



Students Being Conformed To
The Image of Jesus Christ

STUDENT/PARENT HANDBOOK

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2017-2018

The Church Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available at the school. The Church Academy does not discriminate on the basis of race, color, gender, national or ethnic origin in the administration of educational policies, athletics, admissions procedures, and other school administered programs.

Table of Contents

THE CHURCH ACADEMY IN LIVINGSTON LETTER FROM THE PRINCIPAL6

STATEMENT OF FAITH.....7

MISSION/VISION STATEMENT7

EDUCATIONAL OVERVIEW7

 Curriculum7

 What is the Montessori Method?8

 Academic Learning10

 Educational Philosophy.....10

ADMISSION POLICY.....10

TUITION AND INVESTMENT POLICIES.....11

 Student Registration Fee13

 Re-Registration Schedule.....13

OFFICE HOURS13

ARRIVAL AND DEPARTURE.....13

 Morning Arrival13

 School Dismissal and Afternoon Pick Up.....15

 Traffic Flow15

NEWSLETTERS.....16

PARENT/GUARDIAN SEMINARS16

EMERGENCY CLOSING16

CLASSROOM OBSERVATION.....17

 Ground Rules17

 Special Information from Home17

MEDICATION17

 Health.....18

NOURISHMENT19

BIRTHDAY19

TOOTHBRUSH19

SCHOOL BAGS.....	19
CLOTHING.....	21
ABSENCES AND TARDINESS.....	21
DISCIPLINE POLICY.....	21
BEFORE AND AFTER CARE.....	22
SCHOOL AND PARENT PARTNERING.....	22
PRE-K3 KINDERGARTEN CLASS SESSIONS.....	25
Orientation.....	26
Pre- and Post-Tests (Pre-K3 To Kindergarten).....	26
Conferences and Evaluations.....	26
K3 and K4 Tardies.....	27
Checkout Procedure.....	28
CHAPEL PROGRAM.....	28
COMPLAINT PROCEDURE/APPEAL PROCESS.....	28
EMERGENCY GUIDELINES.....	29
Classroom Safety and Security.....	29
Emergency School Closing.....	29
Emergency Procedures.....	29
FIELD TRIPS.....	29
FINANCIAL PROCEDURES AND ENROLLMENT.....	30
Student Registration Fee.....	30
Re-Registration Schedule.....	30
Tuition Fee.....	30
Discounts.....	31
Past Due Accounts.....	32
Refund of Tuition and Fees.....	33
Financial Commitment.....	33
Non-Sufficient Funds (NSF) Policies.....	33
MEDIA AND TECHNOLOGY.....	35
Internet.....	35

SCHOOL CALENDAR AND HOLIDAYS35
VISITORS35
AUTHORIZATION TO DISCLOSE CRIMINAL HISTORY RECORDS INFORMATION36
VOLUNTEER STANDARD OF CONDUCT38

THE CHURCH ACADEMY IN LIVINGSTON LETTER FROM THE PRINCIPAL

All Scripture is inspired by God and profitable for teaching, for reproof, for correction, for training in righteousness; so that the man of God may be adequate, equipped for every good work. – 2 Timothy 3:16-17 (NASB)

Dear Parents/Guardians,

We are blessed that you have chosen The Church Academy in Livingston to meet your child's educational needs. Our purpose is to provide the community with a clean, safe, and nurturing learning environment for your children. I understand as a parent and now grandparent, the importance of having a school that is calm and peaceful, incorporates learning at all levels as well as a staff that is eager to help children grow and learn.

I have a bachelor's degree in Elementary Education and I am highly qualified in 1st - 5th grade. I have worked for many years in the public school sector. During this time, I was nominated as teacher of the year. I actively serve and volunteer in Children's Ministry, for all ages, in the church. My love of children drives me to provide excellent care for your children in every aspect of education.

We offer a Christian curriculum from K-3 to Kindergarten, using the Montessori Method. We believe that children are naturally curious so our methods will include lessons that will incorporate discovery. Teachers will inspire young children's natural curiosity in learning about the world around them. Core principles include respecting the child, building independence, teaching compassion, and encouraging a lifelong love of learning.

It is our purpose to develop independent, educated, responsible Christian children who will shine God's light throughout their life.

If you are looking for a church home, we would also like to extend an invitation for you to visit us at The Church in Livingston.

We look forward to a future of growing and enriching children's lives for generations to come.

United in Christ,

Kelli Brock

Principal

The Church Academy in Livingston

STATEMENT OF FAITH

The Church Academy accepts the Bible as the revealed will of God, as the all-sufficient rule of faith and practice, and for the purpose of fulfilling God's mission.

MISSION/VISION STATEMENT

The Church Academy in Livingston (TCAL) strives for high academic excellence in education by equipping students to be conformed to the image of Jesus Christ. TCAL strives for excellence in all aspects of spiritual, academic, social, and personal development. The school ministry is designed to serve Christian parents/guardians who desire a Christian education for their children. It is an integral part of The Church and adheres to the church's standards, beliefs, purposes, and vision.

TCAL will obey Scripture to educate children of Christian families by:

- Serving the church
- Partnering with parents/guardians and their church home church
- Building the student's faith, character, and skill
- Being excellent stewards of the resources God provides
- Glorifying God and passing the Gospel of Jesus Christ onto generations

EDUCATIONAL OVERVIEW

Curriculum

At TCAL, we incorporate a specialized Christian Curriculum which uses the Montessori Method and meets each learner (student) on their specific level. It is a joyous and respectful early childhood program for children, from three years old through kindergarten. The child-centered classrooms are specially prepared, multi-age settings with Montessori materials that teach care of self and environment and early math, language, bible, music, science, and geography principles with hands-on materials and activities. Teachers inspire young children's natural curiosity in learning about the world around them from a biblical perspective. Core principles include respecting the child, building independence, teaching compassion, and encouraging a lifelong love of learning.

What is the Montessori Method?

Maria Montessori was the first female doctor in Italy, who later became an educator. She began her project in 1907, which transpired into the first Casa dei Bambini (Children's House) which grew into a worldwide educational movement.

“I have studied the child. I have taken what the child has given me and expressed it and that is what is called the Montessori Method.” Dr. Maria Montessori.

The Montessori Method is a way about thinking about who children are. It is a philosophy that respects the unique individuality of each child. Dr. Montessori believed in the worthiness, value and importance of children. Her method does not compare a child to norms or standards that are measured by traditional educational systems. It is founded on the belief that children should be free to succeed and learn without restriction or criticism.

It is also an approach to education that takes to heart the needs, talents, gifts, and special individuality of each child. It is a process that helps children learn in their own way at their own pace. The main concept of Montessori is to promote the joy of learning. This joy of learning develops a well-adjusted person who has a purpose and direction in his or her life. Children, who experience the joy of learning, are happy, confident, fulfilled children. In essence, Montessori helps bring forth the gift that God has given each child.

Another important skill it teaches is taking responsibility for one's self and independence. It helps a child to become independent by teaching him or her life skills, which is called practical life. Montessori children learn to dress themselves, help cook, put their toys and clothes away and take an active part of their household, church, neighborhood and school.

Montessori works in a methodical way. Each step in the process leads to the next level of learning. When a child plays, he or she is learning concepts for abstract learning. Repetition of activities is an integral part of this learning process.

For young children Montessori is a hands-on approach to learning. It encourages children to develop their observation skills by doing many types of activities. These activities include use of the five senses, kinetic movement, spatial refinement, small and large motor skill coordination, and concrete knowledge that later leads to abstraction.

For a grade school child, Montessori encourages a child to proceed at his or her own pace onto abstract thinking, writing, reading, science, mathematics and discovering the world around them.

A Montessori teacher or instructor observes each child like a scientist, providing every child with an individual program for learning. Phoebe Child (Head of the Montessori trust in London) said “we must be prepared to wait patiently like a servant, to watch carefully like a scientist, and to understand through love and wonder like a saint.”

Most of all, Montessori wanted to help free a child's mind to be unfettered to learn without any negative input. It is success oriented in that almost everything is self-teaching and self-correcting. The children

learn by doing and by experimentation, which is how God created us to learn. The environment is specifically prepared for the children to allow them to interact with it freely and unfettered, everything is child-sized, and safe for children to touch and use. In fact, Dr. Montessori called her center “The Children's House”.

An understanding parent or teacher is a large part of this child's world. The end result is to encourage lifelong learning, the joy of learning, and happiness about one's path and purpose in life.

Academic Learning

Students participate in activities based in five areas: language, math, sensorial, practical life, and cultural studies (Bible, music, geography, foreign language, arts, sciences). Lessons are given individually to students aged three and four, while kindergartners receive both individual and small-group lessons. Afternoons are devoted to more advanced lessons in reading, writing, and math for the kindergarten class. Assessments include progress monitoring for developmental milestones and early academic skills in the pre-Kindergarten year and for core skills in early reading and mathematics in the Kindergarten year.

Educational Philosophy

What does it mean to “share the mission/vision of the school”? Our teaching ministry fits into The Church’s all-embracing mission and vision – ‘Being Conformed to the Image of Jesus Christ – To His Life, To His Mind, To His Mission, To His Promises’. TCAL’s teachers and staff will:

- Assist parents/guardians in educating their children
- Implement a curriculum that is shaped and governed by God's Word
- Guide students in the path of wisdom as well as of knowledge

ADMISSION POLICY

The Church Academy in Livingston (TCAL) is available to families interested in securing a Christian education for pre-K3 through kindergarten children. Children entering K3 must be completely potty-trained and must be 3 years old by September 30th. Those entering pre-K should be four years of age by September 30th and those entering kindergarten should be five years of age by September 30th. This school does not discriminate on the basis of gender, ethnicity, or age in the administration of educational policies, admissions procedures, and other school administered programs. However, we reserve the right to deny admission or continued enrollment to any individual whom we feel will not benefit from our educational program. We also reserve the right to deny admission or continued enrollment of any student whose lifestyle is not in harmony with the stated philosophy, purpose, or standards of TCAL.

Our governing board has established the following standards for entrance into TCAL:

- Parents/Guardians should be in agreement with our basic objectives and Statement of Faith and should be willing to actively support our educational program (*Amos 3:3*).
- New students will be accepted, as space is available. Acceptance is determined from multifaceted criteria. No enrollment request is processed until all the admission forms are returned to the school office.
 - Students entering will be tested to determine an individualized learning plan.

- To be admitted, all families must be interviewed. Both parents/guardians should be present. It is desirable for students being admitted to attend the interview.
- All new students are considered as being on a probationary basis for the first quarter. Just as parents/guardians and students must determine how they fit into TCAL's environment, so school personnel must evaluate the compatibility of new students with the present learning environment.
- Parents/Guardians and students are not participating in practices that would be considered illegal, or considered by TCAL as immoral or inconsistent with a Biblical Worldview.
- Pre-K and Kindergarten (Specific Admission Requirements)
 - Submitted at time of interview
 - A completed and signed application (must be completed prior to interview)
 - Schedule an interview with Administration (student does not need to be present)
 - A completed Parent Questionnaire
 - A copy of current immunization record
 - A copy of Birth Certificate
 - A copy of social security card
 - \$300 Registration Fee (non-refundable)
 - Submitted by July 1st
 - Tuition payments

TUITION AND INVESTMENT POLICIES

The Church Academy in Livingston (TCAL) offers an affordable private, Christian school education for your family. TCAL will continue to strive to keep tuition low and programs high, focusing on academic excellence and servant leadership.

The current schedule of tuition and fees represents the 2017-2018 academic year. Tuition is determined annually by TCAL. Tuition is due on or before July 1st each year. You will also have the option of financing your tuition obligations through a lending agency. FACTS Tuition Management System will provide a 10-month payment plan for a one-time fee of \$45.00 for set up. Before and After Care will be paid on a monthly basis and due upon receipt of the monthly bill. There will be a \$15.00 fee added to your bill if payment is not received by the due date stated on the bill and you will not be provided Before or After Care services until the bill is paid. A \$37.00 fee will be charged for all NSF checks. There will be no exceptions to this policy.

Tuition investments are based on the school year. Your child is admitted for the full academic term (August - May) and full tuition is not subject to adjustment because of illness, absence, or withdrawal from the school. This assures the low student/teacher ratios and consistency for all students in the school.

Student Registration Fee

The Registration Fee for a new student is \$300.00 and is due upon acceptance and enrollment. The student is not considered enrolled until the fee is paid. Registration is non-refundable and non-transferable.

Before and After Care is a service that is available to parents/guardians. There is a separate charge for this service. If your child is dropped off before carpool or picked up after carpool you will be charged accordingly.

Re-Registration Schedule

The month of January TCAL students and siblings are invited to re-register & siblings are invited to register.

The month of February The general public is invited to register.

Re-registration is open to current students only until the last day of January. Following that date, parents/guardians will be contacted concerning enrollment.

Regular Re-Registration Fee is \$150.00 per student and is due no later than January 31st.

Late Re-Registration Fee is \$300.00 per student after January 31st.

OFFICE HOURS

Our office hours will be from 9:00 AM - 11:00 AM and 1:00 PM - 3:00 PM Monday - Friday. If you need information, please call at this time or make an appointment in advance if you need to talk at length about your child. Teachers may not leave their lessons/students to answer phone calls or emails.

ARRIVAL AND DEPARTURE

SCHOOL HOURS – 8:00 AM to 3:00 PM

Morning Arrival

Morning arrival will begin at 8:00 AM. Students will be dropped off under the awning in front of the sanctuary in the morning and will be escorted to their classrooms by a teacher. School will begin promptly at 8:00 AM. If a student arrives between 6:45 AM and 7:45 AM, the student will have to go to Before Care and charged \$3.00 per day. Parents/Guardians are not allowed to drop the students off in the parking lot. To keep our children safe at all times, parents/guardians must drive through car pool line.

School Dismissal and Afternoon Pick Up

Students will be dismissed at 3:00 PM. These students must be picked up no later than 3:00 PM. Parents/Guardians will get in car pool line with tag clearly displayed in the windshield. We will dismiss the students to the cars. It is the LAW that your child be placed in a car seat or safety belt when being driven in a motor vehicle. Please be sure to have a “Child Restraint System” (that is age or size appropriate) available for the safety of your child.

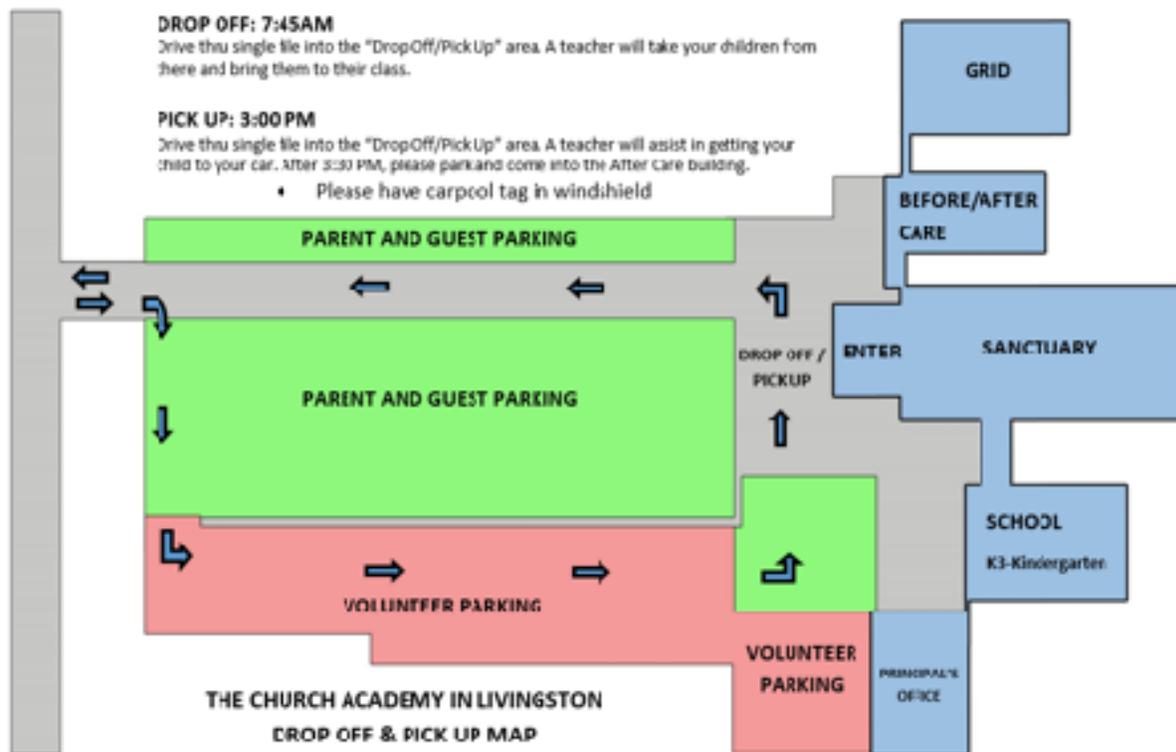
In order to make the car pool line safer for all children, we must enforce that cell phones not be used while driving through the Drop-off/Pick-up areas.

The TCAL Car Tag **must** be clearly displayed in the vehicle windshield. Without a TCAL Car Tag, the student will have to be picked up in the office by an authorized person. This authorized person has been previously listed on the student’s office card and has proper identification. Students will not be allowed to load the vehicle until it comes to a complete stop. Parents/Guardians are to remain in the car line. **Do not** park and walk up to get your child. Students needing After Care services will pay a flat fee of \$6.00 per day.

It is against school policy for students to stay after school on school grounds to attend evening church services or events. Parents/Guardians must pick up students in the afternoon and return them for the evening service or event. If a student is not picked up for any reason, they will be required to attend After Care (and charged \$6.00 per day).

Traffic Flow

Traffic flow as depicted in the map below:



NEWSLETTERS

Every month parents/guardians will receive a school newsletter. The monthly newsletters will contain information on school and church activities and events, educational information, and important notices. It is imperative that parents/guardians read the newsletters. The more involved parents/guardians are in the child's education, the better for the child. The newsletter will keep you informed.

PARENT/GUARDIAN SEMINARS

A parent/guardian orientation meeting will be held at the beginning of the school year. This meeting is required for TCAL parents/guardians. Other seminars will be held during the school year on various topics. See the yearly calendar for dates. The meetings will be both informative and social. Notices will be sent home in advance. Topics may be at the request of parents/guardians. Parents/Guardians are required to attend at least two (2) seminars per year.

EMERGENCY CLOSING

For the safety of the children, parents/guardians and teachers, warnings of severe weather conditions (i.e., flooding, hurricanes) may warrant the closing of the school. Parents/Guardians must be prepared either to pick up or to make **immediate** arrangements to have the child picked up. We will follow Livingston Parish school closures.

CLASSROOM OBSERVATION

Observations may be scheduled after the November 1st. A visitation consists of at least one half-hour in the classroom and another half-hour “follow-up” discussion of your observations with the TCAL principal. Your child may be too excited by your presence to behave as he/she normally does at school, so be prepared to observe and learn from other members of the class on your first few visits.

Ground Rules

The emotional tone of the classroom is a relaxed, friendly atmosphere in which the children are allowed to interact spontaneously in meaningful activities. The ground rules constantly reinforced in the environment are:

1. Children will treat their classmates and adults with respect and consideration.
2. Children will use rather than abuse the learning materials so that they become instruments of learning and creating rather than instruments of destruction.
3. Children will maintain an orderly environment at all times in order to facilitate learning.

These ground rules are few in number, but cover a broad area and provide an atmosphere in which the children can learn and grow at their own rate. They are given freedom and with this freedom they have responsibility.

If evaluation and or intervention are recommended for a student, the parent or guardian will be responsible to work cooperatively with the school in correcting the child’s behavior. Extreme cases of disciplinary challenges will be subject to dismissal from TCAL.

Special Information from Home

In the event that a significant change occurs in your home, please consider informing the TCAL principal as soon as possible. All information is regarded as confidential. Common causes of distress include: either or both parents/guardians being away from home for any reason for an extended time; new person living in the home; illness of either parent; illness of a sibling; any hospitalization; accident or death in the family; new caretaker or any new employee; moving; death of a pet.

MEDICATION

We will not be administering medication at school. The ONLY exception to this will be for children that require emergency medications such as an EpiPen. A parent or guardian is allowed to come to the school to give medication to their own children.

If your child has fever or is not feeling well in the morning, do not give the child medication and send him/her to school.

Health

TCAL has and will enforce a strict health policy. The health forms must be completed and returned to school before the first day of school. The Health Department rules that every child should be immunized against diphtheria, tetanus, whooping cough, polio, mumps, rubella, red measles, and hepatitis. A tuberculin test is recommended, but not required.

No child will be allowed to attend class if he has any of the following:

Fever, Bronchitis, Vomiting, Otitis Media, Impetigo, Purulent Nasal Discharge, Conjunctivitis, Tonsillitis, Diarrhea, Any Suspicious Rash, or Communicable Diseases

Any child who develops fever or shows other signs of illness will be isolated at once from the rest of the group. Parents/Guardians will be notified and expected to pick up the child within the hour. If your child develops a contagious disease to which others may have been exposed (including head lice), please let us know immediately so that we can notify other parents/guardians.

In order to prevent the spreading of illness, we CANNOT allow a child who has been ill to return to school. If your child has been ill, he/she should be fever free and symptom free without medication for 24 hours before returning to school.

Plan ahead for your child's care in case of illness.

- Outdoor play is necessary for good health. Children who are too ill to go outdoors are too ill to come to school.

NOURISHMENT

Student attending school the entire day will bring a lunch from home. Your child must use the reusable lunch box provided by the school. A dishwasher-safe label displaying the student's number will be added to their lunchbox.

The school is committed to a high nutritional plan; therefore, please send nutritional food and no non-acceptable foods, including candy, sugary cookies, cakes, and sugary drinks.

No microwavable foods will be served. Hot foods need to be stored in a thermos; cold foods will be kept in the refrigerator.

Water is provided at lunch-time; it is not necessary to supply soda or Kool-Aid drinks.

At snack time, the school will provide a healthy snack (i.e., fruit, pretzels, cheese). We will also offer milk and water for snack time.

BIRTHDAY

We enjoy having a "BIRTHDAY CELEBRATION" with your child. We will allow your child to make their own cake at school the day before their party. Parents/Guardians are allowed to attend the party and celebrate with us.

TOOTHBRUSH

All students are to bring a toothbrush (labeled with their name) and a small tube of toothpaste in a small plastic storage container. It is very important that children practice good hygiene at an early age. This will ensure that they do brush their teeth after lunch. You will need to send additional small tubes of toothpaste as your child runs out.

SCHOOL BAGS

All students are required to carry a TCAL school bag to and from school every day. The school bag keeps your child's belongings together and ensures that you receive important messages from the school. Please check your child's school bag every day. Remember to label everything with your child's name. (NO COMMERCIAL bags). School bags are available in the school office.

CLOTHING

In addition to being neat, comfortable, and appropriate for weather, school clothing should be easy for the child to manage by himself, washable, and every item should be labeled with the child's name. We will give each child two (2) t-shirts that are to be worn each school day. If you would like to purchase additional t-shirts, let the office know and we will order for you.

Miscellaneous

Items such as t-shirts and school bags may be ordered through the office (there will be a deadline for ordering).

All students will need to purchase a pair of rubber boots, a hooded raincoat, and soft sole slip-on shoes to wear in the classroom.

Toys - Toys should remain at home. Assure your child that toys are for home use and that at school he/she has special "**work**" to do. With the TCAL principal's permission, books and objects for observation may be brought in for the enjoyment of the class. We will have special times when they will be able to do this but a notice will be sent home to inform you. Please label all items sent to school.

ABSENCES AND TARDINESS

Absences (except for serious matters of health, family, business, or educational trips) are discouraged. If the child will be absent, we would appreciate you notifying the school. Kindergarten students missing school 13 days or more, risk retention of the next school year according to the State Department of Education.

When students are tardy they miss lessons and instructions that are essential to their learning and cause a distraction to the rest of the class when entering late.

When a child has a doctor's appointment and arrives on-campus, provide a doctor's note when the child is checked into school at the office.

DISCIPLINE POLICY

TCAL believes that discipline is a process in which students are supported in developing self-control, responsible choice making, respect, citizenship and scholarship. We are committed to providing a supportive, nurturing, learning environment designed to promote the development of "inner discipline".

We understand that the success of the elementary learning environment, for all of its students, is contingent upon the development of self-directed, independent learners. Our school shares the responsibility with parents/guardians to educate, guide, and discipline our children. Our approach to discipline helps children learn that they are responsible for their choices and actions, and that these have

both positive and negative consequences. At TCAL, we respect: ourselves, each other, our work, our bodies, our minds, and each other's belongings.

With consistency and fairness in mind to the individual, as well as ensuring that a proper climate for learning exists for the entire classroom community, the following will be considered pertaining to the discipline of disruptive behaviors:

- the seriousness of the offense
- age of the student
- attitude and ability of the student
- the pattern of misconduct
- the degree of cooperation

Minor infractions are generally addressed in the classroom. Initially, teachers remind students of the expected appropriate behavior. Positive redirection or application of natural, logical consequences will follow. The amount of external control imposed varies according to the child's age and abilities. Self-directed children who act responsibly have greater freedom of choice in the classroom.

In the instance that the reasonable efforts of the teacher are not meeting with success, parents/guardians and the principal will be notified promptly. Parents/Guardians will be expected to cooperate with the school in interventions and/or outside evaluation or assistance. Failure to comply to this policy may result in dismissal from the school. The learning environment and the welfare of all students must take first priority.

BEFORE AND AFTER CARE

TCAL is an educational institution providing the highest quality education for our students.

Regular school hours: 8:00 AM - 3:00 PM

Before Care: 6:45 AM - 7:45 AM

After Care: 3:15 PM - 6:00 PM

Parents/Guardians wishing to use this service will be charged a flat fee of \$3.00 per day for Before Care and \$6.00 per day for After Care.

There will be a \$1.00 per minute charge for every minute after 6:00 PM.

Children arriving before or staying after carpool must be brought or picked up in the office. Every child must be signed in at arrival and departure by the parent/guardian. Children will be released to the person(s) authorized for pick-up/check-out.

SCHOOL AND PARENT PARTNERING

TCAL, in alignment with the educational philosophy of Maria Montessori and Biblical Perspectives, realize that the partnership between school and family is instrumental in helping a child develop his/her full potential. We recognize that effective partnerships have these characteristics in common: open communication, mutual respect and commitment to working together with a shared vision for the realization of goals.

TCAL is committed to:

- Presenting to perspective parents/guardians our program and practices, philosophy and policies, making all efforts to clarify the expectations and goals of both school and parents/guardians
- Ensuring that teachers and the TCAL principal are accessible to parents/guardians, engaging in clear, open communication, always seeking and valuing the parent's/guardian's perspective on their child
- Better our school by actively seeking the knowledge, skills, and resources of our parents/guardians in ways such as surveys and meetings
- Keeping the parents/guardians well informed on school and classroom activities, offering support in gaining a deeper, clearer understanding of the Montessori educational philosophy and methods in a variety of ways, including monthly newsletters, parent-education meetings, semester observation reports, conferences, and informal conversations

The family is committed to:

- Selecting a school offering programs and services with goals and philosophy of the family and fitting the needs of the children
- Demonstrating respect for school policies, procedures, and support stability:
 - By attending required programs and events (i.e., conferences, parent education opportunities, special child centered events)
 - Making timely tuition payments
 - Arriving in a timely manner for drop-off and pick-up each day
 - Offering ten (10) hours of service during the current school year or summer to better our school or to assist in the classroom
- Valuing the teacher's/school's perspective on the children, always seeking information directly and consulting with those specifically able to address any issues or concerns
- Providing any medical or personal information that may be needed to best serve the children and the family, such as medical records, addresses and phone numbers updated at all times

Every parent/guardian is required to attend at least two (2) parent education programs per school year. The Parent/Guardian Orientation is one of such programs. One parent/guardian from each family is acceptable.

One parent/guardian from each family must spend one (1) hour of observation in the classroom in which the child is enrolled.

There are many volunteer opportunities during the school year and some tasks/activities may be accomplished at home. Parents/Guardians will receive a form the week of Orientation to assist in tracking service hours. Completed forms will be returned at the end of the year.

The purpose of the Parent/Guardian Program is to advance the student's educational environment, hold a high standard that supports biblical principles, support and understand the philosophy of Montessori Education, build relationships among parents/guardians, school personnel, and extended families and to initiate the parents'/guardians' and grandparents' talents into the school program.

The Parent/Guardian Program is responsible for:

- Field Days
- Book Fairs
- Year Book
- Outreach Events for the Community
- Party Days
- Special Events
- Field Trips
- Gardening
- Farmers Market
- Special Guests days (fireman, policeman, dentist)
- Graduation and Year End Picnics
- Restoring the School Environment
- Back to School Bash
- Making classroom materials
- Room Parents
- Box Tops for education, Campbell Soup Labels, and Community Coffee
- Harvest Celebration
- Easter Celebration
- Crafts

PRE-K3 KINDERGARTEN CLASS SESSIONS

Montessori classes are ungraded. When the children come to school, they greet the teacher, chat for a few minutes, and then proceed to select an activity in the environment with which to “work”. One of the key components of an authentic Montessori classroom is each child’s creation of a personal 3-hour work cycles. They may work alone or with a small group of friends. When they are finished with one activity they are free to move on to another activity or just observe and “absorb”.

They will also have a healthy snack available for them to prepare by themselves and they can invite a friend to eat with them.

Areas of interest in which they may choose to work include: Practical Life, Sensorial, Mathematics, Language, Writing, Reading, Bible, Art, Science, and Geography. After individual work time, the children meet together for “Group” or “Circle” time. During “Circle” time, children may participate in a variety of group activities such as rhythmic games, moving experiences, storytelling, celebrations, foreign language sessions, special lessons, etc.

Throughout the day teachers will be conducting informal assessments in order to develop individualized plans for each child. Children will get hands on individualized lessons from teachers as they facilitate learning throughout the day.

Outdoor play is an important part of the school curriculum as well. Children really enjoy outdoor experiences right before or immediately after lunch. Children ages 3-4 will have a nap/rest time after lunch recess. We have comfortable cots and we will provide small pillows and a blanket that your child will use daily and we will wash it every Friday. After nap time children will have a structured time for Physical Education (PE) where they will learn to enhance their agility. Children will also learn to take care of their environment by helping with chores around the school such as gardening, raking, cleaning windows, dusting, sweeping, washing clothes, straightening shelves, etc.

Kindergarten students will move into small groups for further learning while 3 and 4 year olds are napping then they will join the other children for PE and chores and taking care of our environment.

Children will prepare to dismiss at 2:45 PM every day.

Wednesdays we will have Chapel in the sanctuary from 7:45 AM - 8:30 AM and parents/guardians are encouraged to join us for a time of worship and prayer before school.

Orientation

We will have a time of orientation for the children, where your child will come for one (1) hour to get to know the teachers, and we will do an assessment to find out where there are on their education journey. This will help the child to get used to being at school without the parents/guardians and will assure them that they will be picked up. This will be on Monday, August 7th. Then we will have children come for ½ days Tuesday-Friday to acclimate to their new environment.

The first full week of school will be the week of August 14th.

Pre- and Post-Tests (Pre-K3 To Kindergarten)

At orientation we will give a pre-test to see where children are and to enable us to build a learning plan personalized for each child. They will also be given a post-test at the end of the year to measure growth and to give us a snap shot of their progress.

Conferences and Evaluations

There will be an Open House in the fall semester. We will also have Parent/Guardian Teacher Conferences scheduled in the fall and spring semesters.

Parents/Guardians are to make appointments to come in for a half hour conference to view the child's observation sheet and discuss the child's progress. Evaluations for Kindergarten students and Observation reports for pre-K students will be sent home twice a year.

K3 and K4 Tardies

Please make every effort to have your child in class on time. Each time a student is late, the teacher has to stop what she is doing to prepare your child for the day (i.e., lunch order, directions for current lesson) Excessive tardies will result in the administration taking appropriate action. Parents/Guardians are to come to the school office to sign in their children.

Checkout Procedure

If a student has to check out of school early, they must be signed out in the school office. The person picking the student up must be 18 years or older, have a proper picture ID, and be listed on the student's office card as authorized to pick the student up. Please do not be offended when asked to show an ID as this is a protective measure to keep our students safe.

CHAPEL PROGRAM

The TCAL Chapel program will take place on Wednesday mornings from 7:45 - 8:30 AM. Families are encouraged to attend.

COMPLAINT PROCEDURE/APPEAL PROCESS

If you become dissatisfied with the school in any respect, please use the Matthew 18 principle and seek to resolve the matter with the person or persons involved, rather than begin to spread criticism, listen to criticism, or hold a negative attitude in your heart. *“If your brother sins, go and show him his fault in private; if he listens to you, you have won your brother. But if he does not listen to you, take one or more with you, so that BY THE MOUTH OF TWO OR THREE WITNESSES EVERY FACT MAY BE CONFIRMED. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector (Matthew 18:15-17).*

The following procedure is used by the TCAL and taught to the children. Parents/Guardians are requested to use this procedure any time there is a complaint.

1. **Pray about it.** First and foremost, go to the Father for wisdom, insight, and guidance. Bathing the entire situation in fervent prayer is a must. Ask God to help you make your complaint in such a way that it will result in the betterment of our school, and thus, in the glory and growth of His Kingdom. Read and think about such passages as Ephesians 4:1-3 and Colossians 3:12-13.
2. **Do not broadcast it.** Express your complaint only to the person who should hear it. Unnecessary worry, harm, and hard feelings result when problems and dissatisfactions are expressed to persons other than those directly involved with the problem.
3. **Tell it to the right person.** Complaints about school policy or operations should be expressed first to the individual in question, and should be expressed to the TCAL principal only if you cannot work it out between yourselves or if you feel he should know about it.
4. **Express it promptly.** Keeping it to yourself can cause ill feelings. Get it out of your system (Matthew 5:23-24).
5. **Express it clearly.** Make sure the person you are expressing your complaint to know all of the details of the situation and exactly what you are complaining about and why. Misunderstanding of complaints could lead to further problems and needless hard feelings.

If a complaint is made to or about you, understand what the complaint is and why it is being made. Give it prompt attention, and make it a growth experience. Pray about it and ask God's wisdom in solving the problem.

EMERGENCY GUIDELINES

Classroom Safety and Security

- A Crisis Management Plan has been prepared and teachers will keep it readily available at their desks
- In each classroom, near the entrance, is a diagram depicting routes and procedures for fire and tornado evacuation
- The emergency/safety action plan is strategically located around the school

Emergency School Closing

In the event of an emergency situation, TCAL will make decisions regarding the closure of school that are in the best interest of the safety and security of the students and staff. Generally, TCAL will follow the lead of the Livingston Parish School System. As much as possible, TCAL will indicate emergency plans through the local news media and on the school website. If the school is closed due to emergency situations, all scheduled extra-curricular activities will be cancelled.

Emergency Procedures

In case of severe storm warning or other unusual disturbance, students will be taken by their teachers to the safest parts of the building. In most cases, this will be the hallway. Special cooperation will be required from all students for quietness and orderliness.

FIELD TRIPS

Educational field trips are planned throughout the school year. All students are required to attend the field trips.

- Field trips are directly connected to educational objectives/curriculum
- Parents/Guardians will be notified and given a full description of purpose and organization of the trip, time of departure and return
- Parents/Guardians will be sent permission slips to sign and return to TCAL; if it is not returned by the due date, the student will not be allowed to participate in the activity
- Parents/Guardians will be made aware of charges for the trip

- Parents/Guardians may be asked to help with transportation to and from the trip and/or chaperoning students on the trip
- In order for the student to leave campus before the designated dismissal time, parents/guardians must check out the student from the teacher by signing the class roster

FINANCIAL PROCEDURES AND ENROLLMENT

The Church Academy in Livingston (TCAL) offers an affordable private, Christian school education for your family. TCAL will continue to strive to keep tuition low and programs high, focusing on academic excellence and servant leadership.

The current schedule of tuition and fees represents the 2017 - 2018 academic year. Tuition is determined annually by TCAL.

Student Registration Fee

The Registration Fee for a new student is \$300.00 and is due upon acceptance and enrollment. The student is not considered enrolled until the fee is paid. Registration is non-refundable and non-transferable.

Re-Registration Schedule

The month of January TCAL students and siblings are invited to re-register and siblings are invited to register
All K3 and K4 students are invited to register

The month of February The general public is invited to register

Re-registration is open to current students only until the last day of January. Following that date, parents/guardians will be contacted concerning enrollment.

Regular Re-Registration Fee is \$150.00 per student and is due no later than January 31st.

Late Re-Registration Fee is \$300.00 per student after January 31st.

Tuition Fee

Grade Level	1st Student	2nd Student (10% Discount)	Each addl. Student (15% Discount)
K-3 – Kindergarten	\$3,750	\$3,375	\$3,187.50

Family discount plan starts with full tuition for the oldest child, 10% discount for the second child, and 15% discount for each additional child.

ALL REGISTRATION FEES ARE NON-REFUNDABLE.

Discounts

Tuition may be discounted according to one of the following conditions:

1. Sibling discount 10% for second child and 15% for three or more children;
2. If all fees & tuition are paid-in-full by **July 1st**, the total tuition will be discounted **5%** (the discount **does not** include registration fees);
3. Special rates are given to those families who are employed by a church or Christian ministry. Contact the school office for more information; or

4. **Members of The Church will receive a 10% discount.** Please see the tuition fee schedule below.

Grade Level	1st Student	2nd Student (10% Discount)	Each addl. Student (15% Discount)
K-3 – Kindergarten	\$3,500	\$3,150	\$2,975

PAYMENT OPTIONS

1. All fees and tuition paid in full by **July 1st** to TCAL school office by check or cash.
2. **If you do not pay in full by July 1st, parents MUST use the FACTS tuition management system.** You must log into FACTS to pay your fees. Payment plans must be set up by **July 1st**.

FACTS TUITION MANAGEMENT POLICY

Terms of payment for tuition and fees – The tuition rate set at the time of registration continues throughout the school year and does not change. Tuition for students registering after the first day of school will be prorated over the number of school months they will be in attendance. Should unforeseen circumstances arise, families are expected to promptly make suitable alternative arrangements with the School Administration and to remain faithful to them.

1. Every family is required to be on the 10-month pay plan beginning **July 1st**, with the final payment due in April using the FACTS system.
2. Families can sign up for weekly, monthly, bi-monthly, quarterly, or semester payments.

Past Due Accounts

1. It is the parent's responsibility to advise the Principal if there are any problems with maintaining tuition payments on time. Failure to pay fees or tuition in a timely manner can result in the withholding of records (including progress reports, report cards, or transcripts), in the refusal to permit a child to re-register for the upcoming terms, or in a child's immediate dismissal from school.
2. If you have re-registered and you are delinquent with your July payment, the enrollment slot in that grade level will be opened to new students.
3. Family accounts must be current for students to:
 - Begin class first day of school
 - Resume class after Christmas break, Easter, etc.

- Receive report card
- Re-enroll for upcoming year

Refund of Tuition and Fees

A family who withdraws their child during the school year will be refunded advance tuition payments made according to the provisions below (if the full tuition has been paid). The amount of refund will be prorated for the school months left in the school year starting with first of the next month.

- The exit interview must be completed.
- **Registration fees are non-refundable.**
- A refund amount will first be applied to any past due balance for tuition and fee account.
- If a student attends school for one (1) school day on a new billing month, the family is charged for that month.
- School records will be forwarded to another school only when a family account is current.
- Conditions eligible for refund of tuition: behavior, medical, learning differences diagnosis, job relocation (if moving more than 30 miles away).
- Any family that registers and/or re-registers their child for the following school year will actually begin making their payments in July. There will be no refunds on tuition paid for July or August if the family does not return. **Exception: If a family transfers or moves out of the region, a refund for the July and August tuition payments will be made. No refund is made for re-registration or registration fees.**

Financial Commitment

The financial commitment you made to our school represents an investment in your student's education and development of faith. All families are expected during registration to select a payment plan and to remain current in their payment of tuition and fees during the year. *It is better that you should not vow than that you should vow and not pay (Ecclesiastes 5:5).*

Non-Sufficient Funds (NSF) Policies

A \$37.00 NSF Service Charge fee will be charged for every check returned. After the first NSF, the parent/guardian must make the next payment by either cash, money order, cashier's check, or credit card in the office.

Legal Custody

If there is a legal custody dispute involving a student, the legal custodian of the student must supply TCAL with a current copy of the court decree. Release of the student from that point forward will be determined by the instructions in the court decree. Without such a legal document in the student's file, in accordance with Louisiana law, the student may be released to either parent/guardian, upon

presentation of proper identification. TCAL will not intervene, nor take sides in a disagreement between parents/guardians as to who shall have custody, who shall be able to visit the student at school, or who shall be able to pick up the child, until courts have decided the legalities of the issue. One parent/guardian instructing staff that the other parent/guardian is not to see or receive the student will not be accepted without a current legal document or a restraining order. **NOTE: TCAL staff will use the current legal document on file.**

RENWEB

Student information (grades, homework, financial account, absences, behavior, etc.) is available for parents and students on the internet through Renweb.

The site can be viewed by entering our website, www.TCA.fm As a parent you can also update your personal information and view/pay your tuition statement.

MEDIA AND TECHNOLOGY

Internet

We will not use the internet for student learning; child appropriate movies or music may be used during the 30-minute naptime.

SCHOOL CALENDAR AND HOLIDAYS

We align our school calendar with the local school district as closely as possible. This includes, but is not limited to, the following vacation days: **Labor Day, Thanksgiving, Christmas, and Easter.**

- **NOTE: School is in session during the Mardi Gras holiday(s)**

VISITORS

All parents/guardians and visitors are required to check in at the front office and obtain a visitor's pass before entering the school grounds. Office hours are from 7:45 AM to 3:00 PM. If a visitor to our campus is on school grounds without a visitor's pass, they will be asked to go to the school office. If you are asked to do this, please do not be offended. The safety of our students comes first and foremost. Only parents/guardians and those persons listed on the student's office card can come visit a student for any reason. Reasons for visits are to have lunch with them, attend a party, or volunteer in the student's classroom. If you would like to meet with the TCAL principal and/or teacher, you must call for an appointment.



26490 S. Frost Road
Livingston, LA 70754
(225) 698-9312 Office
(225) 698-9316 Fax

AUTHORIZATION TO DISCLOSE CRIMINAL HISTORY RECORDS INFORMATION

As a volunteer, new or continuing employee of The Church Academy in Livingston (TCAL), I understand an outside agency will conduct a thorough investigation of any record of past criminal activities.

By my signature below, I hereby authorize such an investigation and further authorize the Louisiana State Police, National Criminal Databases, other criminal record sources to release all criminal record information maintained in their files that may confirm or deny my eligibility for volunteering and for employment with TCAL.

Name: _____
(Last) (First) (Middle) (Suffix)

Address: _____

City: _____ State: _____ Zip: _____

Date of Birth: ____/____/____ Social Security: ____-____-____
Mon Day Year

Applicant's Driver License Number: _____

Race: _____ Sex: Male Female

Please Check One:

- | | | |
|---|---|-------------------------------------|
| <input type="checkbox"/> Teacher | <input type="checkbox"/> Teacher's Aide | <input type="checkbox"/> Substitute |
| <input type="checkbox"/> Administration | <input type="checkbox"/> Office Personnel | <input type="checkbox"/> Volunteer |

Signature: _____ Date: _____

Witness: _____

Date: _____



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VOLUNTEER STANDARD OF CONDUCT

All Volunteers are expected to maintain the highest standards of integrity, honesty, and morality. Responsible behavior is a basic tenet of the Standard of Conduct pledge.

Volunteers will exhibit a good appearance at all times. Both dress and behavior should exemplify the high standards of Christian example. Volunteers should exercise good taste and dress appropriately.

This Standard of Conduct reflects the philosophy of The Church Academy in Livingston (TCAL) in regards to providing high academics by becoming conformed to the image of Jesus Christ. Volunteers are strongly encouraged to be sure they understand what the Standard of Conduct expects, and be sure they want to follow the lifestyle presented in the Standard of Conduct.

I read the Standard of Conduct and Statement of Faith and while volunteering at TCAL, I agree to cooperate with these standards to the fullest extent. I will submit myself to the leadership of TCAL and/or any rules or regulations implemented at TCAL. I determine to give my best and to prayerfully support TCAL.

Full Legal Signature

Date

DOCUMENT PROPERTIES

OWNER: THE CHURCH IN LIVINGSTON ACADEMY MONTESSORI

LOCATION: THE CHURCH IN LIVINGSTON

AUTHOR: KELLI BROCK, TCAL PRINCIPAL

CREATED: JANUARY 29, 2017

