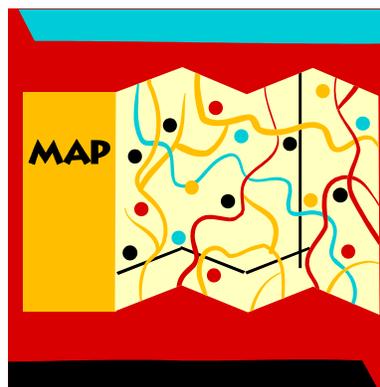




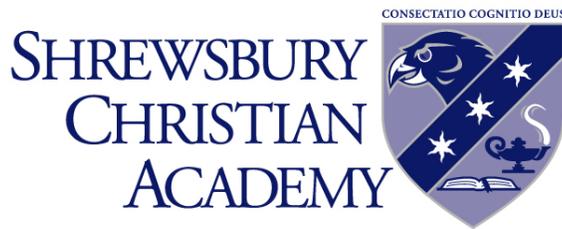
# Kindergarten Classroom Handbook

Shrewsbury Christian Academy  
2013-2014

K5 Roadmap to a Successful Year!!!



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**SHREWSBURY CHRISTIAN ACADEMY  
KINDERGARTEN HANDBOOK**

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\* Boxed items represent updated and/or new information.

**DISCLAIMER STATEMENT**

The following policies represent the most recent expression of the administration of Shrewsbury Christian Academy in order to provide for equitable and consistent educational treatment of students. To assure that Shrewsbury Christian Academy achieves and maintains the purpose of this Handbook, and assure the school's ability to meet the needs of its students under changing conditions, Shrewsbury Christian Academy reserves the right to modify, augment, suspend, or revoke any and all policies, procedures, practices, and statements contained in this handbook at any time.

Dear Students and Parents,

This handbook is a tool that has been prepared for parents of Kindergarten children to assist in developing mutual objectives and understanding in preparing the child for the full-day school years. This handbook will assist in answering any questions you may have about the daily operation of Shrewsbury Christian Academy. The child's first few years in a learning environment are very important. Manners and habits are formed that will influence later learning and development. It is essential that the parents and the teacher work together in guiding and encouraging the child to possess positive attitudes toward God, academics, and social relationships.

As your child takes the first step of a long journey through the educational process, pray daily with him that the Lord will direct not only him but also those who directly influence him while away from the security of the home.

As Unto Him,

W. Randall Reddinger  
Head of School

## **Foreword**

This *Parent & Student Handbook* is prepared to answer most questions about Shrewsbury Christian Academy's Preschool and Kindergarten program. We suggest that this handbook be kept easily accessible throughout the school year for ready reference. Changes are necessary for any school to progress. You will be notified as these changes occur so that you can make notations in your handbook to keep it current.

Shrewsbury Christian Academy is registered with the Pennsylvania Department of Education as an approved, non-public school. Although not classified as a daycare center, the school is authorized to offer extended hourly care to registered students of SCA. We refer to this service as "Student Care."

Shrewsbury Christian Academy is a member of the Association of Christian Schools International (ACSI) and the Mid-Atlantic Christian Schools Association (MACSA).

Shrewsbury Christian Academy is governed by a self-perpetuating Board of Trustees that is vested with the management of the business affairs of the school.

## **Vision Statement**

Achieving excellence in knowledge and faith.

## **Mission Statement**

Educating students in a Christian environment that reveals God's ultimate purpose for their lives.

## **Statement of Faith**

- We believe in the divine inspiration, infallibility, and the final authority of the Bible as the Word of God.
  - II Timothy 3:16-17; II Peter 1:19-21
- We believe in the Triune God, eternally existent as Father, Son and Holy Spirit.
  - Matthew 28:19-20; II Corinthians 13:14; I John 5:4-7
- We believe in the uniqueness of man, by virtue of his special creation in God's image.
  - Genesis 1:27; Psalm 139:13-16
- We believe in Jesus Christ as true man and true God; in His unique Deity as the incarnate, virgin-born Son of God.
  - Isaiah 7:14; Matthew 1:22-23; John 1:1-3; 1:14; I Peter 2:21-24
- We believe in the representative and substitutionary death of our Lord Jesus Christ as the necessary atonement for our sins.
  - Romans 3:21-30; Galatians 4:4-7
- We believe in the Holy Spirit, through Whom we come to faith in Christ and Who enables us daily to grow in grace.
  - Luke 7:50; 18:42; John 3:15; Ephesians 2:8-9

- We believe in the resurrection of the crucified body of our Lord, and that blessed hope, His personal return.
  - Matthew 16:21; 17:9; John 11:25; Philippians 1:10
- We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved and the everlasting punishment of the lost.
  - Acts 24:15; II Corinthians 5:10; Matthew 25:41-46

### **Goals / Objectives**

Shrewsbury Christian Academy works with the home and church to provide an atmosphere in which the whole child may grow toward full God-given potential and assist them in developing his/her personal philosophy in each of the following areas:

**Spiritual Growth:** 2 Tim. 3:16-17; Rom. 3:23; Rom. 6:23; John 3:3; Acts 17:31

1. The student will understand that the Bible is the inerrant Word of God, the source of doctrine, and the guide for daily living.
2. The student will know the basic tenets of the Christian faith as listed in our school "Statement of Faith".
3. The student will be encouraged to make a personal commitment to Jesus Christ, honor Him as Lord and Savior, and seek to know and do the will of God.
4. The student will formulate a personal Christian world/life view, which will be integrated into every area of life.

**Intellectual Growth:** I Cor. 11:7; 2 Tim. 2:15; Luke 2:52; Deut. 6:4-9

1. The student will learn the skills for effective, critical thinking; comprehension; communication; and computation.
2. The student will develop creative thinking and appreciation of the arts and sciences.
3. The student will understand the integration of Biblical principles as seen in all areas of study in the development of a Christian work/life view.

**Physical Growth:** I Cor. 6:19; I Tim. 4:8; Prov. 4:20-22; John 9:1-3

1. The student will understand that the body is the temple of God; the importance of a balanced diet, exercise, rest and abstinence from harmful substances.
2. The student will learn to apply Biblical principles in sportsmanship and in all athletic endeavors.
3. The student will understand the qualities of loyalty, enthusiasm, and discipline in building an effective team/group endeavor.
4. The student will develop physical coordination and skillful use of the body.

**Emotional Growth:** Col. 4:5; Gal. 5:22-23

1. The student will learn to apply Biblical principles in handling failure, success, stress, and emotions.

2. The student will know that each individual is a unique person of worth because each is a special creation of God and a recipient of His love.
3. The student will learn to apply Biblical principles in developing and accepting a realistic, wholesome self-image.

**Social Growth:** Matt. 5:13-16; Psalm 133:1-3; I John 1:7

1. The student will develop proper attitudes, and exhibit respect for authority and for the rights and feelings of others.
2. The student will develop self-discipline and responsibility based on submission to God and those in authority.
3. The student will develop a Biblical understanding of family, good citizenship, and patriotism, and will assume responsibilities to home, church, community, and country.

## **Philosophy**

*What is a Christian School?*

It is a non-public, privately funded school which gives instruction in all subjects normally taught in private and public schools, and which seeks at all times to give a central place to the Bible and Christian truth.

*Why have a Christian School?*

The Word of God provides our answer:

- "And these words which I command you this day shall be upon your hearts and you shall teach them diligently to your children." Deuteronomy 6:6,7
- "Train up a child in the way he should go and when he is old he will not depart from it." Proverbs 22:6

A Christian school exists so that a child may be led into a close relationship with God through a sound educational program. Education must do more than prepare us for life on this earth; it must begin to develop in us a Biblical worldview by which we see God's handiwork in all things.

*Why is a Christian School unique?*

The power of God in the Holy Spirit through the Word is the force which enables it to accomplish its purpose.

A special student-teacher relationship exists. The Christian educator sees each child as someone for whom Christ died. All phases of learning are directed toward a single goal: Life in Christ.

## **Bible Version**

The SCA School Board has agreed and chosen to receive the NASB version of Holy Scripture as the official version for the school use and Bible memorization. This decision is for clarity and uniformity.

### Holiday Policy

Shrewsbury Christian Academy endorses Christmas and Easter as holidays that have their roots in the Judeo-Christian belief system. Christmas is a day in which we celebrate the birth of our beloved Savior and Lord Jesus Christ. Easter is the completion of the work He accomplished having rode triumphantly into Jerusalem, was crucified and buried, on the third day rose from the dead, and then ascended into heaven to take His rightful place on the throne at the right hand of God. Shrewsbury Christian Academy does not endorse Halloween nor any of the practices which accompany that day. We do, however, attempt to offer an alternative such as a harvest celebration, knowing that "all-saints day" traditionally follows.

Having stated this, we do not promote or endorse the figures that the "world" associates to those days. Therefore, the fictional characters of Santa Claus and/or the Easter Bunny have no place in Shrewsbury's institution or holiday celebrations.

Please assist Shrewsbury in this endeavor by making sure that all holiday celebrations and associated decorations are in accordance with the above stated policy. Any parties or ornaments are to be Christ-centered and appropriate to the Shrewsbury Christian Academy environment. Thank you for your help!

### Non-Discriminatory Policy

Shrewsbury Christian Academy welcomes all interested students who desire a strong academic program from a Christian perspective. Shrewsbury Christian Academy admits students of any race, color, gender, and 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 race, sex, color, national and ethnic origin in the admission policies and school-administered programs.

### Pledges

**American Flag:** I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

**Christian Flag:** I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands. One Savior crucified, risen, and coming again with life and liberty for all who believe.

**Bible:** I pledge allegiance to the Bible, God's holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.

## ACADEMIC PROGRAM

Preschool at Shrewsbury Christian Academy consists of a comprehensive academic and developmental program divided into Pre-K3, Pre-K4, and K5.

### 5-YEAR-OLD KINDERGARTEN (K5)

**K5** is provided for children who will be at least **five** years old on or before September 30<sup>th</sup> of the upcoming school year. K5 is also a five-day-a-week program; meeting three hours a day, either morning or all day (see Hours of Operation). It is important to our teachers that every student knows they are special!

*Requirements for Enrollment:* A child must be:

1. Toilet-trained - Child is expected to be fully independent in the restroom. (See Toilet-Trained Definition and Policy)
2. Five years of age on or before September 30<sup>th</sup>.
3. Given a K5 Placement Screening prior to enrollment.
4. Given a K5 Placement Screening prior to reenrollment upon recommendation of the PreK teacher.

*Commencement:* Commencement for K5 will be held in the SCA gymnasium in late spring. Graduation fees must be paid in full for each student.

*Transportation:* Transportation to and from Shrewsbury Christian Academy is the responsibility of the home school district or parents. The parents can either drive the child to SCA daily or contact the public school transportation system, with exception to Maryland family residents.

**If there is ever a change in your child's schedule due to an appointment or if someone else is picking up your child, please send in a note or call the office.** If no note is sent in to school, we will assume they are going home as usual. If an emergency arises, please contact the school office so they know what is going on.

## Grading Scale

### K5 Grading Scale

- Specials Classes Grades K5

92 -100	O	Outstanding Development
83 - 91	S +	Satisfactory Development
77 - 82	S	
74 - 76	S -	
65 - 73	N	Needs Improvement
0 - 64	U	Unsatisfactory Development

## TOILET-TRAINED DEFINITION AND POLICY

One of the requirements to be enrolled in Preschool at Shrewsbury Christian Academy is that a child **must be toilet-trained**. However, it is not our desire to force toilet training on any child, instead we want parents to wait to enroll their child until he or she is toilet-

trained. A child who is toilet-trained consistently realizes his or her need to use the potty without reminders. He or she is able to undress, use the potty, wipe, and put his or her clothing back on themselves.

K5 students are expected to be fully independent in the restroom.

- *Elastic-waist, loose-fitting pants:* We recommend these instead of pants with belts, buckles, snaps, or buttons because they are easier for children to pull up and down themselves.
- *Waist-length undershirts:* Many children cannot snap and unsnap Onesie-type undershirts or bodysuits. In addition, the long backs can fall in the toilet and get wet.
- *Skirts and loose-fitting tights:* Using the toilet can be difficult for little girls when they need to use one hand to hold up their dress. Skirts that can be pulled up and down like pants work better. Close-fitting tights are usually difficult for little girls to manipulate.
- *Shirts with sleeves that can be easily pushed up:* Hand washing is an important part of learning to use the restroom independently. Shirts with long sleeves that button at the cuffs are difficult for children and frequently get wet in the hand-washing process.

## **ADMISSIONS PROCEDURE**

Interested families are given a K5 information packet. After reading it, you should...

1. **Call the school office at 717-235-5763, Monday through Friday, from 8:00 AM until 4:00 PM.**
2. Make an appointment for an **interview and tour**. You will see the Preschool and K5 classrooms, as well as the gymnasium. *Write down any questions that you have, and come prepared to ask them.*
3. Set up an appointment for your K5 child to take the **Placement Screening**. You may schedule your interview and tour to be done the day of the screening, if you choose.

All new students entering K5 will be given a Placement Screening before enrollment is finalized. This includes all children who will be five years old or older on or before September 30<sup>th</sup>.

→ Screening results and placement recommendation will be sent to parents by mail within one week of the screening, or you may pick up screening results at the school.

4. After you receive the placement screening results, **call the office and finalize enrollment**.

Application forms and appropriate fees should be filled out and returned to the office to secure a place in the class. You will be notified if the class of your choice has already been filled.

*We would be happy to set up a meeting with your child's teacher, or the Administrator, if you would like further information.*

## HOURS OF OPERATION

K5 Classes

SCHOOL HOURS: (5 days)

AM Classes - 8:50 AM - 12:00 AM

All Day Classes - 8:50 AM - 3:35 PM

**School Office Note:** School Office hours are from 8:00 AM - 4:00 PM. Payments can be dropped off any time during those hours.

## STUDENT ARRIVAL

### *Morning K5*

Preschool and K5 students that are dropped off early (before 8:40 AM) **must register** for use of Student Care. Students in Student Care will be taken to class by the Student Care staff.

## STUDENT DEPARTURE

### *All Students*

It is IMPORTANT that parents picking up their child arrive at or before dismissal time. If you cannot be here at dismissal time, please call the school to inform the Office Manager and arrange for Student Care. If someone else is going to pick up your child, please send a note to inform us of the change, or in case of an emergency, call the school Office Manager. Also, please inform us for our records if there is someone who is NEVER to pick up your child. When you come to pick up your child, please wait in your car or outside of the school for your child to be dismissed. The teacher will open the door and dismiss children individually to their parents or designated ride. If someone else is picking up your child, please tell him or her where to wait.

## LATE PICK-UP PROCEDURE

The teacher will take a child that is not picked up promptly at dismissal time to Student Care. **You will be charged for Student Care use.**

## ATTENDANCE POLICY - K5 only

Attendance is required of all students who are enrolled at SCA, unless illness or an emergency prevents attendance. Students who have been absent must present a written excuse from their parent or guardian upon returning to school explaining the reason for the absence. Any student who misses more than 3 days in a row is required to submit a doctor's excuse for that absence. Attendance (including tardiness) appears on your child's report card.

### *Planned Absences*

We do not encourage or condone vacations during the school year. However, we do recognize that for some families, vacations and/or trips must be taken at different times throughout the year. Parents should obtain an *Application for Permission to be Absent*

form from their child's teacher. This form needs to be submitted for approval at least one week prior to the first day of a planned absence. The form requires the signature of the parent, teacher, and administrator.

### ***Excessive Absences***

Excessive absences not only disrupt your child's school routine but also increase the possibility of retention in the same grade for the next school year. Any absence after a total of 10 will require a doctor's excuse for each day of absence that occurs thereafter.

### ***Tardiness***

Parents are expected to have their children to school on time. Repeated tardiness is a real inconvenience to the child, the teacher, and the remainder of the class. If your child should arrive at school late, you must go to the school receptionist and get a tardy slip before you take him or her to their classroom. A child will not be marked tardy if their bus or van (public school transportation) arrives at school late. Six tardies, excluding inclement weather and Doctor/Dentist appointments (Dr. note required), in one marking period will result in one Disciplinary Referral. A Detention will be given when an additional 3 tardies are accumulated during that same marking period.

## **PROBATION POLICY**

All new K5 students are admitted tentatively for a nine-week probationary period. The student must meet the school's spiritual, academic, physical, and social standards. During this period, the Head of School will review each new student's progress. If it is determined that a placement change, a second probationary period or withdrawal is necessary for failure to meet the aforementioned standards, the parents will be notified.

Any K5 student could be placed on probation at any time for failure to meet the school's spiritual, academic, physical, and social standards. Parents will be notified in writing if this should occur, and may be asked to attend a conference regarding their child.

## **DISCIPLINE**

A. The Preschool and Kindergarten faculty member in charge of the child or group of children shall be responsible for their discipline.

### **B. School Discipline**

1. Discipline of children is primarily the responsibility of the parents. The school cannot be expected to mold Christian behavior or instill Christian ethics if they are not reinforced at home. Both home and school must be consistent in their disciplinary practices and should use methods as prescribed by God's Word.
2. The teacher stands in the place of the parents during the hours school is in session.
3. Student behavior shall be directed toward self-discipline, adequate self-control, and respect for authority.

C. The Preschool and Kindergarten faculty will punish and discipline in the following ways:

1. There is never cruel, harsh, or unusual punishment

2. No one discipline technique is applied to all children
3. No physical restraints are used to confine a child
4. No child is ever placed in a locked room by themselves
5. No child is humiliated or subjected to profane language or any other form of verbal abuse
6. Discipline is not imposed on a child for failure to eat, sleep, or toilet accidents
7. Corporal punishment is never used.

## **CLASSROOM INFORMATION**

Students must be in the classroom by the time the bell rings at 8:50 am. If your child arrives late, please do not send your child to their classroom. They must stop at the office first and check in if they are late. They will receive a slip to get into class. This will result in a tardy.

Although you may walk your child to class, it is best if you make your good-bye a quick one so that your child can start his/her day. The children will quickly learn their new routine and in a few days will know what to do without being prompted.

If you need to speak with the teacher, please pass-a-note and the teacher will try to get back to you at a break time or after school. Mornings will be hectic and the teacher needs to be available for the children.

### **Miscellaneous**

Please check Sycamore for class news, class reminders and any other pertinent information regarding our class.

If your child is absent, please remember to send in an excuse for that day. If you know your child is going to be absent in advance, please let me know by way of note.

We will have a rotating cycle in our class of a special time of show and tell. Certain times during the year your child will bring home a mystery box in which to put a small object. You will be asked to write down three clues that your child will dictate to you i.e., "It is red," "It is shiny," and "It has wheels."

### **Homework**

By the second marking period, the teacher will be sending home some reading homework to give your child more practice. Please take the time that is assigned to work with your child.

### **Folders**

Please look through your child's book bag/ school bag every night to check for any communication from your child's teacher or the office. Please return the folder each morning. Please keep the papers on the "Keep" side and return anything that is on the "Return" side. Folders should be returned the following school day.

## Classroom Rules

1. Obey the first time.
2. Be kind.
3. Keep your hands to yourself.
4. Work quietly.
5. Line up quickly and quietly when called.
6. Be truthful.
7. Do your best for Jesus.

**K5** -At the end of each week, if your child has met their behavior goal, they can pick a prize out of the teacher's prize box. ☺ This is one of our incentives for good behavior.

### Consequences:

First offense - verbal warning.

Second offense -Student will miss 5 minutes of recess.

Third offense -Student will miss 10 minutes of recess.

Fourth offense -Student may be sent to the office and will miss 15 minutes of recess time. **\*\*No prize will be awarded at the end of the week\*\***

If a behavior report is sent home with your child, please sign and return this form the next day. A phone call or meeting will occur if severe offenses are continual.

Each day is a brand new day. Your child will start his or her day off with a new slate ☺.

## Lunches

If your child is staying all day and is ordering lunch or a drink, please send in one of the lunch cards indicating what they are ordering. You may send in one card for the entire week, or a new card on the day you wish to order. Also, if your child will be ordering milk each day, please send in a note at the beginning of the year stating this.

Please do not send in anything for your child that needs to be microwaved for lunch. Only Middle School and Jr. High are allowed to use the microwave as they are self-sufficient and responsible for their own lunch.

## Labels

Please make sure you put your child's name on **everything**. During the fall, there are many navy blue sweatshirts floating around. It is extremely helpful to have a name on the label ☺.

## CONTACT INFORMATION

You can contact the teacher by note, email, or pass-a-note on Sycamore, or leave a message at the office. The teacher will always try to get back to you as soon as possible.

Please do not try to talk with the teacher about problems in the morning or in the afternoon when picking up your child. Thank you!

\*\*\*Parents,

Please remember communication is a must to have a successful year! We are so excited to have your family in our school. We will do our best to keep you informed of everything going on. Please keep this paper to refer to during the year. If you have any questions that have not been addressed here, do not hesitate to contact us.

## **GENERAL PROCEDURES**

1. *Address/telephone change:* Any time an address or phone number is changed, whether it is home, work, or emergency, please notify the school with that new information.
2. *Birthdays:* If you would like to celebrate your child's birthday, you may send in a small treat for the class. Please do not send in anything with peanut butter due to severe allergic reactions. Please send me a note a day in advance if you are planning on sending in something with your child.  
K5 Children with summer birthdays are celebrated as a group in May. Treats for the class may be brought that day.
3. *Calendar:* K5 - Each family will receive a school calendar prior to the start of the new school year. It is recommended that this be posted in a convenient place for regular reference.
4. *Change of Clothes:* K5 - Please send in a complete set of extra clothes for your child to keep on-hand in case of an accident (wetting, spilled drink, sickness, etc.). We will return all items at the end of the year so please make sure they are clearly marked with your child's name.
5. *Conferences:* Please make appointments for conferences through your child's classroom teacher. Each teacher welcomes opportunities to talk to parents, discuss difficulties or progress, or answer basic "how-to" questions relevant to their child. During school hours, the teacher's time belongs to the class. Parents should limit conversation to instructions necessary for the welfare of the child.
6. *Field Trips:* Field trips will be scheduled throughout the school year. More information will follow regarding each of these field trips. Please note that these field trips are only for Kindergarten.
7. *First Day of School:* On the first day of school, it is best for the parent to leave the child with the teacher. Need for adjustment is not unusual at this young age. The teacher is trained and prepared to deal with such situations. When the parent remains in the classroom, it makes the period of adjustment more difficult for the child. Always instill a positive attitude about school before the year starts. Reassure your child that preschool and kindergarten will be a time for learning, exploring, and having fun with other children.

8. *Grandparents' Day:* This special occasion is a day in which we welcome grandparents to observe their little bundles of joy.
9. *Invitation Distribution:* The Preschool and Kindergarten teachers would be happy to distribute party invitations for you to your child's class, provided that there is one for every child. We would prefer the distribution be done through your child's teacher. In order to avoid any misunderstandings or hurt feelings, if you are including only a select few of your child's classmates, please mail invitations. We appreciate your understanding.
10. *Notes to the Teacher:* A note is the best way to communicate important messages to your child's teacher, especially any changes in your child's routine. Notes should be placed in your child's folder.
11. *Playground:* As weather and class schedules permit, we will go outside and use the playground. **We ask that anytime there is a group of children on the playground supervised by Shrewsbury Christian Academy teachers or staff that you please yield the playground to that group.** Those students are there for their designated playground time, and we do not want to interfere with it. Thank you for your understanding and cooperation. Please make sure that your child is dressed appropriately for the weather. We try to go out, if only for a few minutes, when it is cold.
12. *Rest Period:* There is a forty minute rest period each afternoon for those children enrolled in full-day kindergarten. Your child will need to bring a rest mat of some type for the first day of school. She or he may also bring one "lovey" (stuffed animal or blanket) rolled up inside. Kid-"nappers" may be purchased through the school office.
13. *Sibling Attendance:* Due to lack of space and materials, siblings are not permitted to attend **Field Trips** or **Class Parties** with parents who are volunteering.
14. *Snack Time:* We will have a small snack time each morning. **For all-day students, we will have another small snack close to the end of the day.** Please mark the item you would like your child to eat for snack so they know. Please make sure it is peanut-free and a healthy snack such as fruit, yogurt, crackers, cheese or a vegetable. Sweet, sugary treats are allowed following a healthy lunch/snack.
15. *Toys:* The school provides toys and games. Absolutely no toys are to be brought to **K5**, except on **Show and Tell** days, with prior approval of the individual teacher.
15. *Withdrawals:* All withdrawals must go through the SCA office.

### **MEDICAL GUIDELINES**

Any new student is required to have a physical by the family doctor before entering school in August. A physical form, provided by the school, must be completed and submitted to the school office. A record of all inoculations must also be given to the school office. Inoculations, as required by the State, should be adhered to. The State Health Department has now ruled that children must have the mumps vaccine and Hepatitis B vaccine before starting K5, in addition to the other required immunizations. The

complete list of immunizations needed before a child starts K5 is as follows: Diphtheria-3 doses; Tetanus-3 doses; Sabin Oral Polio-3 doses; Measles, Mumps, and Rubella-1 dose after 12 months of age and a second dose before admittance into K5, and Hepatitis B - 3 doses. Parents are advised to check with the family doctor to be sure that all requirements can be satisfied so that the child may start school in August. Regarding to instances where a student needs medical attention, the office will call the parent or emergency person.

No staff member will be allowed to administer any medications without parental authorization. Non-prescriptive drugs will not be given unless the parent has given permission in writing including the student name, dosage, and time of administration. Prescribed drugs must have written permission by the parent and the physician. All medicines must be kept and administered at the office. All medications must be sent into the office in the original prescription bottle, clearly marked what it is, directions for administration, and the child's name on it. By law, we cannot accept medications that are in bags or non-prescription containers. Each parent is responsible to send in any/all medication.

### **HEALTH/SICKNESS POLICY**

Some of the most trying questions parents face: "When should I keep my sick child home from school?" or "When will my sick child be sent home from school?" Here are some guidelines we have compiled to help you decide.

\*We have found the best rule of thumb is: You should keep your child out of school or Student Care if he or she **needs frequent, one-on-one care from an adult or lacks the energy or alertness to learn or to play.**

\*Keep your child home if he or she has a contagious condition such as chicken pox or strep throat. Let your doctor decide when it is safe to allow your child return to school.

\*Your child should take the day off or will be sent home from school if he or she has any of the following symptoms:

- A fever of 100 degrees or higher within the last 12 hours, especially when combined with other symptoms.
- A fever that recurs as medication wears off.
- Nausea, vomiting, or diarrhea.
- Persistent headache or body aches.
- Undiagnosed or contagious skin rash.
- Excessive sleepiness, tiredness, or irritability, even if caused by medication.
- Loss of appetite for more than a day.
- An excessively runny nose or eyes that show sign of infection.

*A sick child needs more care than we can provide in our school setting. Keeping your child at home is not only the best thing for him or her, but also shows consideration for classmates. Let's work together to keep all of our students as healthy as possible.*

### **INABILITY TO FUNCTION**

A child who is unable to function in the classroom on any given day due to physical or emotional reasons such as excessive tiredness, inconsolable crying, or extreme anger or aggression will be sent home. A parent will be called to pick up the child and they will be marked absent for the day.

### **WEATHER RELATED CLOSINGS**

In case of school closings, delays or early dismissals due to bad weather or other emergencies, please listen for an announcement regarding *Shrewsbury Christian Academy* on the local radio stations and/or television stations. All announcements will be made on both Maryland and Pennsylvania stations. We do not follow any specific school district. We will be making decisions based on all the districts represented at the school.

**Student Care** is available on either a two-hour or one-hour delayed schedule. And will follow our starting time schedule. Example: if we are delayed one hour, then AM Student Care begins at 8:00. If we are delayed two hours, then AM Student Care begins at 9:00. If school is closed or closes early, then there is no Student Care.

For our half-day K5 families, if we have a two-hour delay we will operate on a Modified Kindergarten Schedule and we will have half day K5 classes. If we have a one-hour delay, these classes will be open as well. The modified schedule is as follows:

1 hour delay 9:50am to 12:00 pm

2 hour delay 10:50am to 1:00pm.

On days that SCA is delayed (either 1 or 2 hours), your child will be able to order pizza for lunch. Please have your child order lunch as they usually do (in the morning or with a lunch card). Half-Day Kindergarten will need to come to school prepared with a lunch (or they will need to order lunch for the day).

Any delays or closings will also be posted on the SCA website and you will receive an email regarding any changes, unless circumstances simply will not permit this happening.

### ***K5 students using public school transportation***

If there is an early dismissal for Shrewsbury Christian Academy or your public school district and your child normally uses your public school district's transportation, **we will send your child home on the bus or van as usual.** We strongly encourage you to make prior arrangements with a neighbor or to have some type of plan for your child in the event that they would arrive home early and you would not be home.

## Dress Code/Standardized Attire - K5

Shrewsbury Christian Academy believes that there is a close relationship between positive scholarship, neatness, and appropriate dress. It is nearly impossible to satisfy everyone in this area of the school guidelines.

The purpose of the dress code is to be obedient to the principles of *God's Word* and to provide the best possible atmosphere for learning. *God's Word* says that our dress should be modest and that our attention should be more on improving the inner person more than the outer person. It is the academy's conviction that parents are responsible for the modest dress standards characterizing a Christian young person. Students should also recognize their responsibility and respect for the school, by desiring to attend school in appropriate attire. Traditional styles of clothing are expected.

Shrewsbury Christian Academy has chosen to require standardized attire for its students. This attire is beneficial for the students as well as the school for the following reasons:

- The students are thus encouraged to express their individuality through personal and academic achievements, rather than focusing on a fashionable appearance.
- This attire can lessen the frustration of the morning routine.
- Standardized attire fosters a student's sense of belonging, unity and pride in his school, which can assist in building school and team spirit.
- It ensures that all students are safely and modestly dressed for school activities.
- It eliminates the pressure to wear more elite clothing.
- Clearly identifies Shrewsbury Christian Academy students from visitors that enter the school, and distinguishes them from other students on field trips.
- It suggests an orderly, distinctive, and unified image of the school.

Much thought and planning has gone into the design of the attire. The attire has been chosen with the following in mind:

- Items should be reasonably priced, so as not to exclude anyone.
- Items should be neat looking, and easy to take care of.
- Items should be able to be passed down, with upper grades having some of the same items as lower grades.
- Items should be readily available, at all times of the year.
- Items should be modest and honoring to the *God* we serve.
- Items should be of a "classic" look, so as not to appear dated nor of the latest fad.
- Items should not detract from the educational experience, but should enhance it.

### **Pants**

- Navy blue or khaki dress slacks.
- Cotton or cotton-polyester twill fabric. No Denim or corduroy.
- Plain or pleated front, "Dockers style" or uniform pants. Slacks should be hemmed, and may have cuffs.

- Blue or khaki elastic waist
- Pants shall be proportioned to fit at the waistline (no hip-huggers).
- Slacks are permissible for all students.
- NO cargo, Capri, athletic pants, excessively baggy, or fashion/fad pants.

### **Skirts/Jumpers/Dresses - Modesty**

- Girls may wear skirts or jumpers of navy or khaki colored twill fabric (length the same as skirts).
- Shorts must be worn underneath if on playground equipment
- Long or short sleeve polo dresses in solid navy or light blue may be worn (length the same as skirts).
- Skirts shall be properly fitted (worn on the waist), and must be no higher than mid-thigh and below fingertip length.
- Any slits in skirts must also be no higher than mid-thigh.

### **Shorts/Skortts**

- Navy or khaki shorts that follow the same guidelines as the slacks.
- Shorts and skortts shall be properly fitted (worn on the waist), and must be no higher than mid-thigh and below fingertip length.

### **Shirts**

- All students may wear white, navy or light blue collared polo, button-down oxfords, or turtleneck shirts.
- Shirts and turtlenecks may not have any visible brand names or logos (except school approved S.C.A. logos).
- Girls may also wear a button-front blouse with "Peter Pan" collar.
- Shirts and blouses must not have a see-through fabric.
- All shirts and blouses should have sleeves.
- Tipped sleeves and collar in contrasting color are allowed as long as the color is one of the school attire colors.
- Shirts with buttons must have all buttons buttoned except the top.
- **Non-school attire should not be visible. (As in layering of shirts.)**

### **Sweaters/Fleece/Sweatshirts**

- Solid color with collar of shirt/blouse visible at all times.
- Cardigan, V-neck, or crew neck is fine.
- No visible brand names or logos (except school approved S.C.A. logos).

### **Socks**

- Socks must be worn at all times.

### **Shoes**

- Shoes must be worn at all times.
- For safety as well as neatness, laces should be tied or fastened so they do not drag.
- Clogs, flip-flops, platform shoes, open-toed shoes, boots, beach shoes and sandals are not allowed.

### **Outerwear**

- Hats may be worn outside the school buildings only, and should be stored in lockers/backpacks otherwise.
- Hoods may not be worn in the buildings.
- All other jackets should be stored in the locker or on the hook assigned.

### **Hair/Accessories**

- No extreme hairstyles, hair colors, boys' earrings, belly rings, etc. are allowed.
- If a tie is worn, it should be worn with an oxford shirt, and should be a solid navy blue.
- No chains allowed, including wallet chains.
- Jewelry should not be excessive, and shall be subject to the discretion of the faculty/administration.
- Makeup is not permitted in Kindergarten.

### **Boys' Hair Code**

- Hair is to be well groomed. It should not be in the eyes and must be groomed off the ears and collar at all times.
- It is to be of a natural hair color, with the exception of "Spirit Days."

### **Neatness**

- Standardized attire that is frayed, torn, or unclean should not be worn.
- All children should be well groomed and practice good personal hygiene habits.
- School attire is not to be worn in combination with P.E. uniform. (i.e., no t-shirt worn with school shorts).

### **K5 Gym Uniform**

#### **Pants**

Any gray or navy blue elastic waist band with optional drawstring including sweatpants

#### **Shirts**

Any gray, navy blue, or white (no undershirts) Tee shirts without pictures or writing.

#### **Miscellaneous**

- White socks with sneakers: no street shoes are permitted.
- Girls are reminded not to wear dresses.

## Out of Uniform Days

- Students are expected to wear neat, clean clothing.
- Dresses, skirts, "properly fitted" shorts, slacks or jeans are considered acceptable school attire for girls.
- Boys also may wear "properly fitted" shorts, slacks or jeans (no holes or fringes).
- Students are not allowed to wear bare midriffs, halter-tops, tank tops, sheer blouses or mini-skirts. No shirts with offensive decals/messages are to be worn to school (offensive decals/messages will be determined at the discretion of the Teachers and will include decals of rock stars, violent or crude portrayals, etc.).
- No pajamas or "lounging pants" may be worn.
- Attire is acceptable at the discretion of the teacher. A parent may be called if clothing is not acceptable.
- If a student has Physical Education on a scheduled out of uniform day, please wear appropriate attire (i.e. tennis shoes) to participate.

### **PROCEDURE FOR ACCESS TO ACADEMIC/EDUCATIONAL RECORDS**

I. The custodial parent, eligible student, guardian, or designated representative shall have access to the student's academic/educational record in accordance with the following procedures:

- A. A written response to inspect and/or review an academic/educational record shall be submitted to the administrator.
- B. The custodial parent shall have the right to inspect or review records.

II. Access shall be provided:

- A. Within three (3) days of receipt of request;
- B. Prior to a conference regarding a student's academic/educational program;
- C. Prior to a meeting relating to identification, evaluation, or placement of a student.

III. For the purposes of security, assistance in explaining or interpreting information, the inspector/review shall be in the presence of the Head of School or designee(s).

IV. Custodial parents shall have the right to inspect and review summary data records which include information about more than one child; however, they shall only be allowed to inspect and review individual data relating to their child(ren).

V. Shrewsbury Christian Academy shall provide custodial parents a copy of their child's academic/educational record upon written requests at no charge. Second and/or additional copies shall be provided at the rate of fifteen (15) cents per page in order to cover the cost of copying.

VI. A custodial parent, eligible student, guardian, or designated representative who believes that information in the student's academic/educational record is inaccurate, misleading, or violates the privacy or other rights of the student, has the right to request that the school amend the inaccurate, misleading, or violating information.

## *A WORD TO PARENTS*

You, as parents, have one of the most important roles in your child's education. Your attitude and involvement will often affect your child's success and the success of the school. The school cannot operate without your support in work and prayer, and for this reason, some parental responsibilities are listed below:

1. I will pray earnestly for Shrewsbury Christian Academy.
2. I will cooperate fully in the educational functions of SCA, doing my best to make Christian education effective in the life of each of my children that he or she may love and serve the Lord Jesus Christ in all of his or her life.
3. I will pay all of my financial obligations to SCA on or before the date due. If I am ever unable to pay on time, I will notify the Head of School or Financial Secretary in advance and in writing, (a) giving a reasonable explanation for the delay and (b) stating when the payment can be made.
4. I will support the school by gifts in addition to my tuition payments and fees, as the Lord enables.
5. I will undertake volunteer duties and responsibilities for SCA as opportunities arise, and as God provides time and strength.
6. I will recommend SCA to other people as opportunities arise.
7. I will attend meetings and parent functions of the school regularly, even though I may not be able to achieve perfect attendance.
8. If I become dissatisfied with the school in any respect, I will seek to resolve the matter with the teacher or school staff member involved rather than begin to speak criticism or hold a negative attitude in my heart. I won't criticize rules or guidelines that are established by the school, because this destroys the authority of the school and limits the help the school can give my children. Matthew 18
9. I will seek the advancement of SCA in all areas - spiritually, academically, and physically.

As an SCA parent, I recognize it is my privilege and responsibility to strive toward observance of the above, as God enables me by the power of His Holy Spirit.