

Parent/Student Handbook



Word of Life Christian Academy And Preschool

Message from Pastor Randy Czyz, Lead Pastor

Word of Life Assembly of God is pleased to offer you one of our excellent ministries, Word of Life Christian Academy. The Academy will join hands with parents and families in the educational and spiritual development of their children.

WOLCA is one of the lowest tuition Christian Schools in CNY. We continually seek ways to keep our cost down without compromising the academic and spiritual development of our students. Some of those ways is through WOLCA's Parent Teacher Fellowship (PTF) and various fundraisers throughout the school year.

We are very blessed to have a well-trained teaching staff. All elementary teachers are NY State Certified and have a Masters Degree or are in the process of earning one. The entire teaching and administrative staff love the Lord with all their hearts and are deeply devoted to their calling to instruct children. This makes WOLCA an excellent place for your child to attend.

The dedication of the parents and the many volunteers that serve and provide support for WOLCA also reflect the humility of Christ and strengthen the entire Christian Educational Experience for your student.

We will always do our best to serve you and your child here at WOLCA. If you have any questions regarding the faith or doctrine of Word of Life Assembly of God, I would be glad to meet with you to answer those questions.

Thank you for choosing WOLCA for your child's education.

In Christ Love and Service,

Rev Randy S. Czyz
Lead Pastor-Word of Life Assembly of God

Message from Carmen A. Durst, School Administrator

Thank you for entrusting us with your children's education. The teachers and staff at Word of Life Christian Academy are privileged and honored to be able to come alongside our WOLCA families in helping equip and mold your children for a successful future. We strongly believe that every one of our students is here for a reason. We take our responsibility as educators very seriously.

Open and honest communication is key in developing a partnership for the betterment of your children's education. Please take every opportunity to communicate with your child's teacher either through the student planners, emails or conferences. Also, my office door is always open. If at any time during the school year you have any thoughts or concerns please feel free to stop by.

My hope and prayer is that each of our students will be able to grow and flourish both academically and spiritually during their time at Word of Life Christian Academy. I look forward to the school year with renewed excitement and anticipation of what God is going to do in and through each of our students!

Again, we are humbled and honored at the opportunity to help mold and shape your child's life! Thank you for choosing WOLCA!

In His Service,

Carmen A. Durst
School Administrator

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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. Students are also exposed to opposing viewpoints so that they will be prepared and equipped to stand firm in what they believe. 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.*

Core Values

Word of Life Christian Academy exists for the purpose of:

Equipping students with the tools necessary to impact our world in a positive way. To give our students a foundational knowledge base, biblically and academically, so that they can become successful world changers.

We accomplish this purpose by making a commitment to stay true to our
Core of Absolutes:

We at WOLCA are committed to:

Spiritual Excellence

- Providing an environment where students can have the opportunity to develop deep meaningful, personal relationship with Christ.
- Providing a solid knowledge base of biblical truths
- Providing opportunity for open and honest dialogue between the teacher and student where questions and seeking is encouraged
- Integrating biblical concepts into subject matter

Academic Excellence

- high expectations for every student
- high parent and community support
- rigorous curriculum and fair assessment
- sufficient resources to help all students achieve
- safe, healthy and supportive learning environment
- classrooms equipped for teaching and learning
- Individualized instruction

Providing excellence in education while keeping costs low for families.

- Commitment to fundraising to help offset the cost of tuition
- Commitment to continuously seek additional sources of income from outside sources.

School History

Word of Life Christian Academy, better known as WOLCA by its student body, is a biblically based Pre-K through 6th grade elementary alternative to public school. WOLCA opened its doors 10 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 sixth 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 1st 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 1st 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 1st 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 online, 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 (included in Admissions Application)
3. Signed Parental Agreement (included in Admissions Application)
4. Registration Fee (included in Admissions Application)
5. Copy of birth certificate (new students)
6. 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)

7. Textbook Agreement (K-6)
8. Tuition Agreement
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 will be made online through TADS. If the payment is made 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.

All tuition payments are to be made through TADS. If you have forgotten your username and password or have any billing questions, they should be directed to 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.

Early Withdrawal Policy

Registration of students at Word of Life Christian Academy is for a full school year, as indicated on the application and registration forms. WOLCA operates on a tight budget, made possible by knowing that it will receive payment for all its enrolled students over the full course of each academic year.

If a parent or family elects to un-enroll or withdraw their child from the Academy during an active school year, the family is contractually obligated to fulfill the electronically signed tuition agreement. The family remains liable for full payment of all tuition and fees.

If a child's enrollment is terminated by the Academy for reasons of behavior or an infraction of school rules, policies, practices or standards, the parent or family of the child remains liable for full payment of all tuition and fees, lunch fees, through to the end of the calendar month in which the enrollment was terminated.

Fees and/or tuition payments already paid and received by the Academy are nonrefundable.

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 to request your information.

TADS

This Web based application allows families the convenience of paying tuition online and registering for each school year online. You will be asked to create a TADS account upon enrollment. You will continue to pay your tuition through TADS for the entirety of the year so be sure to remember your username and password. If you have any questions or if you have forgotten your password, please contact the WOLCA office at administration@wordoflifeacademy.org.

Report Cards

Report Cards are issued quarterly. Report cards are digitally released and are accessed through your Cornerstone Parent Account. If you have lost your username and password, please email the WOLCA office staff at administration@wordoflifeacademy.org.

Grade Scale: Subject Grade E,G,S,N

Maximum Score: 100.00

NAME	VALUE	START SCORE	END SCORE
Excellent +	E+	99.50	100.00
Excellent	E	94.50	99.49
Excellent -	E-	89.50	94.49
Good +	G+	87.50	89.49
Good	G	84.50	87.49
Good -	G-	79.50	84.49
Satisfactory +	S+	76.50	79.49
Satisfactory	S	73.50	76.49
Satisfactory -	S-	69.50	73.49
Improving	I	64.50	69.49
Needs Improvement	NI	59.50	64.49
Unsatisfactory	U	20.50	59.49
X	X	0.00	20.49

Attendance, Tardiness & Illness

Our start time is 8:30am. Students may be dropped off as early as 8:20am. We dismiss from classes at 3:00pm. 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 higher 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.

School attendance is both a right and a responsibility. Word of Life Christian Academy is an active partner with students and parents/persons in parental relation in the task of ensuring that all students meet or exceed the New York State Learning Standards. Because the school recognizes that consistent school attendance, academic success, and school completion have a positive correlation, the school expects all students to attend scheduled classes.

1. This expectation serves as a clear and constant reminder of the importance of attendance in instruction, enabling the student to:
 - a. Learn subject matter and increase academic performance.
 - b. Develop responsible school work/study habits.
 - c. Prepare for his/her future in the work place and community.
2. This expectation provides for the known whereabouts of every student for safety and other reasons.
3. This expectation maintains that the parent(s)/person(s) in parental relation are responsible for the regular attendance of their child(ren).

It is the responsibility of the parents and students to see that the student arrives to school on time. When tardiness/attendance becomes a concern, the principal will send the student's parents a copy of the attendance record and request their cooperation. Formal letters are sent automatically to parents beginning with 10 absences and/or unexcused tardiness, reminding families of the importance of attendance.

If a student's tardiness and/or absenteeism continues to be a problem:

1. A letter will be sent to the parents requesting a personal conference as soon as possible with the school social worker.
2. The attendance officer may visit the home to verify absences.
3. If there is no immediate and drastic improvement in a chronic attendance problem, the principal will refer the case to the Onondaga Department of Social Services for educational neglect.

Teachers are not expected to make up the student's lost instructional time, or give the student make-up work for unexcused absences. If a signed written excuse is not received in four days after the student returns to school, the absence will be recorded as illegal.

Absentee Calls

New York State Law requires school boards to adopt a policy implementing procedures to notify parents if their child is absent from school and the parent has not notified the school. Word of Life Christian Academy has implemented this mandate. In order to minimize the interruptions at your place of employment, we request that you call the school daily to let us know that your child will be absent or will arrive late to school. If you wish to call during non-school hours, you can leave a message. Please call 849-1187 between 4:00 PM and 8:00 AM, as well as holidays and weekends to report an absence and leave a message on voice mail; otherwise, please call the main office at 849-

1187 as soon as possible on the morning of any absence. On the voice mail, leave your child's name, reason for the absence, and the teacher's name. If you do not call in an absence, we will need to call you.

This system will insure that both home and school are aware of the whereabouts of each absent child, thereby discouraging the chance of missing or lost children. If your child comes to school after 8:45 AM, the child must report to the office to be signed in and to get a late pass. Absenteeism and tardiness are a real concern. Please aim to have your child in school, on time, each day. Please remember that when your child is absent, it slows his/her academic progress, and when he/she comes in late, it disrupts classroom lessons.

Medication

We do not dispense any medication, aspirin, or Tylenol without written permission from your doctor. 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.

Pick Up and Drop Off

Preschool and Beginnergarten Drop off:

Parents must accompany their child to the classroom at 9:00am.

Preschool parents should use Elementary door. Please do not park in the bus drop off zone located directly in front of the main school entrance.

***Parents who have a WOLCA Preschooler and a WOLCA Elementary student:** For your convenience you may drop off all of your children at 8:30. A teacher will be available to be with your preschooler until his/her class begins at 9:00.

****HALF DAY BEGINNERTGARTEN ONLY:** *May use the church entrance and the elevator to drop off students to their classroom on the third floor.*

Preschool and Beginnergarten Pick up:

Pickup is at 11:30. Students will be brought to the Elementary Door for dismissal.

BEGINDERGARTEN Pick up:

Parents picking up their child may pull into the circle under the North Campus (Main Church Entrance) and wait until the staff brings the children to the North Campus door for dismissal. Half Day BEG dismissal is at 11:30 at the WOLCA Main Entrance. Full Day Dismissal is at 3:00 at the church atrium doors.

Elementary Pickup and Drop off Procedures

Elementary Drop Off:

- Parents dropping off their children may pull into the circle under the North Campus and have their students walk on the sidewalk to the school front entrance.
- **Or** Park anywhere in the parking lot (except for parking spots right in front of the school entrance) and walk your child to the school front entrance.
- Remember there is no Parking in the bus drop off zone.
- **The school day begins at 8:30. You may drop off your child as early as 8:20. If your child arrives after 8:40 they will be marked Tardy.**

Elementary Pick up Procedures:

- Parents picking up their child may pull into the circle under the 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. Dismissal is at 3:00.**
- **If waiting under the carport, please pull up as far as you possibly can to make room for other cars to pull in.**

***Extended Hours- Starts at 8Am and end at 5PM. You must be signed up for the Extended Hours program in order to participate. Please look at our website for more information.**

School Bus Rules apply in our parking lot. For the safety of our children please do not pass a school bus while its lights are flashing.

Transportation Change

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.

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.

Student 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 Spring Spectacular

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.

If you need to speak with your teacher you may call the school office and/or email your teacher directly. All emails can be found on our website.

Visitors

All visitors must enter through the main church entrance. Once you have been cleared to enter into the school building please sign in at the school's main 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 and Spring. 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 8:20am and 8:30 am. School begins promptly at 8:30am. Our students are dismissed at 3:00 pm. Please be sure to pick up your child promptly at 3:05 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

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

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. 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.

WOLCA REMIND TEXT MESSAGES:

To receive cancellation messages via text, text @wolca to 81010. You can opt-out of messages at anytime by replying, 'unsubscribe @wolca'.

Trouble using 81010? Try texting @wolca to (315) 219-4329 instead.

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/Half Day BEG 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. Full Day Beginndergarten will have school as scheduled.

Afternoon Early Dismissal

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.

WOLCA PRESCHOOL

Financial Costs and Tuition 2016-2017

It is our goal to keep tuition and fees low while still providing academic excellence with a superior faculty and staff.
WOLCA is self-sufficient and relies on the tuition to support our operations.

WOLCA PRESCHOOL Programs Available

WOLCA Preschool Program	Days and Times	Description	App Fee *	10 month plan	12 month plan**
WOLCA Preschool Three's Class	Wednesdays, Thursdays and Fridays 9am - 11:30am	Class for 3 year olds focused on Letters, Numbers and developing social skills. Students are encouraged to write and recognize their own name. A heavy focus on teaching independent skills. <i>*Must be 3 by Dec 1st.</i>	\$75.00	\$150.00	N/A
Beginnergarten 4yroid 1/2Day Program	Monday - Friday 9am - 11:30am	Kindergarten Preparatory Program including: Pre Literacy, Math/Science, and development of social skills. A heavy focus on letter and sound recognition, sight words, and pre-reading skills. <i>*Must be at least 4 before Dec 1st.</i>	\$50 returning student \$75 New student	\$195.00	\$173.00
Beginnergarten Full Day 5 Day Program	Monday - Friday 9:00am - 3:00pm	Kindergarten Preparatory Program including: Pre Literacy, Math/Science, and development of social skills. A heavy focus on letter and sound recognition, sight words, and pre-reading skills using the Super Kids Reading program. Included is once a week art class, Spanish class and Music Appreciation class. <i>*Must be at least 4 before Dec 1st.</i>	\$50 returning student \$75 New student	\$350	\$302

***Application fee is due at the time of application and is non-refundable**

****12 month Payment plan convenience fee is included.**

Non-Discrimination Policy:

Word of Life Christian Academy admits students of any race, color, national or ethnic origin to the rights, privileges, programs, or activities generally accorded or made available to students at the school. It further does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies and programs.

**WOLCA Elementary
Financial Costs and Tuition 2016-2017**

WOLCA	Application Fee *	Annual Tuition	10 month plan	12 month plan
Elementary Grades K-6	\$50 returning \$100 new	\$4305	\$430.5	\$368.75
Elementary WOL Member	\$50 returning \$100 new	\$4100	\$410	\$351.67

Application fee is due at the time of application and is non-refundable.

* **6th Grade Senior Fee** is \$100. Fee covers graduation and senior trip cost. *Due by January 1st, 2017*

****Field Trip fee-** is included in the annual tuition. There will not be any extra costs throughout the year for fieldtrips.

*****Book and tech fee** is included in annual tuition.

******12 month payment plan convenience fee** is included.

Elementary Family Discount

	Annual Tuition	Discount	Tuition after discount	Total Family Tuition	10 month family payment plan	12 month family payment plan
Child #1	\$4,305	N/A	\$4,305	\$4,305	\$430.5	\$368.75
Child #2	\$4,305	30%	\$3,013.50	\$7,318.50	\$731.85	\$619.00
Child#3 +	\$4,305	50%	\$2152.50	\$9471	\$947.10	\$799.25

Word of Life Member Elementary Family Discount

	Annual Tuition	Discount	Tuition after discount	Total Family Tuition	10 month family payment plan	12 month family payment plan
Child #1	\$4,100	N/A	\$4100	\$4,100	\$410	\$351.67
Child #2	\$4,100	30%	\$2870	\$6970	\$697	\$590.83
Child#3 +	\$4,100	50%	\$2050	\$9020	\$902	\$761.67

Elementary Pre-Pay Discount

There is a 6% discount on elementary tuition if tuition is paid in full by September 1st.

Ministry Family Discount

Parents of students must hold current and valid ministry credentials from an established denomination. Students will receive 50% off the total cost of tuition.

Military Family Discount

Parents or Guardians of student must be active, retired or honorably discharged military personnel. Students will receive a 10% discount of the total cost of tuition.

WOLCA Graduate Sibling Discount

Siblings of WOLCA Graduates will continue to receive the same Elementary family discount if the graduate is attending a private Christian school. A letter from the private Christian School or proof of tuition must be presented before Graduate discount can be provided.

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