

GENERAL SCHOOL AGE PROGRAM POLICIES

HOURS OF OPERATION

Academy - 8:00 a.m. – 3:00 p.m.

Before and After School – 6:00 a.m. – 9:00 a.m. / 2:30 p.m. – 6:00 p.m.

Child Care – 6:00 a.m. – 6:00 p.m.

Business Office – 7:00 a.m. – 4:30 p.m.

Carport Hours - 6:00 a.m. – 8:00 p.m. / 3:00 p.m. – 6:00 p.m.

All offices are open Monday – Friday except holidays or announced closing dates

Finances:

FFCA is a non-profit Christian educational facility dependent solely upon tuition, donations and fundraising efforts. Tuition payments are due on a weekly or monthly basis. All tuition payments are due promptly on the first day of each week.

Registration Fee and Tuition Payments

Registration fees are non-refundable. Cash, check or credit cards are accepted for registration. All fees must be paid before a student can be admitted to class. Questions regarding payment policies should be directed to the School Principal or the Financial Manager.

Tuition is due on your child's first day. Payment is required by automatic draft via bank account, debit card or credit card. Payment withdrawal will be made every Monday. A monthly withdrawal option is available. Returned withdrawals will incur a \$35.00 fee. An additional \$10.00 late fee will be incurred if payment is not resolved by Friday of the week payment is due.

Official receipts will be issued weekly. We also make tax statements available to you at year end. Tax statements are issued to accounts that are current. Tax statements will not be issued to accounts that are in arrears.

Should your account become delinquent for two weeks, all services will be terminated and we will ask you to remove your child from FFCA. Furthermore, your child's records will not be released until payments are current. Accounts not satisfied will be turned over to our collection agency with a 70% fee added to the balance.

Registration fees for summer camp will not be accepted unless your account is current.

Notifications: FJLC uses the Bright Arrow messaging service to notify parents of special events, reminders and closings. Messages are sent via voicemail, text and email

Holidays: As a service to our full time Academy students, we offer Christmas and Spring Break child care for those parents that sign up for this service. We use this information to make sure we have enough staff for our precious children. If you sign up, you are responsible for payment even if you decide not to use our service. **We do not prorate tuition rates for the holiday. The business office must be given a 5 day written notice if Christmas or Spring Break is not to be charged. See form in back of handbook.**

Schedule of Fees

2016-2017 School Year

Registration Fees (Non-refundable) \$100.00

BEFORE AND AFTER CARE - \$80.00

6:00 A.M. – 9:00 A.M. AND 2:00 P.M. – 6:00 P.M.

BEFORE SCHOOL PROGRAM - \$50.00

6:00 A.M. – 9:00 A.M.

AFTER SCHOOL PROGRAM - \$70.00

2:00 P.M. – 6:00 P.M.

**EXTENDED CARE – SCHOOL CLOSINGS/HOLIDAYS
ADDITIONAL \$10.00**

Enrollment Procedure:

1. Submit completed application and registration fee (non-refundable).
2. Student School Information
3. Current physical and shot record, birth certificate must accompany application.

School Age Before/After School Program Enrollment:

As a service to our families, we provide before and after school care. State and city regulations govern our school. Our school is required to have emergency and health information on file before we can accept a student. We accept applications for our School Age Before/After school program on a first come first serve basis. The operating hours for this program are:

Before School: 6:00 a.m. – 9:00 a.m. After School: 2:00 p.m. - 6:00 p.m.

For public school students utilizing the Before/After School Age Program, transportation is provided to and from Forrest, Kraft, Phenix and Tucker Capps Elementary Schools. As an additional service to our public school families the school will provide full day service during school closings or holidays. To ensure adequate staffing, an extended day form must be filled out for each school closing or holiday. There is a \$10.00 additional fee for this service.

Directions for Drop Off and Pickup

Morning Drop Off

Students may be dropped off under the carport between 6:00 a.m. and 8:00 a.m. A staff member will receive your child and make sure they get to the appropriate school. *When using our drop off service you must use our Burton Street entrance to enter and exit.* Please help keep our traffic flow steady by following the traffic pattern. **Always sign your child in and out. For your safety, please remain in your car. We ask that you do not use your cell phone in the carport area.** You may park in our front parking lot and bring your child in if you prefer.

Afternoon Pickup

Students may be picked up under the carport between the hours of 3:00 p.m. and 6:00 p.m. A staff member will notify teachers and your child will be brought to this entrance. Please be sure and sign your child out daily. **When using the pickup service you must use our Burton Street entrance to enter and exit. Always sign your child in and out. For your safety, please remain in your car. We ask that you do not use your cell phone in the carport area.**

DO NOT PARK AT THE PLAYGROUND.

Withdrawal

A two week written notice is required for withdrawal of a student. If a two week notice is not received, tuition fees will be charged to the student account for the two weeks following withdrawal without notice.

Student Records

Student records are confidential and available only according to the following policy:

1. All requests to inspect or review records must be made in writing to the Administration by the parent or guardian. Such requests will be honored within one school day following receipt of request.
2. There will be no release of student files without the written consent of a parent or guardian to any individual, agency, or organization other than the following:
 - A. Staff members of the school
 - B. Court or Law Enforcement Officials
 - C. Federal, State or local authorities performing functions allowed by law.
 - D. Officials of other schools in which the student intends to enroll, with a signed parent consent form.

Security/Safety

To ensure the safety of your child, the school is a locked facility. Parents/Guardians will receive an individual code for their student upon completion of registration. This code will allow you immediate entrance to the school. ***Please do not allow visitors to enter with you.*** They must ring the bell and be buzzed in by the office. FFCA will maintain a list of people authorized to pick up your children. Pictured identification of an individual picking up the student may be asked for at any time. A written note to the office is required before students can be released to anyone not on the list of alternate names to pick up a student.

It is imperative to alert the office of any special safety concerns regarding your child. If there are special custody arrangements, a copy of the agreement must be kept in the student's file.

Visitors should report to the office upon arrival at the school. All visitors shall obtain permission from the office and meet our dress code requirements while they are at the school. A visitor's pass will be issued.

If you wish to enter the Academy building, you must come to the school office first. Students must be signed in and out daily.

Periodic fire drills will be practiced. At the sounding of the alarm system, each student should leave the room and walk quietly and briskly to the designated exit along the route outlined by the plan for that room. All doors and windows should be closed. Students should stay together in their particular area outside with their teacher. Roll will be taken and a report filed. Students are to remain in their group and return to class quickly and quietly when directed. As a parent in the school building, we ask that you participate in the fire drill.

We will also practice Tornado Drills and Code Blue Drills.

Breakfast/Lunch/Snacks

Your child will be supplied with a breakfast if they are enrolled in the before/after school program or full time care. Breakfast is served from 6:30 a.m. -7:45 a.m. Please have your child here during this period if you wish for them to have breakfast. ***Breakfasts, other than those prepared by FJLC/FFCA, are not allowed. On days that extended care is needed you may purchase a lunch for \$2.00 or you may pack a lunch. We ask that you do not send candy or sodas in a packed lunch.*** A healthy snack will be served for students enrolled in our programs.

Discipline

Philosophy

The Counselors, Staff and Administrators want to ensure a safe environment for your child. Christian principles and Biblical models are used to train students in the ways of the Lord. Parents may not always agree with every disciplinary decision or policy; however, we seek the prayers, cooperation and loyalty of each family in upholding the specific standards contained within this handbook.

The Counselor is the first line of discipline in any classroom setting. Counselors and Administrators will use a variety of discipline intervention methods to maintain a positive safe school environment. Counselors will focus on the positive behaviors, words and actions of the students. Redirection is a primary method used. A Counselor may need to refer a student to the School Principal for cases of unsafe disruptive or habitual negative behaviors. The School Principal will notify the parents in such cases. If a student is responsible for a disciplinary infraction, he/she will be expected to cooperate with school authorities to arrive at a solution. The student will also be expected to be accountable for the consequences of his/her actions. No Counselor, Staff or Administrator shall subject a student to corporal punishment. In keeping with our policy, we ask that you restrain from using corporal punishment on your child while you are on our premises.

The continued enrollment of any child is at the discretion of our School Principal. If at any time we believe that the program is not appropriate for your child or his/her behavior distracts or inhibits the growth, safety, happiness of others, the parents may be

requested to withdraw the child after a one week notice. Children are not allowed to hurt or be abusive to others. If a child continues the negative behavior or endangers others in spite of conferences, immediate withdrawal will be necessary. Our prayer is to minister to each child and we take every possible action to provide each child a safe, loving learning environment.

STUDENT CODE OF BEHAVIOR

As a caring and responsible student at First Friends Christian Academy School Age Program, I pledge to:

GRADES K-2

- Be an example of Christ
- Ask for help if I need it
- Find opportunities to help adults and friends
- Obey rules and stay out of bad situations
- Practice, be honest and take care of property
- Be honest and always tell the truth
- Be a good friend and not bully others
- Be proud of who I am in Christ and not intimidated by other
- Be kind and loving to others

GRADES 3-5

- Be an example of Christ
- Communicate positively with adults
- Find opportunities to help adults and friends
- Become involved in school/community activities
- Obey rules and stay out of bad situations
- Encourage other students to be good role models
- Practice, be honest and take care of property
- Treat adults and other students with respect
- Be honest and always tell the truth
- Stand up for myself and others, and be a role model
- Be a good friend and not bully others
- Try to understand the feelings of others
- Be proud of who I am in Christ and not be intimidated by others
- Be a good influence to younger children

PARENT CODE OF BEHAVIOR

As a caring and responsible parent at First Friends Christian Academy School Age Program, I pledge to:

- Teach my child to assume responsibility for learning and for conduct that does not infringe upon the rights of others
- Provide encouragement and discipline aimed at motivating the student toward responsible behavior and participation within the school setting.
- Read and understand the **Code of Behavior**.
- Sign the **Code of Behavior** agreement in Registration Packet.
- Provide emergency information, including a local phone number, to the school to ensure the school will have immediate contact with the parent in case of an emergency. -Provide a certified copy of the student's birth certificate and/or immigration documentation: physical examination: record of the completed series of immunizations and social security number, as required by the Code of Virginia.
- Understand that drugs, weapons, or any violations of our rules and regulations, as described in the **Code of Behavior**, will not be tolerated at school and that violators are subject to expulsion. -Pray for your child daily.

Rules and Regulations

Accumulated Offenses: Students may be placed in After School suspension, expelled or placed on long-term suspension for an accumulation of offenses due to repeated violations of the **Code of Behavior** even though any one of those offenses may not warrant such serious corrective action.

Assault, and/or Battery: The threat of a verbal or physical attack (assault) and the use of force upon a person (battery) are expressly forbidden.

Assault and/or Battery of a Teacher: Is prohibited under the Zero Tolerance Policy and shall result in automatic suspension or expulsion.

Bullying: Actions which cause the physical, verbal or emotional abuse of others will not be tolerated. Taunts, threats, insults, gossip, humiliation, teasing, pushing, tripping, and hitting are all considered to be bullying behaviors.

Dishonesty: Students shall not make false accusations against staff or other students and shall not give false information which may be harmful to others or interfere with duties of the staff.

Disobedience/Disrespect: No student shall disregard or disobey any reasonable request made by a school staff member. Any student who directs profanity, threats, or other forms of verbal abuse toward a school staff member shall be subject to out-of-school suspension (OSS) and considered for expulsion of our school.

Disruption: No student while on school property, at a school-sponsored activity, or on school buses, shall behave in a disorderly manner or in any other way interrupt or disturb the orderly operation of our school.

Electronic Entertainment Devices/Toys: Students shall not have electronic entertainment devices on school of any kind without express consent of the School Administrator/Designee. This includes play station, DS, game boys, cell phones, beepers, etc.

Fighting: Students are responsible for settling confrontations that may arise in a peaceful manner and without the use of violence. When students feel that they are unable to settle disagreements in a peaceful manner, they should seek assistance from school personnel (Teacher, Office Staff, and School Administrator). Fighting will result in Demerits which may include suspension or expulsion. Students are also subject to Demerits for any behavior which they may not consider to be serious or threatening (horseplay, playing around, teasing, etc.) when that behavior may cause injury, discomfort or disruption.

Harassment: Words, gestures, symbols, or physical contact which offend, intimidate, threaten or persecute others will not be tolerated. This includes such behavior as nonphysical intimidation, posturing or “staring a person down”. Harassment of students or staff for any reason is prohibited.

Indecent Material: No student shall possess, wear/display, produce, or distribute indecent (vulgar, obscene, profane, offensive) materials including clothing, posters, written/printed materials, CD’s, DVD’s, videos, trading cards, and computer materials.

Profanity: No student shall use vulgar, lewd, patently offensive, or indecent language or gestures.

Theft: Taking without permission or attempting to take without permission school or property or personal property of others will not be tolerated.

Threats: Any expression or intent to cause harm, injury or damage to school property or to other persons on school property, at a school sponsored activity, or on a school buses, will not be tolerated. This includes all oral written or any other kind of threats.

Vandalism: No student shall maliciously or willfully damage, deface, or destroy school property or personal belongings of others.

Weapons: Students shall not have weapons of any kind, look-alike weapons, or other harmful objects.

Summary of Rules and Regulations

As stated in our **Code of Behavior**, conduct currently viewed as just cause for disciplinary action shall include but not limited to any one of the following violations. *Students will receive demerits for the following offenses:*

- Accumulated offenses – 25 demerits
- Assault and Battery – 25 demerits
- Battery of a staff member – 25 demerits
- Bullying – 10 demerits
- Chewing gum – 2 demerits
- Conduct dangerous to the physical well-being of others – 10 demerits
- Discrimination – 5 demerits
- Dishonesty – 10 demerits
- Disrespect and/or disobedience to staff members – 10 demerits
- Extortion, harassment or intimidation – 15 demerits
- Fighting – 25 demerits
- Inappropriate public behavior/display – 10 demerits
- Inappropriate student dress – 5 demerits
- Indecent exposure – 10 demerits
- Leaving school grounds without permission – 15 demerits
- Physical or verbal assault – 15 demerits
- Possession, display, or distribution of indecent materials – 15 demerits
- Possession, distribution, use of weapons, look-alike weapons or any harmful objects – 25 demerits
- Profanity, or obscene language/conduct – 10 demerits
- Sexual harassment – 5 demerits
- Sexual misconduct – 5 demerits
- Smoking or possession of tobacco, lighters or matches – 25 demerits
- Theft – 15 demerits
- Threatening and/or abusive language – 15 demerits
- Use of profanity – 10 demerits
- Vandalism – 20 demerits
- Violation of fire regulations, false fire report – 10 demerits
- Willful disruption of any classroom activity – 10 demerits

School Suspensions:

1 Day After School Suspension – (during after school) - 20 demerits in 1 month
 (School work/tests can be made up during this time)

2 Day After School Suspension (during after school) – 35 demerits in 1 month

STUDENTS CANNOT REMAIN ON SCHOOL GROUNDS DURING OUT OF SCHOOL SUSPENSION (OSS).

3 Day Out Of School Suspension for after school- 50 demerits in 1 month

5 Day Out Of School Suspension for after school – 75 demerits in 1 month

Expulsion 3 suspensions will result in expulsion from FFCA.
Expulsion may occur for continuous disciplinary problems or with children who are not in harmony with other students and/or teachers.
Our school has a zero tolerance for improper behavior.

School Bus Safety Rules

Students riding on the bus:

1. The Bus Driver is in charge and all students should obey their instructions.
2. Students should be seated immediately.
3. Students should remain seated and properly restrained in their seatbelts.
4. Be courteous and kind.
5. Excessive noise, obscene language and gestures are prohibited.
6. Keep all body parts inside the bus.
7. Respect property.
8. Students must keep aisle clear.
9. Maintain good conduct.
10. Wait until the bus has stopped and directions have been given to get up.

The following will not be permitted on the bus and student will receive demerits as follows:

1. Disrespecting the bus driver. – 10 demerits
2. Not wearing a seat belt at all times. – 15 demerits
3. Playing with another student's seat belt. – 5 demerits
4. Unbuckling another student's seatbelt. – 10 demerits
5. Standing on the bus. – 5 demerits
6. Diverting the driver's attention & creating a danger to all riders. – 25 demerits
7. Obscene gestures or language. Including profanity, using God's name inappropriately or using sexual explicit conversation. – 10 demerits
8. No throwing objects in the bus or from the bus. – 20 demerits
9. No fighting, hitting, spitting or threats will be tolerated. – 25 demerits
10. No littering or vandalism. – 20 demerits
11. No weapons, glass objects. – 25 demerits
12. No open book bags. – 5 demerits
13. No eating, drinking or chewing gum on the bus. – 2 demerits

Serious and repeated incidents will result in denying the student of the privilege of riding on the bus.

Dress Code

Our Academy is a learning center where we want students to be comfortable and nicely dressed. School is not the place for a fashion statement. Clothing for students should be modest and not an issue for comparison or distraction. Spaghetti straps, low cut or one shoulder shirts and dresses are not allowed. Shirts should not contain violent or obscene logos. Parents are asked to ensure that students know and follow the school guidelines and cooperate with the school in maintaining the dress code standards.

Special Note to Parents:

When visiting the school, please keep in mind we are teaching the children to be modest and wear appropriate attire for a Christian School. Thank you for your support.

Health Policies

Physical and Immunizations – All children must have a VA Medical Form from a licensed physician or official. All immunizations must be dated, not just checked. All immunizations must be updated until the final boosters.

Injury/Accidents – A minor injury that requires simple first aid will be treated by a trained first aid provider. The parent/guardian will receive an “ouch report” and/or contacted by phone.

Policy for Injury Prevention – Weekly checks will be made for indoor/outdoor hazards by the Administrator or designee. Staff is informed of unsafe situations and what to look for and what to report on.

Illness – In case of illness, we will try to notify the parent/guardian immediately and/or call 911 depending on the situation. Meanwhile the staff will continue to try to contact the person. If necessary the parent/contact person needs to come immediately to school to pick up child. Your child must be fever free without medication for 24 hours before returning to school.

Vomiting/Diarrhea – We will monitor for 30 minutes after a child has an incident. Any subsequent occurrence will require the child to go home.

Contagious Illness – Parents are required to notify FJLC whenever their child has been exposed to a contagious illness. A Doctor’s note is required before the child can return to the program if he/she has suffered from strep throat, measles, impetigo, scarlet fever, pink eye or any other contagious disease. Parents must notify the office within 24 hours if any member of the family has come in contact with any communicable diseases.

Admission of Medicine:

Before we can give prescription medication to your child, we must have a written authorization from you. A medical authorization form must be completed for each week the child needs the medicine. Ask the School Administrator for specific requirements. No over the counter medications including chapstick (lip balm) and cough drops are dispersed at FFCA.

If you do need to send prescription medication to school, we require that prescription medication be in the original, pharmacy labeled container with child's name, type of medication, side effects, amount and time of dosage with a signed medical form.

Hand all medicine directly to the Administrator. Please do not allow your child to bring medicine in a pocket and do not leave any medicine in a book bag. It is a good idea to discuss your child's dosage with your pediatrician; many times medication can be given in the morning or evening to avoid bringing it to the center.

Special Needs – If your child has allergy issues, please let us know. Talk to your child's teacher or the School Administrator about any allergies so we can take the right precautions. Children who are physically challenged and who request admission may be admitted after the parents, their Physician and the School Administrator agree that the services offered will be adequate and that appropriate accommodations are feasible.

We would like to thank you for the privilege of ministering to your child. We know each child is a blessing from God. Thank you for your support and prayers.



This handbook is designed to aid students and parents in an understanding of the rules and policies of First Friends Christian Academy and Before/After School Program. Our purpose is to provide an environment conducive to Christian learning and establishing a strong academic education.

Dear Parents/Guardians,

As your School Principal, I am delighted to welcome you to our FFCA family. During the coming school year, FFCA staff will do everything possible to make sure that you have chosen the right school for your child and your family. I encourage you to become actively involved in the daily activities of our school.

This handbook contains important information about our policies, history, approach to education and discipline. It has been designed to answer your questions about your child's experience at FFCA. Our rules and consequences are straightforward, but they were developed first and foremost to protect the safety, security and health of the children and our staff. Parents and students should read the handbook together to promote and understanding of our rules and policies.

FFCA believes in open, ongoing communication with parents. It is a vital part of our program. At FFCA we are committed to you and your child. The staff works hard every day to create the warm and nurturing Christian environment that is necessary for learning, growing and development. FFCA wants every aspect of our services not only to meet but exceed your family's needs.

Blessings in Christ,

Robyn Pickeral
School Principal

FIRST FRIENDS CHRISTIAN ACADEMY
IS A MINISTRY OF **FIRST FRIENDS CHURCH**
HAMPTON, VA

Our Beliefs...

The Friends Church does not advance new teachings or doctrines. Instead we have sought to rediscover New Testament teachings and put new applications to them.

As Friends we believe....

God is our Father.

Jesus Christ is the Word made Flesh for us. John 1:1-4

The Holy Spirit is our Comforter, Strengthener and Guide. John 16:7,13

The Bible is the written Word of God, inspired by Him. 2 Timothy 3:16 A person receives forgiveness through repentance for sins and belief in Jesus Christ as Savior. Acts 2:38

The mission of the church is to communicate the Good News of salvation to people everywhere. Matthew 28:18-20

Each Christian has a spiritual gift that God has given him and we are to help one another develop and use these gifts. 1 Peter 4:10

All are called to be ministers. The New Testament teaches the priesthood of all believers and the real Church is believers, not buildings. 1 Peter 2:5-9 A

Christian should seek the filling of the Holy Spirit in his life. Ephesians 5:18

As Believers we are to love one another as Christ loves us. 1 John 4:10

Service times are:

Sunday School for all ages 10:00 a.m.

Worship Service 11:00 a.m.

Wednesday's 6:30 p.m. services include:

Kid's Klubs and Youth Alive!

Praise and Worship

Men's and Ladies Bible Studies

Young Adult Bible Study

Combined Bible Study

Nursery is provided for all services, see an usher for assistance

Office hours 9:30-4:00 Monday - Thursday

Friends In Jesus Learning Center and First Friends Christian Academy
Mission Statement

Friends In Jesus Learning Center and First Friends Christian Academy staff will strive to provide the Highest Quality Childcare and Educational Service that promotes and enhances each child's development; while providing parent's security in the Christian care and education we render.

- *We put God first in all that we do
 - *We provide a Christian education using the best resources available.
- *We respect and support our families.
- *We communicate openly and productively.
 - *We promote the spiritual growth of the children through Bible study.
- *We provide a nurturing Christian environment for the children.
- *We abide by the Code of Conduct and Statement of Commitment.

Our Vision

Friends In Jesus Learning Center and First Friends Christian Academy aspires to provide our community with quality educational program that is founded on strong Christian principals.

Easter Notification Form

Must be sent 5 days prior to Vacation Time

*My Child _____
will not attend First Friends Christian Academy
during Easter Break.*

Parent Signature: _____

Date: _____

Christmas Notification Form

Must be sent 5 days prior to Vacation Time

*My Child _____
will not attend First Friends Christian Academy
during Christmas Break.*

Parent Signature: _____

Date: _____