, biblically integrated, college preparatory education to develop the next generation of Christian servant leaders for the glory of God.

## **NON-DISCRIMINATION POLICY**

First Baptist Academy 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 school. FBA 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 school-administered programs.

## **FINANCIAL AID**

First Baptist Academy offers financial aid to families. Applications for financial aid may be obtained from our website. The complete application is sent to a third-party company for evaluation of the financial need of the family. In addition to the recommendation from the evaluating company, FBA considers other criteria such as academic strength, academic success, student behavior, and family support/involvement before determining the amount to be received.

## **ORGANIZATION OF FBA**

### **FACULTY**

The teachers at the Academy are committed to academic excellence within the context of a totally Christian atmosphere. Each has completed the necessary college 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 First Baptist Academy. Academy teachers 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 school and the home becomes one of sharing and caring about the mutual benefit of each other.

### **PARENT TEACHER FELLOWSHIP**

The Parent Teacher Fellowship is organized for the purpose of creating a closer relationship between the home and the school, strengthening the parents' realization of their Biblical responsibilities, and encouraging cooperation with the teachers in the education of their children. Fall and spring all-school PTF meetings are held during the year.

### **ACCREDITATION**

The Academy is accredited or recognized by the following accrediting bodies:

- ◆ AdvancED
- ◆ Accrediting Commission of Texas Association of Baptist Schools (ACTABS) which is part of Texas Private School Accrediting Commission (TEPSAC) set up by the Texas Education Agency for private schools
- ◆ Association of Christian Schools International (ACSI)

## **ACADEMIC INFORMATION**

### **GRADING SCALE**

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

Numerical averages are recorded on the report card in all subjects for grades 3-6. PK through 2<sup>nd</sup> grade are not given numerical grades but are assessed on their mastery of desired objectives. Each teacher 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-2<sup>nd</sup> grade and 3-6<sup>th</sup> grade on RenWeb the first Friday that students are in school after the end of the quarter for grades K-6. These should be reviewed by the parent and student. A parent/teacher conference is suggested for any failing grade reported. Parents of PK students will receive a progress report at the end of each semester.

## **ACCOUNTABILITY MEASURES**

Student academic progress is consistently monitored through an established reporting system. The Academy will make every effort to communicate to parents clearly and in a timely matter when academic concerns arise. In return, FBA expects parental cooperation in support of actions or requests communicated by the school. Parent/teacher conferences are encouraged to determine appropriate intervention strategies.

## **RenWeb**

Ren Web is an online communication source for FBA parents. After activating your account, it will be active as long as a student remains at FBA. Grades will be posted on Ren Web for all students in grades 3-6.

## **PARENT/TEACHER CONFERENCES**

The school desires to communicate with the parents and welcomes inquiries from them. Parents are asked to contact teachers during school hours if at all possible. A parent wishing to speak with the teacher should email the teacher to request a conference. The teacher will schedule parent/teacher conferences the first semester and as needed in the spring semester.

## **ACADEMIC PROBATION**

Students receiving two or more semester averages below 75 will be placed on academic probation for the following semester. The offer of 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. Lack of academic success can be attributed to a variety of factors such as inappropriate grade-level placement, lack of maturation and development, and learning differences.

During the course of the year, the school uses a standardized tests and diagnostic tools to determine why certain students are experiencing academic difficulties. Based on results of these tests, parent conferences, and teacher recommendations, it may be determined that retention is necessary. The principal will work closely with the teacher and other professionals in deciding the proper course of action to take. **Placement** will be determined by the principal.

## **SCHOOL HOURS**

The school day begins at 8:00 a.m. for students in grades PK-6th, and dismissal is 3:30 p.m.

## **EARLY ARRIVAL**

**Supervision is provided before school from 7:15 a.m. – 8:00 a.m.** and after school until 3:45 p.m. at the campus and 4:15 at the downtown campus at no charge to the parents. Students may not arrive at school prior to 7:15 a.m. **At no time is a child allowed to go unescorted into any area of the school.**

## **TARDIES/CLASS ATTENDANCE**

All tardies to school are **unexcused** losses of time. **Students who arrive after 10:00 a.m. will be counted absent for the entire day.** 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 7:50 a.m.** The elementary day begins at 8:00 a.m., and students who are not in class at 8:00 will be marked absent. Students must obtain a tardy slip **before** going to class. School records will reflect an absence until the tardy slip has been obtained.

**Students in grades 1-12 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 school year is 180 days. Students can only miss **18 days** of school 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 school'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 Principal and at least two other Administrators or teachers. If the student accrues 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, college visited, etc. Parents must notify the appropriate attendance office within 48 hours (excluding weekends) if their child is absent from school. Absences will be considered unexcused until the appropriate documentation has been provided to the school's administration.

School sponsored absences incurred when students miss class because of participation in school field trips, musical performances, athletic events, service days, or other school-related activities will be considered excused and not be counted towards the student's total absences. Teachers and administrators will be provided with a list of students participating in such activities. Assignments are to be completed and turned in prior to a school sponsored trip unless otherwise specified by a teacher. Administrators may refuse a student the right to participate if academic, behavioral and attendance expectations are not being met.

Family vacations during school 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 school is not in session. Parents are encouraged to follow the school 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 school can grant an early dismissal only for medical and dental appointments when those appointments cannot be scheduled outside of school hours. All other activities should be scheduled for after-school hours. Parent requests for early dismissal for reasons other than medical are discouraged.

1. Parents must pick up students from the school office for early dismissal or from the clinic if they are ill. Students excused for a medical or dental appointment are expected to return to school at the end of the appointment, if time permits, and are to check in at the office for an admit slip before returning to class.
2. A parent 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 school office. The parent or guardian must accompany the student to the school 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 school 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. School closing status will also be available through the voice mail system, email blast, Parent Alert, the FBA Facebook page, and on the FBA website, [www.fbacademy.com](http://www.fbacademy.com).

## **STUDENT ACTIVITIES**

### **SCHOOL-SPONSORED PARTIES**

Room parents will sponsor parties at Christmas, Valentine's Day, and the end of school. **Class parties are intended for students and teachers. Please make childcare arrangements for preschool siblings.**

### **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 teacher.** Party favors, decorations, floral or candy deliveries, etc. are not permitted. Birthday party invitations may not be distributed at school 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 preschool siblings on field trips so their attention is focused on their role as a chaperone.

## **STUDENT SERVICES**

### **LUNCH**

Lunches may be purchased daily from our meal provider, Guess Who's Coming to Dinner. 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 DineRite account you will set up prior to the school year.

### **SAINTS CAMP**

The Saints Camp program, is an extension of the school day, provides supervision for students who must remain after school at the school location. Saints Camp is NOT offered at our downtown campus. **Daily charges begin at 3:45 at our campus.** Saints Camp closes promptly at 5:30 p.m. on regular dismissal days. A late fee is assessed for students who are not picked up by closing time. In the afternoon, all Saints Camp students will be picked up by a parent or other authorized person. A student in after-school Saints Camp must remain in the camp areas.

### **STANDARDIZED TESTING**

In the spring of each year, all students in grades K-6 are assessed using a standardized achievement test to evaluate student progress and curriculum needs. An on-going academic progress assessment is used in PK.

## **BUS SERVICE**

A bus to and from downtown, First Baptist Church is provided for a monthly family charge, regardless of how many times the student rides. Students may ride the bus to or from the school and may ride regularly or as needed. The monthly charge will be added to your RenWeb account at the end of the month.

## **HEALTH CARE**

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

## **ABUSE POLICY**

FBA is required by law to report any allegation of child abuse to the proper governmental agency of the state of Texas. When FBA 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 school staff. All injuries will receive immediate attention, and the Emergency Medical Services of the Dallas 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 on both the 1<sup>st</sup> floor 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 Renweb during enrollment. This authorization must be kept current. If any changes occur during the school year, notification must be given to the school office immediately.

## **IMMUNIZATIONS**

Students in grades PK - 6th 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. New students will be provisionally enrolled with thirty days allowed for records to be received from their previous school. Students failing to acquire the needed immunizations will be removed from the classroom until verification is obtained by the office.

## **ILLNESS**

Students who develop a fever of 100° or above or experience vomiting will not be allowed to remain at school. 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 school nurse or clinic staff will make the determination of whether or not the parent needs to pick up the student from school.

## **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 school 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 school 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 school with a communicable disease.** Should students display symptoms of a communicable disease while at school, including vomiting, the school 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 school 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 school, he/she will be checked again before going to class. If head lice are found and treated by a parent, the school 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 school office, not with the student. A prescription medication must be sent in the original container, and the parent must notify the school 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 school by asking your doctor for medications which would not have to be administered during the school 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.

## **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 school with correct dress and grooming. 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 school 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 PK-6th grade except spirit shirts must be purchased from Lands' End.
- Shirts are to be tucked in at all times during the school day.
- Only a solid white t-shirt, with no writing, may be worn under uniform shirts.
- Belts must be worn with shorts or slacks (excludes PK and Kindergarten) 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 school 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 except 6<sup>th</sup> graders.
- No backless shoes
- No flip-flops, clogs, crocs, sandals, moccasins, or slippers.
- Students may only wear Lands' End FBA jackets and/or elementary approved sweatshirts over uniform shirts during the school day.
- Jumpers, skirts, and skorts 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 school 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 tucked in at all times during the school day
- Students may only wear a solid white t-shirt with no writing under uniform shirts.
- Belts must be worn with shorts or pants (excludes PK and Kindergarten) 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 be not be light up shoes.
- No boots of any type except 6<sup>th</sup> graders.
- No backless shoes
- No flip-flops, clogs, crocs, sandals, moccasins, or slippers
- Students may only wear Lands' End FBA jackets and/or elementary approved sweatshirts during the school 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 PK-2<sup>nd</sup> grade**

- FBA plaid jumper with white princess blouse and Peter Pan collar
- 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

### **Girls 3<sup>rd</sup>-6<sup>th</sup> grade**

- FBA 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 PK-6<sup>th</sup>**

- 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, sixth graders may wear boots.

## **FRIDAY DRESS**

Every Friday is spirit dress in the elementary. Students may wear spirit shirts (FBA spirit wear) with uniform pants/skort/skirt/shorts but not with the jumper. On the first Friday of each month, elementary students may wear a spirit shirt with jeans – blue/full-length/not frayed/no holes.

## **APPROVED OPTIONAL UNIFORM COORDINATES**

### **Girls PK-2<sup>nd</sup>**

Lands'End Cardigan/solid navy, red or white cardigan

### **Girls 3<sup>rd</sup>-6<sup>th</sup>**

V-neck sweater vest

Crew neck sweater/solid navy, red or white cardigan

### **Boys PK-6<sup>th</sup>**

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 FBA 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 school day.** This includes smart watches or other similar devices. Watches may not be used in the classroom, and if they are a distraction, the teacher will hold until the end of the day. FBA is not responsible for loss or damage to cell phones brought to school.

### **CRISIS MANAGEMENT**

Fire/disaster drills are held at various times during the school 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. Teachers will check roll after the building is emptied and verify that students are in the designated area. FBA maintains a current crisis management plan to be implemented at the discretion of the administration.

## **STUDENT DISCIPLINE MANAGEMENT**

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

Certain fundamental principles apply at First Baptist Academy that directly impact this arena of student management. FBA is committed to the philosophy that education is the product of a fully cooperative relationship between the home and the school. The very existence of FBA as a private Christian school 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 school, FBA will not in any way discriminate on the basis of race, sex, color, or national origin. 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, FBA is also extremely sensitive to the well-being of each child and family. The ongoing success and welfare of the entire school must, in the final analysis, take precedence when decisions are made regarding a student's admission or continuance at First Baptist Academy.

While the Academy acknowledges that the education of the child is ultimately the responsibility of the home, maintaining academic standards and standards of 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 a 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 school-owned lockers that is forbidden in this Student Code of Conduct, nor shall they place or maintain any item that would lead school officials reasonably to believe that it would cause a substantial disruption on school property or at a school-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.

# SAINTS CAMP

## **PURPOSE**

Saints Camp is an extension of the Academy school day. Every student enrolled in grades PK through 6 is automatically enrolled in Saints Camp. It is established to provide proper care and supervision for all students before the school day begins and for students needing to remain on campus after 3:45 pm.

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 school programs.

## **PROCEDURES**

### **ENROLLMENT**

All students in grades PK through 6 are a part of the Saints Camp program. All students are checked out of school by Saints Camp staff after school. The morning and afternoon supervision until 3:45 pm at our campus and 4:15 at our downtown campus, is provided as a service by the school free of charge. **A fee is charged to those students attending Saints Camp between 3:45 pm and 5:30 pm at our campus. At this time there is no Saints Camp in the afternoon available at our downtown campus.**

Students are under the direct supervision of the Saints Camp Director, a member of the elementary School faculty, and the Elementary School principal. 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 school drop-off/pick-up area. If a student is to ride the bus home or walk 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 3:45 pm and 5:30 pm at school and at this time there is no Saints Camp available at our downtown location. Students will need to be picked up by 4:15 downtown.

There is a late charge of \$5.00 if a child is picked up between 5:31 and 5:35; \$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 school**

For the safety and security of your child, **please do not arrive before 7:15 am**. 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 8:00 am.** 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 8:20 am 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.**

### **MORNING SAINTS CAMP: STUDENT DROP-OFF at the Downtown location**

For the safety and security of your child, **please do not arrive before 7:15 am.** 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. The bus will leave PROMPTLY at 7:30 we cannot wait for students who are late.

### **AFTERNOON DAY CAMP: STUDENT PICK UP**

Cars should pull up as far as possible at both locations. Students are escorted to their car by Saints Camp staff. For safety reasons also, students cannot be allowed to go to cars parked across the street or parking lot. Please do not wait in the pick-up lane for your child to get out of school/afterschool activities. If your child is not ready to leave when you arrive, you may be asked to circle the block in order to allow for smooth traffic flow.

If you have an older student picking up your PK-6<sup>th</sup> grade student, the older student should know the Family ID number to give the staff member at the time of pick-up.

**Students must be picked up by 4:15 at our Downtown location.**