



**W**illott **R**oad

**C**hristian **A**cademy

**E**lementary Handbook  
(Kindergarten-Fifth Grades)

**2009/2010**

Dear Parents:

I would like to welcome you and say that we are glad you have chosen Willott Road Christian Academy. WRCA is a ministry of Willott Road Community Church. We consider it an honor that you have entrusted us with the education of your child.

Willott Road Christian Academy began in 1995 with 52 three and four year old students and 3 teachers. At that time it was known as “Friends Forever” Preschool. Those beginnings were born out of a vision that God had given our Pastor, Steve Koeneman, several years before.

In 1998, we added our first Kindergarten class and changed the name of the school to Willott Road Christian Academy. We believe with God’s continued blessings, we will continue through 12<sup>th</sup> grade.

We have always made it a priority to make Willott Road Christian Academy a Christ-centered school. I know if we continue to look to Him for guidance, we will achieve all of the goals He has set before us.

May God Bless You,

Pastor Steven Sparks  
Pastor of Administration

Dear Families,

We look forward to an excellent school year as we work together for the common goal of educating your child. The purpose of this handbook is to provide answers to questions that you may have about the policies and procedures of our school.

The handbook includes answers to the most common questions that parents and children ask. In the handbook, you will find some of the rules that we feel are necessary to have a safe and well-managed school. Each teacher will have some rules that are pertinent to his or her class, but all rules will harmonize with our school objectives.

You may contact the school office between the hours of 7:30am and 4:30pm if you have additional questions.

“Make my joy complete by being like-minded, having the same love, being one in spirit and purpose.” Philippians 2:2

In His Ministry,

Mrs. Connie Bixler, Principal

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Elementary Handbook  
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## **Family Commitment**

We, the parents/guardians, accept and agree to the following statements regarding the education of our child/ children at Willott Road Christian Academy. If we do not abide by the policies stated in the handbook, we understand our child may be removed from the school.

1. We agree to actively participate in our child's academic education at this school by assisting our child with homework, keeping apprised of progress through continuous and appropriate communication with the teacher, participating in the school's activities and attending Parent/ Teacher conferences.
2. We agree to make our tuition payments and all other fees in a timely manner as stated in the WRCA Handbook.
3. We understand that if our child/children do not attend WRCA none of the fees are refundable including the July or any other tuition payment.
4. We agree with the disciplinary policy of this school as described in the school handbook. We authorize the faculty and administration to administer such disciplinary measures, as may be deemed necessary, proper and within the disciplinary policies of this school.
5. The security code system, used by the school, has been explained to us. We fully understand and agree with this system.
6. We understand that photographs and/or video tapes may be taken during school programs and activities. These photographs may be used in our yearbooks or school projects. Videos of programs or events may be sold to school families.
7. In the event our child/children will no longer attend WRCA, we understand we will be obligated to pick up a withdrawal form from the WRCA school office and put such a change in writing to the office two weeks prior to the child's last day.
8. We also understand we will be responsible to pay for the coming month if two weeks notice is not given, or if our child/children have already attended any days in the next month. This will include the July 1<sup>st</sup> payment. If a formal withdrawal form is not filled out by June 18<sup>th</sup>, the family is still responsible for the July 1<sup>st</sup> payment.
9. In the event that our child is dismissed from WRCA, by the administration, we understand we are responsible for the tuition for that month as well as any other fees still owed at the time of dismissal.
10. Should any legal actions, for any reason, be taken against Willott Road Christian Academy, or any employee or agent thereof, on my child's behalf and the school or it's agent is not found to be at fault, I agree to pay any attorney fees, court fees, damages, or other costs Willott Road Christian Academy or it's agent should incur to defend itself against such action.
11. I understand that should my marital status change, it is my responsibility to have a corrected Family Commitment form updated, signed and delivered to Willott Road Christian Academy.

## **MISSION STATEMENT**

The mission of Willott Road Christian Academy, a ministry of Willott Road Community Church, is to work in partnership with families to develop children spiritually, intellectually, emotionally, physically, and socially.

**Spiritually:** To grow students in the knowledge of the Lord Jesus Christ and to help them discover God's plan for their lives. Eph. 2:10

**Intellectually:** To empower students with the knowledge needed to face the challenges of the future. Luke 2:52

**Emotionally:** To train students to bring their emotions in line with Biblical truth. Proverbs 4:23

**Physically:** To develop self-control and discipline in physical appearance, healthy eating, and bodily exercise. 1Corinthians 3:16

**Socially:** To train students to think and live in a way that reflects the influence of Scripture and the Holy Spirit in their lives. Deut. 6:5

## **PHILOSOPHY**

WRCA is committed to providing a quality, Christ-centered education. The school combines the traditional classroom teaching environment with, an accelerated Christian curriculum, ABeka.

As believers, we affirm the divine authority of the Bible, the Lordship of Jesus Christ, and the empowerment of believer's lives through the Holy Spirit.

Classes are conducted in an atmosphere of Christian love and prayer, which provides a sense of security and safety. Students will experience social, emotional, intellectual, and spiritual growth under the guidance of experienced Christian supervision.

Our goal is to support and encourage families in child-rearing and to promote the development of initiative, independence, responsibility, curiosity, cooperation, and respect for self and others in our students.

### **Non-discriminatory Policy as to Students**

Willott Road Christian Academy admits students of any race, color, nationality or ethnic origin to all of the rights and privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, nationality and ethnic origin in administration of its educational policies, scholarship programs, and other school administered programs.



**School Verse**

“... The righteous are as bold as a lion.” Proverbs 28:1

**School Colors:** Red= symbol of the blood of Christ shed for our sins

White= symbol of the forgiveness of sin and the perfection that will come as we receive Christ as our Savior.

Blue= Courage to stand for the Lord

**School Mascot:** Lion= Symbolizes the Kingship of Christ Jesus.

**Fight Song:**

Hail our lions  
Hats off to thee  
To our colors  
True we will be  
Red, White, N' Blue  
United we stand  
Winning ever  
Losing never  
Pulling for our teams together  
Lions, we think you're grand!

## **ENROLLMENT PROCEDURE**

### **Returning students to WRCA:**

1. Student enrollment form completed.
2. Appropriate enrollment fee turned in.
3. Activity fees due August 1<sup>st</sup>.
4. Completed Health/Immunization form- for Kindergarten and new students.  
**This form is due with the July 1<sup>st</sup> tuition payment unless registering after July 1<sup>st</sup>; then it is due prior to the first day of school.**
5. All financial fees must be current at time of enrollment. If there are any unpaid financial fees at the end of the school year, the student will be removed from the next year's class list and the parent will be required to re-enroll if there are available spaces.

### **New Students to WRCA:**

1. Student enrollment form completed.
2. Proper enrollment fee turned in.
3. New students may be required to take a placement survey to ensure proper academic placement.
4. Book and Activity fees paid by August 1<sup>st</sup>.
5. Completed Health/Immunization form and copy of State issued Birth Certificate- for Kindergarten and new students.  
**This form is due with the July 1<sup>st</sup> tuition payment unless registering after July 1<sup>st</sup>, then it is due prior to the first day of school.**

### **Forms:**

The following forms will be available on the day of Open Classrooms. Prior to the first day of school the forms must have been completed. If they are not, it will prevent your child from starting with their class:

1. Medical Release form
2. Computer form

### **AGE REQUIREMENTS**

**For Kindergarten:** We require our students to be five years old by August 1<sup>st</sup> of the year they will be attending. If you have a child who misses that deadline, but you feel that he/she is ready for Kindergarten, we will, at your request, screen your child to determine if they are ready academically and at a maturity level that we feel is necessary for them to excel in our program. The cost of the screening process is \$15.00, to be paid by the parents prior to the screening date.

## FINANCIAL

### TUITION

Tuition payments are made in 10 monthly installments. The first tuition payment will be made on July 1<sup>st</sup> and the last is due May 1<sup>st</sup>. The withdrawal procedure applies to these payments. There will be no grace period for the first and last payment. Your child will be removed from our class lists if the payment is not made by July 1<sup>st</sup> and May 1<sup>st</sup>. If a formal withdrawal form is not filled out by June 18<sup>th</sup> the family is still responsible for the July 1<sup>st</sup> payment. No tuition payment will be made in August to allow our families to pay for their books.

Payments are always due on the first of each month and become delinquent after the tenth of the month. A late fee of \$25.00 is then added to your tuition fee for that month. If your payment is not received by 5 p.m. on the 16<sup>th</sup> of the month, your child will not be able to attend classes until payment is received. A check will not be acceptable for this payment. This payment must be received in the form of cash, money order, or credit card. (If a credit card is used, there is a 3 % charge). The absence will be an unexcused absence and the student will receive a zero for work missed. If payment is not received before the 1<sup>st</sup> of the following month, the student will be dropped from the rolls. If you chose to re-enroll, you will be required to be current on all your financial obligations and will be charged a \$25.00 re-enrollment fee per child.

Tuition checks should be made to **WRCA** and brought or mailed to the office, or sent in your child's backpack. It is the responsibility of the parent/guardian to make timely tuition payments.

### TUITION DISCOUNTS

**Prepay Discount:** is a 5% discount given to anyone paying the entire tuition by no later than July 1<sup>st</sup>. No exceptions to the July 1<sup>st</sup> date will be made.

**Member's Discounts:** A discount of 10% is given to Willott Road Community Church members who are in good standing. A member in good standing is someone who has attended C.L.A.S.S. 101, our new member's class, signed the membership covenant, and regularly attends weekly services. In addition, members are expected to be supportive of the vision that God has given our church with their gifts, talents, and weekly offerings to the church.

**Pastoral Discount:** A Pastor's discount of 25% is given to full time pastors, youth ministers, music ministers, ministers of education, senior adult ministers, children's ministers, etc., whose majority and main source of income is from the church of which they are on staff.

**Church Employee Discount:** is a 15% discount given to full-time church staff, i.e. church administrators, financial administrators, secretarial staff, custodial staff, etc., whose majority & main source of income is from the church of which they are on staff.

**Multi-Child Discount:** The 10% multi-child discount will begin with the second child. The oldest child will pay full tuition and the following siblings will each be given the multi-child discount. **Fourth Child attends free.**

## **RETURNED CHECKS**

A \$32.00 fee will be assessed for all returned checks. **After the second returned check occurrence, you will be required to pay with either cash, money order, or credit card for all financial transactions for the remainder of the year.** (If a credit card is used, there is a 3% charge)

## **FINANCIAL AID**

Willott Road Christian Academy offers a limited need-based financial aid program available to all families through an outside assessment agency that can provide the kind of third party objectivity and confidentiality families appreciate. Families must first be enrolled for the current school year, before the application will be considered for aid. Financial Aid materials are available on-line or in the school office. Deadline to apply for financial aid is April 15<sup>th</sup>. **You may not apply for financial aid unless you are current on your previous year's tuition.**

## **FEES**

- **Enrollment fee** - **This is an annual fee that is not refundable.** Students will not be placed on a class list until the enrollment form is complete and the proper enrollment fee has been paid.
- **Student Activity fee** - This is a **non-refundable** fee charged to students to cover field trip transportation costs, a trip to the St. Louis Symphony, yearbook, kindergarten graduation fee, and SAT testing. The fee is due August 1<sup>st</sup>. Fee will vary according to grade level. While we try to include everything, this fee may not be all inclusive.

## **WITHDRAWAL PROCEDURE**

If a student withdraws at anytime, (whether prior to the official start of school or during the school year), it is the parent's responsibility to **obtain the withdrawal form from the office.** This form must be turned in **two weeks** in advance or the full tuition for the following month must be paid. **If a formal withdrawal form is not filled out by June 18<sup>th</sup> the family is still responsible for the July 1<sup>st</sup> payment.** Tuition will not be refunded for the month in which the child has already attended. Library books must be turned in and any financial matters must be completed for student records to be released.

**ALL FEES ARE NON REFUNDABLE.**

## **INSURANCE COVERAGE**

The church carries proper liability insurance for the school, as recommended by our insurance provider. It will pick up the excess that the family's private insurance does not pay.

## **MEDICAL**

### **MEDICAL RELEASE FORMS – DUE BY JULY 1<sup>ST</sup>.**

All students are required yearly to turn in a signed and completed Medical Release form. This form allows the school to seek emergency medical care for your child, if needed.

### **HEALTH RECORDS – DUE BY JULY 1<sup>ST</sup>.**

As required by the State of Missouri, health records are kept by WRCA on all of the children. Every Kindergarten and new student must have on record a completed medical form. This form must be completed by the child's physician and returned to the school with the July payment. For those enrolling after July 1<sup>st</sup> the form must be completed **prior to the child's first day of school.** All students must have a new Medical Release form each year.

## **IMMUNIZATIONS**

The state law of Missouri requires all children to be immunized or exempted from immunization against certain communicable diseases. **This form is due July 1<sup>st</sup>.** Children who have not been immunized or exempted will not be allowed to attend WRCA. Exemption is typically allowed, upon certification of a licensed physician, if the immunization would seriously endanger the child's health or life, or upon completion of a Religious Exemption form. **Each student must have a current immunization record on file prior to the first day of school or your child will not be allowed to start with his/her class.**

The following is the Missouri School Immunization Requirements. Please check your student's immunization record to make sure he/she is up to date prior to the start of school.

### **Kindergarten through Second Grade:**

4+DTaP/DTP/DT/TD

3+polio

2MMR (measles, mumps, rubella)

3=hepatitis B

1varicella (chickenpox) or proof of disease

### **Third grade through Fourth grade:**

4+DTaP/DTP/DT/TD

3+polio

2MMR (measles, mumps, rubella)

3=hepatitis B

### **Fifth grade through Eighth grade:**

4+DTaP/DTP/DT/TD

3+polio

2 measles, 1mumps, 1rubella)

3=hepatitis B

- A TD booster is required ten (10) years after the last dose of DTaP, DTP, DT, or Td.

## **SICKNESS/ACCIDENTS**

If your child must miss school the parents must notify the school before **9:00 a.m. each day.**

Please do not send your child to school if any of the following conditions exist:

1. A temperature of 100 degrees or more - must be fever free, without use of medication, for 24 hours before returning to school.
2. Any inflammatory eye condition.
3. More than one bout of diarrhea - must be diarrhea free for 24 hours before returning to school.
4. Sore or inflamed throat.
5. Child must have had last bout of vomiting 24 hours before returning to school.
6. Head lice: must be nit-free before returning to school. Student is required to be checked by the school nurse before returning to class.
7. Other skin disease until child has obtained a statement from his/her physician.

If your child contracts chicken pox, head lice, or any other contagious illness that puts other students at risk, the school office must be notified immediately.

When a student becomes ill at school, the parents will be notified and must pick up the child promptly so as not to jeopardize the health of others.

Upon returning to school, the student should submit to the teacher a dated note from the parent or guardian, stating the reason for the absence.

### **MEDICATION GUIDELINES**

Below are the guidelines that must be followed when you bring medication for your child:

1. Students may not carry medication or self-administer any medication - this includes cough drops.
2. All medication must be sent directly to the nurse's office.
3. All prescription medication must be in the original container labeled with the student's name, instructions, and the physician's name. In addition, the Prescription Medication form, provided by the school, must be completed.
4. All non-prescription medication must be labeled with the student's name and instructions. In addition, the Non-Prescription Authorization form, provided by the school, must be completed.
5. Short-term medication, such as antibiotics, which are administered two or three times daily, should be given at home.

## **SECURITY**

### **SECURITY NUMBER**

At the Open classroom days at the beginning of school in August each student/family will receive the security code number for the year. You will be given 4 cards with this number on it, one for yourself, or the person who normally picks up your child, and 3 others for any other adult who might have an occasion to pick your child up for you. The teachers will ask you to tell the number for the first few weeks of school until they get to know you. However, if at any time someone other than the adult who normally picks up your child is going to pick them up, they **must** show or be able to verbally give your child's security number to the teacher. We want to be sure that any adult picking up your child has your permission to do so. If they have your child's security number we know that they have spoken to you.

We also ask that you send a note to your teacher in the event that someone else will be picking up your child, to give us the name of that person. Please be sure the person picking them up has their security number.

### **REPORTING SUSPECTED CHILD ABUSE**

In accordance with state law and school policy, the school staff is obligated under penalty of fine and jail term, to report any reasonable suspicion of physical abuse, sexual abuse, or child neglect.

### **RESTRAINING ORDERS**

Our school will abide by all lawful orders of a court of competent jurisdiction. However, we do not wish to be placed in a position of determining which orders are lawful and still in effect. Therefore, it is the policy of this school that **we only accept a certified copy of the restraining order which has been served upon this school by an official officer of the court.** Any parent that has been restrained from contact and has subsequently had the restraining order rescinded must have a certified copy of said rescission served upon this school by an officer of the court.

## **EMERGENCY EVACUATION PROCEDURE**

In the event of an emergency evacuation, we have made arrangements with nearby schools and churches to be used as locations for temporary housing. In the event of this taking place, we will have staff available at the school to communicate the emergency location.

## **PHOTOGRAPHING/VIDEO TAPING**

From time to time we do photograph or video tape our students, (class parties, field trips, school programs, sporting events, etc). These photos may be used in our yearbook or school projects. Videos of school programs and sporting events may be sold to our school families.

## **SAFETY POLICIES**

WRCA will provide a continuous positive program of safety education. Fire, tornado, and earthquake drills are conducted throughout the school year, as well as security drills. Students are responsible to learn and follow the procedures in which they are instructed for each drill.

To keep WRCA's learning environment safe, all doors are locked throughout the day. Visitors to the school must check in at the main office on the upper level. Visitors are to sign in and receive a visitor's pass from the main office. So as not to interrupt the learning environment, parents are not to go to classrooms without permission.

## **CHANGE OF ADDRESS and PHONE NUMBER**

Parents or guardians are required for safety reasons to notify the school secretary and classroom teacher if there is a change of address or telephone number (business, home or cell).

# **SCHOOL ATTENDANCE**

## **ATTENDANCE**

Attendance at school provides a student with the classroom environment in which they learn. This experience is comprised of participation in class activities and direct instruction conducted by the teacher. The instructional program is progressive and sequential in nature. It is generally impossible for that experience to be made up. For this reason, absences of more than seven times during a quarter or ten times during a semester, whether excused or not, is considered excessive and will be addressed with the student and parent by the Principal. If extenuating circumstances cause the student to exceed this limit, then it is the parent's responsibility to submit evidence that the student has received outside tutoring and that all assignments are complete.

## **DAILY SCHEDULE**

**Morning Kindergarten:** Drop off begins at 7:40 a.m. Class starts at 8:15. You will drive around to the bottom lot where teachers will assist your child out of the car and into the building. Class is dismissed at 11:45. Parents will drive down to the lower parking lot where a teacher will assist your child into your car.

**All Day Kindergarten through Fifth Grade:** Drop off time is 7:40. Classes begin at 8:15. These students will be dropped off in the morning by driving to the bottom lot where a teacher will assist your child out of your car and into the building. They will be dismissed at 3:00. You will drive to the bottom lot where a teacher will assist your child into your car.

Cars arriving after 8:12 am, after the teachers have gone in from the morning drop off, will need to drive around to the main office entrance. Parents must escort their child into the building to pick up a late admittance slip before your child/children may go to their classroom. We go by the school clock.

### **DISMISSAL PROCEDURE**

#### **Morning Kindergarten Dismissal:**

Students will dismiss at 11:45 a.m. The students will be dismissed in the same area where they are dropped off in the morning. You will pull into the Middle lot forming 2 rows for dismissal. Please place your name card, which you will receive at “Open Classroom Days” in August, in your front window or hang it from a child’s pant hanger on your rear view mirror. If you carpool with another family please add their name to your card. A teacher will load your child into the car after you have stated your security number. Your child will not be released to anyone who cannot provide your child’s security number, this includes Mom and Dad. Do not get out of your car. You will be instructed when to pull forward after your child is loaded. Please do not move your car until instructed, after the children are loaded. Then pull forward when instructed and over to the side to buckle your child.

#### **All Day Students Dismissal:**

Students will be dismissed at 3:05 p.m. Recess does not end until 2:20. Cars are not to come onto the lot to line up prior to 2:30 p.m. We will not be able to allow you to line up earlier because we back up onto Willott Road and it makes it very unsafe.

Please place your name card, which you will receive at “Open Classroom Days” in August, in your front window or hang it from a child’s pant hanger on your rear view mirror. If you carpool with another family please add their name to your card. Pick up procedure is the same as the drop off. Pull into the lot to the left and circle the lower parking lot. Someone will be out in the lot to direct you up to the middle lot where 3 lines are formed. A teacher will load your child into the car after you have stated your security number. Your child will not be released to anyone who cannot provide your child’s security number, this includes Mom and Dad.

### **EARLY DISMISSAL**

If you need for your child to be dismissed early from school, (doctors/dentist appointments etc.), you must inform the teacher **in writing**. When you come to pick up your child you will need to sign them out at the office at which time the office will call the teacher to have the student sent to the office.

## **LATE PICK-UP POLICY**

We request that all students be picked up no later than 3:20pm. However, we do allow for a grace period.

- **First Offense**: Student will be sent to extended-care. Parent will receive a warning when they pick up their student from aftercare.
- **Each Offense thereafter**: Student will be sent to after-care. Parent will be required to enroll their student in the after-care program and pay the enrollment fee, as well as the fee to cover the amount of time the student was in the after-care program.

## **TARDINESS**

Tardiness is disruptive to the classroom and also has an adverse effect on your child's educational progress. It is the responsibility of the parent to insure that their child is in the classroom on time. School starting time is 8:15. Therefore, any student who is not **in his/her seat prepared for class work at 8:15, will be counted tardy** and sent back to the office for a late slip.

## **EXCUSED TARDY**

Reasons for excused tardiness include, but are not inclusive to:

- Doctor or dental appointments
- Specific car trouble
- Bad weather conditions
- Emergency in the family

## **UNEXCUSED TARDY**

Reasons for unexcused tardiness include, but are not inclusive:

- Getting a late start
- Forgetting to set the alarm
- Other family members or riders caused you to be late

## **CONSEQUENCES FOR TARDINESS:**

***First Offense:*** Verbal Warning- Parents must sign card in office.

***Second Offense:*** Parents must sign card & will be required to pay a \$15 fine.

***Third Offense:*** Parents are required to meet with the Principal and pay a \$20 fine

***Each time after the third tardy a \$25.00 fine will be imposed.***

Each semester starts a clean slate. It is the student's responsibility to get the work missed. Excessive tardiness may result in other consequences.

### **Absence:**

A student is considered absent from school an entire day if more than four hours in a school day are missed.

A student is considered ½ day absent if more than 2 hours of the school day are missed.

### **Reporting an absence:**

1. It is the responsibility of the parent to contact the school office **before 9 a.m. each day** the student is absent.
2. Parents are to notify the office if a child has a communicable disease or is hospitalized.
3. Failure to contact the office by **9 a.m.** each day will result in an unexcused absence.
4. Upon returning to school, the student should submit to his teacher a dated note from the parent stating the reason for the absence.

### **Excused Absence:**

1. It is the responsibility of the parent to secure any assignments. Homework will be available in the office after 3 p.m.
2. All course work and homework assignments are generally due the day of returning to class. Work and tests assigned before the absence and due during the absence are due on the day the student returns to school. Any other arrangements will be made at the teacher's discretion.
3. Long term projects are expected to be turned in on the date due, whether the student is present or not.
4. Reasons for excused absences include the following, but are not inclusive to:
  - a) Personal illness
  - b) Serious illness in the family
  - c) Death in the family
  - d) Medical or dental appointments
  - e) Court appointments
  - f) Absences due to providential hindrances
5. Taking a student out of school for vacation or planned family events is discouraged. However, if this occurs, a teacher must be notified, in writing, **one week in advance**. All written work and tests are due on the day they return to school, unless prior arrangements have been made with the teacher.
6. A dated doctor's note must be given to the classroom teacher to be excused from P.E. class.

### **Unexcused Absences:**

1. Reasons for unexcused absences include the following, but are not inclusive:
  - A. truancy
  - B. leaving school without prior permission
  - C. staying at home while parents work or babysitting
  - D. any other reason not approved by the Principal
  - E. failure to notify the office by 9 a.m. each day the student is absent.
2. Unexcused absences will result in the student receiving a zero for all work and tests that day.

## **SCHOOL CLOSINGS**

In the event of weather related school closing, we will make an announcement on the following radio and television stations:

- SCHOOL WEBSITE: [www.wrcca.org](http://www.wrcca.org)
- CHANNEL 2 or website: [www.myfoxstl.com](http://www.myfoxstl.com)
- KMOV Channel 4
- KSDK Channel 5 or website [ksdk.com](http://ksdk.com)
- KMOX Radio 1120 AM

If weather conditions are to worsen during regular dismissal, please listen to the above stations.

In the case of early dismissal

- There will be no afternoon after-care.
- Children are not to be picked up prior to specified early dismissal time.

## **Snow Schedule**

If road conditions are expected to improve later in the morning, watch the above stations for “Snow Schedule.”

- **Snow Schedule** - school starting at 10 a.m. No Morning Kindergarten.

Snow days are built into the calendar. If more are needed they will be made up at the discretion of the administration.

## **ACADEMIC**

### **Academic Affiliation**

WRCA is a member of the Association of Christian School International (ACSI). This is a worldwide organization of Christian Education Institutions committed to developing excellence in Christian Education.

### **Teacher Qualifications**

We require our teachers, Kindergarten and up, to possess teaching degrees. Specialty teachers such as Band, Music, Art, Physical Education, and Computer, may possess a teaching degree, but will be highly qualified in those fields. WRCA requires all of our teachers to be committed Christians.

The school endorses continued education for our teachers. Therefore, our teachers have the opportunity to attend the A Beka Teacher Training Summer Institute, in-service classes through Ft. Zumwalt, Association of Christian Schools International Conferences, as well as other continuing educational training.

### **Standardized Testing**

Each Spring WRCA administers the Stanford Achievement Standardized Tests to students Kindergarten and up. Historically, our students have scored in the top 15 % of the national rankings. A copy of the yearly standardized test results is mailed to parents during the summer.

### **Progress Reports**

After the first five weeks of school, a progress report will be sent home for all children, for the parents to be aware of areas to work on before the first report card. The continuing quarter's progress report will be sent home with students at teacher's discretion. Parents are to sign and return the progress report within one week.

### **Parent Conferences**

The first report card will be given out at Parent Conferences which are held near the end of October. Daytime, as well as evening conferences are available in order to make it convenient for parents to attend. It is important that home and school cooperate and communicate. Conferences with teachers are welcome at any time.

### **Report Cards**

Report cards are distributed every nine weeks. The first report card will be given out at Parent Conferences, which are held near the end of October.

All report cards must be turned in to the teacher two weeks after they are sent home. This will allow parents to have ample time to collect rewards for grades from merchants. If the report card is not returned after two weeks, all test packets will be held until it is returned.

All final report cards will be mailed from the office. No final grades will be given out over the phone or in person. Final reports or transcripts will not be mailed out if there is a balance due on any financial responsibilities or library books have not been returned or paid for.

### **Grading Scale**

Students are expected to perform to the best of their God-given abilities. Teachers do not accept sloppy work, but strive to instill in students a desire to accept responsibility and to produce their best work as unto the Lord.

The following grading standard is used to evaluate student progress in the basic academic subjects of reading, handwriting, spelling, language, math, Bible, social studies, and science.

<b>First grade and higher:</b>		<b>Kindergarten</b>	
<b><u>LETTER GRADE</u></b>	<b><u>PERCENTAGE</u></b>	<b><u>LETTER GRADE</u></b>	<b><u>PERCENTAGE</u></b>
A+	100	A +	11
A	99-95	A	10
A-	94-90	A-	9
B+	89-87	B+	8
B	86-84	B	7
B-	83-80	B-	6
C+	79-77	C+	5
C	76-74	C	4
C-	70-73	C-	3
D+	69-67	D+	2
D	66-64	D	1
D-	63-60		
F	59 & below		

Subjects such as Computer, Music, Band, Art, and Physical Education are graded as follows:

S = Satisfactory effort: The student generally completes assignments on time, does what is required, and participates when asked.

I= Improving: The student is showing signs of improvement.

U = Unsatisfactory effort: The student needs constant reminders to complete assignments, does not participate in class, and produces low quality work.

In addition, personal qualities of the student are graded on a Satisfactory (S), Improving (I), and Unsatisfactory (U) grading system. These qualities include attentiveness, cooperation, effort, responsibility, and obedience.

### **Test Packets**

Due to the fact that all of our tests are from A Beka and are used yearly, it is essential that ALL of them are returned to the teacher. All test packets are due the Wednesday after they are handed out. Not returning a test will result in disciplinary procedures.

### **HOMEWORK**

Our school recognizes the educational value and importance of homework for students. We believe that meaningful home study is a part of each pupil's educational program. Homework is a purposeful extension of the school day, which provides the student with the additional opportunities for personal development, and reinforcement of the school's instructional objectives. It is the responsibility of the student to complete assigned homework by the deadlines established by the teacher.

The following is a guideline for the amount of homework that may be assigned at each grade level. Times will vary according to the individual student.

- **Kindergarten** 15 minutes
- **Grades 1 & 2** 20 minutes
- **Grade 3** 30 minutes
- **Grade 4** 40 minutes
- **Grade 5** 60 minutes

While the total amount of time spent on homework will vary from child to child, (depending on the work speed and learning style of the individual), parents should generally expect the amount of homework to increase each year as their children progress through school. It should also be understood that at various times during the year, special projects might require time in addition to the regular work load.

If your child is spending an excessive amount of time on homework in the evening, please set up a conference with the child's teacher.

We want to encourage our families to attend Wednesday evening church activities; therefore, our teachers will make every effort to give minimal assignments on Wednesday evenings. Quizzes may be given on Thursdays, but teachers do strive not to give tests on Thursdays. Exceptions to not giving a test on Thursday are short weeks, semester exams, and nine-week exams.

## **SEATWORK/DAILY WORK**

Seatwork/daily work/homework is to be completed as an act of obedience and respect. This is also to ensure that students are receiving adequate review for upcoming tests and quizzes. All work is due at the time the teacher specifies. If not completed according to the requirements, discipline will occur.

## **TEXTBOOKS**

All textbooks are purchased by the families at the beginning of each year. When possible we encourage families to purchase used textbooks from other families to save money.

## **Student Planners:**

The students are required to have the school Student Planner purchased with the book fee. Students are to write assignments in the planner daily. Parents should check and sign the Student Planner each night. The teachers will check them daily.

## **Elementary Curriculum (Kindergarten through 5<sup>th</sup>)**

WRCA uses curriculum material printed by A Beka Book Publications. A Beka is part of the largest Christian School in America, Pensacola Christian School, in Pensacola, Florida.

The material was developed as a result of actual classroom experience in Pensacola and is now used in thousands of Christian schools around the world. A Beka is a Christian-based curriculum.

## **Kindergarten:**

Reading: Sentences and stories containing one and two-vowel words and special sounds.

Phonics: Recognition of names, sounds, long and short vowels, consonants and special blends.

Arithmetic: Number recognition 1 – 100, counting by 2's, 5's, & 10's. Addition facts through the 10-family, subtraction, story problems, time and money.

Language Development: recognizing sentence structure, capital letters and periods.

Handwriting: Cursive writing is taught.

History: Focus is on children of the world.

Science: Looking at many parts of God's wonderful creation.

Bible: God's word starts everyday as Bible stories are read. Children will have a Bible verse to learn each week.

Music, Library, and Physical Education classes are also included.

All-Day Kindergarten classes will also have Art class, Computer class, and Spanish Class.

## **First Grade:**

Reading: Christian Reading Series.

Phonics: Phonetic drills and word analysis skills.

Writing: Cursive, spelling, writing words and sentences.

Arithmetic: Addition, subtraction, introduction to simple tables of multiplication, money values, story problems, and simple fractions.

Bible: God's word starts each day as a Bible story is read. Weekly Bible verses are learned.

History, Science, and Health, are a part of the curriculum.

Music, Art, Physical Education, Library time, and Computer are also included.

## **Second Grade:**

Reading: Continue Christian Reading Series.

Phonics: Phonetic drill and word analysis skills.

Writing: Cursive, spelling, vocabulary building, and penmanship.

Arithmetic: Addition, subtraction, combinations, introduction to multiplication and Roman numerals.

Bible: A Bible story starts each day. Weekly Bible verses are learned.

History, Science, and Health, are a part of the curriculum.

Music, Art, Library time, Computer, and Physical Education are also included.

## **Third Grade:**

Reading: Continue Christian Reading Series, including Pilgrim's Progress.

English: grammar, book reports, punctuation, spelling, vocabulary, and poetry.

Arithmetic: addition, subtraction, multiplication, combinations, story problems, and long division.

History: A look at famous people of America.

Health: Students will learn about the wonderful body God gave them and how to take care of it.

Science: This will cover both physical and natural science.

Bible: Bible stories start each day. Children will memorize a weekly Bible verse.

Music, Art, Library time, Computer, and Physical Education are also included.

## **Fourth Grade:**

Reading: Character- building patriotic stories and comprehension.

English: Grammar and usage, composition, book reports, spelling, vocabulary, and poetry.

Arithmetic: Drill in speed and accuracy in addition and subtraction, multiplication, and division of two-digit numbers, working fractions, and measures.

History: General survey of American history plus an intense study of the state of Missouri.

Science/ Health: Survey of earth science, weather, plants, insects, and water.

Bible: Bible lessons are taught daily guiding the children to grow in character. Weekly Bible verses are learned.

Art, Music, Band, Library time, Computers, and Physical Education are also included.

## **Fifth Grade:**

Reading: Reading character-building patriotic stories, speed reading, and comprehension.

English: Grammar and usage, creative writing, library research project, book reports, spelling vocabulary, and poetry.

Arithmetic: Drill in speed and accuracy in the four arithmetic processes, decimals, fractions, and word problems.

History/ Geography: study of ancient civilization up to the present in the Eastern Hemisphere and map work.

Science/Health: survey of weather, energy, plants, animals, geology and conservation.

Bible: Bible lessons are taught daily guiding the children to grow in character. Weekly Bible verses are learned.

Art, Music, Band, Library time, Computer, and Physical Education are also included.

**Special classes** may also include: Spanish, French, and sign language.

## **Band**

This opportunity is provided for students' fourth grade and up. Band class will meet two days a week during study hall time. If your student desires to participate, they must be responsible for instruments and practice. Band students may not drop, except at the end of semesters.

## **GENERAL DISCIPLINE POLICY**

Willott Road Christian Academy believes proper discipline is scriptural and necessary. Our teachers maintain standards of behavior through a combination of rewards and correction with genuine regard for each student. Classroom discipline can include any or all of the following:

- Prayer and counsel
- Firm look and quiet voice
- Child puts head down
- Firm talk
- Loss of privilege
- Taking away of recess
- Prohibit participation in a special activity
- Lowering of a grade or deduction of points
- Talk with the Principal
- Assigning a detention (parents will be charged \$10 per detention)

## **STUDENT INFORMATION**

The following is a summary of the student's responsibilities at Willott Road Christian Academy. Each student is required to use all available school and home resources to perform at the highest potential so as to take full advantage of the educational program. Originality and creativity are encouraged within the organized framework of the classroom. The student is to be self-disciplined showing proper respect for the teacher and other students in the class. The following is a list of general school rules the student must follow:

1. Courteous speech and conduct are required.
2. Respect for God, home, church, school, and nation is expected at all times.
3. Quiet voices are the norm in the classrooms and rest rooms.
4. Passage in the hallways is to be peaceful and orderly. Running in the hallways and on the stairways is not permitted.
5. Prompt and cheerful obedience is expected.
6. Don't leave your seat without permission.
7. Raise your hand to speak.
8. Honor God in all you think, say, and do.
9. Gum chewing is not allowed in school.
10. Students are not allowed to leave the classroom or go to the office without the permission of the teacher.
11. Personal items such as toys, trading cards, radios, tape players, etc., are not allowed at school.
12. Cell phones are not permitted at school.

***Infraction of these rules by a student will result in disciplinary action.***

## **SCHOOL PROPERTY**

WRCA is a testimony to the faithfulness of the Lord and the generosity of church and school families who have invested in this facility. It has been entrusted to us, and all of us must assume the responsibility for its care and upkeep. Any damage to the building or property must be repaired (or replaced) by those responsible for the damage. A student may also be subject to disciplinary action if they willfully caused the damage.

## **DRESS CODE**

Because personal appearance of each member of the student body reflects upon the entire school, we require uniforms to be worn by students in Kindergarten and up. The uniforms should be kept clean and in good repair at all times. **It is helpful to label uniforms with the student's name.**

Uniforms must be purchased through Fisher's Uniform Company.

Fisher's School Uniforms  
626 Jungerman Road  
636-939-3344

- ❖ Students may wear the uniforms purchased through Sunshine until they have out-grown them or the uniform is worn out.
- ❖ Slacks may be purchased from any store, but must be Docker style and navy.
- ❖ Students are to be in uniform on the first day of school.

### **Boys:**

(Shorts, polo's, and sweatshirts must be purchased from Fisher's Company)

**Slacks:** (May be purchased at any store)

- Navy – Docker style only
- May wear elastic waist.

**Shorts:** (Fisher's)

- Navy without cuffs
- May wear elastic waist

**Polo's:** (Fisher's)

- Red or white short or long sleeved (tucked in at all times)  
White t-shirts may be worn under uniform shirts.  
No long sleeved shirts may be worn under short sleeved polo shirts.

**Turtlenecks/Mock turtlenecks:**

- Red, white or navy may be worn. (These may be purchased elsewhere.)

**Shoes:**

- Rubber bottoms, NO sandals, flip flops, or backless shoes (safety reasons)  
**Tennis shoes must be worn on PE days.**

**Belts:**

- Navy, brown, or black belts must be worn with all slacks and shorts that have belt loops.

### **Socks:**

- must be worn with shoes

**Jackets in classroom:** Only the following maybe worn in the classroom.

- School navy hooded sweatshirt (Fischer's)
- Red school sweatshirt Uniform shirts are to be worn under sweat shirts. (Fisher's)
- White, red or navy **cardigan** sweater  
(Cardigans may be purchased elsewhere.)

### **Hair/General Grooming:**

1. Hair must be neat and well groomed.
2. Hair must be neatly trimmed above the eyebrows, above the shirt collar, and mid ear. No hair tails or unusual coloring or extreme styles will be permitted.
3. Earrings, body piercing, or tattoos (temporary or permanent) are not permitted.
4. Students will wear uniforms in a neat manner. Shirts must be tucked in neatly at all times.
5. Hats, sweatbands, or sunglasses are not to be worn in the building.

### **Girls:**

Jumpers, skorts, shorts, polos, and sweatshirts must be purchased from Fisher's Uniform Company)

#### **Shirts /Blouses:** (Fisher's)

- White puffed sleeve blouse
- Red or white polo shirt (long or short sleeved)
- Shirts must be tucked in

#### **Turtlenecks/Mock turtlenecks:**

- Red, white or navy may be worn. (These may be purchased elsewhere.)  
**No long sleeved shirts may be worn under short sleeved polo shirts.**

#### **Plaid Jumper:** (Fisher's)

- Dark blue or black biker shorts must be worn under jumper (may be purchased anywhere)
- Hems no shorter than 3" above the knee

#### **Plaid Skort:** (Fisher's)

- Hems no shorter than 3" above the knee

#### **Slacks:** (may be purchased at any store)

- navy – Docker style only

#### **Shorts:** (Fisher's)

- navy cuffed:

#### **Shoes:**

- rubber bottom, NO sandals, flip flops, or backless shoes (safety reasons)  
**Tennis shoes must be worn on PE days.**

#### **Belts:**

- Navy, brown, or black belts must be worn with all slacks and shorts that have belt loops.

### Socks/Tights:

- Socks or tights are to be worn with shoes.
- No leggings, sweatpants, slacks etc. may be worn.

**Jackets in classroom:** Only the following maybe worn in the classroom.

- School navy hooded sweatshirt (Fisher's)
- Red school sweatshirt -Uniform shirts are to be worn under sweat shirts. (Fisher's)
- White, red or navy **cardigan** sweater (Cardigans may be purchased elsewhere.)

### Hair/General Grooming:

1. Hair must be neat and well groomed. No extreme styles or unusual coloring will be permitted.
2. No more than 2 earrings per ear will be permitted.
3. Body piercing or tattoos (temporary or permanent) will not be permitted.
4. Students will wear uniforms in a neat manner. Shirts must be tucked in neatly at all times.
5. Hats, bandannas, scarves, sweatbands, or sunglasses are not to be worn in the building.

We take our students out for recess unless it is raining or snowing, so you need to dress your child according to the weather. **Students are required to go out unless specified by a doctor's note or for reasons a teacher states.**

**Every effort has been made to be clear; however, if an interpretation is to be made, the school principal will have the final say.**

### Non-Uniform Days

1. Clothing must be clean with no holes, rips, or tears.
2. No oversized or undersized styles.
3. No tank tops, crop tops or off the shoulder style tops.
4. No midriff may show
5. Skirts, shorts, or dresses should not be shorter than uniform code. **Skirts and dresses - 3" above the knee cap. Shorts - mid thigh.**
6. No sweat pants may be worn.
7. Clothing with slogans, pictures, patches or inscriptions that are inconsistent with the philosophy of WRCA are not allowed.
8. Socks and shoes must be worn. Shoes must have backs.
9. Students may wear jeans on non-uniform days. **No low riders.**

### RECESS

The children will play outside when weather permits. We provide the recess period so the children can have an active physical deviation from study in the classroom. If you feel your child needs to stay inside, we must have a note from the parent or doctor stating the reason.

## **LUNCH**

### **All Day Kindergarten - 5<sup>th</sup>:**

We offer a nutritious lunch daily. There will be a salad bar and milk in addition to a hot entrée. Children may also opt out of the hot entrée and choose a cold cut sandwich or peanut butter and jelly along with the salad bar. You may also choose to bring your own lunch. Students may purchase just milk if you choose. **NO SODA PERMITTED.** If a child forgets, they will purchase a lunch that day.

### **Lunch Account**

At the end of each month you will receive a bill for the lunches and/or milk your child purchased that month.

### **Lunch with your child:**

Parents are invited to come enjoy lunch with your child. You are welcome to eat from our cafeteria or bring in a lunch for you and your child. This will be a special time that you can eat at a special table for luncheon guests. We do ask for a one day notice by calling the school or sending a note with your child. This is so we can have a special place available for you.

To give teachers time to get students acclimated to the lunch procedures, we ask you to wait until after Labor Day to come enjoy lunch time with your child.

### **GRANDPARENT DAY:**

This is a special day where we invite the 3<sup>rd</sup> grade children's grandparents or other special guest to come enjoy a special time with their grandchild. We celebrate Grandparents Day the last day of classes prior to Thanksgiving break.

## **LIBRARY**

In order to promote literacy, each student will be provided the opportunity to check out a library book on a weekly basis. Checking out books is a privilege and will serve as a tool to help teach responsibility to the student. In order for students to continue to check out books, all books must be returned before another may be checked out. Late fees accrue at a rate of \$.25 a week. A fee to cover the cost of the book or item checked out of the library will be charged after a two week period.

## **CHAPEL**

This is a special opportunity for students to meet, twice a month, in the gymnasium, to hear a challenging message, geared to their age level, from special guests.

## **MISSIONARY CHILDREN**

Our school sponsors needy children through the organization, World Vision. We encourage the students to bring in money they earn to place in the container for the underprivileged children in other parts of the world. Through the year, our students write to the specific children we sponsor and those children then answer the letters.

## **CLASS PARTIES**

The school celebrates the following seasonal parties:

Thanksgiving, Christmas (Birth of Christ), Valentine's Day, and Easter (Resurrection of Christ).

Parties are coordinated by the Room Parents. Only parents who have signed up to help at the parties may attend. We limit the number of parent helpers due to the size of the rooms as well as for security purposes. Students must attend school on the day of the party to be eligible to attend the party.

### **NO SIBLINGS MAY BE BROUGHT TO PARTIES.**

## **BIRTHDAYS**

Parents may send in a small store bought (no homemade) treat for all the children in the class to enjoy at lunch or snack time. Suggestions for the snacks could be: cookies, doughnuts, pre-cut cookie cake or treat bags. Teachers need to be notified, in advance, of any treats brought in so arrangements can be made for students with allergies.

No personal party invitations are to be distributed at school unless every student in the class receives one or all the boys for a boy's party and all the girls for a girl's party.

## **HONORS**

We believe that students who follow the rules and work hard academically should be acknowledged for their efforts. Therefore we have the following awards for students to work toward.

- **Perfect Attendance Award:** Students who do not miss any school days and are not tardy receive recognition.
- **Honor Roll:** Students in grades 4 and up will be placed on the Honor Roll if the following criteria are met:
  - All grades for all subjects are A's or B's
  - All character qualities are satisfactory

Each teacher has a system of incentives and rewards for individual students and the whole class. Incentives are given for academics and good behavior.

## **FIELD TRIPS**

We provide field trips throughout the year as a tool to reinforce what we are learning in the classroom. Field trips are still considered school days; therefore, they will begin from the school and conclude at the school. Only parents who have been asked to assist will be permitted to go on the field trip. This is done to preserve an undistracted learning environment. Students may not attend the prescribed activity or field trip, unless they travel on the bus with the school group.

### **NO SIBLINGS MAY BE BROUGHT ALONG** **NO EXCEPTIONS WILL BE MADE.**

## **SYMPHONY**

Grades 1, 3, 5 will attend the St. Louis Symphony at Powell Symphony Hall. This is included in the activity fee.

### **SAFETY PATROL**

We offer fifth graders an opportunity to serve and develop as leaders in the school through the AAA National Safety Patrol Program. Responsibilities include assisting younger students to class in the morning as well as helping at lunch sessions.

### **INTRAMURAL PROGRAM**

Athletic programs have been established as a way to promote Christian character, discipline, and physical health. An Intramural program is offered each year for the students in grades 4 - 5 to participate in after school.

### **BUZZ BOOK**

Each year a school buzz book is provided for the families. The permission slip was on the enrollment form

### **COMMUNICATION**

The WRCA Connection is the monthly school newsletter. It is sent home with students about the first of each month. Please look at this publication carefully. It includes notices of upcoming events and other school news items. Teachers also send home a weekly or monthly newsletter from their own class.

### **LOST AND FOUND**

Lost clothing and other items may be redeemed from the "Lost and Found" in the office. Unclaimed lost and found items are given to a Christian Ministry at the end of the year.

### **RESOLVING PARENTAL CONCERNS**

Often problems can be avoided if we communicate effectively with one another. Therefore, WRCA encourages parents, teachers, and staff to follow Matthew 18:15-18. "If your brother sins go and show him his fault in private; if he listens to you, you have won your brother. But if he does not listen to you, take one or two more with you, so that by the mouth of two or three witnesses every fact may be confirmed. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector. Truly I say to you, whatever you bind on earth shall have been bound in heaven; and whatever you loose on earth shall have been loosed in heaven.

Based upon this passage and other principles in Scripture, our policy for dealing with situations and complaints is as follows:

1. All question, problems or complaints should be brought to the teacher first before discussing it with others. The teacher and parent should try to resolve the issue between them.
2. If the issue is not resolved to the parents' satisfaction, then it should be brought to the principal who will meet with the teacher and the other party involved.
3. If the first two steps are followed without satisfactory results, then the matter may be addressed with a meeting with the Pastor of Administration, teacher, and principal.

Confidence and respect of others is expected in order to protect the health of our community. Failure to follow this process may be considered grounds for removal from this school.

## **PARENT FELLOWSHIP ORGANIZATION**

This is a group of parents that meet once a month to provide a structure in which parents and staff can work together to:

- Achieve the mission and vision of WRCA
- Build the moral of the school, students, and staff.
- Fellowship together
- Communicate with and encourage one another

Our PTF is responsible for coordinating many programs that benefit the school. Some of the programs are:

- **Volunteers:**

Our school does not have points or fees you must earn. Instead, we encourage all parents to volunteer in a variety of places available such as:

1. **Library Helpers:** Help in the library by reading stories to the children and assisting the children in checking out books.
2. **Lunchroom Helpers:** Help with opening milk cartons and a variety of other needs the children have at lunchtime.
3. **Classroom Helpers:** Your child's teacher will have a variety of ways to help.
4. **Tutoring children:** We ask for assistance in providing "extra help" time for some students, and expanded opportunities for the more advanced children to do different activities.
5. **Room Parents:** The Room Parent is the individual classroom representative. This person may be asked to coordinate classroom volunteers at the request of the teacher and act as the liaison to the Parent Teacher Fellowship meetings. Plan and coordinate all class parties. Plan and coordinate special class events: Teacher's birthday, teacher appreciation week events, end of year teacher thank you (optional). Promote school affairs: school wide fundraisers, events, and class specific events.
6. **Party Helper:** The party helper is expected to help plan and attend the party. Please note siblings are not allowed to attend parties. Please plan accordingly.
7. **Auction Committee Member:** This member would be involved in our largest fundraiser event. The auction committee is made up of various smaller committees: classroom projects, food, donations, decorations, invitations, tickets, etc.

- **Family Night Outs:**

It is the desire of the school to provide opportunities for families to gather for fellowship while helping out the school. We do not want children to go door to door to sell items so instead we provide Family Night Out's as opportunities to raise extra money for items for the school. Some of the opportunities are:

- **McTeacher's Night**  
This is an evening where the teaching staff serves at the local McDonald's and 10% of all proceeds made that night come back to the school.
- **Red Robin Night**
- **Papa Johns Pizza**

- *Oberweis Weekend*
- *Pizza Street Night*
- **Uniform Resale Event:** Our Parent Fellowship group coordinates a day when you have the opportunity to bring in uniforms that are in good condition to sell to other families.
- **Entertainment Books:** We provide these books for families to purchase if they desire.
- **Silent Auction:** Each year in March, WRCA has a Silent Auction. This is our large money making opportunity for the year. All proceeds go to purchase items for the school.

### **EXTENDED CARE**

You are welcome to enroll your child/children in our extended care program at any time through the school year. Use our before school care program or after-school care on a regular schedule or on an as needed basis. We do ask for notice so we can ensure proper staffing. However, we do understand emergency meetings, etc.

Any student enrolled at WRCA may take advantage of “before care” (6 a.m. - 7:45 a.m.) and/or “after school care” (3:15 p.m. - 6:00 p.m.). Morning Kindergarten may attend before care only. This requires the parent filling out an Extended Care enrollment form and turning it in to the office with a \$25 enrollment fee for the first child and \$5.00 per child thereafter. Enrollment must be completed prior to using this service.

A snack will be provided for the children in aftercare. A \$.50 charge per day per child will be added to your monthly bill to cover the snack. You may choose to send your child with their own snack.

You will be billed the last of the month with the payment due by the 10<sup>th</sup> of the following month for the extended program

The following sessions and fees apply only to those students enrolled at WRCA.

- Session 1 (6:00 a.m. - 7:45 a.m.) - \$7.00 per session per child
- Session 2 (3:15 p.m. - 4:30 p.m.) - \$7.00 per session per child
- Session 3 (3:15 p.m. - 6:00 p.m.) - \$15.00 per session per child

After 6 p.m. a late fee of \$1.00 per minute per child will be assessed.

### **Amendments to Handbook**

Amendments may be made to this handbook as the Administration of Willott Road Christian Academy deems necessary.