



ANTIOCH CHRISTIAN ACADEMY
PK 3 – 6th Grade

PARENT HANDBOOK
2013-2014

Mission Statement

The mission of Antioch Christian Academy is to establish and maintain an educational setting that provides an opportunity for all students to develop to their highest potential academically, socially, spiritually and physically.

**Fear of the LORD is the foundation of wisdom.
Knowledge of the Holy One results in good judgment. Proverbs 9:10 NLT**

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A. PHILOSOPHY

PHILOSOPHY

The educational philosophy of Antioch Christian Academy is based on a God Centered view of life. This view holds that God created and sustains all things. All things, including man, are dynamically related to God and have the purpose of glorifying Him. Because man is a sinner by nature and choice, he cannot glorify or have a relationship with God on his own. He can do this only by choosing God's gift of salvation through His Son, Jesus Christ, thereby committing his life to the lordship of Jesus Christ. The God-centered view of life also holds that God communicates truth to man through the Bible. The Bible is the inspired, the only infallible, authoritative Word of God and is the standard for all Truth. (Psalm 104, Colossians 1:15-17, Genesis 1:27, Romans 3:23)

Our primary aim is to assist Christian parents in their responsibility for the education and training of their children. As such, Antioch Christian Academy will provide a rigorous academic instruction and extra-curricular activities that are integrated with a God-centered view of life. The intent is to help students to develop their talents, abilities, and character to impact this world for the Lord.

This philosophy requires that we promote high academic standards while helping students to achieve skills in crea The curriculum will be taught by a qualified Christian faculty who will also serve as role models in their Christian walk. (Ephesians 4: 11-13)

Our responsibility for the student encompasses the spiritual, mental, intellectual, physical, social, and emotional areas. These areas are inseparable and are all influenced by the truth that God is the center of life. Therefore, the Bible will not be taught as just another subject or on the intellectual level alone. Instead, the truth of God's Word will be incorporated throughout the whole curriculum. (II Timothy 3:16-17, Deuteronomy 6:1-9)

This philosophy dictates that we cooperate closely with parents in every phase of the student's development, always offering assistance in understanding the purposes of Antioch Christian Academy.

B. GENERAL INFORMATION

HOURS OF OPERATION

The Antioch Christian Academy is open Monday through Friday at 8:00 a.m. and is closed at 6:00 p.m. each day. Classes begin at 8:00 a.m.

ARRIVAL

The safety of your children is our primary concern. In the interest of security, upon arrival, all children must be accompanied by an adult. Parents are expected to bring their children to school on time. Classes begin at 8:00 am daily. Activities are planned so that the children benefit most by being prompt and regular in attendance. Devotion begins promptly at 8:00 am in the Rector Hall for Kinder through 6th grades and Morning Circle and Prayer will begin in each classroom at 8:30 am for Preschoolers. We believe that this makes the student's day more successful and helps in mental preparation for class.

TARDIES

All children need to be dropped off at school no later than 8:00 am. After this time, your child will be counted as **tardy**. When your child is brought in late (after 8:30) you will need to come to the office for an admit slip to class. Please keep in mind that three tardies constitute an absence.

DISMISSAL

Students in grades PK-3 to PK-4 should be picked up in the main Academy building by 6:00 p.m. Parents are expected to pick their children up promptly. It is suggested that parents park in the parking lot adjacent to the school rather than on the side, in front of the building or in the church staff parking lot. Elementary students that are not registered for Boys and Girls Club will need to be picked up in the cafeteria at 3:00 pm.

We cannot release a child to anyone other than parents unless one of the following conditions has been met:

1. The parent has indicated on the authorization form that the person is authorized to pick up the child; or
2. The parent has submitted a written authorization that the child will be picked up by that person on that day only or for a specified time. The person will be required to show a picture ID before the child is released.

In the interest of your child's safety, any person who comes to pick up a child, and who is not familiar to the staff will be asked to show identification and parents will

be called to confirm the release of the child. For this reason, please contact the school when a new person will be picking up the student.

LATE PICK-UP

Pre K children must be picked up by 6:00 p.m. from the ACA program. Children become upset when they must wait after others leave. Please be on time as it is very frightening for a child to be picked up late and feel forgotten. An additional expense must be passed on to late parents through a late pick-up fee.

A late pick-up fee of \$1.00 is assessed for each minute or part thereof, beginning at 6: 05 p.m. This fee will be paid to the staff member who remains with your child and is due no later than the Friday after the late pick-up occurred.

ATTENDANCE

Students are expected to attend all classes except in the case of a verified illness in order to be an excused absence. In the event of illness or absence, the parent is asked to send a note to the teacher stating the reason for the absence. This note is to be sent the day the student returns.

HOMEWORK

We believe that homework is an integral part of the school. Therefore, each teacher is at liberty to give homework to enable the children to advance in their studies. Each student is expected to complete his/her homework assignments on time. Students may spend an average of 20 to 30 minutes per night completing homework assignments.

When students are absent due to illness, we recognize that they are resting and usually unable to do school work. Students with excused absences will have an extra day for each day of absence to makeup the work they missed. However, students are responsible for obtaining homework assignments when absent.

1. Reinforcement: We believe that most students require adequate review to master essential skills

2. Remediation: As a teacher becomes aware of a student's weaknesses in a particular area, homework may be given to help overcome such difficulties.

UNIFORMS

The Academy considers that the appearance of its students reflects a sense of pride and respect for both themselves and the school. Each child attending ACA is required to wear the official school uniform Monday through Thursday. Friday is "Tiger Spirit Day". Students may wear **ACA** T-shirts and jeans. Several times during the year students will be allowed to wear a Christian T-shirt or a cultural T-shirt with their jeans. Parents will be notified in writing for the Christian or cultural days. Dress down day will begin the first week of September.

Boys: Official white polo shirt with navy pants or shorts and blue sweater (if necessary).

Girls: Navy jumper with official white peter pan collared shirt and blue sweater (if necessary). Knee high **navy** socks or **navy** leggings ONLY (if necessary)

Shoes: must be black and closed toe and heel.

Uniforms may be purchased at the official Academy vendor. Information is available in the office.

LOST AND FOUND

Parents are urged to clearly label each piece of clothing, back packs and lunch kits. A lost and found area is maintained in the office area. Please check if you have missing items.

NUTRITION

Elementary students: Please make sure your child has breakfast before school. Packed lunches are required as there isn't an on-site cafeteria service.

Pre K students: A balanced breakfast and lunch are available for students. Breakfast is served from 8:00 until 8:25. Lunch is served from 11:30-12:00 then at 3:00 p.m. the children receive an afternoon snack. A monthly menu is posted on the parent board in front of the office outlining the meals that will be served each day. Students who prefer, may bring lunch in lieu of the prepared meals. Packed lunches should not require refrigeration or heating. Meals are included in tuition cost. If your child has a food allergy to what is being served and has a note from a physician confirming then a supplement will be provided by the academy.

EARLY RELEASE, HOLIDAYS AND SCHOOL CLOSING

Acknowledging the requests of ACA parents, we have limited the number of early release days. The only early release day scheduled at the present time is Graduation Day. The release time will be 3:00 p.m.

Holidays are listed on the school calendar. Any changes to days of school closure will be communicated to the parents in a very timely manner.

A. ENROLLMENT AND FINANCIAL INFORMATION

REGISTRATION

Students currently enrolled in the Academy are given the first opportunity to re-register. Registration is then open to the community. In order to secure a place, the registration fee must be applied. **Registration fees are non-refundable and non-transferrable.**

ENROLLMENT

Enrollment is open to students from the age of 3 to 6th grade. A child is considered fully enrolled when all necessary forms have been signed and returned, the required fees have been received and the official back to school letter has been received.

All students and parents are expected to attend a scheduled orientation or "Open House" held the first Tuesday after the first day of class. **Enrollment in the Academy is open to children without regard to race, religion, sex or national origin.**

TUITION

The first month's tuition is due in full on the first day of school. Thereafter, tuition fees are payable the first of every month. Tuition received after the fifth day of the month will be assessed a late fee. There is no reduction in fees for school holidays or due to illness. It may be paid monthly or a discount is offered if paid in full for the year.

If your child's last name is different from the name on the check, please be sure to note that in the memo space provided on the check to ensure that your account is credited properly.

We recommend that you keep a record of all tuition payments for tax purposes.

Tax statements will be sent home in late January.

MULTIPLE CHILD DISCOUNT

Families with more than one child enrolled in the Academy pay the full amount of fees for the first child and a ten percent (10%) discount is given on the tuition for the 2nd and 3rd child in our school.

LATE PAYMENTS

A \$25.00 late fee will be charged for tuition payments received more than five days after the due date. Tuition that is more than seven days late will result in a notification from the Administrator and can result in suspension from the school until the account is made current. After fifteen days the student will automatically not be able to attend class.

Enrollment and re-enrollment is contingent upon being current with tuition payment and fees. Student's grades test scores and other records will not be released until all applicable tuition and fees have been paid.

Students will not be allowed to participate in Graduation activities until all delinquent tuition and fees are paid.

RETURNED CHECK FEE

A fee of \$30.00 is charged on all returned checks. Upon receipt of the second NSF check, all future payments, during that school year, must be paid by cash, money order, and debit or credit card.

DISCIPLINE METHOD

Redirection and verbal communication are used as a method of discipline. Your child will be treated with courtesy and respect. In the event that your child's behavior endangers others, he/she will be separated from the rest of the group for a sensible period of time. If a child continues to have difficulty in a particular situation, the child may be removed to a "safe place" or "thinking chair", where they will have the opportunity to regain control of their emotions and calmly resolve the situation before they return to the group. In the event that your child's behavior becomes seriously disturbing, you will be notified.

PERSONAL ITEMS

It is strongly urged that students refrain from bringing electronic items, cell phones, and hand held games... Etc. The Academy will not be responsible for lost or stolen video games or any other electronic equipment.

DAMAGE TO SCHOOL PROPERTY

Parents of children involved in damaging or defacement of walls, school equipment, materials or property will be contacted immediately. Parents will be expected to reimburse the school for the cost of the damage. We believe that even difficulties can be used to help children learn responsibility and to understand the natural consequence of their behavior.

A. HEALTH AND SAFETY REQUIREMENTS

ACCEPTANCE OF THE RULES

Our concern for your child will not be limited to "learning" but will encompass the physical and emotional sides of his/her development as well as the social and intellectual. We ask for your complete cooperation in accepting the rules that we have made for the health and safety of each child, and in turn, we pledge to you our diligence in maintaining good practices. We must maintain these rules for the good of the entire student body.

RECORDS

Within seven days of admission, the school must have on file a written statement, the form in your enrollment packet, from a licensed physician that the child has been examined and is physically able to take part in the school program.

The Academy must maintain current immunization records for each child in attendance. These records must include the child's birth date, the number of doses and type, the dates the child received each immunization, and the physician's signature or stamp.

ILLNESS

The health of all the children in our school must be a major concern. In the interest of your child and the other children who are enrolled, please do not bring you child if he/she is ill, or is not able to participate in regular activities.

The Texas Department of Human Resources requires that a child be excluded from attendance if he/she exhibits any of the following conditions:

- Fever

- Head lice
- Diarrhea or vomiting
- Sore throat or cough
- Contagious rash or infection
- Pink eye
- Ringworms

Should your child become ill while at school, he/she will be isolated from the other children, and you will be called immediately. Out of respect to your child and the school family, please pick up your child promptly if requested to do so. If your child had contracted a contagious illness, such as, ringworm, chicken pox, head lice, or measles, please notify the school so that other parents may be alerted to the possibility of exposure.

A child must be free of fever before returning to school. A statement from a doctor may be required when a child returns to school after a contagious illness.

IT IS EXTREMELY IMPORTANT THAT PARENTS KEEP EMERGENCY NAMES AND NUMBERS UP TO DATE.

MEDICATIONS

Antioch Christian Academy will not administer medication to students. In addition, the Academy does not employ a nurse and ACA staff will not administer prescription medications.

MEDICAL EMERGENCIES

In the event of a serious injury or illness parents will be notified. If the illness or injury requires medical attention, the school will contact the physician named by the parent. If required, the child will be transported to the nearest emergency room or an emergency vehicle will be called. Parents will be held responsible for all costs incurred.

ACCIDENTS

Occasionally there will be minor bumps or scrapes which do not require medical attention, but which should be brought to your attention. Whenever an accident occurs, the teacher who observed the incident will complete a report describing what

happened and the action which was taken. This report will be given and discussed with you during dismissal.

INCLEMENT WEATHER

ACA follows SAISD's schedule for severe or other inclement weather. Please tune in to the following television channels: WOAI, KENS, and KSAT for operational changes or school closures.

Should a severe weather alert be issued while your child is in attendance, please pick up your child from the school as soon as possible.

FAMILY SUPPORT

Family involvement is a hallmark of the Academy. You will be encouraged to take an active role in supporting your child's education. With the enrollment of your child, we have become partners in the development and educational process. Your ideas and suggestions are welcome. Our hope is that each parent will participate in the Parent Teacher Organization (PTO), fund-raising committees, attend field trips, serve as homeroom parents or offer their service in other areas of needed support.

Students don't enroll in ACA, families do. Therefore, the support and participation of parents is seen as critical to the success and well-being of students. We need help in the library, computer lab, with the Chef Cook-off, the Book Fairs, Annual Bowl-a-Thon, raffle, and candy or catalog sales. All of these events have been successful because of parental participation. If you do not wish to participate we do ask that each family pay a one-time \$50 opt out fee.

OBSERVATIONS

Parents are always welcome to observe quietly in their children's classrooms. We ask, however, that you do not disturb the teacher or the children during classroom activities. Please arrange to meet with your child's teacher at another time to discuss individual progress. When visiting the school you are asked to come to the office, sign in, and then proceed to the classroom.

COMMUNICATION

The education and care of your child must be a cooperative effort. Please keep an open line of communication with the school. The administration encourages parents and students to make known their recommendations and concerns to the school. Recommendations can be made informally to any teacher or the Administrator verbally or in writing.

If there is a problem, please schedule a conference with your child's teacher. If further assistance is needed, parents should contact the administrator so that the problem may be resolved as quickly as possible.

ACA is a partnership amongst students, faculty and parents. Lines of communication stay open through conferences, phone calls, and daily take home folders.

SCHOOL CORRESPONDENCE

Students maintain a folder that will contain assignments, school newsletters, and information from the teachers or the office. Please review and initial your child's folder each day. This is also a good method for you to communicate with the office or your student's teacher. Teachers review the folder on a daily basis.

PARENT-TEACHER CONFERENCES

Open communication between the parent and the school is extremely important if the Academy is to provide the kind of education which is best for your child. We do urge that parent conferences be made by appointment with the teacher at a convenient time (lunch or after school). Teachers may not engage in extended conversations with parents while the students are in their care. If you need to talk with a member of the faculty, please call the office between 9:00 a.m. and 3:00 p.m. Voicemail is available at all times and messages received after 3:00 p.m. may be returned the next business day.

SPECIAL EVENTS

Special parties and activities will be planned throughout the year to celebrate special occasions. Parents may be asked to assist the teachers in planning activities and provide refreshments for such occasions.

Other events include in house field trips, homeroom activities, birthday parties and class projects. When planning a birthday party, please notify the teacher in advance. All parties are held in the cafeteria and should begin at 3:00 p.m. during snack time.

Some special events include: Fall Harvest Fest, Birthday Party of Jesus, Valentine Party, Easter Party and Why We Sing.

FAMILY AND PROTECTIVE SERVICES

Review our current licensing inspection report, which is posted on our parent information board. To contact the Local Licensing and Family and Protective Services Office:

3635 S.E. Military Dr.

San Antonio, Texas 78223

or

P.O. Box 23990 MC 278-5

San Antonio, Texas 78223-0990

or call

(210) 337-3399