

# **Faith Christian School**

**A Ministry of Faith Baptist Church**

**Pre-School – 3 & 4 year olds**

**Elementary School – Kindergarten – 5<sup>th</sup> Grade**

**Jr. High School – 6<sup>th</sup> – 8<sup>th</sup> Grade**

## **Policies and Procedures Handbook For Parents/Students**

**Faith Baptist Church/Faith Christian School  
2111 Kuser Road, Hamilton Sq., NJ 08690  
[www.FCSschool.org](http://www.FCSschool.org) or (609) 585-3353**



## ***INTRODUCTION AND ACKNOWLEDGMENTS***

Please maintain this handbook and keep it in a convenient place during the year. By signing and returning the Policies and Procedures Agreement you are indicating that you have read and understood this handbook. You are obligating yourself to fully follow its provisions, along with any additions, changes, or corrections of which parents are given written notice throughout the academic year.

This handbook has been compiled for the convenience and guidance of parents and the administration and staff of Faith Christian School (FCS). The policies and procedures described herein are subject to change at any time at the sole discretion of the board and/or administration of FCS. Nothing in this handbook should be construed as a contract between FCS and any student or parent, or to supersede the terms of any tuition contract.

At the time of registration each parent will be required to sign a Policies and Procedures Agreement, indicating that they have read and agree to abide by the policies and procedures found in this handbook. By signing the statement on the form found in the registration packet, you are also stating that you understand that there is a mandatory one evening meeting (*approximately 1½ hours*) set up for all families concerning the policies and procedures of FCS during which some of the stated policies contained herein are explained and questions can be asked. The mandatory meetings are set up on two different dates so that if one cannot attend on one night, the other date is available. Do not enroll your child at FCS if you do not want to attend this meeting and thereby further hear and understand the policies and procedures under which all families are expected to operate.

## ***VITAL PARENTAL NOTIFICATIONS***

Any typographical mistakes or errors in wording do not invalidate the understood stated policies and procedures of Faith Christian School.

Your child will not be enrolled in FCS without such a signed statement indicating that you have read and understood the handbook. By signing, you are stating that you agree to abide by the stated policies of this Policies and Procedures Handbook.

If you **HAVE NOT READ** this handbook, please do not sign the agreement.

If you **DO NOT AGREE** to follow the policies contained herein, please enroll your child at another school.

## ***HISTORY***

Faith Christian School has been in operation under the sponsorship of Faith Baptist Church for over 30 years!

Faith Christian School traces its roots back to the heart of the city of Trenton. Over 30 years ago Trenton Christian Day School, located on the Arctic Parkway, was established. Faith Baptist Church assumed responsibility for the Trenton Christian Day School, changed its name, and moved it to its present location on Kuser Road in Hamilton Township. Thus, Faith Christian School opened its doors in September of 1974, offering preschool through sixth grade and is now a direct ministry of Faith Baptist Church offering preschool through eighth grade.

Since the inception of Faith Christian School, the administrator, teachers, and staff have all been selected not only because of their ability to contribute to providing a quality Christian educational experience, but also because they know the Lord Jesus Christ as their personal Savior and endeavor to exhibit the best possible example to our students.

Our teachers meet high moral and spiritual qualifications. They each are faithful members of Bible believing churches. We firmly believe that a teacher's personal walk with Christ is essential to his/her success as an educator. Our teachers meet each morning for a Bible study/prayer time in which they commit their day to the Lord and ask for His guidance.

Over the years students at Faith Christian School have found an attitude of concern for their spiritual, academic, and social well being. Character qualities such as honesty, self-discipline, respect for authority, and a spirit of patriotism have been expected and developed in the lives of the many students who have come through our classes and these same emphases continue today. If God lays on your heart this ministry of teaching young children, please sincerely pray that God might continue to bless this ministry of outreach and edification.

## ***PHILOSOPHY***

One element that is sometimes neglected in the selection of a school is the philosophy of education. However, philosophy of education differs from school to school and, therefore, ought to be considered during the selection process.

There are two primary tenets of Faith Christian School's philosophy of education. The first is that All Truth is God's Truth. The point of this statement is that learning apart from God is incomplete. Therefore, the Lord is a NATURAL PART of each and every day. Class begins each morning with Bible reading and prayer. The teachers have the freedom daily to talk about what the Lord has done in their own lives. By example they are communicating this message: "God can and should be a NATURAL part of each individual's day."

The second tenet of our philosophy of education is that God has given the responsibility of a child's education to the parent (Deut. 6:6-9). This is radically different from schools which believe they are "wiser" than parents and, therefore, not responsible to parental concern.

We view our school as your right arm, assisting your parental responsibility without usurping it. Therefore, your concerns and opinions are an important part of your child's education and will not be ignored. Our faculty and administration have an "OPEN COMMUNICATION" policy, inviting parents to share any concerns or desires they may have. We believe that maintaining this policy over the years has made our school stronger because we have listened and responded to godly parents who are concerned about their children. Many of our present policies and procedures are the result of parental input. We are moving confidently forward expecting God to bless our relationships with parents because we are attempting to operate our school HIS way. The result is a team spirit with parents and teachers working together for a common goal: the development of your child.

## ***OBJECTIVES***

In recognizing the God-given responsibility that parents have for the education and general development of their children, Faith Baptist Church established Faith Christian School to assist parents in the education of their children. It is the objective of FCS to build upon the home's foundation with an education which provides the students maximum development spiritually, academically, socially, and physically. The following specific objectives are incorporated into all that Faith Christian School is providing.

# *Policies and Procedures*

## **ABSENCES**

In order to gain the most from school, your child must be in regular attendance. Excused absences can only be allowed for illness, death in the family or that of a close friend, or emergencies beyond the parent's control. Upon returning to school, the student must bring a signed note stating the date(s) and reason for the absence. The absence will still be recorded on the child's report card, but it will not count against them for any reason. All work can be made up and receive full credit. If a note is not submitted within three days the absence will be unexcused.

If a child is absent thirty days during the school year, he/she may be required to repeat the grade. That decision is subject to the sole and complete discretion of the Education Committee on a case-by-case basis. If a child is absent more than 5 consecutive days due to illness, a doctor's note is required for the child to return to school. If a child needs to leave school early, send a note to the office stating the reason, the time the child is to leave, and the person to whom the child is to be released. It will be necessary for that person to have an FCS Pick-up Card.

If a child is vomiting, has diarrhea or a fever, they must be free of these symptoms for a period of 24 hours before they are allowed to return to school. Students who have strep must be home for a minimum of 48 hours without symptoms before returning to school. They must have a doctor's note clearing them to return to school.

Should it become necessary, this absence policy is subject to change by the Education Committee and Administration and all parents will be notified of any such possible changes.

## **AFTER-CARE**

After-Care is provided for those parents of Kindergarten through 8<sup>th</sup> grade students who cannot be here to pick up their child(ren) at the end of the school day. After-Care is from 3:15 p.m. until 5:15 p.m. We have built in a 15 minute grace period so that as long as you pick up your child by 5:30 p.m. there will be no late charges. Those who participate in After-Care will be billed every 4 – 5 weeks. Those students who are not picked up by 5:30 p.m. will be charged as follows:

5:30 – 6:00 p.m. \$15.00 per 15 minutes or any portion thereof  
After 6:00 p.m. \$30.00 per 15 minutes or any portion thereof

## **ART**

Crafts are an integral part of the Pre-K and lower elementary program. The children will spend a great deal of time using scissors, crayons, markers, paints, glue, etc. They will take part in making many projects that add great color to the classrooms as well as their homes. The individual classroom teacher teaches art on these levels.

## **ATHLETIC PROGRAM**

FCS maintains an active interscholastic athletic program in Jr. High that includes soccer, boy's and girl's basketball, cheerleading, and track. Athletes must maintain a "C" average in all classes with no "D" or "F" grades and must possess a high standard of Christian sportsmanship. Any student failing to maintain the required average, or who has been notified that he is failing in any subject, will not be allowed to participate in athletics until the next satisfactory progress report. Any code of conduct violations during a grading period may be grounds for removal from athletic participation. A current physical form must be turned in to the office each year.

FCS also offers an elementary intramural sports program during the spring of the year for all first – fifth grade students. Third – fifth grade students are invited to participate in soccer and basketball while first and second grade students have the opportunity to play tee-ball. The same academic and code of conduct standards apply to these programs.

## **AWARDS**

In recognition of outstanding performance, achievement, and effort in Kindergarten through eighth grades, a number of awards are presented annually at our end of the year awards program. The types of awards are subject to change on a yearly basis.

## **BUSING**

Bus transportation is provided for Kindergarten through 8<sup>th</sup> grade students as a service to you by the school district in which you live. It is not under the control or direction of Faith Christian School.

An application will be included in each registration package. This application is to be filled out and returned to the school office. However, there is no guarantee to those who apply after March 15<sup>th</sup>. If a student relocates, or for any reason needs to change buses, it is the responsibility of the parent to contact the Transportation Department of the Board of Education in the appropriate school district.

The bus drivers have an extremely responsible position. In order that they might receive maximum cooperation for the safety of the children, the following rules **MUST** be observed at all times by the students:

1. After boarding the bus, students are to remain seated until they have reached their destination. Students are to remain seated with their seatbelt securely in place until the bus has come to a full stop.
2. There is to be no loud talking or screaming. Quiet conversation must be maintained.
3. There is to be no fighting.
4. Hands, arms, heads, etc. must be kept inside the bus at all times.
5. There is to be nothing thrown from the windows.
6. There is to be no drinking, eating, or chewing gum on the buses.
7. Students are to be on time. The bus will not be able to wait for TARDY pupils. It is your responsibility to be on time. If a child misses the bus, it is an unexcused absence.
8. Parents will be held responsible for any damage done to the bus by their children.
9. If seats are assigned, students must remain in those seats.

The administration will, at any time necessary, prohibit any student from riding the bus if their behavior is contrary to the above criteria. Parents will then be responsible for providing transportation. We will not tolerate any students that disrupt the welfare and safety of other children.

If you have any questions or concerns they should be directed to the bus company servicing you or your school district's Board of Education Transportation Department.

## **CELL PHONES**

Cell phone use, whether used for calling or text messaging, is prohibited. If a student must have a cell phone with him/her, it must be turned off and kept safely inside the student's back pack. If the phone is taken out, or if it is used for any reason, it will be taken and a parent must come to the school to pick it up from the office.

## **CHANGES IN TRANSPORTATION**

It is each parent's responsibility to make sure that the teacher knows how your child is to go home each day. The options are going on the bus, to After-care, or to walkers and riders. If you must change your child's normal way of getting home for any reason you must contact the classroom teacher no later than 2:00 p.m. that day. The teacher will only change the method of dismissal based on the parent's word. If the teacher does not receive a phone call or note the child will be sent home by their normal way of dismissal.

## **CLASS SIZE**

The size for each class will vary although the established goal for each K – 8<sup>th</sup> grade class is no more than 25 students and the goal for Pre-K is just twenty students at any one time in the classroom. In Pre-K there will be a full time teacher with a part time aide in each class. In Kindergarten – 8<sup>th</sup> grade there is one full time teacher in each class.

## **COMPUTERS**

A computer lab with twenty-seven computers is available for student use and experience. Each computer is equipped with programs to supplement the classroom instruction each student receives. Jr. High will also have the opportunity to work through a keyboarding program. Jr. High students will visit the computer lab two times each week and elementary classes will visit the lab one time each week.

Each teacher is also equipped with a computer in the classroom so that parents can easily contact the teacher through email. Each teacher's email address will be given to the parents at the beginning of each school year. The email addresses can also be found on our website at [www.FCSSchool.org](http://www.FCSSchool.org).

## **CONTACTING TEACHERS**

Parents are requested to contact their child's teacher either by sending a note with your child, through the school office, or through email. If the teacher is not available at the time of calling, the secretary will leave a message for that teacher to call back. Parents must stop by the office and obtain a visitor's pass before going to a classroom. Please do not seek to contact teachers at their homes unless it is an absolute emergency or they have given out their home phone number or address for that purpose.

## **CURRICULUM**

The curriculum used across the board is the ABEKA curriculum, which is produced by Pensacola Christian College in Pensacola, Florida. It teaches each and every subject from a Biblical perspective. Bob Jones University Press is also used in Jr. High Bible and in 6<sup>th</sup> grade reading.

## **DISCIPLINE POLICY**

Faith Christian School will provide an atmosphere conducive to the spiritual growth and academic development of all. All parents are requested to attend one of the two information nights scheduled at the beginning of each year. If there are any questions concerning policy in general, please feel free to call and talk to us.

**REGULATION:** the following behaviors are reason for FCS to contact the parent and/or exercise appropriate disciplinary measures such as suspension from school one or more days or dismissal from school entirely:

1. Disrespect to teachers or fellow students
2. Disobedience to the faculty
3. Dishonesty
4. General disturbances of any kind such as talking out without recognition, writing notes, interrupting the class, running in the building
5. Cheating of any kind
6. Not completing assigned work
7. Destroying or defacing property of the school
8. Meddling in another student's property
9. Fighting
10. Disorderly conduct
11. Any demeaning racial comments
12. Misbehaving on the bus
13. Smoking, gambling, drinking of alcohol, possessing or consuming illegal drugs or narcotics
14. Physical and verbal abuse including pushing, kicking, threatening, name calling and any type of intimidation
15. Any use of disrespectful, foul, vulgar, racially insensitive, or sexual language to a fellow student or teacher will result in a suspension. Any form of cursing, swearing, or taking the Lord's name in vain also falls under this regulation

**REASONING:** The primary principles behind our discipline policies are threefold:

1. All students must be provided with an atmosphere in which they can learn. If the majority of students are hindered by another student's behavior, that student will not be allowed to continue to attend FCS.
2. Learning does not take place when a student refuses to stay on task.
3. The clear line of authority will not be violated and the student must recognize that the teacher is in charge of the class.

## **DISCIPLINE PROCESS**

**REGULATION:** the individual teacher within the context of their classroom will generally handle misconduct, except that the administration shall have the authority to suspend or dismiss. In every case of dismissal the student and parent/guardian shall have the right to appeal to the Disciplinary Committee of the school board. The general process for working through repeated discipline issues is as follows:

1. Warnings to students
2. Communication with parents by letter, phone, or email
3. Conferences with parents
4. Suspension and/or dismissal

**Please Note: This process may be abridged as the situation demands. Some behavior demands immediate suspension or dismissal because of its flagrant or repeated nature. We cannot account for each and every situation that may arise and, therefore, we reserve the sole right to suspend or dismiss a student for behavior that we deem dangerous, blatantly immoral, flagrant, abusive, harmful to others, uncontrollable, or malicious!**

There are no in-school suspensions. All work missed during a suspension must be made up after the suspension.

**REASONING:** FCS, as all private and public schools, cannot inflict nor cause to be inflicted any form of corporal punishment. Parents must feel the responsibility for their child's behavior. The most we can do to resolve a behavioral problem is suspension. The purpose of suspension is to communicate with the student and his/her parents the seriousness of the problem. The purpose of disciplinary dismissal is to remove students who engage in unacceptable behavior from the school community.

There are no in-school suspensions because our goal is to place the responsibility for a student's behavior on the parents and not on FCS. A student must make up all work because all students need to keep up with the class regardless of the suspension.

The Lee Canter's Assertive Discipline Program is used school-wide. This system is based on positive recognition and an assertive approach to providing each student with a classroom environment which is conducive to learning.

### ***SAMPLE CLASSROOM DISCIPLINE PLAN***

#### Class Rules

1. Keep hands, feet, and objects to yourself
2. Speak kindly to each other
3. Leave the room only with permission
4. Remain in your seat at all times
5. Obey your teacher and follow directions

#### Class Awards

1. Praise
2. Special stickers
3. Positive notes and phone calls home
4. Special privileges
5. Extra free time

#### Consequences

1. Warning
2. Demerit (*6<sup>th</sup>-8<sup>th</sup> Grade*) Five minute time out (*K-5<sup>th</sup> grade*) **or** Two minute time out (*Pre-K*)
3. Demerit (*6<sup>th</sup>-8<sup>th</sup> Grade*) Ten minute time out (*K-5<sup>th</sup> grade*) **or** Four minute time out (*Pre-K*)
4. Demerit (*6<sup>th</sup>-8<sup>th</sup> Grade*) Phone call home (*Pre-K-5<sup>th</sup> grade*)
5. Go to principal's office with a pink slip

### ***DEMERIT/DETENTION SYSTEM (Jr. High Only)***

We believe that it is important for each child to be in a calm classroom environment, which is conducive to learning. Therefore, in addition to the guidelines above, the Jr. High program is structured with the following:

First Disobedience = Warning  
Second Disobedience = Demerit  
Third Disobedience = Demerit  
Fourth Disobedience = Demerit and Phone Call to Parents  
Fifth Disobedience = Demerit and Visit to Principal

The program is designed to:

1. Encourage a closer relationship between the student and teacher
2. Ensure a more consistent and uniform discipline procedure
3. Establish a reasonable method for handling relatively minor problems

The following method will be implemented in regards to the demerit/detention system:

1. Any accumulation of fifteen demerits will result in a one-hour detention to be held on Thursday afternoon from 3:15 p.m. to 4:15 p.m.  
\*Demerits will be issued as a Level 1, Level 2 or Level 3 demerit to account for the different levels of seriousness when it comes to different types of infractions. A Level 1 demerit is worth one demerit, a Level 2 demerit is worth two demerits, and a Level 3 demerit is worth three demerits.
2. The parent will be responsible for picking the child up from detention at 4:15 p.m. Children not picked up at 4:15 p.m. will be placed in the After-Care program and charged accordingly.
3. Any accumulation of three detentions will result in a one-day suspension.
4. Any accumulation of four suspensions will result in a meeting with the Discipline Committee before the student is allowed to return to school.
5. Failure to show up for a detention will result in a minimum of a one-day suspension.

## **DISMISSAL OF A STUDENT**

**REGULATION:** Reasons for dismissal:

1. Parents who will not cooperate with the administration of the school and promote, support, and follow its policies will be asked to withdraw their children. There are times when we ask the parents and/or a student to speak to the Discipline Committee to discuss a problem involving their child. If the members of that Committee come to realize that the parents are not in support of the policies and philosophy of FCS and are unwilling to cooperate, at the sole discretion of the Committee and/or Administration, the parents will be asked to seek another institution for the education of their child and the child will be dismissed. If a parent is requested to speak to the Discipline Committee and refuses, the child will be dismissed. If parents cannot demonstrate support for the policies outlined in this handbook, then in the sole judgment of the Committee and/or Administration, that student will be dismissed.
2. A child's conduct, attitudes, or lack of effort which are contrary to the policies established is another reason a student may be dismissed. There is no reason for a parent to pay for a private Christian education if a student does not want that opportunity. Usually the result is disruption in the class, indifference to the rules and regulations, and a waste of the family's resources. Under such situations, at the sole discretion of the Committee and/or Administration, with a right of appeal to the Discipline Committee, the parents will be asked to seek another institution for the education of their child and the child will be dismissed.
3. Any delinquency pertaining to the account such as failure to keep one's account current could also result in suspension or dismissal. Any and all children are subject to suspension and/or dismissal if any account is over 30 days past due.

## **DISPENSING MEDICATIONS**

Presently a school nurse is available and is allowed, with a doctor's authorization in writing, to dispense medication. When a school nurse is not available, it is your responsibility to come in to the school and dispense any medications authorized by a doctor. The school nurse has the authority to make all necessary decisions concerning the storing, availability, dispensing, and use of medication. **Absolutely no medications, whether prescription or over the counter, will be dispensed without a doctors form being completely filled out and turned in to the school nurse!**

## **DOOR CHIPS**

Key fobs are required for all parents. All doors going into the building are locked. The only way to get in is to acquire a key fob that will let you into the building. Key fobs are only programmed to work during school hours. Key fobs may be purchased for \$3.00 each. If you do not purchase a key fob you will not be able to get into the building unless someone is in the office to buzz you in. If nobody is in the office, or if the office staff is busy with other parents at the time, you will have to wait.

## **DRESS CODE**

In I Thessalonians 5:22 we are instructed to "abstain from all appearance of evil." This includes our dress. Our goal is to have boys and girls dress in a God-honoring manner. The Bible uses the term "modest" to describe such fashion. Faith Christian School wants to see its boys and girls grow up to be fine young men and ladies. The dress code is written to help your children become gentlemen and ladies that are pleasing to God. It will take your cooperation to promote the type of atmosphere we desire to have at Faith Christian School.

The Christian is to have a regard for things that are "pure...lovely...of good report...of virtue...and praise" (Philippians 4:8). **IN THIS REGARD PARENTS HAVE THE PRIME RESPONSIBILITY IN TEACHING OUR STUDENTS TO LIVE BY THE STANDARDS OF SCRIPTURE.** Parents are responsible for sending their children to school with correct dress and grooming.

FCS has adopted a uniform dress code policy for students in Kindergarten through 8<sup>th</sup> grade. The dress code as stated in this handbook will remain in effect. Uniforms must be purchased from the contracted vendor and must be worn during school hours. The school uniform includes a uniform for PE classes as well.

### Boys:

1. **PANTS AND SLACKS:** Navy blue dress slacks from any local department store is acceptable.
2. **SHIRTS:** Blue or white dress shirts, blue or white polo shirts, or white turtlenecks are acceptable. All blue shirts and all polo shirts must be purchased through Flynn & O'Hara. Shirts must be tucked in and buttoned. No more than the top button is to be open.
3. **FOOTWEAR:** Shoes and socks must be worn at all times. Loafers or lace up dress shoes are acceptable. No athletic shoes of any type are to be worn (including all black sneakers). Sneakers may be brought for play and physical education periods only. Boots are not acceptable for daily classroom wear.
4. **SOCKS:** Boys must wear navy blue, black, or dark green socks. White socks must be brought for PE. All socks must be high enough to completely cover the top of the anklebone.
5. **SWEATERS:** ONLY uniform sweaters, purchased from Flynn and O'Hara, are permitted in class.
6. **HAIR:** Hair needs to be cut in a neatly tapered style with no definite designs or hard lines around the head. Hair should be layered above the collar, eyebrows, and the ears. No one layer should be longer than 1½ inches. Fad haircuts are not acceptable. We obviously cannot cover every type of fad haircut. Therefore, we reserve the right to make judgment calls concerning appearance. A good rule of thumb is to be conservative or traditional.
7. **PHYSICAL EDUCATION:** The PE uniform consists of navy blue shorts and a navy blue t-shirt. The t-shirt and shorts must be purchased from Flynn & O'Hara. The optional sweat suit may be purchased elsewhere, but it must be solid navy blue and have no lettering, stripes, or markings of any kind. White socks and sneakers are also required. Please remember that all socks must completely cover the top of the anklebone.
8. **FIELD TRIPS:** Dress for field trips and any special occasions will be announced.
9. **JEWELRY:** No jewelry is to be worn around the neck, wrist, or on the ears of any boy. However, watches are acceptable.

### Girls:

1. **SKIRTS AND JUMPERS:** Girls are expected to wear Flynn & O'Hara skirts or jumpers. The hemline must completely cover the knees in the front and in the back whether in a standing or seated position. All jumpers and skirts should also be loose fitting.
2. **BLOUSES:** Blue or white oxford, blue or white peter pan type blouses, blue or white polo shirts, or white turtlenecks may be worn with the skirts and jumpers. Blue shirts, blue blouses, and all polo shirts must be purchased through Flynn & O'Hara.
3. **PANTS:** PE sweat pants may be worn from December 1<sup>st</sup> – March 31<sup>st</sup> underneath the skirts and jumpers but must be removed when arriving to school.
4. **FOOTWEAR:** Shoes and socks must be worn at all times. Knee-high socks, anklets, or stockings are acceptable. Thongs, clogs, or boots are prohibited. Sneakers may be brought for play or physical education periods only. Snow or rain boots may be worn to and from school only.
5. **SOCKS:** Navy blue, dark green, black, or white socks may be worn. However, all socks must be high enough to completely cover the top of the anklebone.
6. **HAIR:** Hair must be maintained in a modest and appropriate manner. No makeup of any kind is permitted. Extreme fashions are not allowed, subject to the discretion of the Administration.
7. **JEWELRY:** No gaudy costume jewelry is to be worn. (Webster's definition of gaudy – too bright and gay to be in good taste; cheap and showy). Earrings should be no larger than 1 inch.
8. **PHYSICAL EDUCATION:** The PE uniform consists of navy blue shorts and a navy blue t-shirt. The t-shirt and shorts must be purchased from Flynn & O'Hara. The optional sweat suit may be purchased elsewhere, but it must be solid navy blue and have no lettering, stripes, or markings of any kind. White socks and sneakers are also required.

These standards of dress are the decision of the Education Committee of Faith Baptist Church and any matters concerning dress are considered final as they appear above. Obviously, we cannot define all new fads of dress that are forbidden. The basic principle is to have our young men look like young men and our young ladies look like young ladies, yet both dress in fashion. The Education Committee and/or the Administration have the final say in matters of interpretation.

## **DRESS CODE CONTINUED: (Pre-K)**

**GIRLS** – Pre-K girls may wear skirts or dresses to school. All skirts and dresses **must be** below the knee. All dresses and tops must have sleeves that cover the upper arm. Sleeveless tops and dresses are not acceptable. Loose fitting pants may also be worn. Denim pants, other than blue, are acceptable. Leather or leather-like skirts, jumpers, and pants are not acceptable. T-shirts and sweatshirts may not be worn. Leggings, stirrup pants, sweat pants, shorts, culottes, capri pants, or any tight fitting pants are not acceptable. Girls are to wear dress shoes or sneakers to school each day. Socks or tights must be worn. Shoes, sandals, or thongs that do not completely cover the foot may not be worn. Snow boots may be used in inclement weather, but dress shoes or sneakers must be brought for daily wear.

**BOYS** – Boys **must** wear long pants with a nice shirt. The shirt can be a button down dress shirt or a pullover shirt. Denim pants, other than blue, are acceptable. T-shirts or sweatshirts may not be worn. Blue jeans, sweat pants, shorts, and sweatshirts are not appropriate. Boys are to wear dress shoes or sneakers to school each day. Socks must be worn. Shoes, sandals, or thongs that do not completely cover the foot may not be worn. Snow boots may be used in inclement weather, but dress shoes or sneakers must be brought for daily wear. Hair needs to be cut in a neatly tapered style with no definite lines around the head. Hair should be above the collar and the ears. Fad haircuts are not acceptable. We obviously cannot cover every type of fad haircut. Therefore, we reserve the right to make judgment calls concerning appearance. A good rule of thumb is to be conservative or traditional.

**Pull-ups are not allowed for either boys or girls!**

## **ENROLLMENT OPTIONS**

Pre-K enrollment options are:

- Two Full Days Per Week - Tuesday/Thursday
- Three Full Days Per Week - Monday/Wednesday/Friday
- Five Full Days Per Week - Monday/Tuesday/Wednesday/Thursday/Friday

## **FIELD TRIPS**

Field trips are an integral part of the academic program. The central New Jersey area abounds in places of special educational interest. Parental permission is required for each trip. When a trip has been planned, a letter will be sent home with each child that will notify parents of the exact place to be visited along with a permission slip which must be signed by the parents and returned. Information about dress code, etc. can be found on the permission slip. Each student pays an activity fee at the time of registration. This will cover the cost of the field trips. All Kindergarten – 8<sup>th</sup> grade students will go on two field trips each year. One trip will be in the fall and one in the spring.

## **FIGHTING**

**REGULATION:** Fighting, fighting back, or any aggressive or dangerous behavior will subject a student to disciplinary action up to and possibly including immediate dismissal. All students are instructed repeatedly by the administration and by their teacher that if they initiate a fight or if they fight back (*rather than seek the help of an adult, except for actions of honest self-defense*), that disciplinary action, up to and possibly including immediate dismissal, will be taken. Fighting involves emotions, motive, and action. Fighting includes the swinging of fists, the willful pushing with the hands or body, the intentional injurious swinging of feet, or the throwing or swinging of an object towards another with the purpose of injury and with the emotion of anger, retaliation, or the like.

**REASONING:** It is always hard to control one's temper, hands, and fists when being picked on by someone else. But the proper way to handle abuse is to report it, not contribute to it. Students should report any problems to the teacher on duty, bus driver, classroom teacher, or school administrators.

## **FRIDAY FOLDERS**

On Friday afternoon, all work for students in Kindergarten through 8<sup>th</sup> grade is sent home in the Friday Folder. Parents are asked to look over the work with their child, praise them for the good work, and encourage them to do better in an area which may need improvement. The empty Friday Folder is to be signed and sent back on Monday or the next school day. There are times when other items will be sent home in the Friday Folder. These might include the School Bell, billing statements, notes from the administration, or flyers concerning upcoming events. Please look for the Friday Folder each week, as it is a vital communication link between teachers and parents, and between the school and families.

Pre-K students will not have Friday folders. Instead each student will have a mailbox. Parents should check their child's mailbox each time that the child is picked up from school.

## **GRADING SCALE**

The school will use the following grading scale:

A – 92 – 100  
B – 85 – 91  
C – 75 – 84  
D – 70 – 74  
F – 69 and below

If any students or parents have any questions about grades, please feel free to contact the classroom teacher.

## **HALL RULES**

1. There will be no running, fast walking, or skipping.
2. There will be no horseplay or rowdiness.
3. There will be no screaming. The teacher will determine if and when the class will be permitted to talk. All talking is to be in quiet conversational tones.

## **HEALTH INFORMATION**

The New Jersey State Law requires every student to be immunized against diphtheria, tetanus, pertussis, polio, measles, rubella, mumps, chicken pox, and hepatitis unless these immunizations are medically contraindicated. Proof of immunizations must be turned into the school office before a student is enrolled. Students having the first series of immunizations will be admitted for sixty days in order to allow them the time to have the required immunizations completed. Failure to have the required immunizations will result in dismissal from school. Students entering PK3, PK4, and Kindergarten will be excluded immediately without documentation of receiving the chicken-pox vaccine.

In the event a student is injured, parents or emergency persons will be notified as soon as possible. If the condition is considered serious or life threatening by the school staff, the student will be taken by ambulance to Robert Wood Johnson University Hospital at Hamilton. If an injury occurs while away from the school facility, the student will be taken to the nearest hospital, and parents will be so informed.

School insurance is offered during the registration process to protect your child should he/she be injured at school. It is applied as a back up to your own insurance policy covering what your insurance policy does not cover. Any student participating in sports must either purchase the school policy or show proof of insurance in order to participate in any sports programs.

## **HOMEWORK ASSIGNMENTS**

We believe that homework is an integral part of the school program. Teachers are at liberty to give homework to aid each student in the advancement of his studies. Each teacher may assign homework daily for the purpose of supplementing and reinforcing classroom work. Teachers will make assignments to students as clear as possible. It is the student's responsibility to understand and complete these assignments. An important part of a child's education is learning to complete class assignments, research papers, and homework at the time prescribed. A limited amount of homework is assigned on Wednesday to encourage attendance at the local church's midweek prayer meeting. Students in Kindergarten through 8<sup>th</sup> grade will receive a homework sheet each Monday detailing the week's assignments.

## **HOMEWORK SHEETS**

Each week a homework sheet is sent home with each Kindergarten – 8<sup>th</sup> grade student. It includes a list of homework assignments for the week, the Bible verse for the week, spelling words, and any special announcements or reminders that the individual classroom teacher will have for you. In Pre-K, every Monday the teacher sends out a weekly newsletter which will review what the children learned the week before, as well as what they will be learning during that current week. It will also include any announcements that need to be made to help keep those lines of communication open between the parents and teachers.

## **HONOR ROLL**

The Honor Roll is a list of students who have achieved above average grades during a marking period. The following guideline governs the Honor Roll: Each student must maintain at least a 3.5 average on the 4 point system (A=4, B=3, C=2, D=1). Certificates will be given out each marking period to students who qualify. An award will also be given at the end of the year to students who have been on the Honor Roll for all four marking periods. This award will be given to students who have maintained a 3.5 average for the entire year!

## **HOURS OF THE SCHOOL DAY**

<i>Office Hours</i>	<i>8:00 a.m. – 4:00 p.m.</i>
<i>Pre-K</i>	<i>7:30 a.m. – 5:30 p.m.</i>
<i>Grades K-8</i>	<i>8:30 a.m. – 3:10 p.m.</i>

Pre-school opens at 7:30 a.m. and closes at 5:30 p.m. each day. The actual class begins at 9:00 a.m. so the students may arrive any time between 7:30 a.m. and 9:00 a.m. Students may be picked up any time before 5:30 p.m. There is no care provided after 5:30 p.m. Those students who are not picked up by 5:30 p.m. will be charged as follows:

5:30 – 6:00 p.m.	\$15.00 per 15 minute period or any portion thereof
After 6:00 p.m.	\$30.00 per 15 minute period or any portion thereof

Kindergarten – 8<sup>th</sup> grade classes begin at 8:30 a.m. each day and end at 3:10 p.m. A Pre-care program is available for any K – 8<sup>th</sup> grade student who must be dropped off between 7:00 a.m. and 8:00 a.m. Regular care begins at 8:00 a.m. with no additional charge. An Aftercare program is also available for anyone who cannot pick their child up from school by 3:10 p.m. There is an additional charge for staying in the Aftercare or Pre-care programs.

## **INFODIRECT**

All parents are able to have access to InfoDirect by going to the school website at [www.FCSSchool.org](http://www.FCSSchool.org) and clicking on the appropriate link. By simply entering your user name and password all parents can have immediate access

to grades, progress reports and report cards, calendars, and so much more. Simply call the school office to obtain your user name or to choose a password.

### **LATE PASSES/EARLY DISMISSAL**

Any Kindergarten – 8<sup>th</sup> grade student who arrives after 8:30 a.m. or any Pre-K student who arrives after 9:00 a.m. is considered late and must report to the office for a late pass. Any Kindergarten – 8<sup>th</sup> grade student who needs to leave before the regular dismissal time must also report to the school office to check out. PK students may leave at any time without penalty.

### **LEGAL DISPUTES & LITIGATION**

Even though it has been rare that we have found ourselves in litigation with families over our policies and procedures and/or the enforcement of such policies over all of our years of operation, we hold the biblical position that we do not need to and should not engage in litigation with fellow Christians. Our procedures have been to work out any disputes through consultation and discussion drawing upon the leadership of Faith Baptist Church and the leadership of the church of the offended party. We are committed to refusing to engage in any civil litigation against fellow Christians and we believe that all civil disputes can be and should be mediated between Christians and/or their respective churches/officials of such churches. Enrollment and attendance at Faith Christian School constitutes an agreement between Faith Christian School and any and all families, that they will only seek to mediate disputes in this biblical manner and/or by selecting an agreed upon mediator or mediating board outside of the judicial system to settle any and all legal disputes. Please do not enroll your child at FCS or sign the form indicating that you have read and will follow the policies and procedures included herein if you do not want to follow this biblical pattern for disputes of policies and procedures of FCS. By signing the form that states that you have read and understood the policies and procedures of FCS, you are agreeing to this policy as well as others so included in this handbook. If you cannot agree to the stated policies and procedures designed to protect your children and to promote a smooth running private Christian school, then it is best you seek out a school with which you are in agreement as to its policies and procedures.

### **LOCKERS**

Students in grades 6-8 will be assigned a locker. Students will provide their own combination lock. Any student entering another student's locker is subject to disciplinary action. Lockers are to be locked and kept clean and orderly at all times. FCS reserves the right to search and inspect lockers at any time and for any reason sufficient to itself.

### **LUNCH PROGRAM**

FCS offers an assortment of sandwiches, snacks, and beverages that can be purchased for lunch. Menus for the year are provided at orientation. Students may also bring bag lunches. Milk, juice, and snacks may be purchased to supplement bag lunches. If your child does not have a lunch, we will provide a basic sandwich and drink and charge your account accordingly.

Hot lunches are ordered in advance. The menus must be returned for each 2-week period by the specified date with payment for the ordered items. All menus with exact payment must be put in a sealed envelope. Your child's name and grade must be clearly written on the menu and the envelope. Checks should be made payable to Faith Christian School.

## **MUSIC**

Students in the elementary grades receive musical instruction twice each week and are taught by a qualified instructor. These sessions combine music theory with practical application to produce an enjoyable and educational period.

The music program places strong emphasis on the learning and singing of various songs. In addition, students learn to accompany their songs with both rhythm and melodic instruments. Second grade students also receive additional instruction on the orchestra bells. Students in the third grade are given extensive classroom instruction on the recorder, a small wind instrument. Fourth grade students have the opportunity to learn how to play the desk bells as a group. The goal of our music program is that by the 5<sup>th</sup> grade the students will have developed:

1. The ability to sing in unison and in simple harmony parts
2. The ability to read and respond to musical notation
3. An awareness of various styles of music including hymns, American folk songs, patriotic songs, Scripture songs, and selected serious compositions
4. The ability to demonstrate an understanding of basic musical concepts both vocally and on rhythm and wind instruments
5. The ability to work with others in a musical program and perform before an audience

FCS students participate in two musical programs during the school year, one in the fall and another in the spring. Their music instruction during the year is primarily in preparation for the musicals which they are required to attend.

Pre-K students will have music class one time per week. They will learn many fun songs as well as some basic music information. They will present a program in the spring to demonstrate some of the things that they have been learning. Attendance at their program is required.

The junior high students have the opportunity to join Select Chorus, Ensemble, or Handbells. These groups are made up of students who want to excel in music. The groups practice once or twice a week during selected hours. They perform at both a fall and spring concert. Attendance at the programs is mandatory for all group participants.

## **PARENT/TEACHER CONFERENCES**

Parent/teacher conferences for Kindergarten – 8<sup>th</sup> grade students are scheduled twice each year. In addition to the two regularly scheduled parent/teacher conferences, extra conferences will be scheduled when needed. Parents wishing additional conferences are encouraged to contact their child's teacher to make an appointment. All of the teachers will be willing to set up a conference at any point during the year. This includes Pre-K parents.

## **PARENT/TEACHER RELATIONSHIPS**

We, as teachers, work with students in a different context than most parents. When we make a decision on an assignment, we make it in the best interest of the child. Therefore, we expect parents to support us in our decisions. Matthew 18:15-18 states the biblical method for handling disagreements. If there is a point of disagreement, please do not hinder the teacher's effectiveness by expressing your disagreement in front of the student. First, you should discuss the problem with the teacher. If you cannot resolve the difficulty there, then arrange a conference with the principal. If your problem has not been resolved after going through these channels, you must decide to either submit to the decision or withdraw the student.

## **PAYMENTS**

All tuition payments are due on the first of the month with a ten day grace period extended. All accounts with a balance due after the 10<sup>th</sup> of the month will incur a late charge. Monthly bills are also sent out for Pre-care, Aftercare,

Music Lessons, Late Arrivals/Early Dismissals, etc... All accounts must be kept current. Checks should be made out to Faith Christian School. Outstanding bills are sent home in the Friday folders each week.

### **PHYSICAL EDUCATION**

In Pre-K the students will have a large motor activity time every day. They will also have Gym class one time per week based on availability in the Gym teacher's schedule.

Students in Kindergarten – 8<sup>th</sup> grade will have gym class two times each week. The students will come to school dressed in their regular school uniforms and then change into their PE clothes unless otherwise advised. After gym class they will change back into their regular school uniform. This program emphasizes the importance of staying physically fit. Instruction in Christian sportsmanship is also given through organized team games.

### **PICK UP CARDS**

In today's day and age it is imperative that we take every step possible to keep our children safe. Every parent will be given two pick up cards with their child's name on them. Anyone who is sent to pick up the child must present a pick up card or the child will not be released. Parents may request as many pick up cards as you would like. Realize that the more pick up cards you have the greater chance that they could get into the wrong hands.

### **PRE-CARE**

No children are to be left at the school earlier than 7:00 a.m. There are no exceptions. This is for your child's safety. You may wait with your child until 7:00 a.m., but no child may be left unattended. Adult supervision will be provided at 7:00 a.m. through our Pre-Care program. Those who participate in Pre-Care will be billed every 4 – 5 weeks for that service.

### **PROGRAM PARTICIPATION**

The student body as a whole, or in student groups, is called upon during the school year to participate in special programs. The experience gained by participating in these programs is a vital part of their education. We believe that it is just as vital to learn how to conduct oneself before an audience as a member of a group as it is to learn how to conduct oneself in class. Participation in these activities is part of your child's education and is, therefore, required, as is any other class requirement.

Pre-K students will present a program one time during the year while Jr. High and elementary students will present two programs each year. Pre-K, elementary, and participating Jr. High students must attend their assigned program. Jr. High students who are not involved with any of the music groups are not required to attend.

A student will only be excused from participating in a program if there are extreme, extenuating circumstances and if the administrator excuses the student IN ADVANCE upon notification, unless it is absolutely impossible due to the suddenness of the emergency. Any student who misses a program without being excused in advance will be suspended for the following school day.

### **PROGRESS REPORTS**

Pre-K students will be tested twice each year and given progress reports. This will allow parents to know how their children are progressing throughout the year. The teachers are always available to discuss a child's progress.

Jr. High and elementary students will receive progress reports four times each year. This will allow parents to know how their children are progressing throughout the year. The students will receive a progress report or a report card every four or five weeks. The teachers are always available to discuss a child's progress.

## **REPORT CARDS**

The purpose of report cards is to inform parents and children of the progress or lack of progress which is being made. Each child's ability, attitude, and work habits are taken into consideration in grading. Report cards will be sent out approximately every nine weeks. The teachers are always available to discuss your child's progress with you. Report cards may be held at any time due to a seriously delinquent bill. As soon as the payment is received the report card will be released.

## **RESPONSIBILITY FOR SCHOOL WORK**

The student holds final responsibility for his/her schoolwork. School work is defined as daily class assignments, homework, projects, school papers that are to be signed by parents and returned to school on time, makeup work, supplemental drill work, etc. Faith Christian School expects and requires a student to meet his responsibilities for schoolwork. Repeated neglect of this obligation may result in a student being dismissed from school. We are able to help many students get back to grade level work, but we can do nothing for a child who fails to meet his/her responsibilities to do their assigned schoolwork.

If a student finds an assignment too extensive to complete at home, or cannot understand it, we expect four conditions to be fulfilled by the student:

1. Do as much of the assignment as time allows or as much as he/she does understand.
2. Have the parents verify with a note the reason for not completing the assignment.
3. Tell the teacher before the class period in which the assignment is due and present the note to the teacher.
4. Make up the missed assignment by the next school day or per the teacher's deadline.

## **REST TIME**

Pre-K and Kindergarten students will need to keep a rest mat at school for rest time. Pre-K students will rest from 1:00 p.m. – 2:30 p.m. each day while Kindergarten students rest for 30-45 minutes depending on their class schedule. Small blankets and pillows may be brought in provided they fit in their cubbies.

## **SCHEDULES**

**A sample Pre-K class schedule would be:**

7:30 – 8:30 – Free Play  
8:30 – 9:00 – Small Motor Activities  
9:00 – 9:10 – Pledges/Weather Bear  
9:10 – 9:30 – Bible  
9:30 – 9:45 – Bathroom Break  
9:45 – 10:00 – Morning Snack  
10:00 – 10:30 – Letters/Numbers  
10:30 – 10:50 – Large Motor Activities  
10:50 – 11:10 – Heritage Studies  
11:10 – 11:45 – AREAS  
11:45 – 12:00 – Story Time  
12:00 – 1:00 – Lunch/Bathroom Break  
1:00 – 2:30 – Rest Time

2:30 – 3:00 – Snack/Bathroom Break  
3:00 – 4:00 – Large Motor Activities  
4:00 – 5:30 – Free Play

**A sample Elementary schedule would be:**

8:30 – 8:40 – Morning Prep/Pledges  
8:40 – 9:10 – Bible  
9:10 – 9:50 – Math  
9:50 – 10:00 – Bathroom Break  
10:00 – 10:15 – Snack  
10:15 – 10:45 – Reading  
10:45 – 11:15 – Language  
11:15 – 12:00 – Seatwork Time  
12:00 – 1:00 – Lunch/Recess  
1:00 – 1:30 – Science  
1:30 – 2:00 – Social Studies  
2:00 – 2:30 – Music or PE or Computers  
2:30 – 2:45 – Penmanship  
2:45 – 3:00 – Spelling  
3:00 – 3:10 – Pack Up and Dismissal

**A sample Jr. High schedule would be:**

8:30 – 8:40 – Homeroom  
8:45 – 9:25 – First Period  
9:30 – 10:10 – Second Period  
10:15 – 10:55 – Third Period  
11:00 – 11:40 – Fourth Period  
11:45 – 12:30 – Recess/Lunch  
12:35 – 1:15 – Fifth Period  
1:20 – 2:00 – Sixth Period  
2:05 – 2:45 – Seventh Period  
2:50 – 3:05 – Homeroom

## **SCHOOL BELL**

Faith Christian School makes every effort to communicate with parents. One of the official vehicles for that is the Friday newsletter called the “School Bell.” The School Bell is sent home every Friday and contains important information for parents. Parents are asked to take the time to read this important newsletter so that they are informed and up to date with their child’s education. It is your responsibility to read these announcements and be informed as to policies, procedures, or deadlines throughout the year.

## **SNOW DAYS**

If school should be canceled or delayed for any reason, the following procedure will be followed:

1. If Hamilton schools close, we will close.
2. If Hamilton schools have a delayed opening, we will have a delayed opening.
3. Announcements will be made on the following places before 7:00 a.m.

FCS Web-site ([www.FCSSchool.org](http://www.FCSSchool.org))  
Channel 10 NBC and Channel 6 ABC  
Hamilton Cablevision Channel 118

## **SPECIAL EVENTS AND DRESS CODE**

Special events such as the fall and spring musicals, recitals, Science Fair, etc... require students to adhere to the school dress code. This includes student participants as well as those coming to support their classmates. All students involved in the programs must be on time. If your child is unable to attend, you must give prior notice in order for your child to be excused from the program.

## **STANFORD ACHIEVEMENT TEST RESULTS**

One of the best ways to compare schools is to examine the national achievement test results. Since these tests are given to students in public and private schools across the country, the results are an excellent way of determining how well a school is doing academically.

Students in Kindergarten through 8<sup>th</sup> grade are given the Stanford Achievement Test in the spring of each year. Historically, FCS students have scored higher than the national average. The Otis Lennon Scholastic Aptitude Test is given to students in 3<sup>rd</sup>, 5<sup>th</sup>, and 7<sup>th</sup> grades.

## **TARDINESS**

Students are required to arrive at school in time to be ready to start class on time. Kindergarten – 8<sup>th</sup> grade students are considered late at 8:30 a.m. Pre-school students are considered late at 9:00 a.m. If a student is late in arriving at school, the student should report to the main office and be issued one of three passes: unexcused late, excused late, or excused bus late. Three unexcused tardies will constitute a \$2.00 fine, along with a \$2.00 fine after every additional unexcused tardy. If this fine does not remedy a student's tardiness, suspension from school for a determined number of days may be instituted. It is important to the orderly operation of your child's class for children to be on time.

## **TELEPHONE**

Students are not permitted to make outgoing calls from the office telephone unless an emergency exists. Permission must be granted by the main office for its use. Parents are asked to give routine instructions to their child prior to school so that they do not have to make phone calls home during the day to find out information that should have and could have been shared at the beginning of the school day.

Teachers are not permitted to leave the classroom to speak with parents on the telephone except in an emergency. However, they will return calls when available.

## **TEXTBOOKS**

A textbook fee is charged annually to partially cover the cost of the consumable textbooks and workbooks ordered for use by each class and supplied by the school. This fee must be paid at the time of application and is nonrefundable. Books that belong to the school and are loaned to the students will be replaced by the student if damaged or lost. All textbooks must be covered.

## **THEMES**

Our Pre-K classes have monthly themes that will enhance and bring excitement to each child's education. Some themes may include Animal Antics, Circus Town, Christmas Around the World, Space Flight, etc. Heritage Studies units as well as many of the art projects will center around these themes.

## K – 8<sup>th</sup> GRADE TUITION

During the month of January the tuition rates will be published for the upcoming school year. Any parent who pays their tuition in full by the 10<sup>th</sup> of July will be given a discount. The education committee will decide on a year to year basis what the discount will be. If you cannot pay the entire amount at once, you may pay monthly. Kindergarten – 8<sup>th</sup> grade is on a ten month payment plan. Payments begin in July and continue through April.

1. Payments are to be made on the first of each month.
2. All accounts are payable on the 1<sup>st</sup> day of the month. After a 10-day grace period, unpaid accounts become delinquent on the 11<sup>th</sup> of the month.
3. A \$20.00 late penalty will be imposed on all delinquent payments after the 10<sup>th</sup> of the month.
4. An additional \$10.00 (for a total of \$30.00) will be added after the 15<sup>th</sup> of the month.
5. After the 30<sup>th</sup> day of the month, students are subject to suspension and/or dismissal.
6. Any and all accounts (i.e. Tuition, After Care, Pre Care, Music, etc.), which are delinquent for any amount, are subject to the above late charges.
7. If you enroll your child at FCS you are indicating that you understand that no school records will be released unless accounts are current. This includes Report Cards, Progress Reports, and any information from a student's permanent file.
8. Parents should contact the administrator ahead of time if there is going to be some payment difficulty.
9. If a check is returned for insufficient funds, a \$30.00 charge will be levied against the parent's account. The parent will then be required to make all subsequent payments in cash or money order.
10. The school will not accept responsibility for payments lost or late when they are sent with a child.

### **Fees and Payments**

1. Registration Fee: **(non-refundable)**. This is due when the registration or application papers are submitted.
2. Book and Supply Fee: **(non-refundable)**. This is due with the registration fee.
3. Activity Fee: **(non-refundable)**. This covers 2 field trips during the year and is due at registration.
4. Tuition: Even though parents are allowed to pay the annual tuition cost over a 10-month period, full payment of the annual tuition is owed beginning the day enrollment is complete. As the situation warrants, we are willing to consider refunding monies if your child does not complete the academic year for various reasons, computed by calculating the days in school up to the completion of the withdrawal process.
5. At least one month's tuition is always nonrefundable, as well as actual days in attendance.

## PRE-K TUITION

During the month of January the tuition rates will be published for the upcoming school year. A one month full tuition payment is due with the registration fee, book fee, and activity fee as a security deposit. It will be applied to the payment for the child's last month in four-year-old preschool if the child attends a minimum of nine months. **This payment is nonrefundable in the event of withdrawal or dismissal!**

1. Payments are to be made on the first of each month.
2. All accounts are payable on the 1<sup>st</sup> day of the month. After a 10-day grace period, unpaid accounts become delinquent on the 11<sup>th</sup> of the month.
3. A \$20.00 late penalty will be imposed on all delinquent payments after the 10<sup>th</sup> of the month.
4. An additional \$10.00 (for a total of \$30.00) will be added after the 15<sup>th</sup> of the month.
5. After the 30<sup>th</sup> day of the month, students are subject to suspension and/or dismissal.
6. Parents should contact the administrator ahead of time if there is going to be some payment difficulty.
7. If a check is returned for insufficient funds, a \$30.00 charge will be levied against the parent's account. The parent will be required to make all subsequent payments in cash or money order.
8. The school will not accept responsibility for payments lost or late when they are sent with a child.

### **Fees and Payments.**

1. Registration Fee: **(non-refundable)**. This is due when the registration or application papers are submitted.
2. Book and Supply Fee: **(non-refundable)**. This is due with the registration fee.
3. Activity Fee: **(non-refundable)**. This covers the Thanksgiving Feast, end of the year picnic, and circus. It is due at the time of registration with the registration fee.

4. Security Deposit: A one-month payment is required at the time of registration. It is applied to the student's last month in Pre-K if the student attends at least nine months. If the student leaves for any reason before the nine-month period, the security deposit is **not refundable**.
5. Tuition: Even though parents are allowed to pay the annual tuition cost on a monthly basis, full payment of the annual tuition is owed beginning the day enrollment is complete. As the situation warrants, we are willing to consider refunding monies if your child does not complete the academic year. If a child withdraws during the month tuition for the full month will be charged.
6. At least one month's tuition is always nonrefundable, as well as tuition for the month during which the child withdraws.

## **VACATION POLICY**

### **Family Extended Absence/Vacation Policy**

In order to gain the most from school, your child must be in regular attendance. Uninterrupted daily attendance, when school is in session, is extremely important. We would like to discourage absences while school is in session. Excused absences can only be allowed for illness of the child, death in the family or that of a close friend, or emergencies beyond the parents' control. Absences for any other reason will be deemed "unexcused." You may petition the Education Committee by letter if you believe your absence should be excused. The Committee will review petitions the second Friday of each month. A child is expected to make up any work missed due to excused or unexcused absences. For each day missed, the child will be given 1 day in which to make up missed assignments.

We discourage the taking of family vacations during the academic year. However, if a student is absent for a personal family vacation, a folder will be set aside in which all the daily work will be kept until the child's return. The child will be given 1 day to make up the work for each day missed. If any tests were given during the absence, they can be taken after school hours (during the allotted period of time) at a charge of \$5.00 per test which will be given to the tester/teacher for his/her time taken to make-up that test. If the child does not take the tests, they will then receive a "0" for that work.

## **WEEKLY NEWSLETTER**

Every Monday all Pre-K teachers send out a weekly newsletter which will review what the children learned the week before as well as what they will be learning during that current week. It will also include any announcements that need to be made to help keep those lines of communication open between the parents and teachers. This avenue of communication is VITAL and reading it weekly is important!

## **WITHDRAWAL FROM SCHOOL**

Withdrawals from the school must go through the school office. **All tuition charges continue until the withdrawal process is completed. No Report Cards or any records will be released to any student whose account is not current. When you register your child to attend FCS you agree to see that your account is current at all times and that all charges are paid. You understand by registering your child at FCS that if you withdraw your child from FCS for any reason before the first day of school and/or before the end of the academic year in which he/she is enrolled, or if your child is dismissed from FCS for any disciplinary/academic reasons, the annual tuition subject to consideration of any refunds, the first month's tuition, registration fee, activity fee, and book/supply fee are nonrefundable. You understand by registering your child that one month's tuition and any other tuition prorated based on the number of days that your child has actually attended FCS is absolutely nonrefundable. Withdrawal or dismissal from FCS can occur from the date of registration to the last day of school for that enrolled academic year.**

When you register your child in FCS, you are saying that you understand that you must follow this procedure for withdrawal:

1. The parent must visit, write, or call the school principal or administrator.
2. The parent must, in writing, indicate desire and reason for withdrawal.

3. The parent will be informed of the present financial status of the account upon request.
4. No records will be given to the parents. They will be forwarded only to the school of transfer upon request by the receiving district.
5. After the child is tested and accepted, and the necessary enrollment materials are satisfactorily returned and a child is placed on the class rolls, there is a minimum charge of at least one month's tuition for all students who are withdrawn or dismissed for any reason, along with registration, book-supply, and activity fees.