



Livingston – Montessori

*Shaping Hearts and Sharpening Minds to be
Conformed to the Image of Jesus Christ*

STUDENT/PARENT HANDBOOK

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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.

LETTER FROM THE DIRECTOR

*A Train up a child ^[a]in the way he should go,
Even when he is old he will not depart from it. Proverbs 22:6*

Dear Parents,

Welcome to The Church Academy Family! We consider it a privilege to come along side you and care for, teach and love your children. Our purpose is to partner with parents to provide a nurturing learning environment using the Montessori learning method along with a Biblical worldview. This handbook will allow you to gather important information about our school.

The Church Academy was created as a ministry of The Church in Livingston to serve our community by caring for and teaching the 3 – 6 year olds in our area.

Our mission is to shape hearts and sharpen minds to be conformed to the image of Jesus Christ. Our school is designed to serve parents who desire a Christian education for their children. TCA's educational process is centered on the development of our students' ability to translate the different facets of their educational experience into Christian living.

At The Church Academy we offer a Christian curriculum for 3 to 6 years old using the Montessori Method. We believe that children are naturally curious so our methods will include lessons that will incorporate discovery. Our teachers will inspire your student's natural curiosity in learning about the world around them while keeping Christ at the center of their life.

We have been blessed with an amazing staff that pours Christ's love into each of our students, as well as their families and each other. Our staff allows God to guide them in raising future generations of leaders with Godly character, based on biblical truth, to influence the world for the glory of God.

Thank you for choosing The Church Academy and we look forward to pouring the love of Christ into your student this school year.

Sincerely,

Aggie Creel
Director

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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.

VISION STATEMENT

Shaping hearts and Sharpening minds to be Conformed to the Image of Jesus Christ.

MISSION STATEMENT

Our Mission is to see students have a personal relationship with Jesus Christ, to be Conformed to His Image, to be educated at the highest level possible, to build lifelong relationships with other students, and to walk in the perfect will for their lives.

TCAL PURPOSE

Provide an environment for the Holy Spirit to be free to move by providing opportunities for students to grow in their faith to change the world by exemplifying His Life, His Mind, His Mission, His Promises.

- **His Life:** Spiritual Skills Development (Your Relationship with God), Humility (Reject pride and focus on God-Worship)
- **His Mind:** Organizational Skills Development (Managing yourself, others, and resources), Cognitive Skills Development (Your Mindset)
- **His Mission:** Mentoring Skills Development (Discipling Others), Teaching Skills Development (Communicating Effectively)
- **His Promises:** God Chooses You (Completion = God's anointing, God's presence, Filled with Holy Spirit to change the World for Christ!)

TCAL CORE VALUES

Our core values are found at the heart of The Church International: to see people Saved, Baptized, Discipled, Conformed to the Image of Jesus Christ, while imparting a biblical worldview in an ever-changing world through Love, Respect, Biblical Self-Reflection and Forgiveness.

- Love – (Matthew 22:36-40 & 1 Corinthians 13)
- Respect – (Hebrews 13:17, Deuteronomy 5:16, Matthew 7: 12)
- Why? (Biblical Self-Reflection) – (Joshua 1:8)
- Refuse to be Offended (Forgiveness) - (Matthew 18:21-35)

EDUCATIONAL OVERVIEW

CURRICULUM

At TCAL, we incorporate a biblical worldview Curriculum using the Montessori Method, which meets each learner (student) at their specific level. It is a joyous and respectful program for children from three to six years of age. 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 de 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 of 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 the Montessori Method 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 to 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 student 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.

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.

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, and sciences). Lessons are given to the students both individually and in small-group lessons. Assessments include progress monitoring for developmental milestones and early academic skills.

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 Livingston (TCAL) is available to families interested in securing a Christian education for children ages 3 to 6 years old. Three-year-old children must be completely potty-trained and must be three years old by September 30th. The 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 agree 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 evaluated 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 must school personnel evaluate the compatibility of new students with the present learning environment.
- ❖ Parents/Guardians and students are not to be participating in practices that would be considered illegal, or considered by TCAL as immoral or inconsistent with a Biblical Worldview.

New Enrollment Registration – Specific Admission Requirements

Starting the first week of February applications for new students will be accepted.

- ❖ A completed and signed online application
- ❖ \$300 Registration Fee (non-refundable)
- ❖ A copy of Birth Certificate
- ❖ A copy of Social Security card
- ❖ A copy of current immunization record
- ❖ Interview (scheduled once above is complete)
 - A completed Parent Questionnaire (online)
- ❖ Complete setup in renweb.com for tuition payments

Re-Enrollment Registration – Specific Admission Requirements

Starting the first week of February, applications for re-enrollment of presently-enrolled students will be accepted. If re-registration fee is not paid by March 1st, then the student will lose their reserved spot.

- ❖ A completed and signed online application
- ❖ \$150 Registration Fee (non-refundable)
- ❖ Complete setup in renweb.com for tuition

TUITION AND INVESTMENT POLICIES

The Church Academy Livingston 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 2020-2021 academic year. Tuition is determined annually by TCAL. Tuition is due on or before July 1st each year. You will also have the option to pay weekly, bi-weekly, monthly or the full tuition amount through renweb. Renweb charges a onetime fee to set up your online tuition payment account. Warrior Care which is our before and after care program is a service that is available to parents/guardians. If your child is dropped off before or picked up after carpool you will be charged accordingly. Warrior Care will be billed through your online Renweb account on a weekly basis and due upon receipt of the 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 transactions. 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.

FINANCIAL PROCEDURES AND ENROLLMENT

All registration, curriculum and resource fees are non-refundable and non-transferable. A student is not considered enrolled until these fees are paid.

REGISTRATION FEES

RE-ENROLLMENT REGISTRATION FEES

Registration Fee is \$150 to reserve a classroom spot

ENROLLMENT AND NEW STUDENT REGISTRATION FEES

New student registration fee is \$300.00. It is due at the time of acceptance and enrollment if there is availability in the classroom.

ALL REGISTRATION FEES ARE NON-REFUNDABLE.

TUITION FEE

Grade Level	1st Student	2nd & 3rd Student (10% Discount)
3 – 6 year olds	\$4,100	\$3,690

DISCOUNTS

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

1. Sibling discount 10% for second child and third child;
2. If all fees & tuition are paid-in-full by **July 1st**, the total tuition will be discounted 5% (the discount **does not** include any other fees);
3. Existing members of The Church will receive a 10% discount.

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

PAYMENT OPTIONS

1. All fees and tuition paid in full by July 1st to TCAL's school office by check, cash, or credit card (renweb).
2. If you do not pay in full by July 1st, parents **MUST** complete the Renweb.com online Tuition Agreement Payment Plan form.

TCAL FINANCIAL AGREEMENT

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.

1. Every family is required to be on a month auto-draft payment plan by April 30, 2020 with the first payment beginning in July 2020 and final payment by April 2021 using the Renweb system if they are not paying in full by July 1st.
2. A Tuition Agreement form must be completed by April 30, 20121.
3. A transaction fee is charged by Renweb.

PAST DUE ACCOUNTS

1. It is the parent's responsibility to advise the Director 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, 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 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:
 - a. Begin class first day of school
 - b. Resume class after Christmas break, Easter, etc.
 - c. Receive reports
 - d. Re-enroll for upcoming year
 - e. Release any school records/documentation for withdrawals request

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 and curriculum 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 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 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.

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. If a student arrives before 8:00 AM they can be checked into our before care program. 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 the car pool line.

DISMISSAL AND AFTERNOON PICK UP

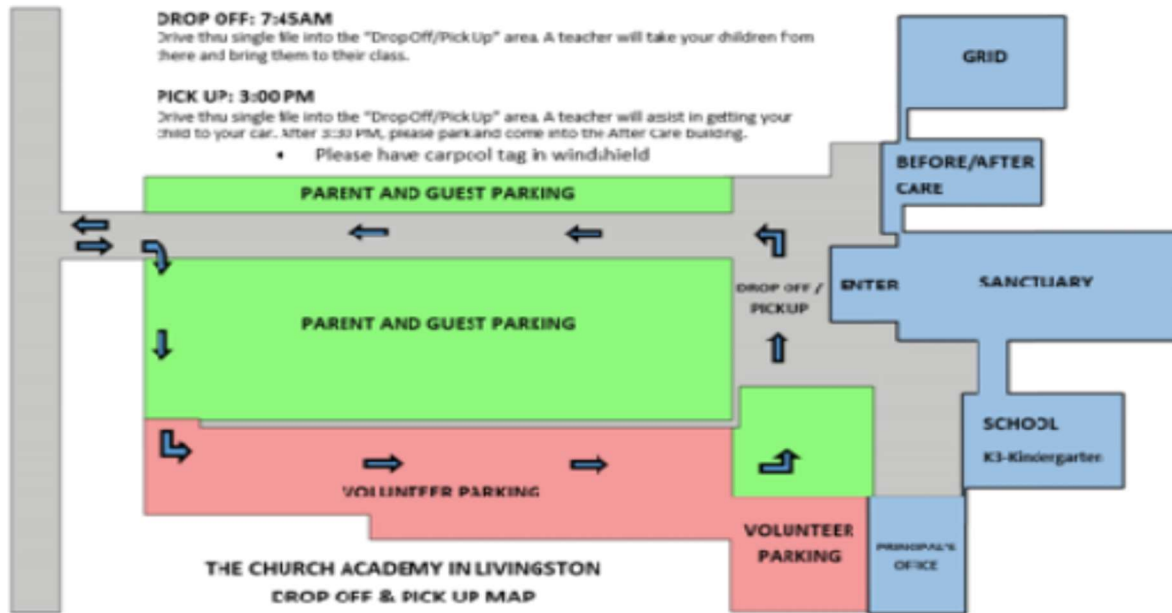
Students will be dismissed at 3:00 PM. Students must be picked up no later than 3:15 PM. Parents/Guardians will get in car pool line with tag clearly displayed in the windshield. We will dismiss the students to the cars. It is the LAW that your child be placed in a car seat or safety belt when being 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. TCAL staff will not be allowed to fasten or secure your child in the motor vehicle. Children that are not picked up by 3:15 will go to our aftercare program.

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. This authorized person has been previously listed on the student's office card and must have 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. Without a TCAL Car Tag, the student will have to be picked up in the office by an authorized person.

TRAFFIC FLOW

Traffic flow as depicted in the map below:



CALENDAR/NEWSLETTERS

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

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

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.

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.

CLASSROOM OBSERVATION

Observations may be scheduled after November 1st. A visitation consists of at least one half-hour in the classroom. 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/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 director 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/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. Please keep them home to keep from spreading the sickness.

HEALTH

TCAL has and will enforce a strict health policy. The immunization record must be completed and returned to school before the first day of school. The Health Department states 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 unless he/she has been fever free and symptom free without medication for 24 hours before returning to school. Please 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

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. Please send your child's food in a lunch box. Hot foods need to be stored in a thermos as a microwave will not be available; cold foods will need an ice pack. Water and milk are provided at lunch-time. At snack time, the school will provide a healthy snack (i.e., fruit, pretzels, cheese).

BIRTHDAY

We enjoy having a "BIRTHDAY CELEBRATION" with your child. Your child will decorate their own cake provided by the school for their party. Parents/Guardians are allowed to attend the party.

SCHOOL BAGS

All students are required to carry a 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. Please label your child's school bag and make sure the opening is large enough to fit their school folder. Do not purchase small school bags as we need to be able to fit: (1) folder (2) extra set of clothes (3) lunch box.

CLOTHING

In addition to being neat, comfortable, and appropriate for weather, school clothing should be easy for the child to manage by themselves, washable, and every item should be labeled with the child's name. TCA T-shirts are required for our students to wear each school day and are available to be purchased through the school office. All students will need to purchase a pair of rubber boots and soft sole slip-on shoes to wear in the classroom. (a slip-on shoe w/o Velcro or shoe laces)

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. 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. 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, and citizenship. 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 with this policy may result in dismissal from the school. The learning environment and the welfare of all students must take first priority.

WARRIOR CARE

OUR BEFORE/AFTER CARE PROGRAM

TCAL provides a structured, supervised, secure environment for students who must arrive early or stay late on school days. All students must be under adult supervision before or after school hours.

BEFORE CARE

Times: 7:15am – 8:00am; Cost: \$6.00 per child, per day

AFTER CARE

Times: 3:15pm – 5:00pm; Cost: \$8.00 per child, per day; Late Charges: \$1.00 per minute after 5pm;

BILLING

Before /After Care fees will be billed through our Renweb system weekly. A late fee of \$15.00 will be assessed to accounts that are 30 days past due.

SCHOOL AND PARENT PARTNERING

TCAL, in alignment with the Biblical Perspectives and educational philosophy of Maria Montessori, 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 director 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 Biblical educational philosophy and Montessori 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

- ❖ 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

Parent/Guardian Participation

We recommend Parent/Guardian Participation which 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.

Opportunities for Parent/Guardian Participation:

- ❖ Field Days
- ❖ Book Fairs
- ❖ Outreach Events for the Community
- ❖ Party Days
- ❖ Special Events
- ❖ Field Trips
- ❖ Restoring the School Environment
- ❖ Box Tops for education, Campbell Soup Labels, and Community Coffee
- ❖ Harvest Celebration
- ❖ Easter Celebration

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. Children will also learn to take care of their environment by helping with chores around the school such as gardening, dusting, sweeping, washing clothes, straightening shelves, folding towels, 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 nap mats and we will need parents/guardians to provide a small pillow and a blanket which will need to fit the dimensions of the 13 x 10 x 6 box that your child will use daily. Every Friday we will send the pillow and blanket home to be washed.

ORIENTATION

TCAL student orientation is typically held the second week of August from 6:00pm to 8:00pm.

TESTING DAYS

We will give a pre-test to see where children are to enable us to build a learning plan personalized for each child. This will be on the second week of August. You will be notified which time and day your child will attend for testing. Parents are expected to remain on campus during the testing period.

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. If arriving late, 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.

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 director 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.

FIELD TRIPS

Educational field trips are planned throughout the school year. (Please check our school calendar.)

- ❖ 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 made aware of charges for 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
- ❖ A chaperone is required for all students.

RENWEB/TRANSPARENT CLASSROOM

Renweb is used for tuition payments and Before/Aftercare payments. Transparent classroom is used for tracking a student's progress.

SCHOOL CALENDAR AND HOLIDAYS

We align our school calendar with the Livingston Parish School District. The additional dates for The Church events will be noted on the calendar.