



*PARENT HANDBOOK*  
*2022-2023*  
*Preschool – 8<sup>th</sup> Grade*

*Westside Baptist Church*  
*801 Historic 66 West*  
*Waynesville, MO 65583*  
*(573) 774-2015*

# *Parent Handbook*

## *2022-2023*

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# **Westside Christian Academy**

David Hartley, Principal

Jackie Morrison,

Preschool Director

## **Phone Numbers**

Office: 573-774-2015

Fax #: 573- 774-6432

## **School Hours**

Monday – Friday

8:30 a.m. – 3:30 p.m.

**Before Care 7:00 – 8:30 a.m. and/or After Care 3:30 – 6:00 p.m.**

(Office will be closed on designated holidays and limited days during summer break)

**Westside Christian Academy does not discriminate on the basis of race, disability, color, religion, gender, or national origin in the administration of its educational or admission policies.**

**WESTSIDE BAPTIST CHURCH/WESTSIDE CHRISTIAN ACADEMY**  
**STATEMENT OF FAITH**

This statement of faith does not exhaust the extent of our beliefs. In agreement with the SBC, Baptists have the inherent right to draw up for themselves and publish to the world a statement of their faith and affiliations. The sole authority for faith and practice among Baptists as a whole, and this church, in specific, is the Scriptures of the Old and New Testaments (known in the whole as The Holy Bible). For purposes of WBC's faith, doctrine, practice, policy, and discipline, the ordained Pastors, and ordained deacons are designated as the final interpretive authority on the Scripture's meaning and application.

**The Scriptures:** The Holy Bible was written by men divinely inspired and is God's revelation of Himself to mankind. It is a perfect treasure of divine instruction. It has God for its author, personal salvation for its end, and truth without error for its matter. As such, Scripture is totally true and trustworthy. All Scripture is testimony about and to Christ, who is Himself the focus of divine revelation. (Exodus 24:4; Deuteronomy 4:1-2; 17:19; Joshua 8:34; Psalms 19:7-10; 119:11, 89,105,140; Isaiah 40:8; Jeremiah 15:16; 36:1-32; Matthew 5:17-18; 22:29; Luke 21:33; 24:44-46; John 5:39; 16:13-15; 17:17; Acts 2:16; 17:11; Romans 15:4; 16:25-26; 2 Timothy 3:15-17; Hebrews 1:1-2; 4:12; 1 Peter 1:25; 2 Peter 1:19-21)

**God:** There is only one holy, perfect, sinless, living, and true God. He is omniscient, omnipresent, and omnipotent. The eternal triune God reveals himself to us as Father, Son, and Holy Spirit with distinct personal attributes, but without division of nature, essence, or being. To Him we owe the highest love, reverence, and obedience. (Genesis 1:1-2; 18:1; 2:7; Exodus 3:14; 6:2-3; 15:11; 20:1; Psalms 2:7; 19:1-3; 51:11; 110:1; 137:7; Isaiah 43:3, 15; 61:1-3; 64:8; Matthew 1:18-23; 3:16-17; 7:11; 23:9; 28:19; Mark 1:1, 9-11; 3:11; Luke 1:35; 4:41; 22:70; 24:46; John 1:1-18, 29; 4:24; 10:30,38; 11:25-27; 12:44-50; 14:7-11; 16:15-16, 28; 17:1-5,21-22; 20:1-20,28; Acts 1:7, 9; 2:22-24; 7:55-56; 9:4-5; Romans 1:3-4; 3:23-26; 5:6-21; 8:14-15; 10:4; 1 Corinthians 1:30,2,2, 8:6; Galatians 4:4-6; Ephesians 1:13-14, 20; 4:6, 7-10, 30; Colossians 1:13-22; 1 Timothy 1:14, 17; 2:5-6; Hebrews 1:1-3; 4:14-28; 9:8, 14; 1 John 5:6-7; Revelation 1:10, 13-16; 5:9-14)

*"Jesus Christ is the same yesterday, today, and forever."* Hebrews 13:8

**Salvation:** Salvation involves the redemption of the whole man and is offered freely to all who accept Jesus Christ as the Lord and Savior of this world who, by His own blood, obtained an eternal redemption unto God for the believer. There is no other salvation or deliverance from eternal punishment in Hell apart from having a personal, saving belief and faith in Jesus Christ as The Lord and Savior. Obtaining God's holy, undeserved, and unmerited favor with His supernatural forgiveness is the grace filled purpose of God. (Genesis 3:15; 12:1-3; Exodus 3:14-17; 19:5-8; Matthew 1:21; 4:17; 16:18-19, 21-26; 21:28-45; 27:22-28; 6; 25:34; Luke 1:68-69; 2:28-32; John 1:11-14,29,68-79; 2:21,29-32; Acts 2:21; 4:12; 15:11; 16:30-31; Romans 1:16-18; 2:4; 3:23-25; 5:8-10; 6:1-13; I Corinthians 1:1-2,18,30; 15:10,24-28; Galatians 2:20; 3:13; 5:22-25; Ephesians 1:4-23; 2:1-10; Colossians 1:9-22; Hebrews 2:1-3; 5:8-9; 11:39-12:2; James 2:14-26)

**Man:** Man is the special creation of God, made in His own image. He created the male and female as the crowning work of His creation. God wonderfully and immutably creates each person as male and female, and these distinct complementary genders reflect the image and nature of God Himself. The gift of gender is part of the goodness of God's creation. Biological sex is the condition of being male and female, determined by the person's chromosomes at conception, and is identified at birth to be a person's gender. Some individuals reject their biological sex and may elect to present themselves as the opposite sex or without sex. These individuals reject God's perfect design and the person He created them to be, saying in effect that "God made a mistake." which in truth does not happen. (Genesis 1:26-30; 2:5,7,18-22; Psalms 8:3-6; 32:1-5; 51-5; Isaiah 6:5; Matthew 16:26; Acts 17:26-31; Romans 1:19-32; 3:10-18; 5:6; 6:6, 1 Corinthians 1:21-31; 15:19; Ephesians 2:1-22; Colossians 1:21-22; 3:9-11)

***Marriage:*** Marriage is a gift from God and is defined as being between one man and one woman. It is a sacred institution created by God and reflects His love for His bride, the Church. We believe that any form of sexual immorality (sexual relations outside of marriage) is sinful and offensive to God. (Matthew 15:18-20; 1 Corinthians 6:9-10; Genesis 1:26-28; 2:15-25; 3:1-20; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15; 1 Samuel 1:26-28; Proverbs 1:8; 5:15-20; Ecclesiastes 4:9-12; 9; Matthew 5:16, 5:31-32; 18:2-5; 19:3-9; Mark 10:6-12; Romans 1:18-32; 1 Corinthians 7:1-16; Philippians 2:14-16, Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Timothy 5:8, 14; 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; 1 Peter 3:1-7)

***Evangelism and Missions:*** It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all nations. The Lord Jesus Christ has commanded the preaching of the gospel to all nations. It is the duty of every child of God to seek constantly to win the lost to Christ in harmony with the gospel of Christ. (Genesis 12:1-3; Exodus 19:5-6; Matthew 9:37-38; 10:5-15; 13:18-30, 37-43; 16:19; 22:9-10; 24:14; 28:18-20; Luke 10:1-18; 24:46-53; John 14:11-12; 15:7-8,16; 17:15; Acts 1:8; 2; 8:26-40; 10:42-48; 13:2-3; Romans 10:13-15; Ephesians 9:1-11)

***Education:*** Christianity is the faith of enlightenment and intelligence. In Jesus Christ abide all the treasures of wisdom and knowledge. All sound learning is, therefore, part of our Christian Heritage. An adequate system of Christian education is necessary to complete spiritual programs for Christ's people. (Deuteronomy 4:1,5,9,14; 6:1-10; 31:12-13; Matthew 5:2; 28:19-20; Luke 2:40; Ephesians 4:11-16; Colossians 2:3,8-9; 1 Timothy 1:3-7; 2 Timothy 2:15, 3:14-17; Hebrews 5:12-6:3; James 1:5; 3:17)

***The Church and its Ordinances:*** WBC is an autonomous local congregation of baptized believers, observing the two ordinances of Christ (Baptism by immersion and The Lord's Supper). This congregation operates under the Lordship of Christ through democratic processes. While both men and women are gifted for service in the church, the office of pastor is limited to men as qualified by Scripture. Partaking in the two ordinances is limited to only those persons capable of understanding what the ordinances mean, and who have accepted the salvation afforded them by the blood of Christ because of their absolute faith in and acceptance of the sacrifice made for their own sin at the cross of crucifixion. (Matthew 16:15-19; 18:15-20; Acts 2:41-42,47; 5:11-14; 6:3-6; 13:1-3 14:23,27; 15:1-30; 16:5; 20:28; Romans 1:7; 1 Corinthians 1:2; 5:4-5; 9:13-14; Ephesians 1:22-23; 2:19-22; 5:22-32; Philippians 1:1; Hebrews 11:39-40; Revelation 2-3)

***Last Things:*** God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; all of the dead will be raised; and Christ will judge all men in absolute righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever in Heaven with the Lord. (Isaiah 2:4; 11:9; Matthew 16:27; 18:8-9; 19:28; 25:31-46; Mark 9:43-48; Luke 16:19-26; 17:22-37; 21:27-28)

***The Christian and Social Order:*** All Christians are under obligation to seek to make the will of Christ supreme in our own lives and in human society. Every Christian should seek to bring industry, government, and society as a whole under the sway and principles of righteousness, truth and brotherly Christian love. In order to promote these ends Christians should be ready to work with all men of good will in any good cause, always being careful first and foremost to act in the spirit of the love of a holy God without compromising their loyalty to Christ and His truth. (Exodus 20:3-17; Leviticus 6:2-5; Deuteronomy 10:12; 27:17; Matthew 5:13-16, 43-48; 22:36-40; Mark 1:29-34; Luke 4:18-21; John 15:12; 17:15; Romans 12-14; 1 Corinthians 5:9-10; 6:1-7; 7:20-24; 1:23-11:1; Galatians 3:26-28; Ephesians 6:5-9; Philippians 2:14-16; 1 Thessalonians 5:22; James 1:27; 2:8)

## WCA Goals from Luke 2:52

### Spiritual Goals:

1. To help students experience a saving knowledge of Jesus Christ and help them develop an individual relationship with Him.
2. To help students realize that they were created in the image of God and help them develop their identity in Jesus Christ.
3. To encourage each student in their spiritual growth and understanding of the Bible.
4. To help each student develop Godly morals and values.

### Intellectual Goals:

1. To help students develop a positive attitude toward learning.
2. To help students develop study habits and skills that they will use throughout their lifetime.
3. To teach students that Biblical concepts and academics are inter-related.
4. To help students through academics realize just how wonderful God's creation is.

### Physical Goals:

1. To teach students that their body is considered to be a Temple of God.
2. To teach students good health habits, physical fitness and how to take care of their body.

### Social Goals:

1. To teach students how to interact with other members of society.
2. To teach students that everyone in society is a unique individual that was created in God's image.
3. To teach students how to cope with members of our society.
4. To teach students how to respect those figures in society that the Lord has put in Authority over us.

## **MISSION STATEMENT**

Westside Christian Academy provides a Christ-centered education that shows children Jesus, nurtures their love for Him and others, teaches them to think, and empowers them to serve.

## **PURPOSE STATEMENT**

Our purpose is to extend the ministry of Westside Baptist Church by providing quality care, education, Biblical instruction, academics, and growth opportunities for students as well as a program of ministry and outreach to the families of the students enrolled.

## **OBJECTIVES:**

1. Provide a well-trained Christian staff that care about young children and communicate that care through love and individual attention.
2. Provide an environment designed to meet the age-appropriate needs of each student.
3. Provide a curriculum of well-planned activities designed to facilitate the student's total development.

## **PHILOSOPHY STATEMENT**

We believe that the childhood years are critical. We desire to be a resource for families seeking to train their children spiritually, morally, academically, physically, and socially. We recognize each student has unique gifts and talents and is at an individual stage of development. We are committed to providing the best possible Christian school setting for the students enrolled. Our student objective is to help each individual:

- experience the love of Christ in a loving, Christian environment
- develop a positive attitude toward learning
- grow in social interactions with others
- gain an appreciation of God's world
- acquire experience and develop necessary skills

## **BACKGROUND CHECKS**

A Division of Family Services background check and church employment screening will be conducted for all staff positions prior to recommending a candidate for a position at Westside Christian Academy. In addition, a minimum of two phone references will be obtained for all staff positions.

## CHILD PROTECTION

All staff members must comply with state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any church/school employee acting in his or her official capacity who knows of reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances that would reasonably result in abuse or neglect, will immediately make a report to the:

1. Principal
2. Preschool Director
3. Administrator or Associate Pastor
4. Division of Family Services

It is imperative that employees are aware of the guidelines and procedures for reporting and investigating child abuse and neglect.

## PROGRAM SPECIFICS

- **Preschool age requirements:**
  1. The child must be 3-5 years old to enroll
  2. A child who will be 3 by October 1st will be accepted. Children turning 3 after October 1st will have to start preschool the following school year.
  3. All children must be fully potty trained. If after two weeks of being enrolled in the program the child continues to have frequent accidents, the preschool can dismiss the child.
- **Kindergarten – 8<sup>th</sup> grade requirements:**
  1. Kindergarten must be 5 years old by Sept 1st
  2. 1<sup>st</sup> – 8<sup>th</sup> Grade will need to have completed the grade prior.  
(Transcripts Required if not from WCA)
- **To register your child with our school you will need:**
  1. Registration packet completed
  2. \$50.00 non-refundable annual registration fee (\$75.00 per family)
  3. Copy of Birth Certificate
- **Before the first day of school, you will need:**
  1. Copy of student's health record (must be turned in no later than 30 days after the 1<sup>st</sup> day of school)
  2. Immunizations should be up-to-date, and a copy provided to the school
  3. All book and activity fees paid
  4. First month's tuition paid
- **Cost of program:**

<b>Preschool Full Day program:</b> 8:30am-3:30pm_____	\$4800/year
<b>Preschool Part Day 3 year program:</b> 8:30 am -11:30 am_____	\$2900/year
<b>Preschool Part Day 4 year program:</b> 12:30 pm – 3:30 pm_____	\$3400/year
<b>Kindergarten-8<sup>th</sup> Grade</b> _____	\$4200/year



(Tuition is divided evenly 10 months August – May)

(A 10% discount will be given for each additional student enrolled)

<b>Before/After Care 7:00-8:30am &amp; 3:30-6:00pm</b>	_____	\$105/month
<b>Occasional before or after care</b>	_____	\$5.00/hour
<b>Breakfast Fee (Elementary only)</b>	_____	\$1.50/meal
<b>Lunch Fee (Elementary only)</b>	_____	\$2.50/meal
<b>Milk only Fee (Elementary only)</b>	_____	\$0.50/each
<b>Activity/Testing Fees (Kindergarten-8<sup>th</sup> only)</b>	_____	\$100/year

**Book Fees:**

K3 \$40/year

K4 \$80/year

Kindergarten \$185/year

1<sup>st</sup> Grade – 8<sup>th</sup> Grade \$300/year

**PRESCHOOL DAILY SCHEDULE**

Circle time

Chapel/Bible Story

Snack and Potty Break

Songs, Music, Rhymes, Poems, and Finger Plays

Reading Site

Active Play

Arts & Crafts

Center time

**\*Monthly schedules and weekly lesson plans are posted for each class. \*\*Activities are open-ended to allow for individual development and learning abilities.**

**CURRICULUM**

Westside Christian Academy uses the BJU Press curriculum in our Preschool and Elementary classes. BJU Press is committed to Christian education. BJU Press is committed to producing education materials that are both biblically faithful and academically sound. Although memorization of facts and assimilation of information is a necessary part of all learning, rigorous education is not identified as simply having more pages, more problems, and more pressure. Instead, in an academically rigorous environment, students take an active role in their learning and are motivated to master age-appropriate material. Along with this curriculum, students will also enjoy special classes, such as Music, Chapel, and Physical Education throughout the week.

## **GRADING**

Grades Kindergarten – 8th will use different scales to reflect behavioral development and academic achievement.

### **Grading Scale for Kindergarten**

E		Excellent
G		Good
S		Satisfactory
N		Needs improvement
NA		Not applicable this quarter

### **Grades 1st and above**

Percentage	Grade	Grade Scale	Rating
98-100%	A+	4.0	Excellent
94-97%	A	4.0	Excellent
90-93%	A-	4.0	Excellent
88-89%	B+	3.0	Very Good
84-87%	B	3.0	Very Good
80-83%	B-	3.0	Very Good
78-79%	C+	2.0	Average
74-77%	C	2.0	Average
70-73%	C-	2.0	Average
68-69%	D+	1.0	Below Average
64-67%	D	1.0	Below Average
60-63%	D-	1.0	Below Average
59% & lower	F	0	Failing

Grades are sent to parents at the end of each quarter.

## **HOMEWORK**

Recognizing that children learn at different rates and need different amounts of time to complete independent assignments at home, the homework guidelines (on average) for elementary school students are as follows:

Grade 1: Approximately 10 minutes per night

Grade 2: Approximately 20 minutes per night

Grade 3: Approximately 30 minutes per night

Grade 4: Approximately 40 minutes per night

Grades 5-8: Approximately 50 minutes per night

(This would be in addition to reading homework required for all students)

We encourage parents to set aside time each evening for their child(ren) to complete assigned homework in a quiet place and to take an active interest in what they are learning in school. If the student is spending, on average, significantly or consistently higher

amounts of time on his/her homework above the guidelines listed, please contact the teacher.

### **PRE-SCREENINGS**

All preschool students will undergo a pre-screening test called DIAL 4. A set of well-trained staff will administer a base-line assessment prior to school or shortly after school begins.

All elementary students will undergo a pre-screening prior to acceptance into Westside Christian Academy. Students entering who fall below (70%) of the academic guidelines for the grade level will be given the option of enrolling their student in the grade level below the anticipated grade of enrollment.

### **SCREENING/POST TESTING/CONFERENCES**

A base-line assessment will be administered prior to the start of school. An individual assessment will be given to each student near the end of the school year to show the progress the student has made throughout the year. We will conduct one parent/teacher conference in October to discuss the student's progress. If you would like to discuss the student's progress again later in the school year, please request a time with the student's teacher and arrangements will be made.

### **SPECIAL NEEDS**

Westside Christian Academy may not have adequate staff with training in Special Education to meet the needs of students with moderate to severe special needs. Therefore, students must be able to function independently for their own age level. Acceptance of a student with special needs will be at the discretion of the Principal, Preschool Director and Westside Christian Academy Advisory Board.

If special needs or severe behavioral issues present themselves after a student is enrolled and attending Westside Christian Academy, the teacher, Principal, Preschool Director, and parents will be involved in deciding what is best for the student. If the Principal, Preschool Director and Westside Christian Academy Advisory Board determine that Westside Christian Academy is unable to adequately meet the needs of the individual student, Westside Christian Academy reserves the right to recommend other agencies and/or programs to properly diagnose and meet the special needs of the student, and/or dismiss the student from this program.

Many parents have found that their local school District will be able to best assist their student with special needs/disabilities. You can contact your local school district for more information.

## **PROGRAM POLICIES**

### **DROPPING OFF A STUDENT**

**Preschool:** An adult is expected to drop off preschool student at the 1<sup>st</sup> preschool entrance with the ramp and sign the child in. We will have a designated adult who will take your child's temperature and escort your child to class.

If you are not using Before/After Care, we ask that you do not arrive earlier than 10 minutes before class time starts. If your child is upset when you leave feel free to call the Preschool Director later in the morning to check on them.

Parking lot maps for drop-off and pick-up are located at the end of this packet.

**Elementary:** Elementary Students who are coming for Before Care will enter at the Atrium entrance at the front of the building. All students will have their temperature checked at the door before entering. Please wait while your student's temperature is taken. Students who arrive after 8:15am will need to enter at the Lower FLC entrance. Students arriving after 8:30 are considered late for school and will need to enter through the school office area. (Lower FLC entrance)

Parking lot maps for drop-off and pick-up are located at the end of this packet.

### **TARDINESS**

It is very important that the student be in class on time each day so that they do not miss any of the classroom activities or instructional time. Students must be seated no later than 8:30 AM or they will be considered tardy. Students who arrive late for school must report to the school office prior to entering the classroom. Three tardies will equal one unexcused absence.

### **ABSENCES AND MAKE-UP WORK (Kindergarten – 8<sup>th</sup> grade only)**

Attendance is necessary for effective instruction and student academic development. It is the responsibility of the student or parents/guardians to initiate the make-up work for missed time. Upon request from the parents/guardians, the office will gather the student's books and assignments to be picked up during periods of extended absences lasting more than one day. Students who are absent will have the number of days absent plus one to make up work. All assignments not completed on time will receive zero credit.

A student shall not miss more than eight (8) days of school per year without a doctor's note and still receive make-up grades in his or her classes. After the eighth (8<sup>th</sup>) absence, a doctor's note will be required for each absence due to illness. The Principal, Preschool Director has the discretion of accepting or rejecting all reasons for absences. Absences for

extenuating circumstances other than medical reasons beyond the eighth (8<sup>th</sup>) day must have prior approval from the Principal, Preschool Director.

Excessive absences for any reason could result in academic dismissal from WCA. Students who accumulate more than eight (8) absences who wish to remain enrolled may submit an appeal in writing to the Westside Christian Academy Advisory Board. The appeal must include justification of circumstances regarding the absences.

### **PICKING UP A STUDENT**

A list of adults authorized to pick up your student will be on file or in the school office. If a person is picking up your student and is not on the authorized list, a parent or legal guardian must contact the school office. Your student will be sent home only with persons known by the staff or who provide proper identification.

**\*\*\*Written notification of any person who may pose a threat to your child's safety or well-being should be submitted to the office and kept on file.**

Preschool: If your student is not attending Aftercare, you will need to pick up and sign out at your child's classroom:

All after care will be picked up at the Elementary entrance or playground.

Kindergarten – 8<sup>th</sup> grade students who **are not in after care** will be at the upper church parking lot entrance and released as their parent or designated adult is seen at the drop-off/pick-up area. If the student(s) are not picked up by 3:40 they will go to aftercare and aftercare fees will be charged. If the student is in aftercare, the parent will need to go to the Elementary entrance or playground.

Dismissal times are as follows:

<b>Atrium Door (Upper Church Parking Lot)</b>	<b>Gym Door (Upper Church Parking Lot)</b>
3:25 pm Kindergarten	3:25 pm 1 <sup>st</sup> Grade
3:30 pm 2 <sup>nd</sup> - 4th grade	3:30 pm 5 <sup>th</sup> – 8 <sup>th</sup> Grade

If your student must be picked up from school early due to an appointment or other reason, a note should be sent to the teacher in advance. All students who are picked up during school hours must be signed out from the office. Students returning to school must be signed in at the office prior to returning to class.

### **RECORDS**

The school office will maintain records for each student. Immunization records, registration form, consent to treat form, physical evaluation form, photo release form, and parent agreement must be submitted and kept on file. Please make the school aware of any changes that occur with your address, phone number, authorized pick-ups, etc. In the event WCA ceases to exist, Westside Baptist Church will hold the records of WCA.

## MONTHLY NEWSLETTER

Teachers will send a monthly newsletter home with students no later than the last school day of the month. The newsletter will contain class specific information. Please check your student's backpack every school day for newsletters and other information from the student's teacher, as that is our main mode of getting information to you.

## DRESS CODE

Clothing, like many other things, can become a distraction to education. It is recommended that your student come to school dressed in comfortable play clothes. Your child needs to be able to go to the restroom without the teacher having to unhook or take off items (overalls are very difficult for some children to fasten). Wearing tennis shoes and socks is strongly encouraged for school each day. Students have a much harder time running and enjoying active play while wearing sandals or flip-flops; therefore, all open-toed footwear must have securely fastened back. Westside Christian Academy and staff and/or the pastoral staff of Westside Baptist Church reserves the right to require that a student's clothing be changed if it is deemed as too revealing or is promoting or advertising an item or product that does not reflect a Christian environment.

Shorts are allowed, but the length of the shorts must be no more than three inches above the knee when standing. Skirts or dresses must also be no more than three inches above the knee when standing. Wearing shorts under skirts or dresses is required. Shirts or blouses must have a sleeve that covers the shoulder, no tank tops allowed.

**Please be sure that student's jackets, coats, hats, sweaters, gloves, mittens, etc. are clearly labeled with the student's name.**

## TUITION PAYMENT

**Our tuition is based on an annual fee that may be divided into ten equal monthly payments.** If payments are divided, each payment is due by the 15<sup>th</sup> of each month. Payments may be split in half between the 1<sup>st</sup> and the 15<sup>th</sup> of the month. Please speak with the office to make these arrangements if you desire to have payments divided. After the 15<sup>th</sup> of the month a late fee of \$25.00 will automatically be added to your balance. If the student is sick or otherwise does not attend during this time, please mail your payment to Westside Christian Academy, 801 Historic 66 West, Waynesville, MO 65583. **Checks should be payable to Westside Christian Academy.**

A non-refundable registration fee of \$50.00 or \$75.00 per family /per year is due upon completion of the enrollment form.

### LATE PAYMENT PROCEDURES

If a payment has not been received by the 15<sup>th</sup> of the month the following procedures will be implemented.

1. A late fee of \$25.00 will be added to your account after the 15<sup>th</sup> of the month.
2. The Principal, Preschool Director will work with the family to obtain a written payment agreement.
3. If payment arrangements have not been made or 50% of a monthly payment has not been received by the end of the first month of non-payment, the child (ren) will not be allowed to attend school the following month.
4. Written notification of non-payment will again be provided to the family at the end of the first month of non-payment.
5. If payment has not been arranged and started by the 15<sup>th</sup> of the following month the child will be dropped from the program.

Please be aware that all balances remain the responsibility of the family and are expected to be paid in full before the end of the school year.

### LATE CHARGES FOR BEFORE/AFTER CARE

Students need to be picked up promptly by their classes designated time unless they are enrolled in our before/aftercare program. After a ten-minute grace period, a fee of \$5.00 per student for every ten minutes after the end of the aftercare session will be assessed. If the student is not picked up by 6:30 p.m. after the Principal, Preschool Director or teacher has tried to locate you or other people on your registration packet, the Pulaski County Sheriff's Office will be called. If an emergency occurs or you are running late, please call the church at 573-774-2015 or 573-774-6431. You may pay these additional fees when you pick up the student, or the next day. This policy must be enforced to allow the teachers to complete their cleanup responsibilities and go home. **Five late pick-ups will result in dismissal from the program.**

### VACATIONS

If you are planning on your student missing school due to a vacation, please let your student's teacher know. This helps the teacher as they prepare their lesson plans and allows for make-up work to be assigned. **NO REFUNDS WILL BE GIVEN FOR DAYS MISSED.**

## **WITHDRAWAL**

If you are planning to withdraw your student from Westside Christian Academy during the school year, a written form must be turned into the Principal, Preschool Director **two weeks** before withdrawal. If we have not heard from you in two weeks and the director has made three attempts to get in touch with you, the student will be considered dropped from the program. **NO REFUNDS WILL BE GIVEN.**

## **RE-ENROLLMENT**

If your student has been dropped from the program or left the program for a month you must pay a re-enrollment fee of **\$35.00** with the additional monthly fee to return. Also, your student's spot in his/her class may not be guaranteed if another student has enrolled during his/her absence. Reasonable effort will be made to put them back in the original class, but it will not be guaranteed.

## **MEDICATION**

If a staff member is to administer medication to a student, a written permission form must be on file at the school office, and the medication must be in its original container with student's name and dosage. If your student requires either an asthma inhaler or EPI pin for an emergency, please come to the school office to complete a permission form and to demonstrate proper usage of the needed item. All medications will be stored in the school office in a locked container. No student should have medication in their bags or pockets. An **"ALLERGY ALERT"** notebook is kept in the office and other areas of the school for staff awareness.

## **HEALTH**

Only healthy students can attend school. We require that a student be free of fever, vomiting and/or diarrhea for 24 hours before returning to school. When in doubt, it may be best for your student to stay home.

Upon recommendation of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics, a student should not be taken from the home when any of the following exists, and will not be accepted at school:

- Fever
- Vomiting and / or diarrhea (even associated with teething and / or medication)
- Any symptoms of childhood diseases, such as Scarlet Fever, Measles, Chicken Pox, Strep Throat, Flu, etc. or any infectious contagious diseases.
- Sore Throat
- Croup
- Fifth Disease
- Any unexplained rash
- Any skin infection, boils, ringworm, impetigo



- Pinkeye or other eye infections (All eye infections are contagious. The student must be on medication for 24 hours before returning to school).
- Any communicable diseases
- Cloudy or green runny noses/persistent cough

If your student becomes ill at school, you will be contacted to pick your student up at the school office. Someone must pick up your student within one hour. If the parents are not available, the emergency contact person will be called. Please call the school office when your student will be absent due to illness.

### **PERSONAL ITEMS (TOYS)/ELECTRONIC DEVICES**

Please have your student leave their personal items (toys) and electronic devices (cell phones, Smart watches) at home unless otherwise requested by the teacher. Cell Phones and smart watches will be placed in the office for pickup after school. Play guns and weapons of any kind are not allowed at the school. We cannot be responsible for personal items brought from home which can interrupt the educational environment.

### **DISCIPLINE PHILOSOPHY**

The goal of discipline is the development of self-control from within the student. This is a process that begins to emerge during the preschool and elementary school years. We feel that self-control in young children is best facilitated using positive guidance techniques. These include the following:

- Modeling and encouraging Christ-like behavior
- Providing a well-planned environment and predictable schedule
- Clearly defining and consistently maintaining reasonable and age-appropriate behavioral limits
- Helping children recognize and deal with their feelings appropriately
- Redirecting children to more acceptable activities

WCA will follow a “Three Strikes you’re out” policy that will be applied if your student is hurting others in a deliberate manner. For example, if your student bites or hits (or any other act that is intended to cause harm or injury) another child or staff member, we will do everything possible to help your student overcome this behavior. However, we are also obligated to protect the other students and staff in the classroom.

At the first incident the teacher will remove the student from the other students to be taken to the Principal, Preschool Director. The Teacher and Principal, Preschool Director will speak to the child about their behavior in an effort to correct the behavior. The child will spend a period of time with the director to “think about” their actions and to determine the cause of the behavior. The Principal, Preschool Director will give written notification to the parents explaining the day’s events and as a reminder of this policy.

At the second incident the child will be removed from the other students and again taken to the Principal, Preschool Director, who will again reinforce that this kind of behavior will not be tolerated. The child will not be permitted to return to class, and the child's parents will be notified to come and pick up the child for the remainder of the day. The Principal, Preschool Director has the discretion to suspend the student for an additional day if it is deemed appropriate. Parents will be asked to conference with the Principal, Preschool Director and Teacher to determine possible causes for the behavior and to work out an agreeable plan that will be implemented to help change such behavior. This plan can include either In School Suspension or Out of School Suspension. No suspension will last more than three days.

At the third incident the child will be removed from the other students and again taken to the Principal, Preschool Director and sent home. The student will be expelled from school.

Parents have the right to appeal this decision to the WCA Advisory Board.

Parents may seek reinstatement if/when the child's behavior is satisfactorily modified. However, a student reinstated has only one opportunity to demonstrate that their behavior has indeed changed.

### **Discipline Policies Preschool:**

If a student has been given a warning or has been redirected, but continues to be disruptive, the student may be removed from the classroom and taken to the Principal, Preschool Director, or his/her designee. At this time the student will have the opportunity to calm down and gain control. If the student continues to be disruptive, a phone call to the parent will be made. The policies of Westside Christian Academy prohibit our staff from using corporal punishment or physical and verbal abuse.

### **Consequences for unacceptable behavior:**

1. Redirect student. (To include the possible loss of recess, and/or other special privileges)
2. After redirecting student if inappropriate behavior continues, the teacher will contact Preschool Director, WCA Principal.
3. The Principal, Preschool Director wills conference with student about behavior and contact parent.
4. After parent contact by Principal, Preschool Director if behavior continues student can be placed on probation or dismissed from WCA.

### **Discipline Policies Elementary:**

In order to help students, maintain proper attitudes and to maintain an environment conducive to learning, we have adopted the following discipline policies:

1. A verbal warning will be given to the student.

2. Reasonable and appropriate classroom discipline will be administered by the classroom teacher, which may include loss of privileges within the class.
3. Parents will be contacted if problems continue.
4. Students will be sent to the principal if the problem continues.
5. A conference will be scheduled with the student's parent, teacher, and Principal.
6. A student who is directly disrespectful and/or disobedient toward any teacher/person in authority or who causes intentional injury to another person will be sent immediately to the Principal, if needed parent's will be called and asked to come pick up the child.

Students who fail to respond to correction will be suspended (ISS-In School Suspension or OSS-Out of School Suspension) and/or expelled if/when other methods of discipline have been ineffective.

**Behavior's worthy of suspension/expulsion:**

- Causing, attempting to cause, or threatening to cause physical injury to another person.
- Obscene, profane, or vulgar language that is written, spoken, or expressed by symbols or gestures.
- Leaving school without permission.
- Harassment, threats, disrespect or bullying of students and/or teachers, including racial disrespect, through physical, verbal, or written forms.
- Misuse and/or damage to school or private property.
- Moral misconduct: inappropriate contact or conversations of a sexual nature.
- Other serious infractions or behaviors deemed by the administration.

**Behavior's worthy of immediate expulsion:**

- Possession, using, selling, or furnishing any firearm, knives, explosive, or other dangerous object.
- Possession, using, selling, or furnishing tobacco, drugs, or alcohol.
- Failure of parents to cooperate with the school in discipline measures.

**Consequences of suspension:**

- 1-3 days out of class
- All homework must be made up. For ISS no grade above a 70% can be earned and for OSS no grade higher than 50% can be earned on said assignments.
- Parents will be required to pay \$60 per day for the substitute teacher if ISS is required.

A child's conduct reflects his/her attitude toward God, parents, and school. He/she is accountable for his/her actions at all times. Behavior directly against school policy that happens off school property will be dealt with the same as if it were done on school property.

### **SCHOOL RULES**

These rules are the general expectations for all students. It is the school's expectation that all students abide by these and individual classroom rules. Please talk about these rules with your student.

#### **1. Be Respectful-**

- Use good manners.
- Use an inside voice.
- Be kind in your words and actions.
- Listen carefully when someone is talking.
- Be patient while standing in line.
- Raise your hand quietly for permission.
- Tell the truth without arguing.

#### **2. Be Responsible-**

- Be on time.
- Always practice safety.
- Stay in your own space (KHFOOTY).
- Listen to and follow directions.
- Do your best.
- Be careful with church and personal property.

#### **3. Be Ready to Learn-**

- Get enough rest and enough to eat.
- Prepare your assignments.
- Choose to listen to teachers and other students.
- Read instructions and ask questions as needed.

### **Field trip privileges:**

If the teacher feels that the student would create a behavior concern during a field trip the teacher may request that a parent or designated adult accompany the student. If an adult is unable to accompany the student as requested the student will not be allowed to go on the field trip. The student's attendance at school on the field trip day will be determined on a case-by-case basis. Field trips are a privilege and can be lost because of discipline issues.

## **FOOD**

### **Preschool:**

Full Day Classes: Nutritious breakfast, lunch and afternoon snacks will be provided following meal patterns that are established by the USDA food program. There may be times when you are asked to bring a snack for your child's classroom. All snacks must be purchased and wrapped in their original package. Please notify your child's teacher of any food allergies and return a completed food allergy form to the Principal, Preschool Director.

Part Day Classes: Snacks will be served either mid-morning or mid-afternoon. You may be asked to bring a snack for your child's classroom. All snacks must be purchased and wrapped in their original package. Please notify your child's teacher of any food allergies and return a completed food allergy form to the Principal, Preschool Director.

### **Kindergarten – 8<sup>th</sup> Grade:**

Nutritious breakfasts and lunches, following meal patterns that are established by the USDA food program, will be available. There may be times when you are asked to bring a snack for your child's classroom. Please notify your child's teacher of any food allergies and return a completed food allergy form to the office. Children are allowed to bring sack lunches if they will not be purchasing lunch at school. Children are not allowed to share their food with the other students.

## **SPECIAL CELEBRATIONS**

A student's birthday is a special time. Please check with your student's teacher concerning birthday celebrations. If your student has a summer birthday discuss with your student's teacher about an alternate day for special recognition.

Parents may bring treats if they so desire. The treats **must be** purchased and delivered in their original package. **NO** home baked items are allowed. Also, ask the teacher if any of the students in the classroom have food allergies. To protect the privacy of our families we do not give out addresses and/or phone numbers of our students. If you need a phone number or address, please speak personally to the other parent. We may give you a list of students in the classroom with the first name only.

Holidays are special occasions to be celebrated by all. Your student's teacher will inform you of any upcoming parties or special days. As such, we will ask parents to provide low-cost snacks and other items to share with the classroom.

### **WEATHER CONDITIONS**

In the case of snow or extreme weather, our school will be cancelled. **WE WILL HAVE THIS INFORMATION BROADCAST ON KY3, KSPR 33, KOLR 10 and KJBD 97.9 FM AS EARLY AS POSSIBLE.** Teachers are not responsible for calling their students to inform them of cancellations. In the event of a change in weather conditions during the school day, Westside Christian Academy will contact parents via message system.

### **SAFETY**

Safety drills, such as fire, tornado, earthquake, and intruder, will be conducted periodically. These drills are conducted on a regular basis, so students become familiar with escape routes and emergency procedures. A full emergency plan is available in the school office. Attached to the end of this parent packet you will find a letter outlining specific places that students may be taken if an emergency requires moving the students away from our building. We highly recommend you keep this letter with you.

Dear Parent / Guardian:

In the event of an emergency Westside Christian Academy has outlined the below response plan. Please know that Westside Christian Academy will make every attempt to notify you, so it is vital that you keep your emergency contact information up to date. **Keep this letter with you so that you will know how to contact us in the event of an emergency.**

#### **Evacuation / Relocation**

- If the emergency is confined to the immediate area at the Westside Christian Academy, e.g., fire, and the children cannot stay on the premises, the children will be taken to Waynesville 6<sup>th</sup> Grade Center, located at 810 Roosevelt, Waynesville, MO. The children and staff will remain at this location while you or your emergency contact is notified of the situation.
- If the emergency is more widespread and encompasses a larger area such as the neighborhood due to an environmental threat, e.g., flood, and the children cannot remain in the immediate area, they will be transported to The Ark, located at 25625 Hwy 17, Waynesville, MO. The children and staff will remain at this location while you or your emergency contact is notified of the situation.

#### **Emergency Care**

- In the event that a child, or all children are in need of a physical exam or emergency care, the child or children will be transported to General Leonard Wood Army Community Hospital, located at 126 Missouri Ave., Ft. Leonard Wood, MO where they will be examined by a physician, and you will be notified.

#### **Notification**

- Every effort will be made to contact you as soon as the children and staff are safe. If we cannot reach you, we will contact your alternate emergency contact. Children will only be released to you or your alternate emergency contact during times of emergency.
- Information about the event can be obtained through KJPW(97.7/102.3FM)

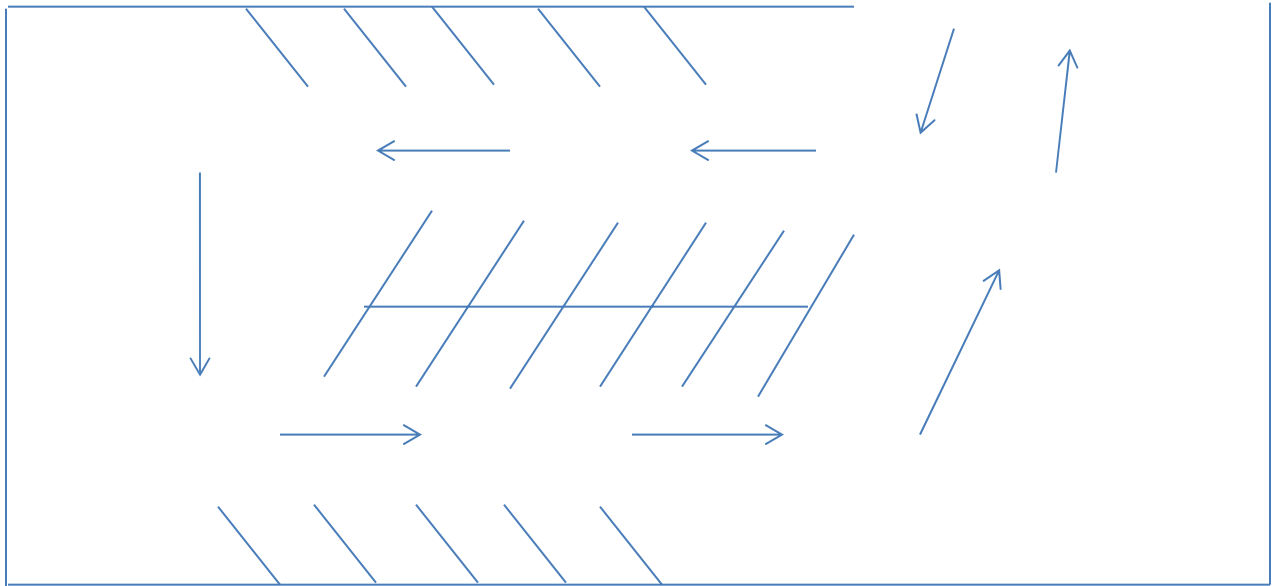
#### **Emergency Supplies**

- We encourage you to bring individual back packs for each child to keep at our facility that may include a change of clothes, small blanket and a small comfort item like a teddy bear to help comfort your child during a crisis. These individual packs will be something the children will take with them during an emergency.

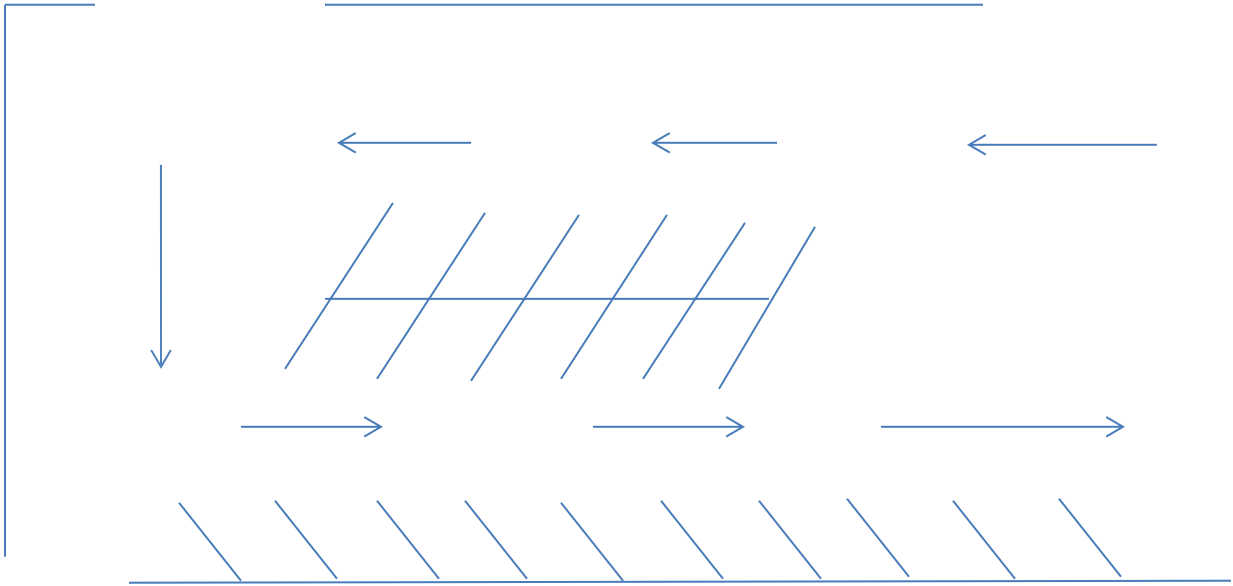
Please rest assured that Westside Christian Academy staff will remain with and care for the children at all times during an emergency to ensure the children's safety. As always, please don't hesitate to contact me if you have any questions or concerns.

Sincerely,  
David Hartley  
Principal  
(Cell) 573-855-0702  
Jackie Morrison  
Preschool Director  
(Office) 573-774-2015

Upper Parking Lot – Elementary Parent Parking for Before care and end of day.



Westside Baptist Church



Back Parking Lot – Preschool Parent Parking for drop off and pick up as well as late/early for Elementary.