

# **2011–2012 Parent/Student Handbook**



## **Word of Life Christian Academy And Preschool**



# Table of Contents

## Word of Life Christian Academy

<i>Mission Statement</i> .....	5
<i>Philosophy of Education</i> .....	5
<i>Statement of Purpose</i> .....	5
<i>Doctrinal Statement</i> .....	5
<i>School History</i> .....	6

## Procedures Section

<i>Admission Philosophy &amp; Policies</i> .....	6
Procedure .....	7
Tuition Agreement.....	7
Cornerstone .....	8
Report Cards.....	8
<i>Attendance/Illness</i> .....	8
<i>Medication</i> .....	8
<i>Immunization/Physicals</i> .....	9
<i>Security</i> .....	9
<i>Pick Up/Drop Off</i> .....	9
<i>Lifestyle Expectations</i> .....	9
Student Conduct .....	9
Student Discipline .....	10
Student Dress Code.....	11
Toilet Training .....	11

Personal Belongings ..... 11

*Opportunities for Parent Involvement*..... 11

Fund-Raising..... 11

Parent Teacher Fellowship ..... 12

Volunteering..... 12

## **General and Miscellaneous Information**

*Office Hours*..... 12

*Visitors*..... 12

*Change of Address/Information* ..... 12

*Conferences* ..... 12

*Transportation*..... 12

*Lunch*..... 13

*Snack Policy* ..... 13

*Allergies*..... 13

*School Calendar* ..... 13

*School Closure Information*..... 14

# Word of Life Christian Academy and Preschool

## ***Mission Statement***

Word of Life Christian Academy is committed to providing students with an education that promotes growth in all areas of development: spiritual, academic, physical and emotional. We are privileged to be able to reinforce Biblical teaching and Christian values at school that correspond with those taught at home. We have the opportunity to make a positive impact in children's lives by sharing God's Word and showing students how they can apply it in their own lives in and outside of the classroom. Children take this strong educational base and are able to be a light for Jesus in their homes and community.

## ***Philosophy of Education***

We believe children should be provided academic excellence using comprehensive curriculum with Christian values. Our students enjoy a fun and exciting learning environment in which they can receive individualized instruction.

## ***Statement of Purpose***

Word of Life Christian Academy exists as a ministry of Word of Life Assembly of God. It is operated by a school board consisting of members of Word of Life's pastoral staff, school administrator, and the board of trustees.

The purpose of the school board is to establish and maintain policies and procedures governing the operation of the Academy. They will communicate ideas of parents and faculty that would be beneficial to the Academy and our children.

## ***Doctrinal Statement***

### **We believe:**

- *the Bible is the inspired and only infallible and authoritative written Word of God*
- *there is one true God, eternally existent in three persons: God the Father, God the Son, and God the holy Spirit*
- *in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, in His personal future return to this earth in power and glory to rule a thousand years*
- *in the blessed hope – the rapture of the church at Christ's coming*
- *the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ*
- *regeneration by the Holy Spirit is absolutely essential for personal salvation.*
- *in water baptism by immersion*
- *the redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer*
- *the baptism in the Holy Spirit according to Acts 2:4, is given to believers who ask for it*
- *in the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life*
- *in the resurrection of the saved and the lost, the one to everlasting life and the other to everlasting damnation.*

## **School History**

Word of Life Christian Academy, better known as WOLCA by its student body, is a biblically based Pre-K through 5<sup>th</sup> grade elementary alternative to public school. WOLCA opened its doors 9 years ago and continues to be committed to providing academic excellence while equipping its students with strong biblical principals needed for success in today's world. It is our goal to prepare these children to become effective world changers. We are privileged to be able to reinforce Biblical teaching and Christian values at school that correspond with those at home. We have the opportunity to have a positive impact in children's lives by sharing God's word and showing students how they can apply it in their own lives in and outside of the classroom. Children take this strong educational base and are able to be a light for Jesus in their homes and community.

## **Procedures Section**

### **Admission Philosophy & Policies**

Word of Life Christian Academy is open to anyone interested in securing a Christian education, from preschool through fifth grade, whom the school finds qualified for admission and who agrees (and whose parents agree) that he or she shall abide by *Word of Life Christian Academy and Preschool* rules. It must always be understood that attendance at *Word of Life Christian Academy* is a privilege and not a right. This privilege must be forfeited by any student who does not conform to the school's standards of conduct and/or who is unwilling to adjust to our environment.

*Word of Life Christian Academy* admits students of any race, color, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in admissions policies, scholarship and loan programs, and athletic and other school-administered programs. *Word of Life Christian Academy and Preschool* reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications including a willingness to cooperate with *Word of Life Christian Academy and Preschool* administration and to abide by its policies.

The child will be three years of age on or before December 1<sup>st</sup> of the year entering school to enroll in the three year old preschool program.

The child will be four years of age on or before December 1<sup>st</sup> of the year entering school to enroll in the four year old preschool program.

The child will be five years of age on or before December 1<sup>st</sup> of the year entering school to enroll in the kindergarten program.

Parents are committed to the overall development of the children to the cooperative efforts of the home, church, and school.

The student must give evidence of having the ability to meet the academic requirements of *Word of Life Christian Academy*.

## **Admissions Procedure**

Families of current students and regular attendees of Word of Life Assembly of God have priority registration. Open Registration begins end of January of each year for the upcoming school year.

### 1) School Tour

Arrangements may be made for the student to “Shadow” for part of a day at this time as well.

### 2) Completed registration forms must be received by the school office, along with the required admission fees, for the application to be reviewed.

Application information includes:

1. Completed application for admission
2. Completed Student History form
3. Copy of birth certificate (new students)
4. Copy of current immunization record

(Updated copy along with completed medical form and dental form will be needed before the first day of school for all new students and students entering grades K, 2, 4)

5. Signed Tuition Agreement
6. Textbook Agreement (K-5)
7. Application Fee
8. Book and Tech Fee (K-5)
9. Receipt of previous school records (if applicable)
10. Kindergarten Screening (if applicable)

### 3) At that time all prior records included but not limited to report cards, standardized test results, Individual Home Instruction Plans and/or Individual Education Plans should be submitted to the principal for review.

Kindergarten Candidates are required to take a readiness assessment and score at the appropriate level for their age.

Applications for admission are considered on a first-come first-serve basis. In the event that a class maximum size is reached, an applicant may be put on a waiting list. Once the application has been reviewed, families will be notified.

## **Tuition Agreement**

Word of Life Christian Academy relies on tuition for the operation of the school and to pay our staff. It is important that tuition be paid on time. Families will receive a monthly invoice with all outstanding charges. Tuition is due by the 15th of each month for ten or twelve months unless otherwise arranged. These payments may be brought or mailed to Word of Life Christian Academy. If the payment arrives in the campus office after the 15th of the month, **there will be a \$15.00 late fee which will be strictly enforced.** If your account becomes delinquent for 3 consecutive months, and no payment arrangements have been established, a meeting with the pastoral staff will be held to determine potential suspension or dismissal from WOLCA. Report card information will not be released by WOLCA until all outstanding balances are paid in full.

Checks are payable to Word of Life. Payments can be mailed to PO Box 86, sent in with your elementary student in his/her folder, or preschool families may use the lock box located in the four year old room. Billing questions should be directed to [billing@wordoflifeacademy.org](mailto:billing@wordoflifeacademy.org).

Late Fee: \$15.00 Bounced check fee: \$20.00

There may be additional fees for special activities i.e., Field Trips.

**Discount for early payment:** You may deduct 6% from the balance of the tuition fee if you pay the balance of the tuition due by September 1st.

### **Cornerstone**

This Web based application allows students, teachers, parents and administrators to easily communicate, share information and manage their tasks. Parents can log in to access their account information. They can view financial details and their student's academic progress to stay informed and involved. If you did not receive a user ID and password to access the system and you would like one, please email [administration@wordoflifeacademy.org](mailto:administration@wordoflifeacademy.org) to request your information.

### **Report Cards**

Report Cards are issued quarterly. Report cards are sent home and a signature sheet must be returned to show the report card has been viewed by the parent/guardian.

### **Attendance/Illness**

Regular attendance is a critical component for success in school. All students are encouraged to be consistent in attendance. When students are absent from school, it is critical that proper arrangements are made for the absence and that responsibility is taken for any work that is missed.

Please be sure to call the school office by 9:15am to report your child's absence for sickness or any other reason. Prior to 9:00am you may leave a message on the school answering machine. All assignments missed will need to be completed by the student upon return. If you'd like, *arrangements can be made to pick up work from your child's teacher for completion at home*. All absences are noted on students' permanent record and require a written excuse from the parent or guardian. A written excuse should be sent to the office the day your student returns to school.

We ask that you do not send your child to school if:

- He/she has run a temperature high than 100 degrees in the previous 24 hours.
- He/she has vomited or had diarrhea in the previous 24 hours.
- He/she has an unexplained spreading rash, or has colored (green/yellow) discharge from the nose or eyes.
- If your child becomes ill or injured at school, we will contact you immediately and ask that you pick him or her up. We will administer first aid as needed and/or call for further treatment when necessary.

### **Medication**

We do not dispense any medication, aspirin, or Tylenol without written permission. Please do not send medication of any kind to school without prior permission from the School Administrator. All

prescribed medications must be accompanied by written permission to administer such medication. All medication must be in the original container with all dosage information clearly printed on an original pharmacy label.

### ***Immunization/Physicals***

All children must be fully vaccinated and have a completed medical form filled out by his/her doctor on file before the first day of school. If parents do not provide us with the completed examination form, the school nurse appointed by Baldwinsville Central Schools will give a physical to the student.

### ***Security***

South Campus is locked during school hours. The elevator will be locked during school hours. The Preschool door is open before and after classes for drop off and pick up.

### ***Pick Up and Drop Off***

\*There is no parking in the bus drop off zone\*

Preschool parents should use the Elizabeth Street door for drop off and morning pick up. Afternoon pick up only is located under the carport at the North Campus door.

Elementary Pick up: Parents picking up their child may pull into the circle under North Campus and wait until the staff brings the children to the North Campus door for dismissal. Please enter the parking lot through the Oneida Street entrance since the Elizabeth Street entrance will be used for the bus line up.

Your child's safety is a primary concern. We follow strict procedures for picking up the children at dismissal time. Parents will submit a list of people authorized to pick up the student. Picture ID may need to be presented if it is someone we are not already familiar with.

### ***Lifestyle Expectations***

#### **Student Conduct**

Students are expected to conduct themselves in a manner that is honoring to God, themselves, their parents, and the school. This expectation applies to the time that students are in school and at school activities as well as the time they are away from school.

## The Rules of the School

(Created by the students of Word of Life Christian Academy)

We obey our Lord Jesus Christ.

We show respect for our teacher and helpers.

We show self-discipline by controlling our words and actions.

We show patience by waiting our turn.

We love honor and pray for one another.

We tell the truth.

We consider one another's interest ahead of our own.

We speak quietly and respectfully with one another.

We do not hurt one another with unkind words or deeds.

When someone is sorry we forgive him/her.

When someone is happy, we rejoice with him/her.

When we have work to do, we complete it ourselves, on time and without complaining.

We take care of everything God has given you.

When we turn something on, we turn it off. When we take something out, we put it away.

When we leave the classroom for a special activity, we act just as if we were in the classroom.

If we disobey the rules of the school we accept discipline and instruction.

### **Student Discipline**

The goal of all discipline should be to help the child become a self-disciplined individual.

Children should ultimately do what is right because it is right and not for fear of punishment.

In the classroom there will be an atmosphere of order so that learning can take place. The fact that love is unconditional, but approval is not, will be clearly emphasized, and each child will learn to accept responsibility for his or her own actions. It is important that they fully understand that any purposeful wrongdoing is not acceptable. We will trust the Holy Spirit to work in the children's lives, causing them to grow, mature, and change.

All disciplinary action will be administered in a firm, loving, positive and consistent manner. We believe that most of the children will respond positively to a clear, just, firm warning.

For repeated acts of defiance and/or disobedience, the teacher will inform the parent, and in

extreme circumstances removal from the school may be necessary. We are confident that parents and staff working together in mutual, unswerving support in the formation of the child's character will result in children raised and nurtured in Christ Jesus and anchored in the Word of God.

## **Dress Code**

### Preschool

Children should come dressed in comfortable and washable clothing that encourage independence. We ask that your child's clothing does not promote ungodly or violent images.

### Elementary

- All clothing worn by students must be neat, size appropriate, modest, and should not draw undue attention to the wearer.
- Tops should not be tight and should be long enough not to ride up above the waist during normal school activity.
- Tank tops must be at least 3 fingers wide.
- Girls' hair and jewelry should be age-appropriate and not excessive.
- Earrings are unacceptable for boys.
- Hats are not to be worn in the building.
- Shorts and skirts must reach the fingertips.
- Sneakers must be worn on the gym floor.

If a child arrives at school not in compliance with the dress code, we will call home and request a change of clothes.

## **Toilet Training Policy**

All students attending WOLCA must be toilet trained. The teachers cannot accommodate diaper changing during class time. We do realize that accidents happen. We ask that 3year olds bring in an extra set of clothes with underpants or pull-up to be left at school in case of emergency. Please dress your child in clothes that are easy to get on and off independently when using the bathroom.

## **Personal Belongings**

Students are responsible for items brought to school. Students who have cellular phones must keep them in their backpacks and have them turned off during school hours. iPods, MP3 players, etc. and other electronic equipment must be kept in backpacks.

## ***Opportunities for Parent Involvement***

Parent involvement is critical to Word of Life Christian Academy's overall effectiveness. Parents can get involved by ...

### **Fund-Raising**

Families are expected to participate in our fund-raising events whenever possible to support our

school. The Spaghetti Dinner and Scholastic Book Fair are held in the fall. The GoGolf Tournament is held in the spring.

### **Parent Teacher Fellowship (PTF)**

The purpose of the Parent-Teacher Fellowship shall be to provide support to the school community through activities, events, and fundraisers that bring the community together to worship, fellowship, and to nurture one another in Jesus Christ. All parents, guardians, and teachers are members of the PTF. Every year the PTF sponsors many events and coordinates annual events like the Book Fair and fundraisers. Revenues from PTF functions are contributed directly to school programs and projects around the school. WOLCA families, faculty and staff are encouraged to attend and support the PTF.

### **Volunteering**

There are many volunteer opportunities for WOLCA families. Participation in any of our activities throughout the year is greatly appreciated. At times, WOLCA may request volunteers through email or notes home. Please read and consider supporting our school when possible. Please contact the school office if you are interested in chaperoning, helping in the classroom, or helping in the office. All school volunteers must pass a background check.

## **General and Miscellaneous Information**

### ***Office Hours***

The school office is open from 9am to 3pm. If you are unable to reach the office staff, please leave a message and we will return your call.

### ***Visitors***

All visitors to the school must sign in at the school office.

### ***Change of Address/Information***

When families move during the course of a school year, it is critical that they notify the school office of this change so the school can maintain necessary and appropriate contact with the family.

### ***Conference Scheduling***

One conference will be scheduled for each child in the fall. Additional conferences will be scheduled by request of the parents or teachers.

### ***Transportation***

Preschool: Parents are responsible for arranging their child's transportation to and from school. Parents must accompany child to the classroom at 9:00am or 12:30pm. Please be sure to pick up your child promptly at 11:30 and 3:00.

Elementary: Parents are responsible for arranging for their child's transportation to and from school. School districts are required by state law to provide busing for your child if you live within 15 miles

of the school. The transportation deadline is April 1st in most districts, and although some districts do honor late requests, it is very important that you file your request on time.

Students are to be dropped off at the school's main entrance between 8:30am and 8:40 am. School begins promptly at 8:45am in the chapel. Our students are dismissed at 3:00 pm. Please be sure to pick up your child promptly at 3:00 under the carport at the church's main entrance.

If transportation for your child will change on a given day, a signed note is needed to accommodate your request. In an emergency you may call the school office before 2:00pm to let us know of a change.

### **Lunch**

We encourage children to care for their bodies by eating a nutritious lunch. Elementary students at Word of Life Christian Academy are asked to bring their own lunch to school in a clearly marked bag or lunch box. Milk is available for purchase daily. A pizza lunch is available for purchase on Fridays.

Students must remain in the lunchroom until the end of the lunch period unless dismissed by a teacher/monitor. Each child is responsible for cleaning up food and trash at his/her eating area. Students are allowed to talk quietly but yelling, loud noises, and horse play is not permitted. Proper table etiquette and manners are required. Any poor behavior will be corrected by the teacher/monitor.

### **Snack Policy**

Preschool

We ask that each child take a turn bringing snack for the class on a rotating schedule. A snack calendar will be sent home each month listing your child's turn to bring snack.

Elementary

Parents are asked to provide a healthy snack for their own children each day.

### **Allergies**

Please be aware we have students with life threatening allergies. Our teacher and staff are trained to keep your children safe. Kids can help by never sharing or trading food with other student. Parent can help by following the guidelines in place for class snacks.

Any class snack must be prepackaged. The ingredient label must be completely visible. Class snacks must be safe for the entire class. It is not appropriate to bring one snack for the class and another for the child with allergies.

### **School Calendar**

Our calendar is available on our school website [www.wordoflifeacademy.org](http://www.wordoflifeacademy.org). We have tried to match our calendar with all the school districts, however, there may be some days we have school that your district does not, and they will not provide busing. Please check with your district so that you know in advance when you will need to provide transportation. Please note days when we do not have school or have a half day scheduled so that you may plan accordingly.

### **School Closure Information**

In the event of inclement weather, closure for our school can be viewed on local TV stations 3, 5, 9 and 10. Every effort will be made to have our school listed on these stations as early as possible. However, because of possible last minute situations, be sure to continue watching on any questionable day. Please do not call the school.

If the Baldwinsville School District is closed or delayed, you may assume that WOLCA is closed also. However, there may be times when WOLCA closes even though Baldwinsville does not.

### **Morning Delay**

If WOLCA is delayed but your district is not, you should not send your child on the bus using your district at their regular time. There may not be anyone at school to get them off the bus. If your district is delayed and WOLCA is not, your child may arrive late using your district's transportation.

### **Preschool Delay**

If WOLCA is delayed 1 hour, preschool will be delayed 1 hour.  
If WOLCA is delayed 2 hours, there will be no AM preschool. PM preschool will arrive as usual.

### **Afternoon Early Dismissal**

#### **Preschool**

If WOLCA dismisses early, there will be no PM preschool.

#### **Elementary**

WOLCA will list an early dismissal time on local stations but elementary students will be released when their district will provide transportation. We will make every effort to call the families to let them know. Please try to wait for a phone call as the phone lines get very busy while we are trying to arrange transportation for many school districts.