



**WCA**  
WESLEY CHRISTIAN  
— A C A D E M Y —

**Elementary Parent and Student Handbook**  
**2018-2019**

**Wesley Christian Academy: DOE: 8477**

**950 7th Street**

**Clermont, FL 34711**

**Academy Office:**

**352-394-0191**

**Ext. 601 Mrs. Bernoska**

**Ext. 602 Principal**

**Ext 603 Elementary Admin Desk**

**Director of Administration:**

**Beth Bernoska**

**b.bernoska@fumc-Clermont.org**

**Principal:**

**principal@fumc-Clermont.org**

**Administration:**

**Dana Brice**

**Jennifer Royston**

**wcaelem@fumc-clermont.org**

[www.WesleyChristianAcademy.org](http://www.WesleyChristianAcademy.org)

### **HOURS OF OPERATION**

#### **Classroom Hours**

Monday, Tuesday, Thursday, Friday

8:30 am – 3:00 pm

Wednesday

8:30 am – 2:00 pm

#### **Office Hours**

Monday – Friday

8:15 am – 3:30 pm

Dear Academy Families,

We would like to thank you for choosing Wesley Christian Academy. We look forward to another outstanding year with our students and families. We welcome back our returning students and look forward to getting to know our new families. Our excellent staff has worked to develop opportunities for your child to learn what God's love can bring to their lives, and to give them the educational experiences that will enable them to be successful in their academic advancements.

Our mission is to provide a Christ-centered, loving, nurturing and safe environment where students can develop cognitively, emotionally, physically, socially and spiritually to the best of their abilities.

Our goal is to provide a Christ-centered, creative, developmentally appropriate curriculum that will address each child's individual needs.

Our philosophy is a hands-on learning environment that develops the skills necessary to help a child develop a love for learning and the self-esteem to become an independent thinker and a follower of Christ.

We hope you will find the information in this handbook to be informative and helpful. Please keep the handbook and use it as a reference throughout the school year.

God Bless!

## Academic Calendar

August 13 <sup>th</sup>	First Day of School
September 3 <sup>rd</sup>	Labor Day (Academy Closed)
October 12 <sup>th</sup>	Teacher Workday (Academy Closed)
November 19 <sup>th</sup> -23 <sup>rd</sup>	Thanksgiving Holiday (Academy Closed)
December 21 <sup>st</sup> -January 2 <sup>nd</sup>	Christmas Holiday (Academy Closed)
January 3 <sup>rd</sup>	Welcome Back
January 21 <sup>st</sup>	Martin Luther King, Jr. Day (Academy Closed)
February 18 <sup>th</sup>	Teacher Workday (Academy Closed)
March 15 <sup>th</sup> -22 <sup>nd</sup>	Spring Holiday (Academy Closed)
April 19 <sup>th</sup>	Good Friday (Academy Closed)
May 24 <sup>th</sup>	Last Day of School/

## Academy Events

August 7 <sup>th</sup>	7:00-8:00 pm	Parent Orientation
August 9 <sup>th</sup>	10:30 -11:30 am	Meet the Teacher
August 21 <sup>st</sup>	8:45 a.m.	Family Chapel Service
September 7 <sup>th</sup>		Progress Reports
September 21 <sup>st</sup>	6:30 pm	Bingo night
October 18 <sup>th</sup>		Yearbook pictures
October 19 <sup>th</sup>		Report cards
October 30 <sup>th</sup>	9:00 a.m.	Fall Festival
November 14 <sup>th</sup>	10:30 a.m.-12:00 p.m.	Thanksgiving Feast
December 11 <sup>th</sup>	6:30 p.m.	Christmas Program
Nov 16 <sup>th</sup>		Progress report
Jan. 4 <sup>th</sup>		Report cards
January 23 <sup>rd</sup>	9:30	Hero Day
February 8 <sup>th</sup>		Progress report
February 15 <sup>th</sup>	6:00 p.m.	Valentine's Day Dance
March 2 <sup>nd</sup>		Golf tournament
March 7 <sup>th</sup>	9:00-11:00 a.m.	Wacky Thursday
March 29 <sup>th</sup>		Report card
April 26 <sup>th</sup>		Progress report
April 30 <sup>th</sup>	6:30 p.m.	Daddies and Dessert
April 29 <sup>th</sup> -May 4 <sup>th</sup>		Staff Appreciation Week
May 9 <sup>th</sup>	9:15 a.m.	Mother's Day Brunch
May 23 <sup>rd</sup>	9:30 a.m.	Academy Awards/Report Card

## **ACCREDITATION**

WCA is seeking accreditation from Association of Christian Schools International (ACSI) and will be working through the candidacy process this school year. Accreditation is a three year process and requires the involvement of teachers, parents and board members. If you would like to be involved please email [principal@fumc-clermont.org](mailto:principal@fumc-clermont.org)

## **ADMISSIONS FOR FIRST THROUGH THIRD GRADE**

Admissions for newly incoming students for first grade and above will need to complete the following items.

1. Fill out an application
2. Provide two references: previous teacher and previous administrator of current school
3. Parent and student must meet Principal during tour

## **AFTER SCHOOL PROGRAM**

WCA offers an after-school program that begins at the conclusion of the school day and ends at 5:30 p.m. The program is an annual contract and a non-refundable \$25 registration fee (per family) is due at enrollment. All tuition policies apply to the after-school program. A two-week paid and written notice to the Director is needed to withdraw a child from the program.

Elementary after school hours are from 3:00-5:30 p.m. (Wednesday is 2:00-5:30 p.m.). Rates are as follows:

1 Day per week	\$15/week
2 Days per week	\$23/week
3 Days per week	\$30/week
4 Days per week	\$33/week
5 Days per week	\$37/week

## **BULLYING**

Bullying and physical contact is not appropriate or tolerated on the WCA campus. If an issue should arise, parents are expected to work closely with the Principal, Director, and staff to develop a plan that supports the philosophy of the academy. If a resolution is not reached, WCA reserves the right to discontinue services.

Bullying is defined as conduct which subjects a pupil to insults, taunts or challenges, whether verbal or physical in nature, which is likely to intimidate or provoke a violent or disorderly

response from the student being treated in this manner. Bullying may involve gang or individual behavior, hazing, threats, cyber bullying and violence. Bullying may also involve intentionally excluding others from activities or targeting them for negative behavior from other students.

## **CONFERENCES**

Parent Conferences are formally scheduled twice a year. Parents are encouraged to schedule a conference with their child's teacher or Principal whenever a concern arises. A parent is a child's best advocate. Please remember carpool line is not an appropriate time to address concerns. Teachers may be contacted via their WCA email but as a school policy we do not release a teacher's address or phone number.

## **CELEBRATIONS**

We are a Christian academy that celebrates the joy of Jesus' life. Our celebrations are geared to highlight events and support our curriculum. Donations and volunteer requests will be posted by teachers prior to each event. All food donations must be from a USDA approved facility. If you are unable to attend, please make arrangements to have your donations brought in or volunteer time covered. Volunteers must sign in at the front desk. Volunteers are NOT allowed to be alone with children.

To celebrate your child's birthday, you may bring in a special snack for the class. You are welcome to join in as the class celebrates during a designated snack time. There are to be no candles or balloons. If you wish to send out invitations for birthday parties, we will assist in passing them out. Invitations may be given to the whole class or to one gender. Personal contact information (phone numbers, addresses) will not be given out.

## **COMMUNICATION**

At WCA we encourage open communication with our families. Please speak with our front office staff with any concerns you may have. Each teacher has an email account for specific correspondence. Please allow 24-36 hours to receive responses from our team. The agenda books your child will be using is also excellent source of communication for quick questions. Check agendas and folders daily for notes from teachers, notices/announcements, and your child's work. Please do not attempt to communicate via Facebook or personal cell phone about school matters.

Please remember to notify us immediately if there are any changes to personal phone numbers, email addresses, home addresses or any information changes. Please keep us apprised of any significant changes at home that could impact your child's behavior and performance at school.

## **CONFLICTS**

In the event of a grievance with a member of the WCA team that you are not able to directly resolve, please ask to conference with our Director or Principal directly. If our administration is unable to rectify the matter please submit your concern in writing to the Wesley Christian Academy Board of Directors. The WCA Board is a governing group of parents, church members, lay leaders, and staff who have the authority to write policy and issue directives for this school.

## **CURRICULUM INFORMATION**

Terranova is a standardized test provided by the ASCI publisher Purposeful Design. Terranova will be administered once a year to ensure students are meeting Florida State Standards. Wesley Christian Academy uses McGraw-Hill Reading Wonders Curriculum. This curriculum includes the crucial reading program components plus a Reading/Writing Workshop which is key to unlocking the State Standards and their rigorous expectations. It is built from the ground up to help each child achieve their goals with the necessary scaffolding and support for teachers and students. We incorporate Saxon Math, which is a teaching method for incremental learning of mathematics. It involves teaching a new mathematical concept every day and constantly reviewing old concepts. It splits the day's work evenly between practicing the new materials and reviewing previous concepts. WCA utilizes Bible and Science through the ASCI publishing house, Purposeful Design. Abeka curriculum is used for Social Studies and Cursive.

## **DEVICES POLICY**

Students are allowed to carry cell phones and other digital devices to school. Phones/devices must be turned off or silenced. They must store in backpacks during school hours. Phones/devices may not be used to talk, take pictures, play games, record or text during school hours, including recesses. If a student violates the devices policy, the following consequences will occur:

1st Infraction-Cell phone taken away and returned at the end of the day.

2nd Infraction-Cell phone taken and locked in the office until a parent can come to school to retrieve it.

3rd Infraction-Students will not be allowed to bring a cell phone to school until a parent conference with the principal is held.

## **DISCIPLINE**

The goal of discipline is to educate, not punish. Most behavioral situations will be handled in the classroom between the teachers and the student using verbal instruction, redirection, and apologies/forgiveness. If a behavior persists, a lunch detention may be given, resulting in a \$10 fee. If the behavior continues, the student will counsel with the principal. Principal intervention will result in a conference with the student's parents to create a plan for behavior improvement.

Referral System: Minor referrals will be managed with in the classroom. If three minor referrals occur then the next referral would become a major referral. A major referral would result a in a visit to the principal's office. All major referrals will include a phone call from the principal. Three major referrals would require a behavior plan. If positive results do not occur from the behavioral plan then the school board will meet to determine an appropriate action, which may include suspension or expulsion.

In the case of intentional injury to another student or repeated situations where a student does not make good choice that results in injury to another student then the violating student may be suspended or expelled pending a school board decision.

## **DRESS CODE POLICY**

Students are expected to follow the dress code below. WCA school colors are light blue, navy, white, black, yellow, and gray. Any student who is out of uniform will be asked to change into something from our recycled uniforms or a parent may be called to bring a change of clothes.

### **Tops**

1. Students are expected to wear WCA logo embroidered polos, blouses with a collar and sleeves, or a turtleneck in a solid school color.
2. Shirts must be tucked in at all times while on campus and free of frays and tears.
3. Sweaters, pullovers, and sweatshirts (zip-up or hooded) worn in the classroom must be in a solid color. No emblems or logos unless WCA logo.
4. Chapel shirts (light blue oxford with WCA logo) must be worn on Tuesdays.
5. Tops must have the WCA logo and no other logos are permitted.
6. Outerwear that is not in a school color must be removed upon entering the classroom.
7. Please write your child's name inside jackets, sweatshirts, and sweaters.

### **Bottoms**

1. Pants, shorts, skirts, dresses and jumpers must be in school colors or the WCA plaid.
2. Skirts, shorts, dresses, and jumpers must be no shorter than two inches above the knee. Girls may wear appropriate shorts underneath skirts, dresses, and jumpers. Solid color leggings (school colors only) may be worn under skirts.
3. Frayed bottoms are not permitted.



#### Socks

1. Socks or tights must be in solid school colors only. This includes ankle socks and socks that may peak out of the shoes. (If you can see it, it should meet school uniform colors).

#### Shoes

1. Shoe policy: Shoe must fit securely on the foot; such as those with laces, buckles, Velcro or elastic.
2. Sneakers with electronics, wheels, LED lights, and other irregular accessories are not to be worn.
3. Crocs, jellies, water shoes, flip flops, cleats, and boots are not permitted.

#### Hair

1. Extreme hair colors are not permitted on campus during the school year.
2. Hair should be kept off the face.
3. Accessories are permitted but must not be bulky in nature and should support the overall school appearance.
4. Hats, bandanas, scarves, and beanies are not permitted.

#### Outerwear

1. Sweaters/sweatshirts must be solid school colors or with school logo only.

### **DRESS CODE ENFORCEMENT**

We take great pride in our school. We expect all students to follow the dress code and have a neat overall appearance at all times. Please contact the front office for assistance with uniforms if you are in need. Enforcement of the dress code will be as follows:

1<sup>st</sup> Violation Written or verbal communication to parent.

2<sup>nd</sup> Violation Written or verbal communication to parent, student will change clothes  
A parent will be called in to bring in the appropriate item.

3<sup>rd</sup> Violation student will change clothes. A parent will be called in to bring in the appropriate item. Discipline referral written and sent to principal.

4<sup>th</sup> Violation student will change clothes. A parent will be called in to bring in the appropriate item and fined \$10. Discipline referral written and sent to principal.

5<sup>th</sup> Violation student will change clothes. A parent will be called in to bring in the appropriate item. Discipline referral written and sent to principal, and student placed on probation.

## **DRESS DOWN DRESS CODE**

There are special events and occasions when students will be given the opportunity to wear non-uniform attire. On those days students will maintain the dress down code policy. Shirts will cover shoulders (no tank tops, halters, spaghetti straps, etc) and shorts will be of an appropriate length (no more than two inches above the knee). Shoes must meet the uniform policy on dress down days. If you are unsure if an item is appropriate please ask a staff member or refrain from sending your child in it.

## **DRILLS**

Fire drills are practiced monthly. Alarms are loud and can be scary for children. Academy staff will have discussions with students before the first drill about safety. Drills are mandated by the Lake County Fire Code.

Storm drills are conducted twice a year. In the event of a storm emergency, children are kept in their classes along the far wall. In the event the building is damaged during an emergency, students will be relocated to the Hancock building on the church campus until the parents can be notified.

Lock down drills are conducted twice a year. WCA is a secure building with two locked entrances. This drill is conducted to ensure employees are prepared in the event of an emergency.

The Elementary school is a member of the Association of Christian School International (ACSI) and is inspected by the Lake County Health Department.

In the event of severe weather, WCA will follow the plan of the Lake County School District. If public schools are closed, the Academy will be closed. Storm Make-up days will be decided by the Board of Directors.

## **DROP OFF, PICK UP & CARPOOL**

Elementary students are dropped off and picked up by the Wesley Center carpool and escorted by an employee to and from their classroom.

Parents must keep an up-to-date list of adults allowed to pick-up their child from our school. The office must be notified at least one hour prior to release time for any changes to the normal pick-up (exceptions made for emergency situations). Verbal messages from your child are not accepted for carpool changes. Children will not leave school with any unknown parties unless we have received parental permission (phone call or written). All unknown persons

picking up children must show photo identification before student is released. WCA has no legal recourse to keep a parent from picking up their child unless a legal custody agreement is on file.

WCA follows the recommendations of the American Academy of Pediatrics car seat safety guidelines and the Florida Child Restrain Seat Belt Law. A booster seat is required for children seven years or younger. Any parent who does not want to use a booster seat can walk in for pick up before 2:50.

Families are given a car tag to place in their rearview mirror. Stay in your car while an employee loads your child(ren). Students are released at 3:00 p.m. (2:00 p.m. on Wednesday).

For the safety of students and staff DO NOT drive around barricades or cars that are being loaded. Employees need to be focused on the safety of students, carpool is not a time to conference with your child's teacher. Please schedule a conference if an extended conversation is needed. Individuals not abiding by carpool procedures will receive one warning. If you choose to endanger WCA students or staff you may be terminated from the program.

### **EXCUSED ABSENCE**

- 1) Death in the family
- 2) Personal illness or appointments accompanied by a note from the appointment

All absences and tardies, excused or unexcused, count against perfect attendance status.

Any student who misses more than 10 days PER SEMESTER without a written doctor's excuse or prior permission can be retained in their current grade.

### **FIELD TRIPS**

Elementary field trips can be on-site, walking distance, or include bus transportation. A permission slip signed by parent/legal guardian and \$65 field trip fee must be turned in prior to departure date. Students without a permission slip will not be eligible to attend. Siblings may not attend field trips.

### **FOOD**

Please ensure a nutritious breakfast for your child before arriving at school. Parents will need to provide a bottle of water and healthy morning snack. Parents are responsible for providing a nutritious lunch and beverage. NO candy or soda is permitted. Please do not send sippy cups, glass containers, or items requiring refrigeration or heating.

Due to severe peanut allergies some classes may be designated peanut free classrooms. You will receive notification if your child's classroom must be peanut free.

## **GRADING SCALES**

### Kindergarten:

M- Mastery of Expectation (The student consistently demonstrates understanding of the concept or skill)

A- Approaching Expectation (The student is working towards mastery of the concept or skill. Further practice and use of the skill is needed.)

B- Below Expectation (The student does not demonstrate understanding of the concept or skill.)

### 1<sup>st</sup> Grade - 3<sup>rd</sup> Grade:

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

## **ILLNESS POLICY**

In order to keep our school healthy, please keep your child home if she/he has any of the following symptoms:

RASH, FEVER of 100.4 or HIGHER, DIARRHEA or VOMITTING, FLU & COLD SYMPTOMS, PINK EYE and/or LICE or NITS

A child found to have head lice (nits or live bugs) will be sent home immediately. The child may return to school after they have been treated and when no nits or lice are present.

If you are contacted to pick up your child due to illness, you must do so within one hour.

A child sent home due to illness must automatically be kept home the following day. They may not return to school or attend school functions until they have been off of fever reducing medication and free of fever for 24 hours.

## **KINDERGARTEN REGISTRATION**

Students must be on the waiting list. Forms can be found online at our website <http://wesleychristianacademy.org/elementary>. In January the waiting list will be referred to

and registration packets will be sent home to parents. Parents have one week to return the completed packet with registration fee. The waiting list is first come, first serve; however certain students will be moved to the front. The criteria for this can be seen below.

1. Staff
2. Siblings of current students receive first priority
3. Current VPK students who are church members
  - a. A boy/girl ration will be considered.
4. Current VPK students by dates
5. Community inquiries by date

The registration fee is nonrefundable. Scholarship payment will be refunded after first payment is processed.

### **MEDIA POLICY**

Wesley Christian Academy curriculum limits the use of media to Director or Principal approved resources. Children are only allowed access to educational media such as Accelerated Reader and STAR MATH.

All pictures/videos taken by the staff or administration are used to enhance curriculum, church worship services and WCA events, and yearbooks. Your enrollment form contains a video/photography release required by WCA and is in line with our church's safe sanctuary policies.

### **MEDICINE POLICY**

If your child requires medication to be administered at school, you must:

Fill out a "Permission to Medicate Form"

Check in the medicine at the front desk each day

Send in medicine clearly labeled with the child's name

Medicine must be in the ORIGINAL CONTAINER

NEVER send medication, vitamins, or sunscreen in your child's lunch box or backpack.

In case of an accident or emergency, we will attempt to notify the designated parent/guardian immediately. If she/he cannot be reached, we will continue down the list indicated on the emergency information section of your registration packet. If we believe emergency treatment is necessary we will call 911 for the child to be taken to the nearest Emergency facility.

### **OPEN ADMISSION/DISCRIMINATION POLICY**

The Wesley Christian Academy admits students of any gender, race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of gender, race, color, national, and ethnic origin in administration of its education policies, scholarship programs, and other administered programs. Though ours is a church school, it is open to all qualified applicants regardless of church affiliation whose parents wish them to participate in the program.

### **PRAYER, MORNING ASSEMBLY & BIBLE LESSONS**

Prayer is an important part of our day. Our students pray together for each other and persons we don't know before snacks and lunchtime. No child is forced to pray, but they are expected to be respectful of these special moments with God.

Morning assembly takes place between 8:35-8:45. This is a time of pledges, character lessons and prayer. We focus on a monthly Bible verse and characteristic that follows the "Orange" curriculum used in Children's Church on Sunday mornings.

Our Bible lessons are included in Chapel Time and classroom activities to expose children to the wonderful word of God. Throughout our school year we will teach the children the importance of being an outreach to others in the community through mission projects. "Train up a child in the way he should go and when he is old, he will not part from it." -Proverbs: 22:6

### **SCHOOL AND FAMILY RELATIONSHIPS**

The School believes that a positive and constructive working relationship between the School and parent/guardian is essential to the fulfillment of the School's educational purpose and responsibilities to its students. If the parent's or other family member's behavior, communications, or interactions on or off campus (including during school-sponsored events) is disruptive, intimidating, or overly aggressive, or reflects a loss of confidence or serious disagreement with the School's policies, methods of instruction, or discipline, or otherwise seriously interferes with the School's safety procedures, responsibilities, or accomplishments of its educational purpose or program, the School reserves the right to dismiss the family from the community. In addition, the School reserves the right to place restrictions on parents' or other family members' involvement or activity at School, on School property, or at School-related

events if the parent or family member engages in behavior or has a status (such as a criminal conviction) that would reasonably suggest that such restrictions may be appropriate for the community. There will be no refund of tuition where such enforced withdrawal occurs and any unpaid balance is payable in full according to the terms of this contract. If, for any reason, it is in the best interest of the School, the School also reserves the right to withdraw an offer of enrollment or reenrollment at any time, and to nullify an executed enrollment contract.

### **SPECIAL NEEDS RATIOS AND SERVICES**

In order to provide each student with the attention they need and a quality education, WCA follows a 30% special needs classroom ratio. We are not able to exceed this ratio and provide what each student needs. WCA is also unable to provide services to students with tantrum behaviors that become violent. We do not have the space or staffing to accommodate these scenarios.

### **SPECIAL CARE ARRANGEMENTS**

The Academy is not responsible for the care arrangements of a student between a guardian and staff member outside of the school hours. Any arrangements made between staff members and WCA is not responsible for the care arrangements of a student between a guardian and staff member outside of the school hours. Any arrangements made between a guardian and staff member may not interfere with the school's daily operations. Any financial arrangements made are solely between the guardian and staff member.

### **SPECIALS**

Each week our students have the opportunity to participate in enrichment activities. Chapel time is on Tuesdays and the students learn about the love of our Lord and Savior through exploring the Bible and worshipping through songs and prayer. Family Chapel is offered twice a year. We open our Chapel time to families to experience this wonderful service.

Children also learn about music through various genres and activities that stimulate brain function and enhance their motor skills during Music and Movement with Ms. Krista. A snippet of this activity can be enjoyed at our Christmas program and end of the year program.

P.E. will engage the student physically twice a week as the students enjoy working through their Spark curriculum.

WCA students will enjoy learning through art once a week. They will have a chance to explore their creativity through Christian curriculum.

## **STUDENT CODE OF CONDUCT**

SAINTS Pledge states:

**Safety:** I will work toward making my school a safe Christian place to learn that is free of bullying, teasing and name-calling

**Attitude:** I will have a positive attitude about myself and others by being an encourager.

**Integrity:** I will strive to do my very best with integrity.

**Noble:** I will be noble by thinking about the needs of others.

**Tolerance:** I will be tolerant of those who are different than I am because Jesus loves them also.

**Servanthood:** I will look for ways to show the love of Christ by serving others.

### **Tardy**

If a student arrives past 8:35 am, our academy doors will be shut and locked. You will need to wait for a school administrator, who will escort your child to their classroom once you have signed them in. **After nine unexcused elementary tardies within a 9 week period, a \$10 fee will be assessed for each tardy that follows. 3 unexcused tardies will equal an absence.**

### **THERAPY**

WCA will work alongside therapists that families have a relationship with when background checks are kept on file in the office and when they are able to work with a schedule created by the school.

### **TUITION/FEEES**

We are a self-supporting, non-profit organization. Registration, curriculum fees and tuition monies are used to provide the best staff, supplies and equipment possible.

Tuition is divided into 10 monthly payments from August to May. The first payment is due on the first day of school. Each payment after that is due by the 10<sup>th</sup> of each month. Tuition may be paid by cash, check made payable to WCA, or electronic payment transfer. Payments received after the 10<sup>th</sup> will be assessed a late fee of \$5 per day until the 30<sup>th</sup> of the month. If there is an outstanding balance (tuition, after school care, and late fees) at the end of the month, your child(ren) will not be permitted to attend until full payment is received.

A late fee is assessed for each child whom is not picked up after scheduled dismissal time. Dismissal time is 3:00-3:15pm via car rider line. If your child is not picked up by 3:15 pm they



will be taken to after care and you will need to pick them up in the main education building. The charge is \$15 for the first ten minutes. There will be \$1 per minute assessed for each additional minute. Please be considerate of our staff. Prompt pickup is appreciated.

Accounts are charged \$10 for returned checks. The returned check and fee must be paid by cash or money order. If more than two checks are returned, all payments must be cash for the remainder of the year.

Withdrawal from school requires a two-week written notice or two weeks payment.

If space is to be reserved for a child that is registered in the aftercare program, all fees must be paid whether the child attends or not. This includes illness, vacations, and holidays.

All policies and procedures outlined in the handbook are to ensure the best possible school experience for our students. Any refusal to comply with Wesley Christian Academy's policies and procedures may result in disenrollment. Any students or family members risking the safety of our students or staff risk disenrollment.

## **TEAMWORK INITIATIVE**

The success of any student at WCA requires teamwork involving the student, teachers/staff, and parents. Every person involved must take their role and responsibility seriously.

Student responsibilities include:

- a. Completing classwork and homework as directed
- b. Exercising self-control, respect, and cooperation at all times
- c. Getting involved in the school and the community
- d. Wearing school uniforms or school appropriate clothing each day

Teacher/staff responsibilities include:

- a. Explaining expectations and lessons clearly to the students
- b. Reviewing, evaluating, and/or grading classwork and homework
- c. Monitoring student progress while providing incentives or interventions that meet each child's needs
- d. Continuing parent communication in regard to student progress

Parent responsibilities include:

- a. Getting the child to school on time every day and limiting early sign out
- b. Supporting any assignment handed down by the teacher
- c. Ensuring that at least 20 minutes each evening are dedicated to reading
- d. Getting involved in school functions and/or volunteering with the PTF
- e. Monitoring student progress by signing papers that require parent signature, reading and responding to teacher/staff notes, checking student grades online, and keeping in contact with the teacher through email and/or conferences
- f. Supporting the policies and rules of the teacher and school.

### **VOLUNTEERING/VISITORS**

WCA appreciates the helping hands of our families. There are various school-wide events that cannot happen without your support. Before volunteering please stop by the office to sign in. Your child's teacher will provide opportunities for you to assist in the classroom at various times during the school year.

Our elementary parents are required to volunteer a minimum of 15 hours per student (20 hours for families with more than one student enrolled). Ten hours must be completed before enrollment in January. Parents have the option to buy out of their hours at \$15 per hour.

For protection of our students, no volunteers are permitted in the student bathrooms or to be left alone with the children at any time.

While volunteering all discipline and direction of the class will be handled and led by the staff.

Any food served must be addressed by the teaching staff. Any emergency care will be administered by the academy staff. If you are unable to spend time in the school volunteering there are a number of take home projects that would benefit the program.

All visitors, including parents and guardians, visiting the campus for any reason other than before school drop off or after school pick up must report to the School Office. This includes all volunteers. Visitors must sign in and out at the office each time they enter and leave the school.

## **WORSHIP & SERVICES**

Wesley Christian Academy is a ministry of the First United Methodist Church of Clermont. There are multiple times and opportunities to join in worship with our church family.

Traditional Services: 8:00 a.m., 11:00 a.m. (Sunday)

Contemporary Service: 9:30 a.m. (Sunday)

Awaken Service: 11:11 a.m. (Sunday)

Youth Services: 5:00-7:00 p.m. (Sunday)

Wednesday Night Dinners 5:00-7:00 p.m.

I UNDERSTAND THAT FAILURE TO ABIDE BY THE POLICIES IN THIS HANDBOOK CAN RESULT IN THE TERMINATION OF SERVICES: \_\_\_\_\_

