Salem Christian Academy

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Salem Christian Academy is a ministry of Salem Baptist Church

Salem Baptist Church
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Laurie Waters
Director, Salem Christian Academy

Rick Statham
Senior Pastor

Don Yarbrough
Associate Pastor
Dear Salem Christian Academy families,

Welcome to the 2019-2020 school year of Salem Christian Academy, a ministry of Salem Baptist Church. We are growing and are excited to add a new grade for this school year. Now, Salem Christian Academy offers opportunities for Preschool – 4th Grade. Personally, I am excited about our upcoming school year and hope that your child has an incredible time with us.

We are especially thankful that you have chosen Salem Christian Academy for your child. Our staff of well-trained Christian teachers are dedicated to providing a safe, Christ-centered educational experience and will lovingly care for your child. Our core curriculum is the A Beka Curriculum, which is supplemented by a variety of other creative learning experiences.

This handbook has been prepared so that you will know our policies and be able to better understand the structure of Salem Christian Academy as we work together to help your child experience a successful year.

In Psalm 127:3, the Lord tells us that children are a gift, a treasure from Him. At Salem Christian Academy, it is our desire to teach your children important concepts, but more importantly to teach them the love of a Heavenly Father who loves them more than we can imagine. Thank you for entrusting us with your “treasures.” I look forward to working with each of you to make the 2019-2020 school year the best ever.

If you’re not currently involved with a local church, we would love for you to visit Salem. Our Sunday worship services are at 8:25am, 9:45am, and 11am. If you haven’t already, visit salemchurch.net to learn more about the ministries of Salem and opportunities to be involved.

Thank you again for choosing Salem Christian Academy for your child’s care and education. Please feel free to contact me if you have any questions or concerns.

Sincerely,

Laurie Waters
Director, Salem Christian Academy
1. Admission

Children will be admitted to Salem Christian Academy as space permits. Children should be at least 6 months old on September 1st of the current school year to be admitted to the program. We have a limited number of openings in each age group. Once enrollment is complete, a waiting list will be established. As openings become available, those on the waiting list will be notified.

2. Emergencies

In case of an emergency, we will make every attempt to contact you. If we are not able to reach you and immediate medical care is required, children will be taken to the nearest emergency room to administer necessary treatment.

3. Emergency Drills

In order to prepare for unexpected emergencies, there will be unannounced fire/emergency drills during the school year. Instructions for evacuation of the building are posted in each classroom.

4. Emergency Procedures

Snow and Ice: In the event of snow and ice, administration will make the decision based on all available information in conjunction with the Henry County Emergency Management Department regarding closings. Listen or watch Channel 5 for school closings in our area. Notices will also be posted on your child’s class Facebook page.

Severe Thunderstorms and Tornado Warnings and other Emergencies: In the event of severe weather warnings, there are procedures in place to keep the children safe. We practice our severe weather and fire drills regularly so your child will feel safe when it is necessary to remain in the drill position for an extended period of time. Emergency plans have been developed and are posted in each classroom for parent viewing.

FIRST AID TREATMENT

During the hours 8:30 A.M.-2:30 P.M. the school nurse will administer first aid for minor injuries. You will be notified of the injury and the action required. If we feel your child has received a serious injury or illness, the following emergency plan will be followed:

Contact parents, contact emergency contact (if parent cannot be reached).
Transport to nearest hospital or call Emergency Medical Services (EMS).
The emergency medical facility used by SCA is Henry Medical Center.

Parents are financially responsible if any medical attention is required.
5. Arrival & Departure

**SCHOOL HOURS**

Preschool: 9am-12pm  
Elementary: 8:30am-2:30pm  
*Early Drop-off: 7:45am – 8:30am (elementary) 8:55am (preschool)

*See #5 for fees related to early drop-off

**Arrival** – Elementary students should arrive no earlier than 8:15am (unless your student is utilizing early drop-off) and Preschool students should arrive no earlier than 8:55am (unless your student is utilizing early drop-off). Students must be picked up promptly at their grade’s end time. So that each student can make a quick and pleasant departure from the parent, we ask that parents do not enter the classrooms as students arrive each day. This is especially important the first few weeks of school. Lunch Bunch is an optional fee-based program for Preschool from 12pm-1pm.

**Morning Traffic (Car Pool)** – Cars should enter the church property at the north driveway. Circle around the building past the Welcome Center and continue around the back of the church property, past the preschool playground. The car pool line will pull up under the covered drive in front of the Preschool & Children’s Ministry building. After dropping off your child, leave the church property by the north driveway. If you need to come inside the building, please park in the parking area in front of the Preschool & Children’s Ministry building. Handicap parking spaces are reserved for handicap permitted vehicles only.

***Any preschool student with an elementary sibling, may be dropped off in Early Drop Off free of charge, beginning at 8:15.

*Preschool Carpool begins at 8:55 and ends at 9:15. At 9:15, the student is considered tardy. He/she will need to be walked inside, and signed in.

*Elementary Carpool begins at 8:15 and ends at 8:30. Any student arriving after 8:30 will need to be walked inside, and signed in.

**Preschool Departure** - Parents should park and enter the building to pick up children at the end of the school day. Picking up your children promptly adds to their feelings of security. Parents picking up children later than 12:15pm will be charged a late fee of $15 for each additional part of 15 minutes, due at time of pickup.

**Elementary Departure** - Parents should enter the church property at the north driveway. Circle around the building past the Welcome Center and continue around the back of the church property, past the playground. The carpool line will pull up under the covered drive in front of the Preschool & Children’s Ministry building. Picking up Kindergarten – 4th Grade students later than 2:45pm will be charged a late fee of $15 for each additional part of 15 minutes, due at time of pickup. Salem Christian Academy reserves the right to dismiss your child for chronic late pickups. If someone other than the usual person is present to pick up your child, a written note must be sent to the child’s teacher. In addition, a picture ID (such as a driver’s license) must be provided by the alternate person picking up your child.
6. Supplies

Each child should bring the Salem Christian Academy tote bag to school each day. Please be sure to include the following items and ensure all items are clearly labeled with your child’s name. We are not responsible for lost items.

- **Mom’s Morning Out (Ages 6 months – 23 months)**
  - Sippy cup
  - A complete change of clothes
  - Formula & bottle
  - Diapers and wipes
  - All items brought should be labeled with child’s name

- **Ages 2-4**
  - A complete change of clothes (including socks and underwear)
  - Diapers and wipes for children who are not potty-trained
  - Toys and other personal items should not be brought to school except with special permission from the teacher and for purposes of being shared with others. Days will be planned when special items will be requested. Any items being shared should be labeled with the child’s name.
  - A sippy cup/cup with lid each day (2-year-olds)
  - All items brought should be labeled with child’s name

- **Kindergarten – 4th Grade**
  - A supply list will be handed out at Open House as well as posted online. Students will be responsible for bringing items that are designated by the teacher.
  - Toys and other personal items should not be brought to school except with special permission from the teacher and for purposes of being shared with others.

- **Fees**

  **Preschool**
  - 9am-Noon
  - Lunch Bunch option available from Noon-1pm, $6 daily
  - Early drop-off available for ages 2-4 years old from 7:45am-8:55am. $10 per day.
  - 4-year-olds may attend less than four or five days (in the four and five-day classes), but are still responsible for paying full tuition for all four or five days.

  **Kindergarten – 4th Grade**
  - Monday-Friday, 8:30am-2:30pm
  - Early drop-off available from 7:45am – 8:30am, Monday-Friday. $10 per day.
<table>
<thead>
<tr>
<th>Class</th>
<th>Age</th>
<th>Days</th>
<th>Monthly Tuition</th>
<th>Registration Fee</th>
<th>Curriculum Fee</th>
<th>Facility Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mom’s Morning Out</td>
<td>6 months – 23 months</td>
<td>1 day (Tues. or Thurs.)</td>
<td>$85</td>
<td>$50</td>
<td>$0</td>
<td>$50</td>
</tr>
<tr>
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<td>2 days (Tues. &amp; Thurs.)</td>
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<td>$50</td>
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<td>$50</td>
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<td>2 day</td>
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<td>$170</td>
<td>$100</td>
<td>$50</td>
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<tr>
<td>2 Year Olds</td>
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<td>3 day</td>
<td>$180</td>
<td>$180</td>
<td>$100</td>
<td>$50</td>
</tr>
<tr>
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<td>4 days</td>
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<td>$200</td>
<td>$100</td>
<td>$50</td>
</tr>
<tr>
<td>2 Year Olds</td>
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<td>5 days</td>
<td>$210</td>
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<td>$100</td>
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<tr>
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<td>$100</td>
<td>$50</td>
</tr>
<tr>
<td>3 Year Olds</td>
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<td>3 days</td>
<td>$180</td>
<td>$180</td>
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</tr>
<tr>
<td>3 Year Olds</td>
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<td>4 days</td>
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<td>$50</td>
</tr>
<tr>
<td>3 Year Olds</td>
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<td>5 days</td>
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<td>$210</td>
<td>$100</td>
<td>$50</td>
</tr>
<tr>
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</tr>
<tr>
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<td>$210</td>
<td>$100</td>
<td>$50</td>
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<td>$400</td>
<td>$250</td>
<td>$50</td>
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<tr>
<td>2nd Grade</td>
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<td>5 days</td>
<td>$450</td>
<td>$400</td>
<td>$250</td>
<td>$50</td>
</tr>
<tr>
<td>3rd Grade</td>
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<td>5 days</td>
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<td>$400</td>
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</tr>
<tr>
<td>4th Grade</td>
<td>9</td>
<td>5 days</td>
<td>$450</td>
<td>$400</td>
<td>$250</td>
<td>$50</td>
</tr>
</tbody>
</table>

Reminders:

- Registration fees are non-refundable and are due at time of registration.
- Curriculum fees and Facility fees are non-refundable and will be invoiced to you June 1st.
- Tuition is due on the first of each month.
- Fees will not be refunded for temporary absence, illness, or holidays.
- A $25 late fee will be added to the monthly fee if not paid on time. If payment is not received by the 10th of the month, you must notify the Director of your intent to pay in order to keep your child enrolled at Salem Christian Academy. If payment is not made by the 10th of the month and no prior arrangements have been made with the Director, your child will be dropped from the program.
- Fees are charged for late pickups. Please refer to #3 – Arrival & Departure for details.
- Annual tuition is divided into ten payments. August tuition is due at Open House, with following tuitions due on or before the 1st of each month, September – May. Please put your student’s name on all payments and mark the envelope to the attention of Salem Christian Academy. Payments can be mailed or dropped off at the front desk. Do not send payment to your child’s teacher. Checks should be made payable to Salem Christian Academy.
8. Withdrawal/Dismissals

Withdrawal – The Salem Christian Academy Withdrawal Form must be completed and returned the Director notifying intent to withdraw two weeks prior to the child’s last day. Failure to notify the director in advance of withdrawal results in records and enrollment problems and the following month’s tuition will be required. Full payment for the month of May is required if the child is withdrawn within the last six weeks of school.

Dismissal – Salem Christian Academy reserves the right to dismiss any child, if after entering the program, the child seems unable to successfully adapt to the program or if fees have not been paid.

9. Health Policies

For the protection of your child and other children, parents are requested not to bring a child who appears to be ill. Upon the recommendation of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics, a child should not be taken from home when any of the following exists:

- Fever – currently or within the last 24 hours
- Vomiting or diarrhea – currently or within the last 24 hours
- Any symptom of a childhood disease, such as scarlet fever, German measles, mumps, chicken pox, or whooping cough
- Common cold – from onset through one week
- Sore throat
- Croup
- Hand, Foot & Mouth Disease
- Any unexplained rash
- Any skin infection – boils, ringworm, impetigo
- Pink eye or other eye infection

If a child develops a fever or other symptoms of illness, he will be isolated and the parents contacted to take the child home. We will not administer medicine unless the parent/guardian has filled out the Medication Dispensing/Allergy Action Plan form. Do not send a bottle or sippy cup containing medication to school. If we suspect that the contents of a bottle or cup contain medication, we will not give it to the child. Should your child develop an infectious disease following a session in the school areas, please contact the Salem Christian Academy office immediately. Parents should complete the Allergy Action Plan form to notify the Director and teacher regarding your child’s allergies. For sanitation purposes, cloth diapers and soiled clothing are not rinsed out but are returned to you in a plastic bag. All toys used by young preschoolers are washed before and during each teaching session. If your child has surgery of any kind, we need a doctor’s note stating your child is well enough to return to school.

Administering Medication:
Medication will NOT be given without proper authorization. We will not administer medicine unless the parent/guardian has filled out the Medication Dispensing/Allergy Action Plan form. All medication must have child’s name and be in the original container labeled with the child’s name and correct dosage to be given. All information must be on the medicine bottle. All medication must be kept at the Nurse’s station. Parents will be notified if the child shows any adverse reactions to medication. This will be documented on the medication authorization form.
10. School Closings

Salem Christian Academy follows the Henry County School System for holidays, teacher workdays, and emergency closings due to weather. We will provide you with a calendar of scheduled closings. In the event of bad weather, please listen to the news regarding area school closings. We will strictly follow the Board of Education concerning this information. If bad weather arises while your child is at Salem Christian Academy, we will expect you to listen to the news and arrive early to pick up your child if the area schools are being dismissed. In addition, you can check the Salem Christian Academy Facebook page and your child’s class Facebook page.

11. Rules, Guidance Techniques, and Consequences

Parents and teachers set limitations on the behavior of very young children to help them learn about safety and living with others. Rules teach positive social behavior, discipline, and self-control. They provide guidelines for how one should act and react, and what kind of behavior is expected. Consistency and structure bring out the very best behavior from a child.

Listed below are the classroom rules children are expected to obey:

1. Remain seated during large group time and at other special times requested by the teacher. (such as, for special visitors)

2. Students should raise their hands to talk when the teacher is leading a group time and at other times when listening quietly is needed.

3. In the classroom, only walking is allowed. Running is for the playground.

4. In the classroom, only inside voices should be used. Yelling and other loud noises should be saved for the playground.

5. Throwing objects in the classroom is not allowed. All equipment, furniture, materials, toys, etc, must be treated with care.

6. We will be kind to our classmates and friends. Hurting others is not allowed. This includes hitting, pinching, kicking, biting, and rough play.

While all rules are important and should be followed, certain safety rules (*) are of the most extreme importance. Therefore, parents will be notified in the event that an important safety rule is not followed. A safe, secure, and happy environment is a top priority.
Preschool Guidelines

Teachers will use the listed guidance techniques to reinforce and encourage appropriate behavior.

1. Praise (ex: ‘Thank you for washing the table.’ or ‘Thank you for being quiet in the hall.’)
2. Modeling (Teachers will model appropriate behavior)
3. I-Messages (ex: ‘When blocks are thrown, I’m afraid someone will get hurt. The blocks must stay on the floor.’)
4. Broken Record (The teacher continues to repeat a request/statement until the child complies.)
5. Encouragement (ex: ‘Jimmy, I like the way you are waiting for your turn.’)
6. Positive Statements (ex: ‘Todd, we use our crayons on the paper.’)
7. Redirection/Distraction (ex: The teacher helps the child move to another activity when a disagreement or problem is about to occur in the area that the child is in.)
8. Logical Consequences (ex: The teacher provides two choices – ‘Emily, you must keep your paintbrush on the easel or in the paint cup or you will have to stop painting and go to a different center.’)
9. Time Out (ex: ‘Tammy, our rule is that we will be kind to our friends. It hurts Kim when you kick her. I want you to sit in the time out chair for a few minutes.’)

Should guidance techniques fail to solve a continuing occurrence, the following consequences will occur. This would start over each day.

<table>
<thead>
<tr>
<th>First Time</th>
<th>Second Time</th>
<th>Third Time</th>
<th>Fourth Time</th>
<th>Fifth Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verbal Warning</td>
<td>Time Out</td>
<td>Time Out</td>
<td>Time Out with the Academy Director and a note sent home</td>
<td>Notify Parents / Behavior Referral</td>
</tr>
</tbody>
</table>

In the event that a child harms another child or property, Report #1 would be sent home detailing the occurrence and the action taken and/or needed. Upon the same type of occurrence happening within a short period of time, Report #2 would be sent home detailing the occurrence and the action taken and/or needed and parents will be asked to schedule a conference. Should the same type of occurrence happen again, the child will be dismissed for a period of one month. After the one month period, the child will be allowed to return provided his/her opening has not been filled.

Elementary Guidelines

At Salem Christian Academy we understand that for our students to be successful, they must feel comfortable. Part of feeling comfortable is understanding there are consistent consequences when rules are broken or ignored. Teachers will utilize the following guidance techniques and procedures when responding to a broken rule:

1. A verbal warning from the teacher.
2. A visual reminder the rule has been broken. For example, clipping down, losing a point on the classroom behavior management system.
3. The student will lose some of their free time during the day. For example, silent lunch or walking laps around the playground during recess.
4. A phone call or note sent home to parents.
5. Behavior Referral and sent to the office of the Salem Christian Academy Director

If a student exhibits a severe behavior problem, such as harming another student, then steps may be skipped and a referral to the Director of Salem Christian Academy may become the first step utilized in the discipline plan. Should you wish you to schedule an appointment at any time for any reason with your child’s teacher and/or the Director of Salem Christian Academy, please call the Academy during operating hours.
12. Technology

**Cell Phones:** Students are not to have cell phones turned on or visible at any time between 8:30 A.M. – 2:30 P.M. Smart watches that double as cell phones may also not be used during school hours. as cell phones may also not be used during school hours.

**STUDENT TECHNOLOGY ACCEPTABLE USE POLICY**

**REASONS FOR THIS POLICY**

Salem Christian Academy (“SCA”) is providing computer network and Internet access for its students and employees. This service allows employees and students to share information, learn new concepts, and research diverse subjects.

SCA has adopted this Technology Acceptable Use Policy (“Policy”) to set guidelines for accessing the computer network or the Internet service provided by SCA. Students are required to follow the rules set forth in this Policy and to report any misuse of the computer network or the Internet to a teacher or administration. SCA may revise the Acceptable Use Policy, as it deems necessary and will provide notice of any changes either by posting such a revised version of the Policy on its website or by providing written notice to the students and parents or guardians. Any questions regarding this policy should be directed to Laurie Waters, Director of K-12 Instructional Technology.

**COMPUTER & INTERNET USES**

Use of the electronic information resources in the school shall be to improve and support the educational process by providing access to global information and improving communication between students, employees of Salem Christian Academy, parents, and community members. The use of the Internet and technology equipment within SCA is a privilege not a right. Therefore, violations of this policy may result in disciplinary action and/or restrictions of technology equipment access privileges.

**ACCEPTABLE USES**

All Internet or technology equipment use shall be consistent with the vision and mission of SCA. It is imperative that users of the Internet or technology equipment conduct themselves in a responsible, ethical, moral, and polite manner. All users must abide by all local, state, and federal laws. The Internet user accepts the responsibility of adhering to high standards of conduct and the terms and conditions set forth in all parts of this policy.

**IMPERMISSIBLE INTERNET & COMPUTER EQUIPMENT USES**

The following uses of the Internet & computer equipment are prohibited:

1. Any violation of posted computer lab rules, applicable school policy, or public law by such use.
2. Any activity that is immoral or contrary to the high moral standards, which must be maintained in an educational setting.
3. Any attempt to bypass school security, including Internet filters, or password fraud is forbidden.
4. Accessing or transmitting of immoral, obscene, pornographic, profane, lewd, vulgar, rude, defaming, harassing, bullying, threatening, disrespectful, or otherwise inappropriate images or information, or receiving such information from others by any means.
5. Any commercial use, product advertisement, display of personal information, or promotion of political candidates.
6. Any violation of copyright, trade secret or trademark laws.
7. Any attempt to damage, disrupt or interfere with the use of any computer or electronic information resource.
8. Any attempt to access information beyond the users authorized access to any electronic information resource.
9. Any destruction, defacement, theft, or altering of school equipment.
10. Any storing of illegal, inappropriate, or obscene material on school owned electronic equipment.

_Students who violate the following policies will be subject to disciplinary action._

Salem Christian Academy | salemchurch.net/academy | 770-914-2449
13. Field Trip Procedures

Permissions slips for each field trip will be sent home with all children. Permission slips must be signed and returned promptly. Children without signed slips will not be able to go on the scheduled field trip. We will attempt to notify you of field trips several weeks in advance. You are responsible for checking your child’s book bag each day for information. If you do not wish to have your child participate in a trip, please notify the teacher and keep your child home on the appropriate day.

If your child is participating in the field trip, it is important that you have your child at school on time. We must leave at the designated time to reach our destination on time. If you are having difficulty arriving on time, please contact the front desk. Salem Christian Academy adheres to the state seat belt law on all field trips. Therefore, in accordance with the law, when being transported on field trips, all children will be belted individually. In addition, all children must be provided a car seat by their parent and accompanied by a parent or guardian. Elementary students may be transported on the Salem Baptist Church bus. Parent permission must be given prior to any child boarding the bus.

14. Miscellaneous

Parent Conferences – Conferences between parents and teachers will be scheduled during the spring. Any additional conferences that parents wish to have with teachers may be arranged by scheduling an appointment with the teacher. Please schedule conferences in advance and do not expect to have one during class times. From 8:55am - 12pm (Preschool) & 8:25am - 3:30pm (K – 4th Grade) each day, the teacher’s attention is to be focused on the children in the classroom.

Messages – Please write out any messages you wish to convey to the teacher(s) and/or Director. Verbal messages cannot be accepted. There will be occasions when notes, calendars, newsletters, field trip forms, etc., are sent to the parents in children’s bags. Please be alert to these and, when a response is needed, reply as soon as possible.

Parent Observation – Parents may visit the classes at any time; however, appointments decrease student disruptions. We welcome parents to ask questions and provide feedback.

Parent Volunteers – There are many ways parents can make our program even better. Throughout the year, we will host field trips, parties, special guests, and special programs which need parent participation to be possible. Sign up for these with your child’s teacher at the Parent Orientation Meeting.

Dress – Children should wear comfortable shoes with good support. Children will not be allowed to come to school barefoot. Please dress your child in comfortable clothing appropriate for play. To encourage independence, we suggest dressing your child in clothing he/she can manage himself/herself. Please label all clothing items with your child’s name. Uniforms may be required for Kindergarten – 4th Grade. Notice will be given to parents regarding any information on uniforms.

No Peanuts/Nuts – Please do not send any foods containing nuts to school. This includes snacks, lunches, party food, reception food, etc. We are a peanut/nut free school.
Our staff and program have the central goal of helping your child grow in all areas of life.

Growing...

- **Spiritually**
  
  by working and playing in an atmosphere of Christian love and understanding and by learning from the Bible about God, and His son, Jesus Christ.

- **Emotionally**
  
  by developing self-esteem; by growing in trust, independence, and initiative; by maturing in expression of emotional reaction and by enjoying creative expression through art, music, and other play activities.

- **Intellectually**
  
  by developing skills and concepts upon which later learning will be based; by increasing attention span; by increasing understanding of God’s world through planned experiences of listening to stories and records, playing games, sharing favorite toys, etc., and enjoying special visitors related to units of study.

- **Physically**
  
  by developing large muscles through movement activities indoors and outdoors; by developing small muscles through art, puzzles, blocks, and home-living activities.

- **Socially**
  
  by working and playing with friends of the same age; by developing attitudes of kindness, cooperation, courtesy and helpfulness toward others; by learning to relate to adults other than immediate family.
NOTICE OF DISCLAIMER

This handbook is in no way contractually binding on Salem Christian Academy or its employees. The handbook is subject to change without notice from the school’s governing body.

KINGDOM EDUCATION PRINCIPLES

1. The education of children and youth is the primary responsibility of parents. Deuteronomy 6:4-9, 11:18-21; Psalm 78:1-7; Psalm 127:3; Proverbs 22:6; Malachi 2:13-16; Ephesians 6:4

2. The education of children and youth is a 24 hour-a-day, 7 days-per-week process that continues from birth until maturity. Deuteronomy 6:7; 11:19; Proverbs 22:6

3. The education of children and youth must have as its primary goals the salvation of and discipleship of the next generation. Psalm 78:6-7; Matthew 28:19-20

4. The education of children and youth must be based on God’s Word as absolute truth. Matthew 24:35; Psalm 119

5. The education of children and youth must hold Christ as preeminent in all of life. Colossians 2:3, 6-10


7. The education of children and youth, if and when delegated to others by parents, must be done so with utmost care to ensure that all teachers follow these principles. Exodus 18:21; I Samuel 1:27-28, 3:1-10

8. The education of children and youth results in the formation of a belief system or worldview that will be patterned after the belief systems or worldviews of the person’s teachers. Luke 6:40

9. The education of children and youth must lead to true wisdom by connecting all knowledge to a biblical worldview frame of reference. Romans 1:20; Psalm 19:1; Proverbs 4:5,7, 3:19, 9:10; Psalm 104:24, 136:5; Jeremiah 10:12; Romans 11:33; Luke 11:52; Colossians 2:3; I Corinthians 8:1,13:8; Romans 1:28

10. The education of children and youth must have a view of the future that includes the eternal perspective. Colossians 3:1-2; Matthew 6:19-20; II Timothy 4:6-8; Acts 20:24; Hebrews 11:13; Colossians 3:23-24
Each day’s schedule includes a balance of vigorous and quiet play, indoor and outdoor activities, small and large group, and individual activities. Teachers are sensitive and flexible to the children’s ages and needs in planning activities.

- **Learning Centers** – There is time that children choose from a variety of centers and activities in which they would like to participate.
- **Group Time** – Included in this time are books, music, finger plays, movement activities, teaching pictures, conversation, sharing, Bible thoughts and stories.
- **Independent Time** – Children are asked to complete independent tasks to reinforce large group teachings.
- **Snack Time** – Parents are responsible for providing a nutritious snack for children attending Salem Christian Academy. Individual teachers will have their own method for serving snacks. Some teachers may want parents to provide snacks for the entire class on a rotating basis. Other teachers may want each child to bring their own snack. Parents should check with their child’s teacher for the snack policy of their child’s class. **Please remember that we are a peanut/nut free school.**
  - **Special Note** – We would enjoy celebrating your child’s birthday with him/her. Parents may bring cookies or cupcakes to be shared during the regular snack time. Please notify your child’s teacher in advance. No more than one favor besides cookies or cupcakes should be brought. Personal gifts should not be brought for the birthday child. Birthdays occurring during summer months may be celebrated again at any time during the school year. Please remember that we are peanut/nut free school.
- **Chapel** – Three-year-old classes, four-year-old classes, and Kindergarten – 4th Grade classes will participate in a chapel service one day per week, depending on the class schedule. Chapel will be held in the church sanctuary or in the Music Room and will consist of music, prayer, and a Bible story.
- **Music** – All students will attend a music class once a week. The classes are held in the Music Room where children will sing, play instruments, and do activities to music.
- **Computer** – Kindergarten – 4th Grade classes will attend a computer class once a week.
- **STEM** – Three-year-old classes and four-year-old classes will participate in a STEM class once a week.
- **Spanish** – Three-year-old classes and four-year-old classes will participate in a Spanish class once a week.
- **P.E./Health** – Kindergarten – 4th Grade classes will participate in P.E./Health once a week.
- **Art** – Kindergarten – 4th Grade classes will be participate in Art once a week.
TRUANCY POLICY

Teachers are required to take attendance daily. Salem Christian Academy is a school; therefore, your child’s regular attendance is very important. A written excuse is required for elementary students. The excuse should include the date(s) of absence, reason for absence, and signature of parent or doctor, if treated by a physician. If your child is frequently absent, the Director of SCA may ask for more information.

Our Kindergarten – 4th Grade classes will follow the Henry County truancy policy. A doctor’s excuse will be required for illness-related absences or tardiness. Three tardies will count as one absence.

The following is adopted from the Henry County Public School System Attendance Information:

School Attendance.

• Attending school regularly is very important if you want to succeed in school. Georgia law requires that all children between the ages of 6 and 16 attend school unless they have a lawful reason to be absent. This law also applies to children age 5 who are enrolled in a school for 20 days or more. State policy defines the school year as 180 attendance days.

• To be counted present, you must be at school for at least half of your classes during the school day. Based on Georgia law and State Board of Education rules, students between the ages of 6 and 16 who during the school year have more than five days of unexcused absences from school will be considered truant.

• The legal penalties for truancy include referral of students to Juvenile Court and referral of parents/guardian/custodians to State Court. Any person residing in Georgia who has control or charge of a child who is convicted of violating the Mandatory Attendance Code will be subject to a fine of not less than $25 and not more than $100, imprisonment not to exceed 30 days, community service, or any combination of such penalties per absence.

Excused Absences

Absences, tardies, and early checkouts will be excused for the following:

• Personal illness
• Serious illness or death of family member
• Observance of religious holiday
• Bad weather or other conditions make it unsafe or unhealthy to attend school
• Doctor or dentist appointments
• Ordered by the government to be somewhere else, such as in court
• Attending a trip with significant educational value (must be approved by the Director prior to absence)
• Parents must be outside of the county overnight and you must travel with them
• Participating in “Take-Your-Child-To-Work-Day”
Discounts

- All discounts apply to tuition only
  - 5% discount for annual tuition paid in full by July 1st.
  - 10% discount for multiple children enrolled
    - 1st child is full price; discount on each additional child
  - 10% discount for church member
    - Parent/Guardian must be a member

Payments

- Tuition is based on the cost for one school year, divided into 10 monthly payments, August through May. Tuition is not adjusted for absences, vacations, holidays, illness, or occasions when we must close early or the entire day for inclement weather.

- Tuition payments are due monthly on the first day of the month. All tuition payments are nonrefundable at the time of receipt. SCA accepts cash, check, and all major credit cards. Credit card payments will be accessed a fee of $3.95 per transaction. Please make checks payable to Salem Baptist Church.

- Tuition invoices will be sent electronically the week before tuition is due. Payments may be made online by credit/debit card with this invoice or paid by cash or check using a yellow payment envelope and placing it in the drop box located at the front desk. You may also sign up for Recurring Credit Card Billing by completing the authorization form and returning to the school director.

- Please place all check and cash payments in a payment envelope and place in the drop box located at the front desk. Place child’s name in memo line of check. DO NOT place payments in your student’s bag or folder.

Late Payment Fees

- Tuition payments are due by the first day of the month. Accounts are considered past due if received after the tenth of the month. Upon the 11th day, a $25.00 late fee will be applied per student to the current balance due. If a student has a delinquent account after the tenth of the month, the student will not be allowed to participate in any extracurricular activities (i.e. field trips, graduation, etc.) until the account is current.

- Whenever tuition or fees become past due for a period of 60 days from its due date, the student will be withheld from classes until the delinquency is paid in full. If the delinquency is not paid within an additional 30-day period, the student will be withdrawn. Report cards and all other documents will be held for the students until all unpaid tuition and fees are paid.
Returned Check Fee

- There is a returned check fee of $30.00 which will be incurred each time a check is returned.

Withdrawal

- Parents must formally withdraw their student through the school office. You will be responsible for all monthly tuition and other charges posted to your account until you have signed and turned in an official Withdrawal Form. Without a formal withdrawal, we assume your child is still currently enrolled in school and all charges incurred must be paid in full. Any pre-paid tuition for months in which a student does not attend school will be refunded as long as the child has been withdrawn properly. There is no refund for the remainder of the month in which the student is withdrawn.

Please remember that communication is vital to allow us to work with you on whatever circumstances you are experiencing. If we may be of assistance, please call Laurie Waters, SCA Director, at 770.957.4543 or Tina Reagin, Financial Secretary at 770.288.4078.
Salem Christian Academy

LUNCH

Lunch Bunch (Preschool) & Lunch for Kindergarten – 4th Grade

Parents are responsible to pack a nutritious lunch. Keep foods simple and use packaging that is easy to open. Prepare foods that do not have to be heated, as we do not provide options for heating food on-site. You may send soups and other items that are able to stay warm in a thermos. If a lunch is forgotten and parents cannot be reached, a snack or lunchable will be provided and a convenience fee of $5 will be charged. Elementary students will have the option to order out lunch. Lunch order forms will be provided prior to the days in which lunch is ordered out. Participation in ordering out lunch is optional.

Suggestions of appropriate food items:

- Applesauce cups
- Pudding cups
- Jell-o cups
- Fruit cups
- Mini bagels
- Fresh fruit (diced)
- Small sandwiches (turkey, ham, cheese)
- Pretzels
- Cheese cubes or string cheese
- Raw vegetables (diced)
- Graham crackers
- Vanilla wafers
- Cheese-its
- Goldfish
- Clear juices/water
- Juice boxes
- Fruit pouches
- Lunchables
- Chips

No Peanuts/Nuts – Please do not send any foods containing nuts to school. This includes snacks, lunches, party food, reception food, etc. We are a peanut/nut free school.
Preschool Carline Instructions

• Remain in your car at all times during carpool and place vehicle in park when stopped.
• Watch the staff directing traffic flow and follow their signals. Never attempt to pull forward until you have been instructed to do so.
• Never pass another car unless directed by school staff.
• The use of cell phones is prohibited while in the carline.
• Do not walk between cars when walking your child to or from school.
• Have your child ready to go when you arrive – shoes on, bag in hand, coat on, etc.
• Never allow a child to sit in your lap or help drive, lean out of the car window, or stand up through the sunroof.
• To maximize traffic flow, it is imperative you buckle your child quickly and correctly. If there are multiple children or you need additional time, you may be asked to pull up to another stop point.

Failure to comply with carline instructions and/or route procedures may result in loss of carline privileges.

Elementary Carpool Instructions

*Afternoon carpool instructions apply only to parents of Kindergarten – 4th Grade)

• Afternoon carpool begins at 2:30pm. Your child’s teacher will walk your child’s class to the lobby area for dismissal. Please do not enter the school. This is not the time to conference with your child’s teacher.
• If someone new is picking up your child, it is your responsibility to inform them of the carpool instructions. We encourage them to enter the school and present their ID instead of using the carpool line.
• A school-issued carpool sign must be prominently displayed on the windshield. Signs are to remain visible until the child has been placed in the car. Homemade signs are not accepted.
• Remain in your car at all times during carpool and place vehicle in park when stopped.
• Watch the staff directing traffic flow and follow their signals. Never attempt to pull forward until you have been instructed to do so.
• Never pass another car unless directed by school staff.
• The use of cell phones is prohibited while in the carline.
• Never allow a child to sit in your lap or help drive, lean out of the car window, or stand up through the sunroof.
• School staff will not buckle your child in. It is your responsibility to ensure that your child is placed properly in his/her seat and buckled appropriately.
Rules, Guidance Techniques, and Consequences

Parents and teachers set limitations on the behavior of very young children to help them learn about safety and living with others. Rules teach positive social behavior, discipline, and self-control. They provide guidelines for how one should act and react, and what kind of behavior is expected. Consistency and structure bring out the very best behavior from a child.

Listed below are the classroom rules children are expected to obey:

1. Remain seated during large group time and at other special times requested by the teacher. (such as, for special visitors)
2. Children should raise their hands to talk when the teacher is leading a group time and at other times when listening quietly is needed.
3. *In the classroom, only walking is allowed. Running is for the playground.
4. In the classroom, only inside voices should be used. Yelling and other loud noises should be saved for the playground.
5. *Throwing objects in the classroom is not allowed. All equipment, furniture, materials, toys, etc, must be treated with care.
6. *We will be kind to our classmates and friends. Hurting others is not allowed. This includes hitting, pinching, kicking, biting, and rough play.

While all rules are important and should be followed, certain safety rules (*) are of the most extreme importance. Therefore, parents will be notified in the event that an important safety rule is not followed. A safe, secure, and happy environment is a top priority.

Teachers will use the listed guidance techniques to reinforce and encourage appropriate behavior.

1. Praise (ex: ‘Thank you for washing the table.’ or ‘Thank you for being quiet in the hall.’)
2. Modeling (Teachers will model appropriate behavior)
3. I-Messages (ex: ‘When blocks are thrown, I’m afraid someone will get hurt. The blocks must stay on the floor.’)
4. Broken Record (The teacher continues to repeat a request/statement until the child complies.)
5. Encouragement (ex: ‘Jimmy, I like the way you are waiting for your turn.’)
6. Positive Statements (ex: ‘Todd, we use our crayons on the paper.’)
7. Redirection/Distraction (ex: The teacher helps the child move to another activity when a disagreement or problem is about to occur in the area that the child is in.)
8. Logical Consequences (ex: The teacher provides two choices – ‘Emily, you must keep your paintbrush on the easel or in the paint cup or you will have to stop painting and go to a different center.’)
9. Time Out (ex: ‘Tammy, our rule is that we will be kind to our friends. It hurts Kim when you kick her. I want you to sit in the time out chair for a few minutes.’)
SALEM CHRISTIAN ACADEMY
WITHDRAWAL FORM

Student Name: ___________________________ Grade: ________

I would like to withdraw my child from Salem Christian Academy. The last day that my child will attend will be ________________________.

I understand that I am responsible for all monthly tuition and other charges posted to my account until I have signed and returned this form Laurie Waters, Director of Salem Christian Academy. I also understand that there is no refund for the remainder of the month in which my child is withdrawn. If this withdrawal is within the last six weeks of school, I understand that May tuition is due as stated in the Parent Handbook.

Reason for Withdrawal:

( ) Financial Reasons
( ) Transferring to Another School
( ) Medical Reasons
( ) Work Schedule
( ) Transferring to Another School
( ) Other (please explain)

_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________

Parent Name: ___________________________ Phone: _______________________
Parent Signature: ___________________________ Date: ________________

SCHOOL USE ONLY

Date Received: __________________________
( ) Two-Week Notice Provided
( ) Copy sent to Finance
( ) Tuition Payments Current
( ) Records to be Transferred ( ) Yes ( ) No
Transfer to: ____________________________

Transfer by: ( ) Fax ( ) Email ( ) Mail
Salem Christian Academy

2019-2020 CALENDAR

Open House
First Day of School
Pre Assessment (F & P 1st-4th)
Labor Day
Fall Break
Early Release/No Lunch Bunch
Fall Festival
Fall Parent/Teacher Conferences (Elem.)
Election Day
Thanksgiving Break
Winter F & P Testing (Elem.)
SCA Christmas Program
Early Release/No Lunch Bunch
Christmas Break
2nd Semester Begins
MLK Day
Valentine Dance
Winter Break
Read Across America Week
Early Release/No Lunch Bunch
Spring Break
Good Friday
Spring F & P Testing (Elem.)
ITBS Testing Window (Elem.)
Spring Parent/Teacher Conferences (Elem.)
2’s & 3’s End-of-Year Program
Preschool/Kindergarten Graduation
Last Day of School (Preschool)
Last Day of School (Elementary)/Early Release

July 31
August 1
August 5-16
September 2 (No school)
September 23-27 (No school)
October 11 (Release at 12:00)
October 18 (During school hours)
November 4, 6-8
November 5 (No school)
November 25-29 (No school)
December 9-13
December 19
December 20 (Release at 12:00)
December 23-January 7 (No school)
January 8
January 20 (No school)
February 13 (During school hours)
February 17-21 (No school)
March 2-6
March 13 (Release at 12:00)
April 6-10 (No school)
April 10 (No school)
April 13-17
April 21-30
May 4-8
May 5
May 14
May 15
May 22 (Release at 12:00)
Salem Christian Academy
PRESCHOOL & KINDERGARTEN – 4th GRADE

* Pick up & Drop off location
I have read the information contained in the Parent Handbook, including, but not limited to

- General Policies
- Objectives
- Daily Schedule
- Truancy Policy
- Media
- Uniform Policy
- Withdrawal
- Finance Policy
- Lunch
- Carline/Carpool
- Curriculum Overview
- Rules, Guidance Techniques, & Consequences

and I agree to abide by the policies and guidelines established by Salem Christian Academy.

Parent Signature: ____________________________________________________________

Parent Name: ________________________________________________________________

Date: _______________________