

# Weddington Christian Academy



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**Office Hours:  
8:15am -2:30pm or by appointment**

## **Family Handbook 2009-2010**

The school board and administration of Weddington Christian Academy reserves the right to change any policy herein at any time at the school's sole discretion should it be determined that such changes are in the best interest of the school. Changes will be communicated to affected groups and individuals.

A precious cornerstone for a sure foundation ...Carve your name on hearts and not on marble. Isaiah 28:16

## Welcome Letter from the Principal

Dear WCA Parents,

Welcome to Weddington Academy. We are honored that you have chosen to entrust us with your most cherished treasures. We believe that each child is precious in the sight of God, and will always seek to provide a safe, nurturing environment for him/her to grow and develop.

We offer each student a unique balance of academic, spiritual and social development. We respect and love each student while recognizing our responsibility and commitment to the teaching process. We offer encouragement and tools to a successful learning experience.

May God richly bless you as we join together in your child's educational experience.

Mrs. Adell Keen, Principal

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# **About Weddington Christian Academy**

## ***Handbook Purpose***

The handbook is designed to provide rules, guidelines and procedures for the benefit of the students and the school community. Parents and students are expected to follow the rules and regulations in the handbook. Parents or students should not expect exceptions to be made to the handbook. Please read thoroughly, sign and detach the agreement in the back of this handbook and return it to your child's teacher.

## ***History and Accreditation***

Weddington Christian Academy is ministry of Weddington United Methodist Church. The creation of a quality Christian school for the Weddington and surrounding communities was the vision of Reverend Dr. Paul Morell, Shana Stadler and Dr. Lenny Stadler, former Pastor of Weddington UMC. In January 2001, preparations began for our inaugural class of August 2001. WCA began with one Kindergarten class, and the goal to add one grade level per school year. WCA is now a K4 through fifth grade elementary school.

Weddington Christian Academy is a member of ACTS (Association of Christian Teachers and Schools) and regulated by the state of NC through the North Carolina Department of Non-Public Education. .

## ***Mission Statement***

### **Our Philosophy**

We desire to serve the community and church through providing a quality educational opportunity for children in a Christian setting where faith, family and belief in God are encouraged and supported. We desire to use Christian curriculum, scripture and Bible stories to teach moral values and help instill godly principles through the educational experience.

### **Our Purpose**

We desire to teach each child with Christian love in a supportive environment. We will encourage each child to contribute to the classroom group experience. Different learning styles will be implemented to assist each child to be successful both academically and socially. Since all children learn differently we will balance and utilize various teaching styles to make the learning experience an adventure (i.e. visual, auditory, hands on, etc.).

### **Our Teaching Goals**

We will strive to instill in each child a love for God, family and others. Learning should be fun, informative and safe. Students will have the benefit of a smaller class size (smaller student / teacher ratio). Children should be able to find joy in learning when subjects are presented in a creative, enthusiastic yet practical manner. Our ultimate desire is for each child to begin and nurture a personal relationship with Jesus Christ that will last a lifetime.

### **Our Class Size**

Our student / teacher ratio is small enough for students to receive individual attention. There will be a teacher assistant available as needed.

### **Our Curriculum**

WCA uses A BEKA, an accelerated Christian-based curriculum. A BEKA is used in all grade levels. A BEKA enables us to present academics on a level commensurate with other private schools. A BEKA has a proven track record in Christian schools across the nation and challenges the advanced student while teaching all the necessary education material to all students. Our curriculum covers reading, literature, language arts, math, history, science, spelling and Bible. Art, music, physical education, library and computer are offered as enrichment classes. A BEKA teaches a solid phonics based curricula that builds vocabulary with each grade level. The A BEKA readers teach values and morals and help students make wise choices in situations they may encounter in life. In areas where needed we may use supplemental materials to enhance and enrich our curriculum.

## ***Doctrinal Statement***

- † We believe in the eternally existing, personal triune God: Father, Son and Holy Spirit.
- † We believe in the Deity of Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, and His ascension to the right hand of the Father, where he now acts as Mediator and Advocate.
- † We believe in the present ministry of the Holy Spirit, whose indwelling in all believers enables them to live godly lives.
- † We believe that the Holy Bible is the sufficient guide for all people, that it is the inspired Word of God through the activity of the Holy Spirit, and that in holy reverence it is our chief authority for living. In matters difficult to resolve through Christian prayer and conversation and Church tradition, it is accepted as our final authority of faith and practice.
- † We believe that regeneration by the Holy Spirit is absolutely essential for the salvation of lost and sinful people and that all who receive the Lord Jesus Christ by faith are born again and become children of God.
- † We believe in the spiritual unity of believers in our Lord Jesus Christ, and in the necessity of all His followers maintaining good works as evidence of faith.
- † We believe that those who accept Jesus Christ as their Savior become members of the living body of Christ and thereby will seek out, join and participate in the local Church through worship of God, have fellowship with the brethren, and give service to all mankind in a sacrificial spirit.
- † We believe that every believer and follower of the Lord Jesus Christ must be responsible to witness by deed and by word, and thereby will be involved in the evangelization of the world, personally and through missionary efforts.
- † We believe in the personal return of our Lord Jesus Christ as the fulfillment and vindication of history, that all people are in need of salvation for this life and the next, and that some will know the resurrection of life and a heavenly homecoming, while others will know the final separation from God and the hell of His lost love and providence.

# **Admission**

## ***Admission Procedure***

Weddington Christian Academy admits qualified students of any race, color, biological gender or ethnic origin to all rights, privileges, programs and activities. Attendance at WCA is a privilege. The school reserves the right to refuse enrollment to any student or students of families who have demonstrated disharmony regarding the purpose, objectives, standards, policies, rules or regulations of the school.

WCA believes that in order to provide the best academic and spiritual training, we must make certain exclusions. We, therefore choose not to accept for enrollment students who are not in good standing with the institution in which they are presently and / or previously enrolled or any student whose needs can not be met academically, behaviorally, or spiritually. We believe that the standards of WCA are easier to maintain when the students' and parents' attitudes are in agreement with the school's philosophies and polices. This cooperation helps to support the standards here at WCA.

All parents will be interviewed by the administration before any application is considered for admission. An additional requirement for elementary students is a school visit to WCA, to give the child and the parents the opportunity to experience a typical day at WCA and learn firsthand whether it would be a good fit for their child.

Applicants are asked to understand that WCA offers very limited modifications in the learning process. Should the child be able to do the work but unable to keep up with the pace, they may be asked to work just the even or odd numbered problems. After a level of success is achieved, the work will gradually increase in order to help the student be on par with the other students in the class. Because of our small size, we offer a limited amount of special assistance to students with special academic needs (learning/emotional disabilities).

Children must be able to fit into the age appropriate classroom. Children must be consistent with other students in the class. While all children may learn differently there is a certain standard that must be maintained in the classroom. This is necessary for all students to equally share the teacher's time. Families and/or students who are found to have withheld or misrepresented information vital to the admission process (i.e. disciplinary issues, learning disabilities, etc.), may be subject to expulsion. Continued enrollment is dependent not only upon a student's actions and attitudes, but also upon continued parental support of the school, its staff, and its policies.

WCA has limited facilities and resources to accommodate students with learning or handicapped disabilities; therefore, the administration may admit a handicapped or learning disabled student upon specific stipulations accepted by the parents.

## **Enrollment**

Each January, WCA holds registration for the upcoming school year. Information about dates, current fees and other registration information will be available at the school website. Registration is held first for returning students and siblings. This is followed by scheduled registration days for families of Weddington Church, Weddington Christian Preschool and the local community. Later in the school year, openings are filled on a first-come first serve basis. At the time of registration, parents are required to turn in a completed two-page registration form along with a registration fee that secures their child's placement in our program. New families are then given a packet of information and required forms that must be returned to WCA.

## **Student Transfers for New Students**

The following is required for all elementary students who transfer to Weddington Christian Academy:

- End of grade testing or achievement tests
- Attendance records from previous school
- Entire school record for each grade level
- Report cards from each school year

## **Student Screenings**

New students are required to have an entrance screening to ensure proper placement in our program. Parents should sign up for screening appointments at registration day. There is a non-refundable fee payable at the time of your child's screening. If you choose to enroll that fee will go toward registration. After your child's screening in K4 or K5, time will be allowed afterward to meet with the evaluator for results and any suggestions. If possible, screenings for elementary students are administered the day of their visit. Appointments will then be set up for the elementary parent to discuss their child's screening and school visit.

## **Required Paperwork**

Registration is not finalized until the following items have been completed and / or received by WCA:

- Registration Form and Registration Fee
- Copy of Student's Birth Certificate
- Parental Agreement Form
- Doctrinal Statement Agreement Form
- Financial Agreement / Payment Form

Items specific to K4 and K5 students include:

- Parent Checklist
- Current Teacher Checklist

Items specific to Elementary students include:

- Request for Records

## **Re-enrollment**

Enrollment for each upcoming school year begins in January. Siblings of WCA students who wish to enroll for the following school year will have priority and can enroll during the re-enrollment period. Open enrollment for the following school year begins after the re-enrollment period is over. A waiting list will be created when classes are full.

## ***Non Discrimination***

WCA admits students without reference to race, religion, gender or national 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, religion, gender or national origin in administration of its educational policies, admission policies, or other administrated programs.

## ***Dismissals***

At WCA, we desire to be in educational ministry. We do have to consider the entire school and all students with our decisions because our school mission to serve and teach children in a Christian academic environment is most important. An atmosphere of harmony and unity must operate in order to have a successful learning environment. WCA reserves the right to dismiss a student for the following reasons:

- Not meeting financial obligations and continues to be behind in his/her tuition.
- If a student has learning or behavioral problems that WCA is not equipped to manage.
- We strive to address each and every issue from a Christian example. We expect the same courtesy from our WCA families.
- If other disciplinary actions do not correct a student's inappropriate behavior.

## ***Withdrawals***

When accepted as a student of Weddington Christian Academy, the agreement that is entered into between the school and the student and his/her family is expected to be a yearly commitment. However, if parents wish to withdraw their child, they should formally do so through the school office. This request must start with a letter explaining the reasons why a withdrawal is requested, along with the date of withdrawal. Note: All fees and tuition are nonrefundable unless the family moves 50 miles for job relocation.

Report cards and transcripts are released to students, parents, or other schools only when the student's account is current.

## Financial Information

Weddington Christian Academy does not seek or accept and federal or state government funding; therefore, we depend upon the financial commitments of our families. WCA operates on a tuition only basis.

### ***Tuition and Fees***

#### **Registration Fees**

Registration Fees cover the cost of paperwork, effort and time to process the necessary paperwork to ensure a good match between the school and the student.

##### New Students

K4	\$450
TK & Kindergarten	\$500
Elementary	\$550

##### Returning Students

K4	\$400
TK & Kindergarten	\$450
Elementary	\$500

#### **Curriculum / Development Fees**

This is a non-refundable fee which includes curriculum ordered for each student, cost for special classes (art, music, computer, PE and Chapel), classroom teacher supplies and the required annual elementary achievement testing.

K4	\$450
TK & Kindergarten	\$500
Elementary	\$550
Two Students	\$800
Three Students	\$900

#### **Annual Tuition**

	<u>Weddington Church</u>	
	<u>Member</u>	<u>Non-Member</u>
K4 Half Day**	\$ 3,315.00	\$ 3,315.00
K4 Full Day	\$ 3,957.60	\$ 4,080.00
TK	\$ 4,204.95	\$ 4,335.00
K5	\$ 4,452.30	\$ 4,590.00
Elementary	\$ 4,749.12	\$ 4,896.00

\*\*No discounts apply to K4 Half Day

Tuition payments are spread over a 10 month period from March to December. Families, who register at a different time of the year, are required to have all tuition payments paid by June.

### **Other Fees**

- New Student Testing Fee: \$150 (Due at the time of testing)
- Activity Fee: \$50 per student  
The Activity fee will cover costs of holiday parties, teacher appreciation luncheon, and in house field trips.

### **Multiple Child Discounts:**

The following discounts apply to Tuition payments:

Second Child Discount	5%
Third, Fourth & Fifth Child Discount	10%
<i>Please note no discounts apply for K4 half day</i>	

### **Financial Policies**

#### **Accepted Payment Methods**

Checks will be accepted for registration, new student screening fees, and for fees paid in full for the entire school year. All monthly tuition payments and curriculum/development fees will be made by either automatic bank draft or credit card only on either the 10<sup>th</sup> or the 20<sup>th</sup> of the month. The curriculum/development fee will be billed as a one-time charge the month prior to the first tuition payment. We will also accept bank draft or credit card payments for registration. No cash payments will be accepted.

#### **Account Changes**

All changes initiated by the parent must be received in writing at least 15 calendar days prior to the next subsequent date of transfer. If the amount varies, Weddington Christian Academy will send written notice of the amount and scheduled date of draft at least 5 calendar days before the scheduled draft date. It is the responsibility of the parent to notify us of new expiration dates or account changes.

#### **Dishonored Payments**

If any automatic deduction is refused by your bank, a fee of \$25 will be assessed by WCA. If we are unable to deduct sufficient funds on your due date, we will attempt to withdraw again approximately 10 days later. Delinquent accounts may incur multiple fees if we unsuccessfully attempt withdrawals for both current & past due amounts. Additional fees may be imposed by your bank.

#### **Payment Frequency**

If the Finance Office does not receive your enrollment form in time to arrange for the first payment, a plan will be established with a fewer number of higher payments. If a family

registers after January or during the spring and summer months, you must agree to a payment plan that ensures payment of all fees by the end of the school year in May.

### **Incorrect Entry**

If WCA initiates an incorrect debit entry to the parent/ guardian's account, the parent/guardian shall have the right to ask for the following:

- Notify the depository in writing of the incorrect entry within fifteen (15) calendar days following the date the customer received the statement of account or a written notification.
- Fees associated with any overdrafts caused by the incorrect debit (documentation required).

### **Draft Date**

The payment draft date, for bank drafts as well as credit cards, will be the 5<sup>th</sup> of each month, or the next business day if the 5<sup>th</sup> falls on a weekend or bank holiday.

### **Refunds**

Registration fee, curriculum/development fee, and first and second month tuition is always non-refundable. Tuition payments are only refunded if the family moves at least 50 miles due to job relocation.

# Academic Information

## ***Grading Scale***

Grades for most subjects will be on a numerical basis using the following grading scale:

<u>Letter Grade/Grading Scale</u>	
A	90 – 100
B	80 – 89
C	70 – 79
F	0 – 69
I	Incomplete
E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

## ***Honor Rolls***

Each nine weeks and at year's end, Honor Roll students will be recognized. Honored students will receive an award at the end of the year, and Honor Roll lists will be published in the local newspapers. Two levels of academic achievement will be recognized:

1. *All A Honor Roll* – students must have an A in each subject. All other grades shall be no lower than a S.
2. *A/B Honor Roll* – students must have an A or B in every subject. All other grades shall be no lower than a S.

## ***Standardized Testing***

The Stanford Achievement Test (and/or any other test determined by the administration) is administered to each student 1<sup>st</sup> through 5<sup>th</sup> grades each spring. All results become a part of the student's permanent record with a copy provided to parents.

## ***Homework***

Homework is defined as all outside assignments that are averaged into the student's grade. Not all homework will be graded. Homework is assigned for these purposes; practice, drill, remedial activity, enrichment activity and for special projects. Special long-term projects may require extra homework time.

There will be no new homework assigned or generated for Wednesday evenings to allow families to attend Wednesday evening services at their church. However, this does not include work due Thursday that was assigned prior to Wednesday. Homework must be turned in on time.

## ***Class Work***

A student's work is sent home in the student folder two or three times a week for the K-4 and K-5 students. Some teachers send home class work daily in the lower grades K-4, T-K and K-5. Class work comes home either to be completed or corrected and returned, or sent home for your signature after it has been graded. Please return only if indicated by the teacher. Check your child's folder daily to see if homework or other important information is in his/her folder. We will try to work together to keep homework to a minimum. However, reading aloud to your child every night is good for children of all ages. Beginning in first grade, spelling words come home on Monday to be studied during the week for the test on Friday.

Elementary teachers will have their own schedules when class work goes home in the folder. Your child's teacher will update you. Graded work or incomplete work that needs to be done for homework is sent home in the daily folder in the elementary grades. Your child's teacher will advise you as to her procedure. You may find it is helpful to keep graded papers in a folder at home for easy reference when studying before a test.

## ***Report Cards***

Weddington Christian Academy uses four nine-week grading periods during the school year. Report cards are sent home at the end of each of these grading periods with information regarding the student's academic progress. The only exception is first quarter when report cards are handed out during the Parent – Teacher conferences.

## ***Parent Teacher Conferences***

In addition to our regular fall parent/teacher conferences, we are happy to meet with parents upon request to resolve any issues that arise. However, if a parent wants to request a meeting with a classroom teacher and/or principal, we ask that you allow 48 hours to make the arrangements; however, please note conferences will not be held on Friday afternoons.

In most cases, we will be able to meet with the parent the same week as the request unless it falls immediately before the weekend or a scheduled break/school holiday. Please complete the Parent/Teacher Conference request form and return it to the school via fax or email.

## ***Classroom Observation***

Classroom observations must be scheduled in advance and will be a maximum of 30 minutes.

## ***Weekly Special Classes***

### ***Art***

Art is expressed in a variety of modes in each classroom. It is also taught formally on a weekly basis. Each student will begin an appreciation for fine art as well as learn numerous techniques to improve their personal ability.

## **Chapel**

Chapel is the time students from various grades gather together to worship our Lord in praise, prayer and song. Students will receive a Bible lesson, monthly songs, hymns and learn many things useful to life and spiritual training. Chapel is an uplifting and integral part of our school week. Most chapel services are conducted in the church sanctuary.

## **Computer**

Students will have hands-on experience using a personal computer in a structured environment. Along with typing, students will be able to play educational computer games.

## **Music**

Students will participate in learning a variety of songs, as well as they are introduced to notes and rhythm patterns. The songs learned during music are performed throughout the school year at various programs including Christmas and the End of the Year.

## **Physical Education**

Each student will participate in a weekly physical education program that includes organized activities to help children develop skills important to their physical growth

## **Spanish**

Spanish will again be offered during the school day one day per week. Students will be taught through games, songs and practical conversational Spanish,. In addition, students will learn scriptures in Spanish each month.

## **Standards of Conduct and Discipline**

### ***Honor Code***

Christian education promotes a higher standard of personal behavior, academic scholarship, and participation in campus life. The Honor Code encompasses six main areas: lying, cheating, stealing, defaming others, intentionally damaging the property of another and remaining silent when a student has knowledge of these actions. At WCA this behavior will not be tolerated.

- Lying: A student lying or purposely misrepresenting the truth is a violation of the Honor Code.
- Cheating: A student giving or receiving unauthorized help on a test or graded assignment, or a student submitting the work of another as his/her own is a violation of the Honor Code.
- Defaming Others: A student writing or speaking with malicious intent to injure unjustly a person's reputation is a violation of the Honor Code.
- Intentionally damaging the property of another: A student deliberately and intentionally causing damage to property of the school, property of the faculty and staff and administration or the property of his/her fellow students is a violation of the Honor Code.
- Remaining silent when a student has knowledge of these actions: When a student has personal knowledge of the Honor Code being violated, he/she is obligated to inform the proper authority.

Above all, students, teachers and parents are expected to obey the "Golden Rule" given to us by our moral and spiritual example, Jesus Christ. **Matthew 7:12 "So in everything, do to others what you would have them do to you, for this sums up the Law and the Prophets."**

### ***Parent Etiquette and Confidentiality***

In instances where a parent is involved in a school issue regarding another student or another policy issue, please be vigilant and use discretion in what is discussed in front of your child. If a child must be involved in the process in order to get facts about a specific incident, etc. include them only in the portion of the discussion that is appropriate for the child. Students repeat what they hear and sometimes gain more information than is appropriate for them in these situations. Also, please realize that when you discuss with another parent any rumors, hearsay, or any second hand information regarding another student that is not your child, that you can damage the reputation of the student. Information often gets distorted and this is not fair to the other child or parent. Job 40:4, Ephesians 4:29

### ***Unacceptable Behavior***

Refusal to comply with classroom and school rules; willful disrespect for school staff; threats against students and/or teachers; abusive or foul language; destruction of school property; illegal substances or devises on school property.

## ***Discipline Policy***

Order is necessary in any school to maintain control and to effectively teach. To teach self-discipline and respect for authority, certain standards of conduct are required. Students are expected to comply with the standards and regulations of the school with a positive attitude. Correction by a teacher should be accepted without argument. If there is a question concerning the violation of a rule, the student should discuss it with the teacher privately. Additionally at WCA we expect courtesy and respect to be shown to fellow students.

Discipline in response to a student incident is determined according to the severity of the incident. These can include (but are not limited to): time out (age appropriate length of time), loss of privileges at school, apologies to affected individuals, detention, suspension or expulsion. In the case of a possible expulsion, a probation period may be initiated for a period of 3 to 4 weeks, followed by another evaluation of the situation. If a student is asked to leave due to safety issues such as threats, serious behavior issues, etc. there are no refunds of tuition and fees and the parent assumes full responsibility.

In order to ensure a fair and equitable execution of the discipline policy, the following steps will be used:

- First Offense: Note home to parent with return signature to acknowledge receipt of the note.
- Second Offense: Phone call to the parents
- Third Offense: Conference with classroom teacher
- Fourth Offense: One day afterschool detention, and continue to work with parents to resolve the issue. Meeting with the principal as necessary.
- On occasion it may be necessary for the student to serve an out of school suspension.

## ***Grievances***

Occasionally there may be questions, problems or grievances that arise. The Bible teaches that the best way to handle a problem with another person is by going directly to the party or parties concerned. It is WCA policy to follow the Matthew 18:15 – 17 principle. Please follow the guidelines below:

- Seek to gain knowledge of all sides of a problem before passing judgment on a matter.
- Go to your child's teacher and seek to resolve the problem at this level before going further. Go with the assumption that the teacher has your child's best interest at heart.
- If the problem can not be resolved with your child's teacher, it is recommended that you present your concerns in writing to the administration. Discussions at this level will most likely require the teacher's continued input.
- If you feel that the issue has still not been handled in a proper and fair way, you may bring your concern to the WCA Board of Directors. All concerns given to the Board must be in writing, explaining the issue, the steps that have been taken to resolve the issue, and how your concerns were handled at the teacher and administration levels. Please make sure that you make clear your intent of the letter / concern.

As we seek to resolve problems, let us always remember to conduct ourselves in a Christ-like manner that would be pleasing to God and to be a Christian witness. The faculty and administration of WCA are committed to assisting in resolving any issue / concern you may have. When we seek to do things as the Bible directs, we will not be involved in attacking people, but problems. We look for ways to solve the problem and try to be a part of the solution and not add to the problem.

### ***Property Damage***

When a student damages or has lost any school property (i.e. library book, curriculum, chair, desk, PE equipment, etc.) the parents are responsible for paying the replacement value of the damaged or lost item / property.

## **Dress Code / Uniform Requirements**

**The following is a description of the uniform requirements for all WCA students. Please read through this information carefully to familiarize yourself with all the requirements.**

**Uniforms are required Monday through Thursday.** Our school logo shirt colors are white, light blue, dark blue and hunter green. All logo shirts are purchased through WCA. Our school uses a local vendor for all logo shirts. Our color choices for other uniform pieces are khaki or navy blue. Parents may purchase those items at the retailer of their choice as long as the school colors are adhered to. Land's End and French Toast catalogs are available to parents who wish to order from those companies. We ask that parents use the school code on the back cover of the catalog so that WCA gets credit for your purchases. Each Friday we will have NUTS day, or No Uniforms to School Day, during which students can wear casual school clothes of their choice. The uniform choices are as follows:

### ***Physical Education Uniform***

**1 day per week.** WCA logo t-shirt with dark blue sport length shorts or sweatpants/athletic pants. No short-shorts, please. Short or long sleeve P.E. shirt may be worn depending on weather conditions. Tennis shoes must be worn. Students without the proper footwear will not be able to participate. On P.E. days, students will wear their P.E. attire all day.

### ***Chapel / Program Uniform***

**1 day per week**

Boys: Uniform or Dress Khaki pants (no cargo style) AND white oxford logo shirt

Girls: Jumper/skirt/skort with tights, OR uniform/dress pants (no cargo style) AND white Peter Pan collared logo shirt.

### ***Daily Uniform***

**Regular Uniform days (2)** - WCA polo shirt with choice of uniform pieces. For boys – khaki or navy blue uniform pants or shorts (no cargo style). For girls – WCA polo shirt with a choice of skort, solid or plaid jumper, skirt, or girls uniform or dress khaki pants (no cargo style).

### ***General Guidelines***

**Shirts** – Shirts should be tucked in if there is a shirt tail. If shirt is cut straight across with a finished edge, it is not necessary for shirt to be tucked in. Belts are optional. If a child wants to wear more than one layer, the underneath layer should match the shirt color.

**Shoes:** Comfortable shoes like tennis shoes, full sandals with a back buckle or clasp, loafers, or other full soft-soles shoes. **Not allowed: Crocs, rubber boots, cowboy boots, backless shoes of any kind including clogs or sandals, flip-flops, slick bottomed dress shoes, shoes with wheels.**

**Socks/leg coverings:** Socks or leg coverings must be worn at all times. Comfortable socks in solid colors are preferred for both boys and girls – navy, white, light blue, tan or dark green. Socks for girls may be ankle or knee length. Girl’s tights are acceptable with jumpers, skirts or skorts for cool weather and should be in the solid colors listed above.

**Girls skirts or jumpers:** shorts must be worn under jumpers and skirts at all times for modesty. Shorts in dark solid colors are preferred.

**Coats/Jackets/Sweaters:** Logos are not required. Sweatshirts and sweaters in solid school colors can be worn with the uniform.

***NUTS Fridays*** – No Uniforms to School Days:

Please use common sense and good judgment in making clothing selections. We want to have fun and still look nice. No clothing with holes (especially jeans) and no spaghetti straps unless a matching cover-up shirt is worn throughout the day. No tank tops, midriff-revealing shirts or see-through blouses or shirts. No low-rider or hip hugger jeans. Commercially themed attire should be age-appropriate and tasteful.

## ***Compliance***

We want to adhere closely to our school dress code so that our primary focus continues to be learning and academics. As the first teachers of your children, kindly guide and check your child as they dress for school each morning. In order to assist in the compliance of the dress code, WCA has adopted the following schedule of reprimands:

1. call parents to correct situation the same day OR the next day depending on severity of the infraction.
2. phone call to parents, and note home to notify of loss of NUTS privilege
3. conference with principal – student, teacher and parent should be present

We realize that there may be a unique situation when extra latitude and understanding would be given. If deemed necessary, there will be intervention by administrator or teacher, and administration has authority in these situations to act accordingly. In some cases, a temporary substitution may need to be made. If the school has to provide a logo shirt, the parent is responsible for the cost of that item.

**Lost or Unclaimed Items:** Please be sure to put your child’s name on all personal items. Unclaimed items will kept in the school office for a reasonable length of time. After that, unclaimed items will be donated to a local charity.

# **Attendance Requirements**

## ***School Operating Hours***

**Morning arrivals 8:05 a.m. – 8:15 a.m.**

**Afternoon departures 2:30 p.m. (except for half day K4 12:30 p.m. dismissal)**

## ***Attendance***

Successful students attend school regularly and punctually. All class time is valuable and to miss class time means missing important instructions and interpretations given by a teacher as well as the give and take between other students and the teacher. Excessive absences (more than 8 per semester) will cause the student to be in jeopardy of being retained.

Although there are no mandatory attendance requirements for K4; however, a normal routine is helpful for young children to adjust to a new schedule.

## ***Arrival***

Weddington Christian Academy's school day begins at 8:15 a.m.. Prior to 8:05 a.m. students will not be allowed admittance to the school unless approved by the principal, office manager, or due to a scheduled conference. In order to ensure that your child begins their day in a cooperative manner with other students and teachers, it is imperative that you arrive to school on time. Arriving at school in time to visit with friends and prepare for the day, allows the student to start their day confident and eager to learn. Additionally, mornings are when teachers present new concepts, pledges, poems, and prayer.

Any student who is not in class prior to the beginning of the school day at 8:15 a.m. is considered tardy and will not be admitted to class until he/she has reported to the office. Please enter the school office via the side entrance of Modular A.

## ***Excused and Unexcused Absences***

All absences are considered unexcused unless a note, phone call or e-mail is received from the parent within three (3) days of the absence. Habitual, intentional or unexcused absences will usually result in disciplinary action and/or academic penalty.

The following shall constitute a valid excused absence for non-attendance of part or all of a day for a student at school, provided satisfactory evidence of the excuse is provided to the school office in writing.

- Personal illness or injury
- Death, illness or injury within the immediate family
- Instances where attendance by the pupil would be hazardous
- Prior approval or special absences
- School-related activities
- Validated medical professional appointment

WCA strongly encourages that appointments be made outside of normal school hours whenever possible.

### ***Tardy to School***

In order to ensure that your child begins their day in a cooperative manner with other students and teachers, it is imperative that you arrive to school on time. Arriving at school in time to visit with friends and prepare for the day, allows the student to start their day confident and eager to learn. Additionally, mornings are when teachers present new concepts, pledges, poems, and prayer. Any student who is not in class prior to the beginning of school at 8:30am is considered tardy, and will not be admitted to class until he/she has reported to the office.

In order for a tardy to be excused, a phone call, note or e-mail must be received by the teacher or office within three (3) days. Chronic or habitual lateness may result in academic or disciplinary action.

If prior approval is received from the Principal or designee, late arrival or absence for public school testing, public school tutoring, off campus tutoring or educational testing is considered an excused absence and not considered tardy.

After five unexcused late arrivals, the student will be suspended from school for the next school day. The first occurrence, the work missed that day may be made up at the discretion of the teacher; however, any additional occurrences work will not be allowed to be made up and the student will receive zeros for any work or tests scheduled for that day.

### ***Early Departure***

A student will be allowed to leave school early when a note signed by a parent is sent to the school on the day he/she is to leave early or when a parent comes into the office to sign the student out. Any student, who must leave school during school hours for an appointment for any reason, must sign out in the school office and sign in upon return.

### ***Planned Absences***

An absence for any reason other than those listed above must be approved two weeks in advance except in emergencies, family deaths, etc. In order for the request to be approved, a student must be in good standing in the class in relationship to academics, tardies and absences. Students will not be granted excused planned absences during any standardized testing.

Students are to collect work from teachers prior to leaving and turn this work in prior to leaving or upon their return. Tests or quizzes missed during a planned absence are to be taken upon the student's return to school. Exceptions may be made by the individual classroom teacher.

### ***Make Up Work***

Parents of absent elementary students are welcome to call the school office prior to 10:00am to request work assignments. Assignments may be picked up between 1:00pm and 2:30pm. Make-up work will be accepted when the absence is excused; zeros will be issued for any work missed on the days of unexcused absences. The time allowed to complete the work for absences is equal to the number of days absent. All make-up tests should be taken outside of regular classroom instruction. Exceptions may be made by the individual classroom teacher.

## **Health and Safety**

Your child's safety is an important issue to the administration and staff of WCA. All children must be accompanied by an adult when being walked to and from the classroom buildings. In order to ensure the safety of all children, please only park in the marked spaces, outside of the cones, and do not speed or pull out without looking. Children are not allowed to walk through the parking lot by themselves, and no child should be left unattended in the car or parking lot.

Classroom buildings are locked from 8:15am to 2:30 pm for security. Please enter the school via the office door at the side of Modular A.

### ***Allergies***

Please notify your child's teacher and the school office if your child has a severe allergy (such as reaction to bee stings, fire ants, dairy, peanut allergy, etc.). Additionally, please provide written instructions should the child inadvertently come in contact with the allergen.

### ***Disaster Drills***

Fire drills and other disaster drills are held at various times during the school year. Directions are posted in each classroom and instructions for leaving the classroom will be given at the beginning of the school year. If due to serious weather conditions, the students located in the modular units will be evacuated to the basement of Weddington Church.

### ***Emergencies***

Each student must have an emergency release form completed and turned into the school office. This form allows treatment in case of medical emergencies, as well as includes a name and number of an emergency point of contact.

### ***Illness and Medications***

For the welfare of your child, other students and teachers, please keep all sick children at home. Should your child have any of the following, students must have received treatment for at least 24 hours before returning to school:

- A fever (defined as having a temperature of 99 degrees F or higher) prior to medicating
- Diarrhea
- Vomiting – two or more times in a 24-hour period
- Body rash with fever
- Sore throat with fever
- Pink Eye
- Any communicable disease. Such communicable diseases include, but are not limited to the following: Influenza, Pneumonia, Scarlet Fever (Strep), Whooping Cough, Mumps, Measles, Chicken Pox, Diphtheria, Conjunctivitis (Pink Eye). For communicable diseases, a doctor's note must be sent with the child to verify he/she is cleared to return to school..

Students are not permitted to carry medications like cough drops, eye drops, pain relievers, etc. In order for the school to administer any medication to your child either over the counter or prescription, your permission is required in writing. In order for prescription medication to be given at school on a regular basis we require permission faxed from the child's physician. All medicine sent to the school must be kept and administered in the school office, except in cases of severe allergy when the teacher must keep medications locked in the classroom for quick access. Medicine must be in the original container, with the child's name, medicine name, dosage and instructions for use.

### ***Immunizations***

Immunizations are required by the Union County Health Department and by the North Carolina Non-Public Department of Education. There must be a current immunization record on file for each student before the child can be admitted to the classroom. Immunizations can be received through the health department or through your child's pediatrician. Parents must provide the school with any updates to the information on file.

### ***Releasing Students***

For security and safety purposes, we can only release students to authorized individuals whose names are recorded on your Student Release Form. If you know in advance that you will not be picking up your student, you need to send a note to the classroom teacher. In last minute cases where you will not be able to pick up your student, you must call the school office before 1:45pm. Names may be added to the release form by stopping in the school office. Additionally, if the person picking up your student is unfamiliar to the staff they will be required to show a valid driver's license for identification purposes.

### ***Weapons***

No weapons or items that are commonly used as weapons may be brought to school or onto school property. The police may be called if this is deemed necessary by the administration. Any weapons brought to school will be confiscated and parents will be notified. Any student who brings a weapon to school can be suspended, expelled or arrested. Examples of weapons include, but are not limited to, guns, knives, martial art weapons and chemical weapons.

## **General Information / Policies**

### ***Afternoon Dismissal***

If you arrive after 2:45pm, you will be late to pick up your student. Children will then be placed in our after school program. After two(2) late arrivals per semester to pick up you will be charged a \$10 late fee.

### ***Birthday Parties***

Individual classes will determine when and how birthdays will be celebrated as a class. Please no balloons or party favors. Additionally, all children must be included in any birthday celebration at school. Invitations to outside birthday parties will not be distributed by WCA.

### ***Changes of Address / Telephone / Email***

Changes in mailing addresses, phone numbers or e-mail addresses must be reported to the school office immediately.

### ***Communications***

We encourage regular communication between parents and teachers. This may be done through written notes, conferences, email or phone calls. Teachers will be on task with their students during the school day; therefore, if you would like to discuss any concerns with the teacher in person, it is best to schedule a time out side of regular school hours.

Communication from the school regarding your child, school events, and other pertinent information is handled in a variety of ways:

### ***WCA Website***

The WCA website provides a wealth of information about the school and curriculum expectations. A monthly calendar is also provided, detailing all school related events. The website address is <http://www.weddingtonchristianacademy.org>

### ***Email***

Email will be the primary method of communication from the school, thereby eliminating most paper communications and thus saving time, effort and money. Please ensure that WCA has at least one email address per family. Emails will be sent on a regular basis providing continuous updates on events, opportunities to become involved, etc. Notify the school office if you are unable to receive email, and other arrangements will be made.

### ***Outside / Parent Materials***

No outside materials (i.e. birthday party invitations, Tupperware party invitations, etc.) will be distributed by WCA employees without express written approval by the administration.

## **Student Folders**

Please check correspondence in your child's daily folder. Each day, we check student folders and/or the spiral notebook for notes from you of anything we might need to know. If a teacher sends a note to you, please sign and date that you have read it so she will know you received the information. Each student will have a spiral notebook for you to write notes to your child's teachers. She will respond to you in the notebook. This way the line of communication will be kept up to date and in order all year. After checking it each day, please keep your child's spiral notebook in his/her book bag so it will not get lost.

## **Field Trips**

WCA does not take field trips off campus due to safety and liability issues. As an alternative, we invite individuals / small groups to come to the school at different times of the year for "in house" field trips. If you would like to share your talents with the students so they can learn more about business, hobbies or other educational related topics, please sign up with Mrs. Lee in the school office.

## **Fundraisers**

WCA does not receive any financial support from churches or any other institution. In order to keep tuition costs low, we must rely on fundraising to provide the school with many of our "extras." Our policy is to limit major fundraising to twice a year. WCA clubs and school organizations may hold small fund-raisers during the year with pre-approval from WCA administration. WCA is a non-profit entity. Donations are tax deductible and very much appreciated.

## **Box Tops for Education**

Each year we ask parents to collect the box-square top found on all General Mills products. These are redeemed twice a year for cash payments to WCA. Each label turned in is worth 10 cents, which can add up quickly.

## **Campbell's Labels for Education**

Campbell's labels are collected and redeemed by WCA for school supplies and equipment throughout the school year.

## **Harris Teeter VIC Link**

Please link your Harris Teeter VIC card to WCA. **Our school number is 2903.** You must register your VIC card each August. This is another way to support WCA during your weekly grocery shopping.

## **Target Take Charge of Education Program:**

Designate your Target REDcard (Target Visa credit card, Target credit card or Target check card) to **WCA ID number 142214**, and Target will donate up to 1% of your purchases to WCA.

## ***Gifts and Opportunities***

Appreciation shown to all teachers and staff is welcome. We sincerely hope that parents and “Friends of WCA” extend their appreciation to all teachers and staff. We respectfully request that all appreciation gifts or opportunities extended to faculty and staff be given with thoughtful consideration of all students and families with regards to financial ability, equal treatment of all students and fairness to all staff.

## ***Holiday Celebrations***

WCA recognizes that Christians celebrate holidays in a variety of ways. WCA will celebrate holidays, including Thanksgiving, Christmas, Easter; however, WCA refrains from celebrating Halloween; instead we will focus on the autumn season.

## ***Lost and Found***

Please clearly label all clothing, lunch boxes and backpacks. A “Lost and Found” is located in the school office. Any items found on school grounds are placed there. If your child is missing an item, check Lost and Found. Any item not retrieved after several weeks will be donated to a charity.

## ***Outreach***

WCA will participate in a number of selected outreach projects during the school year. In previous years, WCA has been involved in collection of non-perishable food items, clothing and toys. Participation is on a volunteer basis.

## ***Parking***

All cars should be parked in the middle of the parking lot, outside of the orange cones.

## ***Personal Belongings***

WCA assumes no responsibility for the loss of personal property. All personal items, including backpacks, lunch boxes, coats, sweaters, etc. should be clearly marked with the child’s name. More than one child may bring popular themed backpacks and lunch boxes to school and can be easily confused if the name is not marked on the item. Toys should not be brought to school as they can be lost or broken and cause distractions. Leave toys at home unless requested by a teacher for a special purpose such as “show and tell” or a class project.

## ***Prayer***

We know that God honors the prayers of His people. Students are encouraged to pray daily in the classroom for others. Please remember to pray with your child at home, as this is a spiritual discipline which honors God and helps each of us throughout our life.

## ***Prohibited Items***

Items that are not permitted in school, such as any personal electronics (i.e. Nintendo DS, iPods, etc.), toys, skateboards, gum, etc. will be collected by the teacher and returned only to a parent. WCA is not liable for the loss of these prohibited items. Additionally, cell phones are permitted in school; however they are not permitted for use during the academic day by

students. Cell phones seen or heard, whether in use or not, within a classroom or during other academic time will be confiscated and returned only to a parent.

### ***Snacks & Lunches***

Since WCA does not have cafeteria facilities, students are asked to bring their own sack lunch. Additionally, WCA requests that parents provide a healthy snack for the light morning break including a small bottle of water or small juice box. For younger children, please include the snack in a separate bag, as students become overwhelmed with choices from their lunch box. As a rule, please do not send in candy bars or donuts for snack, these are best saved for home. Gum and sodas are not permitted at WCA.

Sharing of food will not be allowed, due to allergies, please inform your child of this rule. Additionally, we cannot heat food for students. Please send in a napkin, spoon or fork (if needed) as we do not always have these on hand.

### ***Snow and Severe Weather Days***

In the event of school closure due to inclement weather, WCA will follow the closing or delay schedule of Union County, NC public schools. A one hour delay for WCA means arriving to school at 9:15 a.m. A two hour delay for WCA means arriving to school at 10:15 a.m. The following three local television stations will post WCA delays or closings on their live broadcasts and on their websites. Visiting their website is the quickest way to get current information about closings:

[www.wbtv.com](http://www.wbtv.com)

[www.wsocvtv.com](http://www.wsocvtv.com)

[www.wcnc.com](http://www.wcnc.com)

Three inclement weather days are built into our calendar. The fourth or additional snow days will require a make up day. This make up day will be communicated via email and the website.

### ***Student Directory***

Information provided within the Student Directory is for personal use only. Under no circumstances is the directory to be used for telephone, email or postal mail solicitations. Information in the directory was collected from student directory authorization forms with parental consent and is considered strictly confidential.

### ***Videos, DVDs, Educational Entertainment***

A video may be watched at school on a rainy day or sometimes as a reward during lunch or at the end of the school day. These are carefully selected and often educational. We ensure that the videos are age appropriate as many are rated G. Videos include Christian values, science, geography, phonics, music, Bible, language, history, etc.

Please do not send any videos from home. Time does not permit us to preview movies that are not WCA property.

**Visitors**

All visitors to the WCA campus (including parents of students) must check in through the office upon arrival. Enter via the office door at the side of Modular A.

## **Appendix A - Additional Information**

## **Faculty and Administration**

Phone: 704-846-1039

Fax: 704-846-1395

Email:

[wca@weddingtonchristianacademy.org](mailto:wca@weddingtonchristianacademy.org)

[akeen@weddingtonchristianacademy.org](mailto:akeen@weddingtonchristianacademy.org)

[clee@weddingtonchristianacademy.org](mailto:clee@weddingtonchristianacademy.org)

Website: [www.WeddingtonChristianAcademy.org](http://www.WeddingtonChristianAcademy.org)

### ***Administration***

Mrs. Adell Keen	Principal
Mrs. Chris Lee	Administrative Assistant

### ***Teachers***

Mrs. Liz Vickery	K4 – Four Year Olds
Mrs. Patty Dellinger	Kindergarten
Mrs. Kim Trout	Kindergarten and Music
Mrs. Alice White	K4 Assistant
Mrs. Janet Tate	Elementary Assistant
Mrs. Charlotte Aikens	Grade 1 Assistant
Mrs. Sheri Reeve	First Grade
Mrs. Rachel Orbison	Second Grade
Mrs. Kathy Jackson	Third Grade
Mrs. Becky Deyo	Fourth Grade
Mrs. Kirsten Blevins	Fifth Grade
Mrs. Patty Utz	Physical Education After School Program
Mrs. Danette Rutherford	Art and Spanish

## Weddington Christian Academy 2008 – 2009 School Calendar

<p><b>18 – 21</b> Teacher Workdays</p> <p><b>25</b> Parent Orientation (7:00pm) Sanctuary</p> <p><b>26</b> Teacher Workday</p> <p><b>27</b> First Day of School (dismissal at 12:30pm)</p> <p><b>28-29</b> Early Dismissal at 12:30 for K4 and K5</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th colspan="7">AUGUST '08</th> </tr> <tr style="background-color: #003366; color: white;"> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </tbody> </table>	AUGUST '08							S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th colspan="7">SEPTEMBER '08</th> </tr> <tr style="background-color: #003366; color: white;"> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p><b>1</b> Labor Day – No School</p> <p><b>24</b> See You At the Pole</p>	SEPTEMBER '08							S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30											
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<p><b>24</b> Fall Feast (dismissal at 12:30pm ) FLC</p> <p><b>29</b> End of First Quarter Dismissal at 12:30pm Teacher Planning</p> <p><b>30-31</b> Parent / Teacher Conferences – No classes for Students (Report Cards)</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th colspan="7">OCTOBER '08</th> </tr> <tr style="background-color: #003366; color: white;"> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table>	OCTOBER '08							S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th colspan="7">NOVEMBER '08</th> </tr> <tr style="background-color: #003366; color: white;"> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p><b>4</b> Dismissal at 12:30 – Election Day</p> <p><b>7</b> Breakfast with Dad's Elementary Classes</p> <p><b>11</b> Veteran's Day – No School</p> <p><b>26-28</b> Thanksgiving Holiday</p>	NOVEMBER '08							S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
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\*\* Calendar is subject to change.

## **Appendix B – Forms**

## **Statement of Cooperation**

Student Name: \_\_\_\_\_

Student Grade: \_\_\_\_\_

**Family Handbook:** I/we have read and fully support and will abide by all school polices, the Mission Statement, and all policies set forth in the Family Handbook. I/we understand that WCA has a legal responsibility to abide by polices and procedures expressly written in the Family Handbook.

**Emergency:** I/we authorize WCA to obtain emergency treatment for my child and transport to the nearest hospital.

**Prescription Medications:** All prescription medications taken by your child on a regular or semi-regular basis must be on file at WCA. This is vital information in case of an accident, allergic food or drug reaction. Everything in your child's medical file is kept confidential in the school office. Written permission with specific instructions must be given by the parent for WCA staff to administer over the counter medication during the school day. Please list all medications taken on a regular or semi-regular basis or list N/A.

\_\_\_\_\_

\_\_\_\_\_

**Transportation:** It may be necessary to use the Weddington United Methodist Church van to transport your child from the classrooms to the Family Life Center. Should this be necessary, I give \_\_\_\_ or do not \_\_\_\_ give permission for my child to ride in the Church van.

**Student Directory:** I give \_\_\_\_ or do not \_\_\_\_ give permission to publish my name, my student's name, address, home phone number and email in the annual student directory. The information will not be given out for any other reason.

**Photographs:** I give \_\_\_\_ or do not \_\_\_\_ give permission for WCA to use my child's photograph on the WCA school website or other school publications such as brochures and local ads.

**Financial Policies:** Registration, curriculum / development fees and first two months tuition are always non-refundable. Tuition payments are over a 10 month period, and amounts are withdrawn by the 5<sup>th</sup> of the month. Tuition payments three through ten are refunded only if a family moves at least 50 miles away due to job relocation. If at any time a family becomes behind in their tuition payments, there is a two week grace period for the tuition to be paid. If full payment is not made, the student will not be permitted to return to class until the account is paid. All late fees will apply. An outstanding balance will result in holding of the report card until the account is paid in full. Teachers and other staff are hired based on enrollment numbers. Tuition payments and parent commitment are crucial to the success of the school.

**Parent Cooperation and Support:** I/we agree to support WCA in upholding the Christian values and goals set out by this school. I agree to keep up-to-date on important information from WCA by reading and understanding all correspondence that is received from classroom teachers' and the WCA office. In an effort to maintain harmony we ask that parents abide by all school rules. Parents who try to bend school rules (i.e. being consistently tardy, disrespect for staff, not following dress code, disregard for school policy), or are constantly dissatisfied and display a complaining spirit cause unnecessary strife and may be asked to leave WCA.

We ask that you please use discretion when discussing school matters (school policy, child's teacher, another student, etc.) in the presence of the child or with other WCA parents. I agree to make my child's education a priority by regular attendance, providing a consistent daily study/reading time at home for my child, review of all work/materials that are sent home, and follow through at home with reinforcement of skills and values being taught. If my child should not respond favorably to the Academy for any reason, we will not try to change policies of the Academy. We will exit the Academy in a Christian manner.

\_\_\_\_\_  
Parent's / Guardian's Signature (Required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's / Guardian's Printed Name

\_\_\_\_\_  
Academy Student's Signature *(Required, Grades 2-5)*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Academy Student's Printed Name

**THIS FORM MUST BE SIGNED AND RETURNED TO WCA BY FRIDAY, SEPTEMBER 4, 2009**

**Parent / Teacher Conference - Request Form**

Date: \_\_\_\_\_

Conference Requested By: \_\_\_\_\_

Student Name: \_\_\_\_\_

Requested Conference Attendees:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Purpose of the Conference: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested Conference Time: \_\_\_\_\_  
(Note: Conferences will not be scheduled for Friday afternoons.)

Please submit your completed request form via email to [wca@alltel.net](mailto:wca@alltel.net) or via fax to 704-846-1395.

**WCA Student Pick-up Authorization Form**

Student(s): \_\_\_\_\_

Class(es): \_\_\_\_\_

Please list below all persons who are authorized to pick up your child(ren), including parents. You may add to or make changes to this list throughout the school year by completing a replacement form and returning the form to your child's teacher. A copy will be kept by your child's teacher and also in the school office. Families with more than one child attending WCA may list all persons on one form.

This form is required for the safety of your child.

\_\_\_\_\_  
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\*Please Note: If the person picking up your student is unfamiliar to the staff they will be required to show a valid driver's license for identification purposes.

\_\_\_\_\_  
Parent's / Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's / Guardian's Printed Name