



FAMILIES OF FAITH CHRISTIAN ACADEMY

P R E S C H O O L H A N D B O O K

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STATEMENT OF FAITH

We believe in the Scripture of the Old and New Testaments as verbally inspired by God, inerrant in the original writing, and of supreme and final authority in faith and practice.

We believe in one God, eternally existing in three Persons: Father, Son, and Holy Spirit.

We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is fully God and fully man.

We believe that man was created in the image of God, that he sinned and thereby incurred not only physical death but also spiritual death, which is eternal separation from God in hell.

We believe all human beings are born with a sinful nature.

We believe that God is the holy, righteous, and immutable Creator (Gen. 1-2).

We believe He wonderfully creates each person in His image as biologically male or female; (Ps. 139) two distinct and complementary sexes together reflecting His glory and goodness.

We believe both males and females are completely equal in dignity, value, and worth, yet differ in role, and we seek God's wisdom in fulfilling these unique roles.

We believe that the Lord Jesus Christ died for our own sins, according to the Scriptures, as a representative and substitutionary sacrifice, and that all who believe in Him are justified, by faith in Him, on the grounds of His shed blood.

We believe in the imminent return of our Lord and Savior, Jesus Christ.

We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God.

We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.

STATEMENT OF CHRISTIAN PHILOSOPHY OF EDUCATION

True Christian education recognizes that a differentiation must be made between earthly wisdom (1 Cor. 1-2; Jam. 3:15) and spiritual wisdom (1 Cor. 1:30, 7:10-16; Jam. 3:13,17), while acknowledging that the source of all true wisdom and understanding is God Himself (Prov. 1:7, 9:10, 15:33; Col. 2:3).

The purpose of Christian education is to convince the student of his need for a personal, saving relationship with the Lord Jesus Christ, to nurture, admonish, and encourage the student to live in conformity with the revealed will of God through a life of service, wholly dedicated to and dependent upon God (Rom. 12).

The process of Christian education requires the natural integration and consistent application of God's Word into every area (academic, extracurricular, administrative, etc.) of the school program (Eph. 4:4-6).

Parents bear the sole responsibility for the education of their children. Christian parents, in particular, should be aware of their duty to raise and educate their children in accordance with God's way and experience the resulting blessing of obedience, or consequences of disobedience, which will result from their decision regarding the provision of a God-honoring education (Deut. 4:10, 6:6-7, 20:17-18; Psalm 106:34-37; Jer. 10:2; Matt. 12:30; 2 Cor. 6:17; Eze . 44:5; Ezra 7:25; Prov. 22:6).

God has ordained marriage (between one man and one woman), the family (Gen. 2:27,28; 3:18-24), and the Church (Matt. 16:13-18; Eph 5:23-32) as the institutions, which He desires to use to accomplish His divine will on Earth. Local gatherings of believers, called churches, serve their families in the area of education by training and equipping parents to be the primary providers of spiritual instruction for their children. To assist parents in this area, there are two types of schools: "Sunday school" and Monday-Friday Christian school. The Christian school also provides a well-rounded program of Christ-centered academics and extracurricular activities. The goal of the three: parents, church, and Christian school, is to work together to carry out the mandate of Scripture to "Train up a child in the way that he should go. Even when he is old, he shall not depart from it" (Prov. 22:6).

The Biblical and philosophical goal of Families of Faith Christian Academy is to develop students into mature, Christ-like individuals, who will be able to exhibit a Christ-like life. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. Even though parents may personally believe differently, while enrolled at Families of Faith Christian Academy, all students are expected to exhibit the qualities of a Christ-like life that will be taught by the school and to refrain from certain activities or behaviors. Thus, Families of Faith Christian Academy retains the right to refuse enrollment or to expel any student who engages in or supports immoral practices, such as sexual immorality, homosexual/bisexual behavior, substance abuse, theft, gang affiliation, bringing weapons to school, etc. (Exod. 20:15; Lev. 20:13; Rom. 1:27; 1 Cor. 6:19; Eph. 5:3)

STATEMENT OF PURPOSE AND OBJECTIVES

Families of Faith Christian Academy seeks to guide each student toward a personal relationship with our Lord and Savior, Jesus Christ. We offer a quality co-educational program from preschool through twelfth grade that is both God-centered and educationally sound. Therefore, our objectives include:

- Providing learning experiences which develop the student's maximum spiritual, intellectual, social, physical, and emotional potential
- Preparing students for life in this world and in eternity
- Meeting the individual needs of the student through proper placement, ability grouping where appropriate, and continuing guidance regarding the ongoing selection of a student's course of study
- Instilling in students a respect for God, themselves, and others
- Fostering an attitude of personal responsibility for one's actions
- Equipping students to be able to make sound decisions based on high moral and ethical standards
- Developing within each child a healthy, respectable self-image that ultimately recognizes their identity in Christ
- Encouraging the spiritual disciplines (such as prayer, church attendance, and personal Bible study) that will produce a happy, joyful, victorious Christian life

STATEMENT OF NONDISCRIMINATION

Families of Faith Christian Academy admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities made available to FOECA students. We do not discriminate based on sex, race, color, national or ethnic origin in the administration of our educational policies, admissions procedures, and scholarship awards, athletic and other school-administered programs. We do, however, reserve the right to deny admission to any individual who cannot benefit from enrollment based on past academic achievement, disqualifying disability, or whose personal lifestyle is not in harmony with the stated philosophy and purpose of Families of Faith Christian Academy.

PARENTS

STATEMENT OF COOPERATION

The following statement is printed on each parental agreement. Parents will be asked to affirm the statement with their signature on the application form.

We understand that enrollment in Families of Faith Christian Academy is not a right, but a privilege, and do affirm that there are standards that must be maintained for the welfare of each student, as well as for the entire school. Therefore, we give permission for our teachers and/or other school personnel to make and enforce school regulations in a manner consistent with Christian principles of discipline as set forth in Scripture and the K-12 handbook. We will continue to uphold the authority of the teachers and staff of FOECA by recognizing their right to use appropriate disciplinary measures.

We have read FOECA's discipline procedures and expectations. We agree to encourage our child(ren) to comply with the rules and conduct expected at all times. Furthermore, I agree to provide a home environment which supports FOECA's expectations.

We understand and agree with the school's right to provide consequences—including suspensions or separation from the school, to our child(ren), for violations of FOECA's discipline procedures and expectations, which occur at any time while our child(ren) is/are enrolled at FOECA. We affirm the right of Families of Faith Christian Academy to request our child(ren) to withdraw for any reason, at any time that they determine our child(ren) to not be a good fit for the institution.

PARENTAL REQUIREMENTS & INVOLVEMENT

FOECA strives to meet the needs of the total child and complement the role of the parents as the primary educators of the child. This can only be accomplished when the parents are involved in their children's formal education from the beginning, including participation in the activities of the child's school.

When enrolling a child at Families of Faith Christian Academy, parents agree to work with the teaching staff and become involved with their child's overall development. Both parents, where there is no separation, agree to attend orientation, join scheduled parent-teacher conferences, and respond to communications from FOECA.

Our school could not function well without our volunteers! Parent volunteers are encouraged to share a part of their time on a regular basis to assist with lunch duty, staff the library, provide maintenance, help run fundraisers, etc. Please call the school office if you are available and would like to know how you can help.

Parent volunteer hour requirement: seven hours for part-time preschool parent, 15 hours per child for full-time preschool with a maximum of 30 hours per family or pay the appropriate amount in lieu of volunteering (\$15 per hour).

TUITION & FEES

Families of Faith Christian Academy is committed to keeping tuition rates as reasonable as possible without sacrificing the quality of education. This is an investment in your child's future. It is also a serious financial commitment. We want to provide the best teachers and educational experience possible for your children. We are committed to being affordable for families seeking Christian education.

CHARTER MEMBERSHIP

FOFCA is excited to be able to participate in a program that affords families an opportunity to secure placement of their child/children in an innovative and dynamic Christian education program. Upon execution of a Charter Agreement and tuition paid in full each participating year, Families of Faith Christian Academy agrees to recognize the student as a Charter Member of FOFCA; receives guaranteed placement for every consecutive year attending FOFCA; and tuition guaranteed for K-12th grade at the rate of the present year's tuition for the grade the student will be entering (elementary, junior high, high school). The Charter Member family agrees to the following: pay the charter fee up front; register on FACTS and pay registration and material fees during re-enrollment week; and be faithful to pay the student's yearly tuition in-full and on-time. A charter membership is a privilege and is non-transferable.

FINANCIAL RESPONSIBILITY

The operating budget of FOFCA is funded by tuition, fees, and contributions. Capital improvements are funded principally by gifts. Parents are asked to consider making both annual and capital gifts as an expression of their interest in and commitment to Families of Faith Christian Academy.

All tuition and fees are paid through FACTS Management Systems. Tuition and/or Incidental Fee Accounts with FACTS must be set up by the family at the time of registration. Parents are expected to pay their bills on time. If you have extenuating circumstances that are impacting or may impact your financial obligations to FOFCA, please contact the administration immediately. Early and frequent communication is the key to resolving difficult issues. If we do not hear from you, students whose accounts are 30 days past due will be restricted from attending classes, participating in extracurricular/athletic events, graduation exercises, and/or receiving report cards or transfer of records until the account is brought current. Your communication is imperative! *We operate on tuition payments!*

In event of academic failure, disciplinary action, expulsion, or an extenuating circumstance all tuition monies, deposits, and fees already paid will be forfeited. Parents/guardians have entered into a contractual relationship with FOFCA for the payment of all tuition and related fees for the entire school year.

A parent's obligation to pay the fees for the full academic year is unconditional as stated in the signed contract. No portion of fees paid (registration, materials, tuition, etc.) or outstanding will be refunded or canceled in the event of absence or dismissal from Families of Faith. In the event of a geographic relocation of the family beyond a 60-mile radius of Channahon, IL, a prorated refund of tuition will be given. If a student withdraws before the first day of school, only paid tuition will be refunded. All other fees are non-refundable.

DELINQUENCY

All payments must be made on a timely basis as established by the school and administered by FACTS

Tuition Management Services. Should you have difficulty in meeting your tuition obligation, information on the tuition assistance application procedure is available upon request from the finance department.

Each month, the finance department will check all accounts. If the family's account is not current, the following may apply:

- Academics—When an account is 30 days past due, students will be suspended from classes.
- Extracurricular Activities—Students will not be allowed to participate in extracurricular activities including athletics, field trips, fine arts, etc.
- Graduation—Preschoolers, kindergarteners, 8th graders, and seniors may not participate in commencement exercises until the school account for the family is paid in full.
- Report Cards/Transfer of Records—Students may not be allowed to take exams; and all student records and report cards may be withheld.

All tuition accounts with an outstanding balance at the end of June will receive a 1099 form and/or have the account sent to collections.

RETURNED CHECK POLICY

If a check is returned to the school unpaid for any reason there will be a \$30 fee payable to the school and no further checks will be accepted for the remainder of the school year. All further payments must be made in cash, certified funds, or money order.

RE-ENROLLMENT

All currently enrolled students and their siblings will be given the opportunity to re-enroll before open enrollment begins. To take advantage of our family priority re-enrollment and guaranteed class placement, we encourage all our returning families to enroll during the re-enrollment period. If you choose not to enroll during this period, you will be expected to pay the increased fees and tuition rates.

WITHDRAWALS

All withdrawals must be made by completing the *Withdrawal Form* which is available in the school office. All accounts (tuition, before/after care, fees, etc.) must be paid in full before official records or report cards will be released. We hire teachers based upon enrollment and have entered into a contract with them. Withdrawing your student(s) does not automatically guarantee a stop of tuition payments. As a portion of the withdrawal form, you must formally request a stop of your FACTS account with a letter submitted to FOECA administration which is subject to approval. If your request is approved, tuition is due for the full month regardless of the day of the month the student withdraws from FOECA. A \$500.00 withdrawal fee will be assessed for the breaking of the contract.

ACADEMICS

ABSENCES

Please notify the office of the cause of your child's absence. This is helpful in notifying other parents in cases where their child may have been exposed to a contagious illness such as chicken pox, measles, flu etc. It also helps the teacher in her planning. See Health Guidelines for more info.

ACCIDENTS

All accidents that occur during the school day will be reported to the office as necessary. Minor injuries will be treated in the classroom (such as getting a wet paper towel or a bandaid) or by the office. More serious injuries will result in a phone call to parents or emergency services.

ANIMALS AT SCHOOL

For health, safety and insurance reasons, we ask that families not bring their pets to school unless specifically requested for a lesson or activity in the classroom which was planned and pre-approved by the teacher.

ARRIVAL/DISMISSAL

Arrival: Between 8:15 – 8:30 AM

Half-day dismissal: Between 11:30 – 11:45 AM

All-day dismissal: Between 3:15 – 3:25 PM

Please be sure your students arrive and are picked up on time. Students arriving early or late will be placed into before/after school care and parents will be charged an additional fee.

BIBLE

The Bible is of primary importance at FOFCA Preschool, and all subjects are taught from a Biblical perspective. Each day includes a Bible lesson taught from a non-denominational perspective. Children will memorize 27 Bible verses and students are encouraged to begin applying those verses in their lives.

CAR POOLS

If car pools are desired, parents are responsible for forming them. Upon request, the office will provide a listing of all school families living in your zip code area at the beginning of the school year. The school is not responsible for the safety of children in any car pool. Please be sure that the driver is adequately covered by insurance.

CHEWING GUM AND CANDY

Please have your child leave chewing gum and candy (except for birthday treats or those requested by the teacher for a party) at home.

CLASS ASSIGNMENTS

Parental requests for specific teachers or classmates are not considered in determining class assignments. Class assignments are made for the duration of the year. Preschool assignments are made based upon gender, ratio of new students and returning students, and individual student personalities.

COMMUNICATION

We strongly encourage home/school communication. For this purpose, there are two scheduled conference days where you may sign up for a conference with your child's teacher. Outside of those times, we urge you to communicate in one of the following ways:

- FACTS Family Portal
- Teacher's email
- Call the school office and ask to leave a message for the teacher.

- Catch the teacher OFF-DUTY. (Please do not distract the teacher while on duty by engaging in a lengthy conversation.)
- Send a note in your child's book bag/folder. Place these notes in the spot that your child's teacher designates.

CURRICULUM

The basic curriculum is Abeka, an accelerated Christian curriculum. Learning begins here as a joyful experience that integrates academics and a Christian worldview.

DISCIPLINE

Our standards of conduct are based on three driving principles: **respect for God (Rev. 4:11), respect for authority (Rom. 13:1), and respect for others (John 13:35)**. Academic excellence is not the only goal of FOECA's education. We want to prepare students for a Godly life well beyond their formative years. God disciplines those He loves, so FOECA disciplines those we love, our students. The goal of all discipline at FOECA is to bring a child to a place of repentance where they recognize the fault in their actions, turn from them, and then ultimately come to a place of restoration. God's heart for His creation is restoration and restoration is what we want for our students. We will hold them to high standards of accountability for their conduct so that they are well-prepared for life. Therefore, parental support is vital. These standards provide a framework to help to maintain a safe and orderly school that promotes learning and glorifies God above all.

DRESS CODE

We want to create a self-image in a child that is vital to good Christian growth. To do this, we feel that we must encourage cleanliness and dress that is becoming to young boys and girls. The dress code at FOECA Preschool is to be observed each day during the school year for all school programs, performances outside school, field trips, etc. unless specific written exceptions have been made by the office for special occasions and a note sent home in advance.

Parents have the responsibility to see that their child is dressed properly for school before leaving home each day. If you have questions concerning your child's attire, please contact the office prior to sending him/her to school wearing the item or style in question.

PLEASE DO NOT SEND YOUR CHILD TO SCHOOL WEARING:

- Shirts or outfits with any writing/emblems/music/celebrities that are offensive or antagonistic to the values and beliefs of FOECA as determined by the administration
- Halter or "cut-off" tops
- Backless shoes or heels, preschoolers are to wear crocs, gym shoes, sandals, or loafer-style (closed toe & closed heel) every day-velcro is highly recommended if they are not yet able to tie their own shoes!
- "Pull-ups" (disposable pants which are a transition from diapers to regular underwear)

Guidelines for Girls:

- Dresses*, skirts* pants, shorts, or jeans may be worn to school.
- Hair should be clean, well-groomed, and kept away from the eyes.
- Sweat suits may be worn to school. They should be clean and tidy.

Guidelines for Boys:

- Clean and neat pants or jeans may be worn to school.
- Hair should be kept clean, well-groomed, and kept away from the eyes.
- Sweat suits may be worn to school. They should be clean and tidy.
- Nail color is not permitted for boys.

Please keep an extra set of season appropriate clothes at school in case of a spill, accident, etc.

*Girls MUST wear shorts under skirts and dresses

MANDATORY DRESS:

- Girls—dresses, skirts, or pants and tops of own choosing within dress code
- Boys—nice pants and sweaters, button-downs or polos (no t-shirts)

DRESS CODE VIOLATIONS

1. First Offense: The teacher will contact the parent to inform them of the dress code violation. The teacher will report the violation to the office.
2. Second Offense: A letter will be sent home from the office with your child explaining the dress code violation.
3. Third Offense: The parent will be called and asked to bring proper dress code clothing for their child.

ENTRANCE GUIDELINES

Students entering preschool 3 must be three years old by September 1st, entering pre-kindergarten 4 must be four years old by September 1st. Both three and four year old preschoolers must be fully potty trained to be in school.

ELECTRONIC EQUIPMENT

The faculty and staff desire to foster creative thinking and playing. We also want to enable positive social interactions among the student body. Therefore, electronic and battery operated equipment such as handheld games, toys, musical equipment, cellular phones, etc, are not permitted at school. This includes the entire school day.

These items are to be considered the parent's responsibility and should remain at home. Any electronic items found at school will be confiscated, and it is the parent's responsibility to claim the item in the school's office.

EMERGENCY CLOSINGS

Families of Faith Christian Academy will remain open unless hazardous road or other emergency conditions (including utility problems, electricity, or natural gas outages) necessitate a closing. A decision to close will normally be made (but is not required to be) by 5:30 AM and will be based upon weather reports, police reports, and administrative inspections of major highways. A text alert and email will be sent to all parents if school is canceled, delayed, or closing early due to weather or a general safety concern or precaution (as in the case of the smell of natural gas). We also will update our social media pages with school closing details. Please keep your personal information updated with the school office, especially your phone number and email address.

EMERGENCY DRILLS

Several practice drills will be held each year for fire, tornado, and terrorist threats. Appropriate signs are posted in each classroom. Once the alarm has sounded, students will be escorted to the appropriate location and attendance will be taken. Teachers are trained in each of the emergency plans and keeping your child safe and calm is their highest priority in those circumstances.

BEFORE AND AFTER CARE

We provide before and after school care as a convenience for parents for an additional fee. Operation is contingent upon enrollment. Before school care hours are from 7:00 to 8:15 AM; after school care hours are from 3:25 to 5:30 PM. For more details, contact the school office.

EXTENDED CARE

If your student is only here until 11:30, you may put them in extended care for a day, week, month or year as long as there is room available in the program. There is a fee and a form to fill out. 24 hour notice is requested.

HEALTH GUIDELINES

- An Emergency Card must be signed by a parent/guardian and kept on file in the office for each student. This card provides the school with emergency phone numbers and authorization of emergency medical treatment and an acetaminophen and/or ibuprofen release option. Acetaminophen is commonly sold in drug stores under the brand name of Tylenol. Ibuprofen is commonly sold in drug stores under the brand name of Advil/Motrin.
- If your child should need to be on medication during the school year, we ask that you leave it in the office for safe and controlled distribution. Bring the medication to the office in the prescription bottle (you may request two bottles from your pharmacist: one for home and one for school).
- Be prepared to give directions for medication administration including the date, name of the medication, dosage, and time for administration.
- If the office is not open, give the information to the before or aftercare worker on duty.
- If the medication is over-the-counter medication, bring the store bottle with your child's name clearly marked on it. No envelopes or bags.
- Every medication dosage administered will be documented in your student's record on FACTS and is always available for your review. You will also be contacted if your student habitually requests acetaminophen or ibuprofen.
- If your child is at school and it is determined that they have a fever or are vomiting, we ask that you arrange to have your child picked up within 30 minutes of notification. Also, a child should not return to school if they are still exhibiting symptoms of the prior illness. Please keep your child home if they show any signs of fever, diarrhea, vomiting, etc. *They must be symptom free without medication for 24 hours before returning to school.*

We have compiled the following information for your convenience so you will know our school's policy regarding these conditions:

Fever: Defined by a temperature of 100.4 or above

Chicken Pox: All the chicken pox must have a dry scab and no new pox must have appeared for the last three or four days.

Pinkeye: Eyes must be clear with no redness or secretion and must be on medication for 24 hours.

Ringworm: Contact the physician, the child must be receiving treatment (medication) and the ring must be completely covered by a bandage. After 48 hours of treatment, it is no longer contagious.

Strep Throat: We must have a doctor's note; the child must be on antibiotics for a minimum of 24 hours and be fever-free for 24 hours before returning to school.

Head Lice: When a case of head lice is found in the school, all students in the class will be inspected. If another student in the class is found with head lice, a note will be sent home from the office. The office will need to check the child before he returns to the classroom. Students must be nit-and-lice free for 24 hours before returning to school.

- We reserve the right to refuse a child returning to school with any unknown skin rash or other unknown illness until a doctor's note has been obtained.
- Health forms (new or updated) must be turned in by the first day of school.

INSPECTIONS

The administration reserves the right to search student book bags, desks, or jackets/coats at any time. If materials are found and determined to be offensive or inappropriate, they will be confiscated and the administration or teacher will communicate with the parent. Appropriate disciplinary actions will be taken if necessary.

LIBRARY

Preschoolers will visit our FOECA library once a week. They are encouraged to check out books suitable to their age group. They have the book checked out for a total of one week. We have wonderful volunteer librarians who will work with them, do special projects, and read books with them!

LOST AND FOUND

A lost and found will be maintained near the office. The school assumes no responsibility for lost items. Please make sure all personal items are labeled with your child's name. If your child is missing something, please be sure to check with the office. Lost and Found items will be kept for one month only.

MUSIC PROGRAMS

All preschool children have music as part of their weekly curriculum. The classes produce a program for all parents, grandparents, and friends to attend at Christmas time, Grandparents Day, etc. Information regarding programs is sent home in your child's folder/book bag and again in the weekly calendar. We invite you to attend and support these functions. If your child is sick on the day of a program or has been sent home due to sickness during that day, he may not participate in the program that evening. All children will be expected to attend and behave properly at these functions.

NEWSLETTER / REGULAR COMMUNICATION

A monthly calendar/newsletter is emailed from the office which has the events for the upcoming month. Your teacher will also send home periodic updates to share information about some of the upcoming events.

ORIENTATION

Parent orientation is required for parents of both new and returning students. Important policy and procedural changes will be discussed. Parents who do not attend should make arrangements with the office to sign all necessary forms prior to the start of school.

PARENT/TEACHER CONFERENCES

Parent-teacher conferences will be held twice each year. Conference dates are printed on the school calendar. Parents may request conferences with any of their student's teachers. All conferences are by pre-arranged appointments. Please contact the office if you must change or, due to an emergency, cannot keep your appointment. If deemed necessary, a conference at times other than Parent/Teacher Conference Week can be scheduled with the teacher. We request that you do not bring the child or any siblings to the conference. Please make appropriate child care arrangements.

PARTIES/ACTIVITIES

The preschool will have scheduled parties during the school year such as for Christmas and Valentine's Day. Teachers may plan other parties as well. Please note that we do not acknowledge or celebrate Halloween.

Birthdays: If you wish, you may send treats on your child's birthday for the children in the classroom. Please make arrangements for this with your child's teacher. If you prefer, you may donate a book, puzzle, or game as a birthday treat to your child's class in lieu of a snack. Gifts given in this way are marked with the child's name and birthday. Please note: If your child is having a birthday party at home, please do not send the invitations to school unless you are inviting the entire class. This causes problems when some children are not invited. Please mail or digitally deliver the invitations instead.

PHOTOGRAPHS AND YEARBOOKS

School photographs are taken each year in the fall and are available for purchase. Details will be sent home from the office prior to the day pictures are taken.

Yearbooks may be ordered in the spring. These albums highlight the events of the school year and are a very special way to preserve pre-school memories. If for some reason a child leaves FOCCA during the school year, but still wishes to receive a yearbook, please leave money in the office for the yearbook and postage.

Occasionally pictures are taken that are so special we would like to use them in our school brochures or on the website. We request that each child have a signed consent/denial form on file for aid in choosing photos to use. This form is a part of the parent contract.

PLAYGROUND/GYM

Recess is scheduled on a regular basis for each class, with the teacher supervising playtime. The children will be required to follow rules for the safety of all children.

We do enjoy playing out in most seasons, but will stay in when it is very cold or raining/muddy. Please dress your children appropriately. In winter and chillier months, your child will need: boots, coats, gloves, hats etc. In the summer and warmer months, do NOT put your children in flip flops or sandals with open backs or toes. Gym shoes or socks are required in the gym.

RETENTION POLICY

At the end of the school year, a determination must be made regarding a student's progress. Retention may be recommended or required based upon a child's development and classroom performance. A principal's recommendation, teacher's recommendation, overall classroom performance, academic analysis, input from outside of FOECA, and/or parental input may all be used to help in making a retention recommendation or decision.

VISITORS & VOLUNTEERS

Any persons other than students, staff, faculty, administration, or board members are considered visitors on campus and must come directly to the office for clearance before going anywhere in the building. Parents are welcome to visit, but we request that you discuss this with the teacher or administrator beforehand. You must stop at the office to receive a visitor's pass.

Parents are required to fulfill a 7-hour per child volunteer commitment to FOECA. Any hours not fulfilled will be billed at \$10 per hour.

When volunteering, we appreciate your full attention. Having a young child present seriously limits the volunteer's ability to serve and can put our students' safety at risk. Please arrange care for your younger children. Thank you in advance for your cooperation.