

Dear Parent,

Welcome to Westminster Christian Academy. We are honored to have your family join our school family. Thank you for allowing us to have a role in the growth and development – spiritual, academic, social & emotional and physical – of your child. Partnering with parents in the education, care and nurturing of children is both our calling and our mission. We take that calling and our partnership with you very seriously and work diligently to provide your child with an academic program that is grounded in God's truth, academically challenging, and comprehensive in breadth and depth of skills and knowledge.

Westminster Christian Academy has two divisions: the WCA Preschool, 18 months to PK4 and the Academy, Kindergarten to 8th grade.

This handbook is focused particularly on the policies, practices, and rules governing the WCA Preschool. Because of the operational and academic differences between the WCA Preschool and the Academy, we have chosen to create and publish a separate handbook addressing the policies, practices, and rules that apply to that division separately. Parent handbooks are available through the school office and accessible on-line through the ParentsWeb site.

Should you have questions about this handbook or our school policies, please do not hesitate to contact the school office.

We look forward to partnering with your family.

God's blessings,

Westminster Christian Academy

Westminster Christian Academy (Kindergarten - 7th Grade) is accredited by the Association of Christian Schools International. ACSI accreditation guidelines are available at www.acsi.org.

Westminster Christian Academy's Preschool (18 Months - PK4) is licensed to operate by the Texas Department of Family and Protective Services. A copy of the regulations and statutes applicable to the program are available for review in the school office.

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SCHOOL OFFICE AND CONTACT INFORMATION

Academy Office Hours

The Academy office is open Monday – Friday 8:00 am – 4:00 pm. The office is closed on all school holidays during the school year.

School office hours during the summer are Monday – Thursday 10:00 am – 2:00 pm.

WCA Preschool Office Hours

The WCA Preschool office is open most of the days that care is provided, including most Track B only days when the Academy/Main Office is closed for school holidays. Hours of operation are dependent on staffing needs in the Preschool rooms, but the Preschool Director is in the Preschool office as much as possible during hours of operation.

Phone Number: (281) 280-9829

Main School Office

Should you need to reach the school after hours, please leave a voice message on the main school voice mail and someone will return your call as soon as possible.

Preschool Office

When trying to reach the Preschool, call the school phone number, listen to the greeting, and select the appropriate extension. You will be transferred to either the Preschool office or to a phone in one of the Preschool rooms. During hours of operation every attempt is made to answer calls that come into the Preschool. If you have to leave a message, someone will be notified and will return your call as soon as possible.

School Fax Number: (281) 990-9739

Bay Area Presbyterian Church Phone: (281) 280-0713

School Office Email: office@wca-lions.org

Preschool Office Email: ececoffice@wca-lions.org

School Website: www.wca-lions.org

FOUNDATIONAL ELEMENTS

We are God's fellow workers; you are God's field, God's building. By the grace God has given me, I laid a foundation as an expert builder, and someone else is building on it. But each should be careful how he builds. For no one can lay any foundation other than the one already laid, which is Jesus Christ. (Corinthians 3:9-11)

I planted the seed, Apollos watered it, but God made it grow: So neither he who plants nor he who waters is anything, but only God, who makes things grow. The man who plants and the man who waters have one purpose, and each will be rewarded according to his own labor. For we are God's fellow workers; you are God's field, God's building. By the grace God has given me, I laid a foundation as an expert builder, and someone else is building on it. But each one should be careful how he builds. For no one can lay any foundation other than the one already laid, which is Jesus Christ. (I Corinthians 3:6-11)

HISTORY

Westminster Christian Academy was established in 1993 as a ministry of Bay Area Presbyterian Church. The church Session (board of elders) at that time adopted the constitution for the school. It was originally Bay Area Presbyterian School. Jim Bland was the pastor of the church and Shelle Ensio was the first Administrator. The school started with three grades and nine pupils. Judy Small was the Teaching Principal. In 1996, Kathleen Senyard became the first full time Headmaster and the constitution was revised. At present, Westminster Christian Academy serves approximately two hundred students from 18 months to eighth grade.

MISSION STATEMENT

God has given us a particular heart for supporting families by providing programs of excellence for their children. To this end, our church founded Westminster Christian Academy as a resource for Christian families seeking strong academic programming and spiritual training for their elementary-aged children. Then, in response to the need among local families to have a safe, positive, academically focused learning environment for their children ages 18 months to 4 years, we established the WCA's Preschool. This program is structured to have a broader outreach into the community. Therefore, unlike the Academy, children are eligible for enrollment in the Preschool even if Christianity is not the professed and practiced faith of the child's family.

The Mission Statements of the two divisions reflect the difference in both their core goals and their intended constituency:

Westminster Christian Academy exists to assist parents by equipping the next generation of Christian leaders with a love for learning and the intellectual framework required to impact the world for Christ.

Westminster Christian Academy's **Preschool** exists to serve the Clear Lake community by providing a loving, nurturing environment that focuses on preparing students to meet the physical, emotional, social, emotional and cognitive challenges of structured learning experiences and to introduce them to the saving grace and love of Jesus Christ through the teaching of God's Word.

STATEMENT OF FAITH

Authority of Scripture

We believe the Bible is the Word of God, the only infallible rule for faith and life. The Scripture's authority comes from God Himself, who breathed on the men who He used to write the Scripture. Scripture is completely trustworthy in everything it says and is without error in the original writings. The Bible is inerrant in all that God intended for it to say whether it speaks to matters of salvation, history, science, etc. apart from Him we cannot properly understand the world. (II Timothy 3:16; II Peter 1:21)

Creation

We believe God created the world in all of its parts, visible and invisible. He also created man, male and female, with a body and soul, and in His image. We believe God is the interpreter of His creation; apart from Him we cannot properly understand the world. (*Genesis 1:1; Genesis 1:26-27; Nehemiah 9:6; Hebrews 11:3; Job 38-40*)

Sin and Its Consequences

We believe that each person is born in sin, sharing in the original sin of Adam and Eve. Sinful acts are the result of the sinful nature. Each person demonstrates his separation from God by sinning in thoughts, words and deeds. The eternal result of sin is eternal separation from the presence of God in a place called hell. (Romans 3:23; Romans 3:10-12; I John 1:8; – Matthew 18:8-9; Mark 9:43-48; Jude 23; Revelation 20:15)

The Person and Work of Christ

We believe that Jesus Christ is the second Person of the Godhead. Although equal to the Father, He set aside for a time His divine privileges and took on a true human nature by being born of a virgin. We believe that Jesus lived a perfect, sinless life, offered Himself on the cross as a ransom for sinners, was buried, was physically raised from the dead and ascended into heaven. Because of His suffering on the cross and through His obedience, Jesus offers eternal life to sinners. (Colossians 2:9 - Romans 3:24-25; Romans 4:23-25; I Timothy 3:16)

Salvation Through Faith in Jesus Christ

We believe that because of sin each person is born eternally separated from God. Jesus Christ, through His death and resurrection, secured salvation for all who believe. By trusting Christ alone for salvation, the effects of sin are removed and each one who believes is given eternal life. This gift of eternal life is given to us by grace alone; it cannot be acquired by our human efforts or deeds. Our good deeds are the evidence or fruit of our faith in Jesus Christ. These deeds are a manifestation of a renewed heart and a confirmation that we are children of God. (John 5:24; John 11:25; Romans 5:1; Romans 10:9; Ephesians 2:8-9)

The Ministry of the Holy Spirit

We believe the Holy Spirit is the third Person of the Godhead who is equal in power and glory with the Father and the Son. The Holy Spirit applies the redemptive work of Christ in the lives of the elect by being involved in their new birth, justification, sanctification, perseverance and assurance. The Scripture teaches that believers are to walk in Him, be filled with Him, mortify the flesh by Him, pray in Him, be led by Him and be assured by Him. (John 16:8-14; I Corinthians 2:9-11)

The Church

We believe the Church is the body and bride of Christ. God placed all things under Christ's feet and appointed Him to be Head over the Church. As the Church's Head, Christ sets its laws and loves His bride. The universal church consists of the elect in all ages; the visible church consists of those who profess Christ along with their children. (Ephesians 1:22-23; Ephesians 5:25-27; Colossians 1:18)

The Second Coming of Jesus Christ

We believe that Jesus Christ, Who is presently seated at the Father's right hand, will return in glory to bring all things to consummation. No one but the Father knows the day or the hour of His coming. The Scripture teaches that there will be the great judgment seat of Christ at which there will be the separation of the sheep (believers) and the goats (unbelievers). Judgment will be based on the books in heaven: those whose names are in the Book of Life will live in heaven and those whose names are in the other book will be cast into hell. We believe that this trust of Christ's coming is a motivation to holy living. (Matthew 16:27; John 14:1-3; I Thessalonians 4:16-17)

PHILOSOPHY

"He grew in wisdom and stature, and in favor with God and men" (Luke 2:52.)

Westminster Christian Academy is a school dedicated to the glory of God. It is in existence to help students grow spiritually, emotionally, physically, and academically.

Westminster Christian Academy is a ministry of Bay Area Presbyterian Church and is an outreach to its community.

We know each child in our care is created in the image of God and unique and special to Him.

Our responsibility before God is to join with the parents and the community in the education of the student to the glory of God and to encourage and enable the student to become a well-rounded, productive member of God's family and society.

Our approach to education requires God and His Word be the focal point through which all living and learning is processed and evaluated. The Christian worldview (Christ-centered) stands in clear contrast to the humanist worldview (man-centered) and it is the goal of our programming to develop within our students a clear-sighted understanding of the difference.

The saving grace of Jesus Christ will be presented to all students, and they will be invited to receive Him as their personal Savior.

GUIDING STATEMENT

Westminster Christian Academy will be operated in accordance with the goals and policies established by the School Board and articulated in this manual.

All materials distributed within the school should follow these goals and policies as well.

EDUCATIONAL GOALS

- Our primary goal is to glorify God in all things.
- We believe we are to partner with parents in the education of their children, assisting rather than supplanting them in their God-given roles as leaders, teachers, and role-models to their children.
- Our desire is that every student know Jesus Christ as their personal Savior and mature in Him.
- We know each student is a unique creation of God and it is our purpose to encourage the full potential of that student.
- We commit to deliver a quality education to students that will enable them to successfully continue toward their academic goals.
- We believe students should be taught using a curriculum that balances the intellectual, social, emotional, physical, artistic, and spiritual areas of their lives.
- We endeavor to nurture the creative abilities and independent thinking of the students while guiding them to be responsible Christians.

OBJECTIVES

Our objectives are:

- to teach God is the creator and sustainer of the universe, and the Lord Jesus Christ is the divine Son of God who came to earth to die for our sin;
- to teach God has spoken to us through the Bible, the only infallible Word of God, and to teach the student how to study it, and apply its principles to every aspect of daily life;
- to inspire and motivate students to make a personal commitment to Jesus Christ, so they might live by and believe personally His Good News, allowing Him to change and shape them in a world that does not know Him;
- to help students better understand, belong to, worship, and serve in His church;
- to help students love, obey, respect, and help others as God desires, and to see life from His point of view;
- to develop within students trustworthiness to fulfill tasks given them, and to make sound choices in the way they behave and treat others. This responsibility is demonstrated through self control and discipline in both their academic and personal lives;
- to develop students' intellectual capabilities given by God, so they may take their places in society as mature, competent, well-trained people, evaluating all life from a Christian worldview;
- to help students grow as thankful and responsible citizens of the country in which God has placed them and to understand our American heritage in order that they may better understand and appreciate the other cultures and peoples of the world;
- to help students understand and begin to use their spiritual gifts as they trust Christ and grow in that relationship, particularly in how they relate with others and how they seek a vocation.

ORGANIZATIONAL STRUCTURE

God's word, the Bible, is the authority upon which this ministry stands.

THE SESSION

Bay Area Presbyterian Church is governed by the pastor and the elders of the church (The Session). These elders are chosen from the congregation and make all decisions concerning the direction of the church and its ministries. Because Westminster Christian Academy is a ministry of the church, the Session is the ultimate earthly authority over the school.

THE SCHOOL BOARD

We believe a strong governing body strengthens the school by giving wise counsel and requiring accountability. The School Board is the policy making body of the school as directed by the Session. The Head of School is an ex-officio member of the School Board.

THE SCHOOL ADMINISTRATION

We believe God has placed within our school the people He has specifically called, gifted, and tasked with its leadership. The Head of School is responsible for the daily operation of all aspects of the school, as well as planning for its future success. The Head of School reports to the School Board and answers to the Senior Pastor of Bay Area Presbyterian Church. The Preschool Director reports to the Head of School. Other members of Administration include the Business Manager and Assistant Head of School, as well as three Administrative Specialists, each responsible for the supervision of specifically assigned areas.

FACULTY AND STAFF

We believe teaching is a vocation reserved for those specially equipped and called by God and who evidence a love for children and a mastery of the essential teaching skills. Teaching at Westminster Christian Academy is a spiritual ministry and the teacher is to be a model and mentor as well as instructor. Faculty and staff members are recommended by the Head of School to the School Board, which is responsible for the hiring of the faculty and staff.

PARENTS

We believe parents are charged by God with the responsibility for their child's nurture and education. The home is the center of all learning for worship and work, devotion and discipline. In this complex society, parents voluntarily engage Godly teachers to partner with them in the educating and nurturing of their child.

Parents must agree not to directly contradict the core teachings of the school by signing the Statement of Family Support.

STUDENTS

We believe each student is created by God and the purpose for the existence of the school is the education of the student in the spiritual, academic, emotional, and physical aspects of his or her life.

Students are to be respectful of authority and obedient to the rules of this school at all times.

CHAIN OF COMMAND

There is a chain of command intended by God to produce peace, harmony, and productivity. The School Board, administration, faculty, staff, parents, and students of Westminster Christian Academy are to support and work within that chain of command.

The organizational structure of this ministry is a gift from God that works for the good of the school and the families it serves to the glory of God.

Because the school is a ministry of Bay Area Presbyterian Church, the Session and congregation of the church are essential elements in the chain of command. The relationships at Westminster Christian Academy are governed by principles involving authority and submission, leading and following.

The line of school authority at Westminster Christian Academy is as follows:

TEACHERS/STAFF MEMBERS – Teachers plan and implement instructional programs within the structure of the curriculum adopted by the school for the student groups to which they are assigned. Teachers are responsible for dealing with issues arising in the classroom.

Classroom concerns must first be addressed with the teacher before being brought to the Preschool Director, the Head of School, or School Board. Academy Teachers and Staff report to the Head of School, while the Preschool Teachers and Staff report to the Preschool Director. Staff members work within their assigned roles and duties.

PRESCHOOL DIRECTOR – The Preschool Director creates, directs, and coordinates the ministry of young children ages 18 months to PK4 in compliance with the Texas Department of Family and Protective Services (TDFPS). The Preschool Director provides leadership to and supervision of staff members and volunteers serving in Preschool, the Academy Extended Care Staff, the Academy Holiday Care Staff and the Academy Summer Camp Staff. The Preschool Director reports to the Head of School.

HEAD OF SCHOOL – The Head of School acts on behalf of and through the authority granted by the School Board. The Head of School is responsible for the day to day operation of the school including employee supervision and evaluation, curriculum evaluation and adoption, student discipline and guidance, budget planning and implementation, and ensuring compliance with policies put in place by the School Board. The Head of School reports to the School Board.

SCHOOL BOARD – The School Board is made up of members who are nominated by currently sitting members and approved by the Session. The School Board elects officers from among its members to serve in the following capacities: President, Vice President, Secretary, and Session Representative. Among its membership are also at least one member who serves on the BAPC pastoral staff and one member who is a WCA parent. The School Board derives its direction and authority from the Session.

CONFLICT RESOLUTION

The biblical principles of conflict resolution as found in Matthew 18:15 must be understood and followed by the parents, teachers, staff, and School Board.

If conflict arises between a parent and teacher, neither party should present that conflict to the Preschool Director, the Head of School, BAPC Pastoral Staff, School Board, or any other entity prior to speaking to the parent or teacher directly involved. If the conflict is not resolved directly between the parent and teacher, either or both parties must discuss the matter with the Head of School before appealing to the School Board (if the conflict is regarding a child/parent/staff member in the Preschool, both parties must first discuss the matter with the Preschool Director prior to consulting with the Head of School). If the matter cannot be resolved through the teacher, Preschool Director (for conflicts involving the Preschool), or Head of School, any person associated with the school has the right to appeal to the School Board.

Appeals by faculty, staff, or parents may be made directly to the School Board by following the procedure listed below:

1. The faculty, staff member, or parent with an unresolved concern should file a written complaint with the School Board.
2. The School Board will consider the complaint and, if it finds the complaint should be investigated, will invite the person to appear before the School Board for further explanation.
3. The person the complaint is against will have the right to present, in writing, his or her response to the grievance and to appear before the School Board to explain that response.
4. The response of the School Board will be considered the final word of Westminster Christian Academy on any dispute.

In spiritual matters, a member of the pastoral staff is always available for Godly counsel.

GENERAL POLICIES

“But everything should be done in a fitting and orderly way.” (1 Corinthians 14:40)

The Parent-Student Handbook is critical to consistency of policy implementation in the school. All parties of the school will have access to this handbook and all policies will be followed as detailed. Westminster Christian Academy administration reserves the right to make changes to the handbook if deemed necessary.

ADMISSIONS POLICIES

Philosophy and Nondiscrimination Statement

Westminster Christian Academy is a religious institution providing an education in a distinctly Christian environment. Admission into WCA’s Preschool is open to parents/guardians interested in securing a Christian education for pre-kindergarten students from 18 months old to PK4. WCA’s Preschool admits students of any race, color, nationality, and ethnic origins to

all the rights, privileges, programs, and activities generally accorded or made available to students at the school. WCA's Preschool does not discriminate on the basis of race, color, nationality, or ethnic origin. WCA's Preschool reserves the right to select students on the basis of academic performance, lifestyle choices, and personal qualifications including a willingness to cooperate with WCA administration and to abide by its policies.

In addition, a student may not be extended an invitation for admission if the parents'/guardians' lifestyle choices are in direct conflict with biblical standards. We believe that our biblical role is to work in conjunction with the home to mold students to be Christ-like by instilling a biblical worldview and teaching biblical principles throughout the instructional curriculum and extra-curricular activities. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning, or supporting sexual immorality; homosexual acts of sexual orientation; promoting such practices; or otherwise the inability to support the moral principles of the school. (Leviticus 20:13a, Romans 1:27, Matthew 19:4-6)

Westminster Christian Academy reserves the right to refuse admittance or to discontinue enrollment of a student whose needs cannot be adequately met through the existing academic structure and programming of the school.

Information pertaining to the student's physical and mental health as well as academic progress - When a student applies to Westminster Christian Academy Preschool, the parent must supply all necessary information pertaining to the student's physical and mental health.

Divorced parents – Westminster Christian Academy requires a current divorce decree showing custodial rights, limitations, and responsibilities. In the case of divorce, it is the responsibility of custodial parents to notify WCA of legal custody/guardianship status of their student. WCA will not subvert the law and must have court documentation stating custody status.

Wait List Policy

Westminster Christian Academy accepts students on a first come, first served basis. In the event that a class fills up, incoming students may be placed on a waiting list. Westminster Christian Academy reserves the right to fill class openings at its discretion.

TUITION AND FEES, VACATIONS/HOLIDAYS, CONTRACTS

Application and Registration

The non-refundable Admission and Enrollment fees are due at the time of submission. To ensure your child a place in our Preschool, the Admission and Enrollment fees have to be paid and you must receive a letter of acceptance from WCA.

Tuition

Classes are available on either half-day, school-day or full-day basis. Parents may also choose either a 10 month (Track A) or 12 month (Track B) program. Tuition rates are dependent on choices for days and hours of care.

Items Included in Tuition Lunch for full-day and school-day programs, snacks (two per day for full-day and school-day programs; one per day for the half-day program)*, school supplies, curriculum, state-mandated health screenings (PK4 only), memory book, school pictures (individual and class), school chapel shirt, nap-mat, PK4 off-site field trips and 18m-PK4 on-site field trips.

*Meals and snacks provided by Westminster Christian Academy comply with the United States Department of Agriculture's nutritional guidelines and the Texas Department of Family and Protective Services' Minimum Standards for licensed facilities.

Items NOT Included in Tuition - Supplied by Parent

Breakfast, diapers, wipes, diaper rash ointment, insect repellent, sunscreen and nap-mat cover, blanket, pillow (if desired)

Vacations

After one year of continuous enrollment, parents shall have the option to take one week (five consecutive days) of vacation during which time the child shall not be required to attend Westminster Christian Academy according to the contracted schedule. The week of vacation shall be scheduled at least two weeks in advance of the start date. Child care fees for the arranged vacation week shall be waived.

Extended Vacations or Absences

Parents may choose to extend vacation dates beyond the arranged week without risk of losing the child's spot in the classroom; however, the subsequent days/weeks must be paid at the regularly contracted rate - this includes extended vacations or extended absences for any other reason. Unpaid tuition will result in the student being withdrawn from WCA.

Weather or Emergency School Closures

There is no adjustment made to tuition for days missed for weather or other emergency school closures.

Late Fee

Extended Care closes promptly at 6:00pm. You will be charged \$1.00 per minute after 6:00pm until your child is picked up.

Holiday School Closures

Track A students follow the Academy School Calendar with the program closing for the following (typical school calendar, subject to change):

- Labor Day in September
- One day in October (Weather make up day if needed)
- One full week at Thanksgiving
- Two weeks during the Christmas holidays
- January 2nd
- MLK Day in January
- Presidents Day
- The week of WCA's Spring Break

- Good Friday and the Monday after Easter
- Memorial Day (if school is still in session).

Children enrolled in the Track A program may attend school during these “holiday” times at an additional daily cost on a space-availability basis.

Track B is a year round program but is closed for the following:

- 3 Days in August, just prior to the start of the new school year for WCA’s academy. This time is used for teacher training and to prepare classrooms.
- Labor Day - one full day (Monday in Sept)
- Thanksgiving - two full days (Thursday and Friday)
- Christmas - two full days (the 25th and one other day or the Friday before and/or Monday after)
- New Year’s Day - one full day (the 1st or the Friday before or Monday after)
- Easter - two full days (Good Friday and the Monday after Easter)
- Memorial Day - one full day (Monday in May)
- 2 Days at the end of May or the beginning of June (end of Academy school year) to transition rooms and schedules for summer.
- 4th of July - one full day (the 4th or the Friday before or Monday after)

There is no adjustment made to tuition for the closures listed above.

Contracts and Governing Law

An enrollment contract is required for each family whose children attend Westminster Christian Academy. Tuition and fees along with terms of payment will be clearly set out in the contract. Contract shall be construed and enforced in accordance with the laws of the State of Texas except as superseded by the rights afforded to Westminster Christian Academy as a private, religious institution incorporated in the State of Texas.

Modification of Contract Terms or Termination by WCA

Westminster Christian Academy shall be entitled to change any of the terms of this contract, including but not limited to fees, by providing the parents with a 2-week-advance written notice of such changes.

Westminster Christian Academy reserves the right to terminate this contract without notice if deemed appropriate and necessary by administration. Such termination would be effective immediately. The parents may appeal the decision to the Westminster Christian Academy Board of Directors. Decisions of the Board are final and binding. Upon termination by administrative decision of Westminster Christian Academy, the financially responsible person on record will be held accountable for payment of regular contracted fees for 30 days.

Payment Policies

All application, enrollment, and assessment fees are non-refundable.

Tuition paid in non-transferrable.

FACTS TUITION MANAGEMENT

Beginning with the 2016-17 school year, Westminster Christian Academy will utilize FACTS Management Company to manage our tuition and other school fee payments for all WCA families. All Westminster Christian Academy families will set up a FACTS account for payment of tuition and other fees; this will be done as part of the online enrollment/re-enrollment process.

FACTS charges an annual fee per family to administer tuition payments. For the 2016-17 school year, WCA will pay the FACTS set-up fee for ALL families. The fees are as follows:

- A one-time \$20 payment is required for tuition that is paid as a lump-sum or in two installments.
- A one-time \$50 payment is required for tuition that is paid via a monthly payment plan.

FACTS Payment Plans

Enrolling in a FACTS tuition payment plan allows parents to select a payment option that best suits their financial needs. The following payment plans are being offered. Depending on the start and end date of each plan, they may not always be available. Credit card payments incur a 2.75% service fee.

Bi-Monthly Payments:

- Spread your tuition balance over monthly installments with two payments per month.
- Payment Methods Offered: Credit Card, Automatic Bank Draft

Monthly Payments:

- Spread your tuition balance over monthly installments.
- Payment Methods Offered: Credit Card, Automatic Bank Draft

Semi-Annual Payments:

- Pay your tuition in two installments.
- Payment Methods Offered: Check, Credit Card, Automatic Bank Draft

Payment in Full (One Annual Payment):

- Pay your tuition balance in full.
- Payment Methods Offered: Check, Credit Card, Automatic Bank Draft

Payments Not Collected

Payments not collectible on the agreed upon date for any reason (e.g. insufficient funds or insufficient available credit) will incur a FACTS missed payment fee plus any fees established by the individual's banking institution. FACTS will automatically attempt a second debit from your account on the next possible due date (e.g. you choose the 5th as your payment date; insufficient funds on the 5th will attempt to be collected on the 10th). Your child will be subject to dismissal from WCA if delinquency of payment occurs over a two-month period.

Terms of Student Withdrawal Track A

Early withdrawal, whether at the request of the school or the parent, does not mitigate legal responsibility for payment of all outstanding amounts owed the school, including tuition, fees, and any other incidental charges. An early withdrawal administrative fee of \$250 will be charged to cover the cost of classroom and office record updating.

In addition to the \$250 administrative fee, an additional 1/10th of annual tuition will be charged as an early withdrawal penalty.

The child's legal guardian must give a 30 day written notice to the provider, Westminster Christian Academy.

Terms of Student Withdrawal Track B

This contract may be terminated by the child's legal guardian with a 30 day written notice to the provider, Westminster Christian Academy. Failure to give a 30 day written notice will result in obligation to pay tuition for the next 30 days at the regularly scheduled tuition rate.

COMMUNICATION

We believe clear, frequent communication is key to successful relationships. The school office sends a weekly email including a letter from the Head of School and other helpful information. Emails are sent by the Preschool office to inform and remind parents of upcoming events and happenings at both Westminster Christian Academy and Bay Area Presbyterian Church.

We also welcome and encourage you to share any suggestions and/or concerns you may have. Your input is very valuable to us and always appreciated.

Special arrangements may be made for a conference with either your child's teacher, the Preschool Director or the Head of School at any time during the year. **Please do not try to conference with your child's teacher before or during class** as she is responsible for the safety and well-being of all of the children in her care and they require her full attention.

PARENT-SCHOOL COMMUNICATIONS

The administration will prepare annually and make available to all families a *Parent-Student Handbook*, which contains all policies governing student life at Westminster Christian Academy.

Parents may discuss any school policies with the Head of School by making an appointment through the school office. If the policy pertains to the Preschool, the parent must first discuss the policy with the Preschool Director before scheduling an appointment with the Head of School.

If a parent has a concern with a teacher, the parent should first discuss the concern with the teacher. (An appointment must be made with the teacher via email or through the school office.) If the parent does not feel the issue is resolved, the next step is to discuss it with the Head of School. If the parent does not feel the Head of School has resolved the issue

properly, a request can be made, in writing, for review by the School Board. (Please see the Conflict Resolution section of this handbook.)

PARENTAL SUPPORT

There are several things parents can do to support their child's teachers:

* **Prayer.** Please pray for the teachers and students at WCA.

* **Share your knowledge.** Perhaps you have an interesting job, hobby or life experience that you could share with a class or group of classes.

* **Help increase financial and other resources.** Give of your time to school fundraisers. Help research or apply for federal or private grants to benefit specific school programs. If you have access to materials the school needs, please consider making a donation.

* **Volunteer.** Teachers appreciate it when parents help out at the school! There are many ways you can contribute. You can volunteer in your child's class or in the school library. You can make food for a school event. You can become the room mom for your child's class.

* **Join the Parent Teacher Fellowship (PTF).** This is one of the most important links between you and your child's school. It is designed to enhance school-parent communication and help parents be more involved in their children's education experience. PTF will help you get to know teachers and other parents and learn the most effective ways to suggest changes at your school.

Please do not discuss problems or disagreements with the school in front of or with your children. The student should see the parents and the teacher as a united team working together toward the common goal of success for the child.

SAFETY AND SECURITY

Security Doors

Security doors equipped with electronic keypads are located at either end of the main hallway. Because our students' safety is our top priority, the security doors are locked at all times. Between the hours of 8:45 a.m. and 3:45 p.m. building access is through the school office only. Outside of those hours, the building is accessible by using the key code assigned to each family. The code is a 4-digit number followed by an asterisk (*). Should you forget your assigned security code, you may access it in RenWeb. Simply go to the School Information section, click on Webforms, select the Custodial Demographic form, and look at the work address. You will see your current key code in that field. Many parents find it helpful to store their security code as a contact in their cell phone. The keypad will be in use outside the hours of 8:45 a.m. and 3:45 p.m.

Between the hours of 8:45 a.m. and 3:45 p.m., all visitors to the school must sign in at the school office, wear a visitor badge, and be "buzzed" into the building. Visitors must also sign out when leaving the building during these hours.

Animals on School Grounds

Pets and other animals should not be on school grounds unless approved by the school office. There are strict licensing requirements that must be met before animals of any type can be allowed in contact with students. If permission is granted, you must provide applicable current health records for the animal as proof that animal is current on vaccinations as required by law.

Pets should not be on the playgrounds at any time, due to health concerns.

Playgrounds

Due to liability and licensing restrictions, only WCA students enrolled in programs that fall under the jurisdiction of TDFPS may use the school playgrounds after school hours.

Child Abuse

Our faculty and staff are required to report suspected child abuse to Child Protective Services. By law, Child Protective Services of the Texas Department of Family and Protective Services has the legal right to:

1. Interview students suspected of being abused or neglected without prior notice to parents. (Staff cannot be present during the interview to insure the least amount of influence or pressure on the child.) CPS will provide a letter for each child interviewed to inform parents that their child was interviewed and whom to contact if they have any questions.
2. Obtain a copy of the child's school records without the parent's permission.
3. Remove a child in an emergency situation.

Westminster Christian Academy will make every effort to exercise discretion and sound judgment, however, we have a legal obligation to report to CPS should reason exist to suspect abuse or neglect. State law does not afford teachers or other school employees the opportunity to investigate those claims or suspicions.

Student Records

Student records are confidential and may be accessed by authorized school personnel only.

EMERGENCY MANAGEMENT AND SCHOOL CLOSINGS

Fire and Weather Drills

A fire drill is conducted and recorded monthly. Everyone exits the building in an orderly manner; teachers and students stand in rows by class facing away from the building until everyone is accounted for. Fire regulations require this is to be done in 2 minutes or less.

A severe weather drill is held quarterly in accordance with state regulations. All faculty and staff members have received training in where all students should be moved during these drills, as well as in the case of real severe weather emergencies.

Fire Safety

The building and grounds of Westminster Christian Academy are inspected annually by the

Webster Fire Marshall's office. The building is protected by both fire alarm and sprinkler systems. These systems are also inspected by licensed inspectors on an annual basis. Fire extinguishers are strategically located throughout the building and kept up to date.

A fire drill is held monthly. Teachers in charge of student groups lead their students out of the building in an orderly fashion using the designated primary exit for their classrooms (secondary exits are used when primary exits are blocked). Classes proceed to their pre-assigned areas where they remain until an all-clear signal is given. The teacher in charge of each student group is responsible to take the emergency contact information for every student in that group outside with the group.

In the event of a fire in the building, the same procedure will be followed. A parent (or emergency contact if a parent cannot be reached) will then be called to pick the student up from school. Information about when classes will resume will be communicated to parents as soon as possible by email, through ParentsWeb, on the school's website, and via the school's answering machine message. Classes will not resume until the building has been inspected by the Fire Marshall's office and declared safe for occupancy.

Weather

Announcements and information about school cancellations will be posted on the school's website, ParentsWeb, and the school answering machine message. Parents will also be advised of school closings via email and/or text messaging.

On school days for which a heat advisory has been issued by the National Weather Service, students will be taken outside for a shorter period of time than normally scheduled.

On school days for which an air quality concern is issued by the US Environmental Protection Agency, we will follow the Air Quality and Outdoor Activity Guidance for Schools and adjust our outdoor time accordingly. www.airnow.gov

Severe weather drills are held following the state mandated schedule. All students will practice relocating to a safer zone within the building and assuming a protective position on their elbows and knees with their hands over their heads. The drill will not end until all students are accounted for and an all-clear signal is given.

In the event a severe weather-related occurrence damages the building to the degree that it is no longer safe for occupancy, students will be relocated to a safe zone, then parents (or emergency contacts if a parent cannot be reached) will be called to pick students up.

Information about when classes will resume will be communicated to parents by email, text message, through ParentsWeb, on the school's website, and via the school's answering machine message. Classes will not resume until the building has been inspected by qualified engineers and declared safe for occupancy.

SCHOOL CLOSURE

If it is necessary for WCA to close due to bad weather, you will be contacted via email and/or text message. We will also post closures on the WCA website (www.wca-lions.org).

Cancellations for severe weather may or may not coincide with CCISD, therefore parents should check the WCA website at *wca-lions.org* for confirmation of closure.

There is no adjustment made to tuition for days missed for weather or other emergency school closures.

CURRICULUM

Preschool is a time of rapid growth and development. Our curriculum is designed keeping in mind the physical, spiritual, social & emotional and intellectual developmental needs of all students.

Children attend an age-appropriate chapel service on Wednesday mornings. Chapel is a highlight of our week where students learn to Praise and Worship our Creator as they learn the truth about the world God made for them to live in. Each child has a unique purpose and gifting from God and we want to help each child develop their unique and special gifts.

Our daily schedules include circle time, table time, outside play, snack time, lunch time, nap time, art activities, cognitive centers, and dramatic play. Weekly, the children participate in Spanish, Music and Movement, Library, Computers, PE, Music and Chapel.

Student Evaluations

Teachers complete a developmental checklist on each student 4 times a year. If you have any concerns or questions about your child's progress, please contact the Preschool Director to make an appointment to meet with the teacher.

CONDUCT AND DISCIPLINE

WCA teachers and staff utilize positive guidance methods that help to teach children self-control. The teacher sets rules and expectations at an age appropriate level and then talks about acceptable and appropriate behavior with the children in her class. When inappropriate behaviors occur, children will be redirected to behaviors that reflect a better decision on the child's part. Good decisions and choices are encouraged with positive reinforcement and praise. At times a child must be removed from the situation for a few minutes with a "time-out" until he/she can return to the group and participate cooperatively.

If a child continues with unacceptable behavior (biting, spitting, hitting, kicking, etc.) on a regular basis and causes disruption to the class or poses harm to his/her classmates or the teacher, he/she will visit with the Preschool Director and have a "cool down" time in the Director's office. Parents will be notified of the behavioral problem so a team (parent, teacher and administrator) approach can be taken to help the child understand and make better personal choices.

Biting and Spitting

In the instance of one child biting another child, each parent will be notified of the incident. Due to the seriousness and health concerns involved, no biting or spitting will be tolerated. A child who bites or spits will be promptly removed from the group and, if deemed necessary, the parent will be called to come and pick-up the child from school.

Damage to Property

Children are expected to treat all property located at the facility with respect, including but not limited to toys and furniture. The child's legal guardian or person listed as financially responsible will pay for the destruction of any property located at the facility, whether owned by Westminster Christian Academy or any other person, at the replacement cost, if such destruction was, in the judgment of administration, caused by the child.

HEALTH AND WELLNESS

A current immunization record, medical evaluation from the student's physician, and a record of emergency information is required for each student attending Westminster Christian Academy.

We recommend but do not require that our staff members receive vaccinations.

Vision and hearing screening

A copy of the results of a vision and hearing screening are required to be on file within 120 days of enrollment for all 4 year old students.

ILLNESS

In the interest of all the children who attend WCA as well as staff and faculty, your child is not allowed to return to school if he/she has had fever or any of the following in the past 24 hours:

Vomiting

Diarrhea

Fever of 100.4 degrees or more (without fever reducer)

Unexplained rash

Unexplained eye redness and/or drainage

Please do not bring your child to school if he/she has yellow or green nasal drainage, a productive cough, or symptoms of any communicable disease.

If your child needs medication during school hours, you must turn the medication into the preschool office or child's teacher and complete a medication permission slip. All medication must be in its original container labeled with the child's full name and the date it was brought in. The medication must not be expired. Prescribed medication must be prescribed for that child.

If a child begins to show signs of illness while at school, he/she may be removed from the classroom and the parent called to come pick him/her up.

If a minor accident such as a fall, minor cut, etc. occurs, the attending staff member will complete an accident report. The parent will then be notified of the accident before the end of the day. In some cases, you may be called right away so that you can decide if you want to seek medical attention for your child. Should a major injury requiring immediate medical attention occur, the child will be transported via ambulance to the local hospital chosen by the parent (and indicated on the enrollment form) and the parent (or emergency contact if parent is unreachable) will be informed immediately. School personnel will accompany the child to the hospital and remain on site until a parent arrives.

Communicable diseases (including lice infestation) should be reported to the Preschool office and will be handled discretely. Because all Preschool classes share such areas as the playground, lunch, and bathroom facilities, we will send a note to every family informing them of the presence of the disease in the school (as required by TDFPS standards). Personal information such as the child's name and class will not be shared.

LICE : If evidence of lice is found, a student may return to school 24 hrs after home treatment when there are no more eggs/nits or live lice. Your child may return the next day if professionally treated and you provide a letter from the treatment facility stating that the child is egg/nit and lice free.

DROPPING OFF AND PICKING UP

ARRIVAL

The Preschool operating hours are 6:30a.m. – 6:00p.m., Monday through Friday. Half-day classes are from 8:30a.m. to 12:00p.m. School-day classes are from 8:30a.m. to 3:30p.m. Please make every effort to have your child at school on time to allow for a transition time before structured activities begin.

All Preschool children must be walked to the classroom and signed-in.

Between the hours of 6:30am and 9:00am, we ask that you park in the parking lot by the church entrance or by the main school entrance at the back of the building.

- During the school year, the security doors are locked and key codes are no longer active after 9:00am. You **MUST** enter through the main school office when arriving after 9:00am.
- For convenience, during summers and days when only the Track B program is open key codes will be active on the Preschool security doors all day. You may drop off and pick up without checking in at the main school office during summers and during holidays when only the Track B program is in operation.
- **For safety reasons, do not park in the areas next to or across from the circle drive.**
- *****Do NOT park in the circle drive and leave your car unattended at any time!*****

Please walk your child into the building and sign them in. Please take your child to the classroom and make sure that the teacher has greeted them and is aware of his/her presence before you leave. It is best for you to take just a few minutes to get your child settled in, reassure him/her that you'll be back, give him a hug and kiss goodbye, and then be on your way.

DISMISSAL PROCEDURES

Noon Dismissals - Students who are dismissed at noon need to be picked up as close to that time as possible. This helps to build trust in your child and eliminates any possible anxiety for him/her. We ask that you pick up your child in the classroom and sign them out.

Children in the half-day program who have not been picked up by 12:15p.m. will be taken to a full-day classroom of the same age group. Parents will be billed the hourly drop-in rate plus the cost of an emergency lunch.

Other Pick-up/Dismissal Times -

- *Between the hours of 9:00 and 3:30:* You MUST enter through the main school entrance and sign in. You will be “buzzed” in and then you may go to your child’s classroom to sign him/her out.
- *After 3:30 pm:* You may enter at the church end of the building and use your key code to enter through the security doors by the Preschool.
- *Summers and days when only the Track B program is open (Academy/Track A holidays):* The key codes on the Preschool security doors will be active all day. You may drop off and pick up without checking in at the main school office during summers and during holidays when only the Track B program is in operation.

Late Fee

Extended Care closes promptly at 6:00pm. You will be charged \$1.00 per minute after 6:00pm until your child is picked up.

SOMEONE ELSE PICKING UP CHILD

If someone other than the usual adult is picking your child up, and they are not listed on your authorization to pick up form, please send a note and contact us by phone to inform us of this change. Please let your child know as well so they are aware of the change. **Students cannot by law be released to anyone other than those designated on your child’s pick-up authorization list without prior notice from the parent or guardian.**

LUNCH AND SNACKS

If your child has food allergies, you must notify the teacher and office in writing. Please provide needed medication to the office to be administered if a reaction occurs. Lunch and snacks for students who require special diets or are allergic to the foods being served must be provided by the parent.

Lunch: A warm, delicious, nutritious lunch is provided to students who are scheduled to attend preschool after 12 noon. If you choose to have your child bring lunch to school, please do not send anything that needs to be heated or refrigerated.

Snacks: A delicious, nutritious snack is provided in the morning and afternoon each day.

Meals and snacks provided by Westminster Christian Academy comply with the United States Department of Agriculture's nutritional guidelines and the Texas Department of Family and Protective Services' Minimum Standards for licensed facilities.

SCHOOL ATTIRE

We want your child to be comfortable and safe while at school. We ask that children wear comfortable play clothes and shoes. **Open toed shoes are not allowed.** For your child's safety - sling back, clogs, and chunky heeled shoes are not allowed because of the potential safety hazard they pose when climbing, jumping and running. **Tennis shoes are most appropriate and are mandatory for P.E. class.** Keep in mind that the children go outside to play every day, weather permitting. Please dress your child accordingly and send a sweater or jacket if the weather is too cool for him/her to play outside without one.

We ask that you keep a change of clothes in your child's backpack at all times.
(Remember to include underwear and socks.)

Keep in mind, when your child is going to the restroom that buttons and snaps may be difficult for your child to manipulate and belts can become a frustrating obstacle.

All Preschool students are required to wear their Westminster Christian academy uniform shirt on chapel days.

RECOGNITION OF HOLIDAYS

"Everything is permissible - but not everything is beneficial. Everything is permissible -but not everything is constructive. Nobody should seek his own good, but the good of others. 1 Corinthians 10:23-24

Please be sensitive to the differing perspectives our families may hold on the celebration of various holidays. Christian liberty is an important freedom God has given to all of His children, but it is balanced by being an encouragement to one another in Christian love.

HALLOWEEN

Halloween is not celebrated by Westminster Christian Academy.

We neither encourage nor condemn participation in trick-or-treating and other similar celebrations. That is a parental decision, and no one employed by Westminster Christian Academy will tell any child that it is in any way wrong for children to participate in Halloween functions.

Please do not send any items with witches, ghosts, goblins, spooky bats, skulls, vampires, zombies, werewolves or spooky black cats to school functions.

Our church, Bay Area Presbyterian Church, provides a trick-or-treating alternative event on October 31. WCA families are welcome to attend. Students attending this event must have a responsible adult accompanying him/her at all times.

CHRISTMAS

We want the emphasis at Christmas to be on Christ's birth. Accordingly, we focus on the nativity story.

We neither encourage nor condemn families or children who "believe in Santa Claus". That is entirely a parental decision, and no one employed by Westminster Christian Academy will tell any child that Santa Claus does not exist or that it is in any way wrong for children to believe he does.

Please be sensitive to every family's right to decide this matter for themselves and their children. Please share this perspective with your child and let him/her know that telling any classmate that Santa Claus does/does not exist is neither helpful nor encouraging to the classmate. It may, however, be very hurtful.

Winter scenes, snowmen, snowflakes, etc. are acceptable for classroom parties and other Christmas season decorations. The emphasis of all parties and celebrations should, however, be Jesus. Please do not send items with Santa Claus and motifs associated with him for school functions.

EASTER

We want the emphasis at Easter to be on Christ's crucifixion and resurrection. Accordingly, we focus those biblical truths.

Please do not send items with the Easter bunny to school functions.

Classroom teachers may tell the Easter story through "resurrection eggs".

Egg hunts, Easter baskets, and spring themes are acceptable for classroom parties and other Easter season decorations. The emphasis of all parties and celebrations should, however, be Jesus.

All students and classes participate in the "Flowering of the Cross" chapel. **Please help us make this a special time of reflection and awe for what Christ did for us through His**

death and resurrection by adopting an attitude of quiet reverence during this very special chapel celebration. Pictures should be taken after, rather than during, chapel. A yearbook photographer will discreetly take pictures throughout the event and make them available to parents in an electronic file.

PARTIES AND BIRTHDAYS

Each classroom teacher will ask for a volunteer willing to act as Room Mom (or grandma or dad or grandpa). The job of the Room Mom is to help plan parties and special events. These volunteers are extremely important for the success of the events and are greatly appreciated. You will be contacted before each event and given the opportunity to help in any way that you can.

All notes, letters and emails to WCA students and their families from Room Moms and teachers regarding holidays or parties must be approved by Administration (Preschool Director or Head of School) before being distributed.

Before sending party items to the school, please read the HOLIDAYS section carefully.

BIRTHDAYS

Please inform your child's teacher at least one week in advance if you would like to have a party for your child in the classroom.

We love to celebrate with your child on his/her birthday! You may send cookies or other snack to share with the class during snack time. Please check with your child's teacher about possible allergies when considering what to send (please inform the teacher in advance if you are going to send a snack). You may send "party" paper ware to go with the snack but **NO PARTY BAGS, GIFTS or FAVORS** are allowed. **If you want to hand out invitations for a personal party at school, all students in your child's class must receive one.** We ask that you give the invitations to the teacher so that she can put them in the student's backpacks.

MISCELLANEOUS RULES

BACKPACKS AND CHANGE OF CLOTHES

Each child should bring daily a backpack large enough to accommodate a 9 x 11 folder. Please check your child's backpack daily. Please keep a change of clothes which reflects the current season in it.

TOYS

Children are asked not to bring personal toys to school unless the teacher has made a special request (e.g. Show & Tell). Please do not allow your child to bring a toy gun, knife or sword. If

your child wants to bring a toy to show to the teacher, we ask that you take it with you when you leave or, alternatively, the teacher will place it in your child's backpack for safekeeping; however, the toy will not be accessible to your child during school hours. Weapons are not permitted at any time.

FIELD TRIPS

Westminster Christian Academy's Preschool PK4 students do leave the school campus for field trips. A notice of the day, location and time of departure and return will be posted in each PK4 classroom at least 48 hours before the field trip.

Our Preschool Toddlers, PK2 and PK3 students do not leave the school campus for field trips but we do schedule enrichment activities on campus such as visits from the local fire department and police department, Museum of Natural Science, medical professionals, etc.

POTTY TRAINING

It is necessary for all students entering PK3 and PK4 to be potty trained before school starts. Potty trained students should no longer wear diapers or pull-ups, they are able to tell the teacher when they need to go to the bathroom and they can attend to their own hygiene. If your child is entering PK3 or PK4 and they are not potty trained, please inform the director to discuss options.

FUNDRAISING

Fundraising is necessary to the success of Westminster Christian Academy just as it is to all schools, public and private. Monies received through fundraising are first used to meet budgetary requirements. Tuition and other sources of revenue from within the school cover about 90% of the school's expenses. Once that need is met, the remaining funds are used to take on projects such as updating and upgrading equipment and spaces, providing new learning technology for our classrooms, providing benefits for staff and faculty, providing financial assistance to qualified families, and ensuring the long-term financial health of the school. The monies given to Westminster Christian Academy are used to benefit our students, the school, and the future of both.

The School Board of Westminster Christian Academy desires neither continuous fund raising nor fund raising that requires students to solicit funds from strangers. Westminster Christian Academy does not allow its students to solicit funds for the school door-to-door without specific approval from the School Board.

FUNDRAISERS

WCA has two major fundraisers each year: a fall annual fund drive and a spring dinner and auction. The committee for each major fundraiser will include a School Board member or a member of school administration.

Middle School and Jr. High students may raise funds through special events and sales to provide funding for their annual special field trips that take place in the spring of each year. All funds raised will be divided equally among the students who are actively involved in the fundraiser, and will be used to reduce the cost of the trip for those students.

GIFTS

The School Board of Westminster Christian Academy will have discretion to accept a gift of money, goods, or services for the programs of the school.

All gifts of money accepted must be used as determined by the School Board in accordance with the budget policies and principles. All gifts of money accepted will be acknowledged in writing with a receipt for tax purposes.

Westminster Christian Academy is a ministry of Bay Area Presbyterian Church which has been granted 501(c)3 status by the United States Internal Revenue Service. As such, donations made to this organization are tax deductible. The extent to which a donation is deductible for specific individuals and organizations may be determined in consultation with a tax professional.

DONATIONS

The School Board of Westminster Christian Academy will have discretion to accept donations of goods and services for the programs of the school. All donations of goods and services accepted must be used as determined by the School Board in accordance with the policies and principles of the school.

All donations of goods accepted will be acknowledged in writing with a receipt for tax purposes. Specific limits and eligibility for tax deductions may vary according to individual circumstance and qualification and should be determined in consultation with a professional tax advisor.

GIFTS OF TIME

The gift of time in the form of volunteer hours has enormous value to the school. The donation by a person of a substantial number of volunteer hours will be publicly acknowledged with appreciation.

PARENTAL INVOLVEMENT

Children, obey your parents in the Lord, for this is right. “Honor your father and mother” – which is the first commandment with a promise – “that it may go well with you and that you may enjoy long life on the earth.” Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord. (Ephesians 6:1-4)

All parents are urged to actively participate in all aspects of the school. Parents are as integral a part of the school as the administration, faculty, and staff. The meaningful involvement of parents is vital to the success of a school.

PARENT-TEACHER FELLOWSHIP

The Parent-Teacher Fellowship (PTF) is composed of parents, teachers, and interested relatives and friends and is an excellent forum for parental involvement.

The role of the PTF is to:

- identify areas of need for volunteers within the school;

- match volunteers with needs;
- coordinate special projects and class events;
- plan and coordinate certain school-wide special events;
- reach out to all families, particularly those new to WCA;
- bring all WCA constituents (families, friends, faculty, and staff) together in Christian fellowship and love.

The PTF is organized and functions within the by-laws approved by the School Board. Membership dues (\$20 per family annually) are utilized to fund the special events and projects approved by the Executive Committee.

The Executive Committee is the decision-making body of the PTF and works with administration to carry out the mission of the organization.

PTF Executive Committee Positions

- President
- Vice President
- Secretary
- Treasurer
- School Board Liaison
- Auction Committee Chairman

PTF MISSION STATEMENT

The Parent-Teacher Fellowship of Westminster Christian Academy exists to promote the welfare and Christian growth of WCA students in home, school, church and community; and to bring into close relation the home and the school, that parents and teachers may cooperate intelligently in the training of the child.