



**FIRST CHRISTIAN
SCHOOL
NAPA VALLEY**

**Parent Handbook
Preschool through 8th Grade**

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I. INTRODUCTION: Preschool through Middle School

Welcome

The Administration and staff of First Christian School extend a warm welcome to all of our students and parents. We look forward to serving the educational and spiritual needs of your family this year. It is our desire to bring Christ to the center of all of our lives as we seek His special purpose for us in all we do. If you should have any questions after reviewing this handbook, please do not hesitate to contact us. Thank you!

Vision Statement

FCS exists in order to connect children and families to God through a Christ centered Christian education that teaches to the whole child.

Mission Statement

First Christian School is a community committed to “Reaching New Horizons” by

- ▶ Preparing leaders destined to change the world
- ▶ Providing academic excellence
- ▶ Growing personal relationships with God through Jesus Christ
- ▶ Developing Godly character through the power of the Holy Spirit
- ▶ Connecting each home with the presence of Christ

Results: An excellent spirit, Biblically equipped for every good work.

“Daniel was preferred above the presidents and princes because an excellent spirit was in him; and the king thought to set him over the whole realm.” Daniel 6:3

“All scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness so that the child of God may be thoroughly equipped for every good work.” 2 Timothy 3:16-17

How is Our Mission Achieved?

Through....

- Classes that start with prayer, worship and Bible study
- Math, Language Arts, History and Science curriculum that is taught with a Biblical approach
- Classrooms led by Kingdom-minded Christian teachers

- Weekly chapel services
- Missions projects
- Parent network for adult Bible studies, prayer and support
- Parent growth seminars

Statement of Faith

First Christian School was founded upon and operates according to the fundamental principles of the Bible. It espouses the Biblical world view of life as presented in the Bible. We hold the following statements of faith and practice to be true:

- ▶ The Bible is the perfect word of God and the source of all truth. Therefore, we keep the Bible at the heart of our curriculum.
- ▶ There is one personal God who has personally revealed Himself to man through His Son, Jesus Christ. All truth is found in Jesus Christ, so true education must be based upon Him.
- ▶ Parents are responsible before God for the proper education of their children. Therefore, parents and teachers work together to reinforce Christian values.
- ▶ Integration of the Word of God into all subject matter is the key to having a Christian school. As the student develops a perspective of life based on Biblical principles, he/she learns how to live.

ACSI Affiliation

First Christian School is a member of the Association of Christian Schools International. ACSI is a professional service organization serving Christian Schools across the United States and around the world. Each member school or college retains its individual distinctiveness and operating independence. The services of ACSI are designed to improve the quality of Christian school education. Some of those services include providing a member directory, sponsoring teacher and administrator conferences and conventions, publishing a monthly Christian school commentary, emphasizing world missions, and monitoring legal and legislative actions as they pertain to Christian schools.

School Board

First Christian Church Elders have delegated responsibility and authority to oversee the operation of First Christian School to the First Christian School Board. The School Board runs with a committee-based structure that consists of at least one board member, who reports directly back to the board, a parent and a church/school employee. These committees are structured in a manner that move the school forward, specifically in the areas of special events, marketing, outreach/missions, administration, communication,

future planning and resources. The board earnestly seeks volunteers that are able to help in these or other appropriate areas.

The School Board itself consists of at least six people and no more than 12 people. The Board is made up of school parents/grandparents (making up no more than 25% of the board), a pastor or pastor delegate, an elder, and other church and community people who can contribute to the above committees. New board members are nominated by the current board and presented to the Church Elders for approval.

Twice a year, once in the fall and once in the spring, the FCS School Board holds a mandatory informational meeting for the parents and staff to come and hear about what has been happening with the school and the exciting plans for the future. At least one parent and lead staff are required to attend. The dates are on the school calendar. For every family represented at each meeting 2 H.I.S hours will be given for a total of 4 H.I.S hours for the year.

II. STANDARDS OF EXCELLENCE IN EDUCATION

PRESCHOOL:

Classroom Environments

The administration places children according to their birth date and developmental readiness. Children who are eligible to advance to the next age level are moved at the beginning of each school year. Please see section on Evaluations, Placement and Promotion for more information.

We provide activities and experiences geared especially to each child's needs and abilities. Your child will feel safe and secure in his or her own classroom, which is a clean, comfortable and inviting environment for learning. Our child sized furniture, equipment, toilets and sinks allow your child to develop self-reliance in taking care of his or her own personal needs. An abundance of equipment is available to enrich your child's time at First Christian School.

Children work and play together in small groups in the learning centers around their classroom. Carpeted areas in each room provide comfort and noise control. Tiled areas provide for easy clean up after meals or sessions with paint, water and other messy media. The learning centers offer space for teaching the following skills: math, science/sensory, language, listening, creative art, cooking, coordination, and other motor activities. Each classroom has their daily schedule posted.

Every classroom has two exits for safety and privacy. Our playground structures have been specially selected for the physical development of children. Your child will spend delightful hours engaged in climbing, balancing, sliding, swinging, and riding activities.

In addition, children will have the opportunity to paint in the outdoor environment on easels. Our staff will actively participate with your child to ensure safety and a happy environment with friends their own age.

Classroom Expectations

First Christian School's Preschool Program is an academic preschool, not a childcare center. Throughout the year, the children are introduced to age appropriate activities that will stretch their skills to the next level. Each classroom builds on each other, all moving toward Kindergarten readiness. The following skills are concentrated on in each individual classroom:

Classroom C-2 – Toddlers 18 – 36 months

Potty training, develop an attention span of 10 minutes through circle time and meal times, using words instead of their bodies to express themselves, learning to share, beginning name recognition, colors, shapes, and counting.

Classroom C-3 & C-4 – 3 years old

Develop an attention span of 15 to 20 minutes through circle time and meal times, follow a dual command, identify colors and shapes, name recognition, beginning letter recognition, introduction to the calendar, cutting, taking turns, standing in line, speaking clearly.

Classroom C-5 & C-6 – Pre-Kindergarten

Develop an attention span of 30 minutes through circle time and meal times, follow a multiple command, write name, identify full written name, sequencing, rhyming, opposites, 1 to 1 correspondence, tracing letters and numbers, recognize letters and numbers 1 to 10, say the alphabet (not sing), draw shapes, beginning sounds, repeat a sentence, identify body parts, draw a complete person, cut in a straight line, draw between 2 lines, stack blocks at least 3 high, hop on 1 foot, recite birth date – age – address – phone #, throw and catch a ball, walk on a balance beam, cooperate with others, take turns, problem solve, ask for help without crying or getting mad, memorize memory verses and pray.

Thematic Teaching

All preschool classrooms work from a weekly or monthly theme, two to three letters per month and one to two colors per month. These are all based on each individual classroom. The lead teachers will be in communication with each family through a calendar or newsletter in order to let you know what is being studied and/or the progress that is being made. In the Pre-Kindergarten classrooms, C-5 and C-6, we will integrate the Explode the Code Pre-K curriculum as well as thematic teaching to provide optimal Kindergarten preparation.

Assessment, Placement and Promotion

During the month of November the preschool children (ages 2 through 5) are assessed based on their social and academic skills. This assessment is the basis for our recommendation for advancement to the next age group. It also shows the teachers and the parents what the children already know and what needs to be focused on during the year to ensure success. Parents are welcome to schedule teacher meetings anytime during the year, however the scheduled parent/teacher conference time is held in December. This is not mandatory but is highly encouraged.

The following is an outline of the criteria on which placement/promotion is determined:

- C-2 Children who will start our program in September between 18 months and 2 years old
- C-3 Children from C-2 who didn't turn 2 until after January (who will need a second year of the 3 year old program in C-4), and some children who are 3 years old and turning 4 after January from C-2 and the wait list
- C-4 Children from C-3 who need a second year in the 3 year old program. Some children who are 3 years old and turning 4 after January from C-2 and the wait list
- C-5 Children who are 4 years old and turning 5 after January from C-3, C-4, and the wait list
- C-6 Children who are 4 years old and turning 5 after January from C-3, C-4, and the wait list

Process vs. Product

At FCS all projects have specific educational purposes; however that purpose may not be obvious to the parents or even the children. The experiential learning that occurs as the children work on their projects has the biggest impact on their growth and development. The process of creating is so much more than the end product that the children are producing. For example, in art when the children are learning about color during the process of mixing primary colors to make secondary colors, they use rhythm, muscle coordination and focus on eye-hand coordination to move the paint. Therefore, not only are they getting an education in art they are also strengthening their cognitive and physical abilities. This approach allows the children to fully experience the creative process and produce individualized projects based on the inner creativity of each child.

Children with Special Needs

First Christian School's Preschool Program is a fully integrated site. All children are valued and welcomed to participate to the best of their ability. We believe that all children learn from each other and we strive to provide a safe place for every child. We are equipped to care for any child through the partnership of the parent(s).

ELEMENTARY AND MIDDLE SCHOOL:

Student Expectations

Students attending First Christian School are expected to practice and grow in Christian character. This includes all areas of life, especially with respect and obedience to those in authority, physical and moral cleanliness, and abstinence from things harmful to the body and society. Students are expected to conduct themselves in a manner that is not offensive to other Christians. We want our student's lives to show they are choosing to put Christ first.

The above criteria are not only an assessment for admission, but are part of the basis for the ongoing evaluation of student progress.

Curriculum

We provide a comprehensive education at First Christian School. Our school is directed and staffed by qualified and passionate Christian teachers.

Students are taught in traditional classrooms, using high quality curriculum from ACSI, McGraw-Hill, Houghton Mifflin, Harcourt and Handwriting Without Tears throughout every grade level. This program features the following:

- Phonics-based reading, beginning at the Kindergarten level.
- Christian truths and values integrated in the curriculum through challenging academic work.
- A system of directed teaching methods that allows for individual differences within a structured program.
- Curriculum which meets or exceeds state standards yet is free of humanism.
- All teachers can and do supplement the program with their own materials with approval and supervision of the administrator.

Homework

Homework assignments are an important extension of what is going on in your child's classroom. At the direction of the Administrator, each teacher is responsible for assigning homework on a daily basis to reinforce classroom teaching, provide opportunity for extra challenge, and to allow parents to be involved in overseeing the progress of their child. The amount and frequency of homework, Kindergarten through Middle School, varies according to classroom activity and teacher discretion.

Honor Roll

Any student who maintains a 3.75 G.P.A. or higher will be put on the Honor Roll.

Evaluations and Conferences

Progress Reports are issued after the eighth week of each trimester for the K-8th grade students. Parent-Teacher conferences are scheduled twice a year, after the end of the first and second trimesters, and then as needed for the third. Report cards are issued at the end of each trimester. They are sent home for parent review and signature and are then returned to us. When school is out in June, all report cards are sent home. Report Cards will not be issued until all tuition and fees have been paid in full (unless other arrangements have been made beforehand).

Any 3rd through 8th grade student who falls below a 2.0 G.P.A. will be put on academic probation until grades improve. In the event that grades do not improve, a parent conference will be required along with evaluation and an academic plan set before continual enrollment is permitted.

Parents may request a conference with their child's teacher at any other time by leaving a note with the secretary. The teacher will contact the parent to arrange a time.

Student Accommodations

First Christian School provides accommodations for students with academic, physical, behavioral, and emotional challenges. When these challenges interfere with the progress of the student and the needs of the class as a whole, the following procedures will be followed:

1. Parent/Teacher Conference – The teacher may recommend that educational and/or psychological testing be done by a professional who specializes in diagnostic assessment and evaluation. Parental cooperation in these matters is essential and must be timely and thorough. If the students' symptoms persist and the parent has not followed through with the above stated recommendations, a conference with the teacher and the school administrator will be called.

2. Individual Action Plan (IAP) – Parents along with the teacher and administrator will determine a course of action based on results of requested assessments and evaluations. Parental involvement is vital for the success of an IAP.
3. Follow up and continual re-evaluation of the IAP as needed.

If at any point during the above stated procedures, it is determined that FCS cannot adequately serve the needs of the student, or FCS and the parents are not in agreement over the recommended course of action, FCS maintains the right of discontinuing the educational relationship.

III. ADMISSIONS PROCEDURES AND POLICIES

General Information

FCS enrolls students from 18 months old through 8th grade. We do not discriminate based on disability, race, color, or national origin. The administration does reserve the right to dismiss or refuse admission to anyone who is unwilling to comply with the school's philosophy and/or regulations. Before enrollment, each family is required to meet with the Administrator. During the first two weeks of enrollment FCS reserves the right to evaluate and or assess each child to determine proper placement in a classroom. Within this time frame, both the parent and FCS have the right to withdraw enrollment. If FCS chooses to withdraw enrollment, registration will be refunded less a \$75 administrative fee, and prorated tuition will be returned. If the parent chooses to withdraw enrollment, only a prorated tuition will be refunded.

All students must submit a copy of their immunization records along with a completed Physicians Report (Preschool Only, LIC. 701, part of admissions packet). The Physicians form must be dated within one year prior to the student's first day. Please see the secretary for list of required immunizations. An immunization exemption form must be filled out and on file if you choose not to immunize your child.

Joint Custody and Non-custodial Parents and Guardians

Newsletters, report cards, billing information and information from the teachers will only be released to the non-custodial parent if the enrollment forms indicate a request for this to be done. Conference times will be scheduled at the request of the non-custodial parent only with the custodial parent's permission. Release of information to non-custodial parents will only be granted with the custodial parent's permission or if there is a court order.

Only one invoice is generated per child. If the parent who did not enroll the child wishes to pay on the account, we will accommodate him/her unless it is stated in the court order that only one parent is to pay the bill. Joint custody is determined by a court order, which

is placed in the child's file. If one parent/guardian falls behind it is the responsibility of the other parent/guardian to make sure the bill is kept current.

Withdraw and Schedule Change Procedure

If you intend to make a schedule change or withdraw your child from First Christian School Preschool, Elementary, Middle School, Before or After School Care, **you must complete a schedule change form or drop slip by the 10th of the month prior to the last day of enrollment.** Without this notification, you may be charged your regular tuition rate for the next month.

Admission Policies

PRESCHOOL:

All families interested in placement in our Preschool program must contact the school office to verify availability of space. Some classrooms may have a waiting list. To be placed on this waiting list, you will be given a tour and asked to pay a non-refundable \$30 fee. Once a spot is confirmed, parents will be asked to meet with the Administrator for a second tour and interview. Classroom placement may require further assessment and FCS reserves the right to make a final placement decision.

Because our Preschool is a 12 month program, families are committing to a 12 month tuition schedule. At any time a child may take a leave of absence from our program for a minimum of one month and a maximum of three months and the school will hold the child's enrollment providing a holding fee is paid prior to departure.

The holding fee of \$250 is equivalent to the new student registration fee. All leave of absence or schedule changes must be requested in writing by or before the 10th of the month prior to departure. Schedule Change forms can be filled out at the school office. Any other absence or vacation does not relieve a family of their monthly commitment, and regular tuition payments will be required.

Parents must submit all necessary paper work included in the admissions packet prior to the first day of enrollment. Initial tuition payment and registration fee are also due prior to the first day of enrollment.

Please see section on Evaluations, Placement and Promotions for information regarding where and how children are placed and promoted in our program.

ELEMENTARY/MIDDLE SCHOOL:

All students seeking attendance at First Christian School will be evaluated on the basis of their transcripts and an informal interview with the Administrator. It is expected that all

students at FCS come equipped to perform satisfactorily, both academically and socially. We reserve the right to select students on the basis of academic performance, religious commitment, and personal qualifications, including a willingness to cooperate with the staff and administration of FCS. Potential students should display a sincere desire to attend First Christian School and be willing to submit to all rules and regulations. FCS is not a refuge for students who will not cooperate, have had previous behavioral problems in other schools, or who will not apply themselves to the best of their academic abilities. No student will be admitted directly following suspension or expulsion from another school. Consideration will be made after the remainder of the school year is completed. FCS strives to meet all children's educational needs. However, we are limited in outside support for children with special needs. It is the intention of FCS to work with each student on an individual basis to meet their educational needs. However, a complete partnership between home and school is required for every student's success.

Classroom placement is based on the age of the incoming student as of December 1st of that particular school year. If further assessment is indicated or desired, FCS reserves the right to make a final placement decision.

Parents must submit all necessary paper work included in the admissions packet prior to the first day of enrollment. Initial tuition payment and registration fee are also due prior to the first day of enrollment.

IV. PROGRAM DETAILS

Chapel

Chapel is part of the Preschool through Middle School weekly programs. The preschool will join a pastor, teacher or guest speaker on Thursday mornings at 9:30 am in the Activity Center. The elementary school, K through 5th grades, will join a pastor, teacher or guest speaker on Wednesday mornings at 8:30 am in the Activity Center. The middle school, 6th through 8th grades, will join a pastor, teacher or guest speaker on Wednesday mornings at 9:15 am in the Youth Room. The first Wednesday of every month a combined Chapel for Preschool through Middle School is held in the Worship Center at 9:15am. Parents are always welcome to join any chapel service.

Student Pictures

All children are photographed in the fall for the year book and again in the spring for candid prints. Packets are available for purchase. Enrollment in First Christian School includes permission for us to photograph or videotape your child for children's display panels, advertising or for training purposes.

PRESCHOOL

Basic Schedule

The Preschool is open from 7:30am to 5:30pm, Monday through Friday. Children must arrive no later than 9:00am. Part time students must be picked up by 12:30pm. Parents with full time students must plan to pick up their children and be exiting the school by 5:30pm. Our teachers have families of their own, and it is important to respect their need to get home on time. There is a \$2.00 per minute and per child late pick up fee that applies to both part and full time children.

Daily Schedule

7:30-9:00	Arrival; Center time
9:30	Circle time
10:00	Snack
10:30	Outside play time
12:00	Lunch
12:30	Half-day pickup; Nap time
3:00	Afternoon snack
3:30	Outside play time
5:00	Clean up and regroup
5:30	Campus closed. Parents are expected to be off campus by 5:30pm

Arriving at School

As stated, arrival time is no later than 9:00 am. Since we are an academic program, it is important for your child to be settled into class on time so that they don't miss any organized activity time. Please help to make drop-offs easy for your child by giving a quick kiss and hug goodbye at the cubby area. **PRESCHOOL CHILDREN MUST BE ACCOMPANIED BY AN ADULT TO THEIR CLASSROOM. PARENTS/GUARDIANS MUST SIGN-IN AND SIGN-OUT THEIR CHILD EACH DAY. THIS STUDENT REGISTRY IS A LEGAL DOCUMENT AND MUST ACCURATELY REFLECT ATTENDANCE. CHILDREN ARE NOT TO MARK IN THIS REGISTRY.**

Visitors During School

A Parent may visit their child's classroom at any time (one parent at a time please). You are welcome to stop-in and see us whenever you wish. You do not have to prearrange or

announce your visit. Classrooms have windows in the hall to allow you to observe without disrupting the class or your child. You are not limited to this viewing; you may enter the class and speak with your child. However, we ask that you do not disturb the class as a whole when possible and if your child has difficulty saying good bye for a second time please be prepared to take them with you for the remainder of the day.

You may speak with the teacher concerning your child however, during class time please keep conversation to a minimum. A note, phone call or scheduled conference for problems or special needs is preferred.

Parental permission must be given in writing before unaccompanied visitation by grandparents or other family or friends. The director and teacher must be advised in advance of family or friend visitation.

Lunch and Snack

Lunch and snack times are special times when children can enjoy their own favorite foods from home in the company of their friends and teachers. Snack and lunch times are posted in each classroom on the daily schedule. The classrooms are unable to refrigerate children's lunch or snack, therefore, please send your child's food packed in a cooler type lunch box.

Children are expected to use good table manners. When finished with their meal, the children are encouraged to help clean up after themselves. If your child does not have a lunch or snack, you will be called to bring one to the school. No gum, candy, soda, Kool-aid, chocolate or other high sugar foods, please. If these items are packed, they will be returned unopened.

Hot lunch is offered Monday thru Friday for an additional fee. If your child is scheduled for hot lunch, a snack or two will still need to be provided from home.

Nap Time

All children in their respective classrooms nap at the same time on cots from 12:30 p.m. to 2:30 p.m. All children enrolled during naptime hours are expected to bring their own blanket. A crib size pillow is optional. Children who do not nap must be picked up by 12:30 p.m.

Biting

Biting is not permitted at any age level. However, during the ages of 1 through 2 years old, this act is usually due to a lack of verbal skills and is very normal. If biting does occur, a note will go home to parents of both the child who bit and the child who was bitten.

If biting should continue the child may be removed from our program until they are older. After a child is 3 years old, biting is not tolerated for any reason. After 3 years of age, if a

child bites, he will be sent home immediately and reoccurring bites will result in dismissal from our program.

Potty Training

It is First Christian School's Preschool Program's policy to assist parents with potty training. We strive to have all children out of diapers and/or pull-ups by early spring in the three year-old classrooms. Children must be completely out of diapers and pull-ups before they can move to the pre-kindergarten classrooms. Children who are in diapers or pull-ups should bring in their own supply of diapers/pull-ups and wipes.

We have found that the best way to potty train is to just do it. Please send your child to school in training underwear and even plastic pants if necessary. Do not go back and forth between underwear and diapers or pull-ups. This will only prolong the process and confuse the child. Send several changes of clothes and extra shoes with your child each day. Expect the extra clothes to be soiled at the end of the day and be excited when they are not. This process will take some time, but with consistency between home and school, your child will be successful.

Sharing and Bringing Toys from Home

Preschool children in classrooms C5 and C6 are encouraged to bring something to share with their class during circle time. Objects to be shared should be brought in a labeled bag. All sharing will be done at the teacher's discretion and should correspond to the monthly letters or colors. Please do not let your child bring toys or personal items into the classroom unless it is for sharing. All toys and/or personal items will be kept in the teacher's cabinet until requested to be returned by the parent. We will not be responsible for lost or broken items.

Car Seats

If you need to leave your child's car seat at school, it may be stored in front of the secretary's desk. It is imperative that your child's name be on their car seat. Please follow California State law regarding car seat regulations.

Dress Code

Dress your child for play. Since we are an active school with many messy activities for your child's sensory development, we encourage clothing that is comfortable, easy for him or her to manage and not elaborate. Tennis shoes and socks or soft sole shoes are the safest and easiest for your child to maintain.

Coats and sweaters are necessary for cool days, and raincoats and boots for rainy day. We play outside everyday and for staffing reasons, we cannot make any exceptions. Please provide appropriate outer garments. **If your child is not well enough to play outside, please do not send them to school.**

At all times it is necessary for all children to have an extra change of clothes (shirt, pants, underwear, socks and shoes). Please bring them in a backpack with your child's name on it. Clothes should be replaced throughout the year due to seasonal changes, child's growth and when used.

Girls must wear shorts under dresses or skirts to insure modesty. You will be called to bring a pair of shorts to school if necessary.

Hair should be washed and neatly groomed out of the eyes.

ELEMENTARY/MIDDLE SCHOOL:

Basic Schedule

K- 5th Grade: Bell Schedule for regular school day

7:30	-Before School Care Opens
8:00	-Student drop off may begin
8:15	-Flag Salute, Devotions and Morning Prayer
8:15	-School Day begins
10:00-10:30	-Recess
12:15-1:00	-Lunch
3:00	-Afternoon Dismissal
3:10	-Campus Closed unless enrolled in After school care or accompanied by authorized adult
5:30	-After School Care Closes

6th – 8th Grade: Bell Schedule for regular school day

8:00-8:50	1 st Period PE (Drop off at Crosswalk Church Gym)
8:50-9:15	Dress/walk to FCS
9:15-10:05	2 nd Period
10:05-10:25	Break
10:25-11:10	3 rd Period
11:15-12:05	4 th Period
12:05-12:45	Lunch
12:50-1:25	5 th Period
1:30-2:20	6 th Period
2:25-3:15	7 th Period

Snack and Lunch

Breakfast, snack and lunch are times for children to reenergize their bodies and minds. It is imperative that they are given healthful foods. Please provide foods high in protein along with whole grains, fresh fruit and vegetables. Do not send soda, candy or high sugar foods or drinks. They will be confiscated until the end of the school day.

Refrigeration and microwaves are not available to students. Hot lunch is offered Monday through Friday for an additional fee. All Hot Lunch proceeds go towards the PFC. If your child is scheduled for hot lunch, a snack or two will still need to be provided from home.

Before & After School Care

First Christian School Before and After School Care offers extended day services for FCS students from Kindergarten through 6th grade. Students must be officially enrolled in this program, with all paper work completed in order to attend. The Before and After School Care program is not designed to be a drop-in program. Upon registering, you may choose 1 to 5 days per week for attendance, and you will be invoiced on your monthly tuition statement. You may drop off your child as early as 7:30 am and pick up your child any time before 5:30 pm. Late pick ups are charged a Late Fee of \$2.00 per minute, with a maximum of \$50 per day, payable when invoiced. Please see Tuition Rates and Fees Insert for pricing.

Specialty Programs

First Christian School offers PE, Art, Computer Lab, and Spanish for grades K1-8th. The programs are not funded by the budget, therefore outside resources are required. The PFC sponsored fundraisers help to provide funding along with individual donors. If you would like to give a special gift for any specialty program please contact the Administrator.

Uniforms & Dress Code

First Christian School has adopted a strict uniform/dress code policy for all students in K-8th grade. We believe there is a direct relationship between a student's appearance and their attitude and conduct. In addition, One of the key words at First Christian School regarding dress is modesty, which means:

“Not thinking too highly of one’s self; humble. Held back by a sense of what is fit and proper; not bold or forward. Not calling attention to or exposing too much of one’s body, decent. Not conspicuous or gaudy, humble in appearance.”

In order for this policy to be effective, all who are involved must take it seriously. Staff, students and parents must make it a priority to uphold the “appearance” standard that has been approved by the administration.

Parents will be notified via a telephone call when a student is out of compliance. The parent will be given the opportunity to bring the proper uniform items to the school before morning recess at 10:00am or the child will be benched for morning recess. Two uniform infractions will result in the loss of free dress on Friday. In the event that a child loses three free dress days, a one-day suspension will be enforced. Missed class time due to dress code violations will result in a zero for that class period without the ability to make up class work. It is our desire that students learn how to choose dress consistent with the standards below. Specific changes in a student's dress or grooming may be required at the written request of the staff or administration if it is felt to be inappropriate.

Free Dress Days: K-8th Grade

Friday is free dress day. Children should be modest and well groomed. No gang style clothing is allowed. Pants must be fitted, not too tight or too loose. No novelty, skulls, or character print on clothing. Shirts with writing are not permitted with the exception of FCS Spirit Wear or small logos (i.e. Gap, Quicksilver). Spaghetti strap shirts and flip flop style shoes are not permitted at any time during the school year. Free dress is a privilege and not a right. This privilege will be revoked if dress code infringements occur.

Uniforms: K-8th Grade

Our school approved uniform companies are *Lands' End* and *Dennis Uniform*. All uniforms, including shirts, pants, shorts/skorts and shifts must be purchased through *Lands End* or *Dennis Uniform*. **Because of our agreement with Lands' End and Dennis, please do not purchase uniform clothing at Target or other retail outlets. Lands End will give back 3% of all uniform purchases for the year to FCS because we belong to their "Preferred School Program". Additional information will be provided with catalog.**

Lands' End can be purchased online at www.landsend.com or through provided catalog.
FCS School Code: 900131756

Dennis Uniform – San Francisco
590 10th Street
San Francisco, CA 94103
(415) 864-3401

Store Hours:
Tuesday-Friday 10am – 5pm; Saturday 10am – 2pm; Open Labor Day 10am – 2pm

FCS School Code: OBTFCS

Online: www.dennisuniform.com

K-8th Grade General Uniform Guidelines

Hair must be neat and clean and well groomed, and styled so it is not in the student's eyes. Boys should not wear hair longer than collar length. No tails, spiking or colors in hair.

Pants and shirts must fit. They must not be overly tight, loose or baggy. Shirts must be tucked in.

Skorts and shifts must be of modest length (**no shorter than 2 inches above knee**) and shifts must be worn with modesty shorts at all times.

Sweaters, sweatshirts and light weight jackets (fleece and button up sweaters) from Lands' End Uniforms or Napa Emporium with the FCS logo are the only styles permitted, except for free dress days. See above for free dress guidelines.

Hats are permitted to be worn on the playground only.

Shoes from Lands' End Uniforms are the only styles permitted, except for free dress days. Boy's socks must be black crew style socks and be worn at all times. Girl's socks will be white knee high only. Crocks, boots, sandals, "roller shoes", high-tops or cartoon character shoes are allowed on free dress days only. Flip flops are never permitted. Shoes are to be clean and in good repair.

PE Shoes are required during scheduled PE times. Shoes should be "running" grade tennis style shoes. PE shoes *do not* have to match school colors and should be worn only during PE. Improper PE shoes will result in a uniform infraction.

Outerwear Navy is the only color permitted for all winter coats and heavy jackets.

Backpacks and lunchboxes do not have to match school colors and may have print however, **characters are not permitted.**

Spirit Wear from past years that are not listed below **are permitted to be worn on Friday's only.**

K-5th Grade Daily Uniform Options

K-5th BOYS Daily Uniform Options

Purchase from approved list only

Lands' End Polo Shirt: White interlock **with Logo** (long or short sleeve)

Lands' End Dress Shirt: White no-iron Pin Point oxford **with Logo** (long sleeve and short sleeve)

Lands' End Pants: Navy Pleated Chino with reinforced knees

Lands' End Shorts: Navy Plain front Chino shorts (Not permitted the months of December through March)

Lands' End Navy V-neck pullover vest **with Logo**

Lands' End Navy Micro-fleece pullover with zipper **with Logo**

Lands' End Black All Weather Mocs

Other required items: (may be purchased from Lands' End or at other retail stores)

Lace up or Velcro cross train/running shoe
Socks Black crew style

No earrings

K-5th GIRLS Daily Uniform Options

Purchase from approved list only

Lands' End White Peter Pan Knit shirt **with Logo** (long or short sleeve)
Lands' End Dress Shirt: White Peter Pan blouse **with Logo** (short sleeve)
Dennis Rampart Plaid shift* or skort
Lands' End Pants: Navy Neat Plain Front Chinos
Lands' End White Cable Knee High Socks or White Micro Fiber Tights (NO LEGGINGS)
Lands' End Navy Micro-fleece pullover with zipper **with Logo**
Lands' End Sweater: Navy Cotton Cable Cardigan
Lands' End Black Leather Mary Janes

Other required items: (may be purchased from Lands' End or at other retail stores)

Lace up or Velcro cross train/running shoe
Navy or Black modesty shorts (of any appropriate style)

No hoop or loose earrings
No ties

K-5th Grade Chapel Uniform (every Wednesday beginning the 2nd Wednesday of September)

K-5th Boys' Chapel Uniform

Purchase from approved list only

Lands' End Dress Shirt: White no-iron Pin Point oxford **with Logo** (long sleeves November-March, and short sleeves September-October and April-June)
Lands' End Pants: Navy Pleated Chino with reinforced knee (NO SHORTS)
Lands' End Navy V-neck pullover vest **with Logo**
Dennis Rampart Plaid tie
Black belt
Lands' End Black All Weather Mocs or Black lace up or dress shoes (no tennis style shoe)
Black crew socks

K-5th Girls' Chapel Uniform

Purchase from approved list only

Land's End Dress Shirt: White Peter Pan blouse **with Logo** (short sleeve)*
Dennis Rampart Plaid Shift
Black or other dark colored modesty shorts
Lands' End Navy Cotton Cable Cardigan (required November-March)

Lands' End Black Leather Mary Janes
Lands' End **White** Cable Knee High Socks or White Micro Fiber Tights (NO LEGGINGS)

6th-8th Grade Daily Uniform Options

6th-8th Boys

Purchase from approved list only

Lands' End Polo Shirt: White interlock **with Logo** (long or short sleeve)
Lands' End Dress Shirt: White no-iron Pin Point oxford **with Logo** (long sleeve and short sleeve)
Lands' End Navy Plain Front Chinos
Lands' End Navy Stain Resistant Cargo Shorts (not permitted to be worn during the months of December through March)
Lands' End Navy Micro-fleece pullover with zipper **with Logo**
Lands' End Black All Weather Mocs

Other required items: (may be purchased from Lands' End or at other retail stores)

Lace up cross train/running shoe
Black crew socks
Black Belt

No earrings
No tails, spiking or colors in hair

6th-8th Girls

Purchase from approved list only

Lands' End Polo Shirt: White interlock **with Logo** (long or short sleeve)
Lands' End Dress Shirt: White no-iron Pin Point oxford **with Logo** (long sleeve and short sleeve)
Lands' End Pants: Navy Neat Plain Front Chinos (no shorts)
Lands' End Skort: Navy Above the Knee Chino Skort
Dennis Rampart Plaid Skort
Lands' End Navy Fine Gauge Cardigan Sweater
Lands' End Navy Micro-fleece pullover with zipper **with Logo**
Lands' End **White** Cable Knee High Socks or White Micro Fiber Tights (NO LEGGINGS)
Lands' End Black Leather Mary Janes

Other required items: (may be purchased from Lands' End or at other retail stores)

Lace up cross train/running shoe
Navy or Black modesty shorts (of any appropriate style)

No hoop or loose earrings
No colors or spiking hair

6th-8th Grade Chapel Uniform (every Wednesday beginning the 2nd Wednesday of September)

6th-8th Boy's Chapel Uniform

Lands End Dress Shirt: White no-iron Pin Point oxford **with Logo** (long sleeve November-March, short sleeve September-October and April-June)

Lands End Pants: Navy Plain Front Chinos (No Shorts)

Black Belt

Lands End Black All Weather Mocs

Black crew socks

Dennis Rampart Plaid tie

6th-8th Girl's Chapel Uniform

Lands End Dress Shirt: White no-iron Pin Point oxford **with Logo** (long sleeve November-March, short sleeve September-October and April-June)

Lands End Navy Fine Gauge Cardigan Sweater (November-March)

Dennis Rampart Plaid Skort

Lands End Black Leather Mary Janes

Lands End **White** Cable Knee High Socks or White Micro Fiber Tights (NO LEGGINGS)

6th-8th Grade PE Uniform

Lands' End Navy Crew Sweatshirt **with Logo**

Lands' End Navy Sweatpants

Dennis Nylon Mesh Shorts: Navy

Lands' End White Performance Super T-Shirt **with Logo**

White socks only

Shoes must be "running" grade lace up tennis shoe

LABEL EVERYTHING YOU DO NOT WANT TO LOSE!

Lands End will Monogram every item for an additional charge!

Visitors During School

Parents and family relatives may schedule a time to visit your child's classroom. We ask that each visitor check in with our front desk secretary and, if requested, present proper identification before entering the classroom. We reserve the right to ask any visitor to leave the classroom if their presence proves to be too much of a distraction. Visitors will be expected to follow all basic rules and regulations that are required of our students.

Field Trips

Our classrooms may schedule a variety of field trips during the school year. These field trips are designed to enrich classroom learning and to be enjoyable. Before going on any field trip that requires leaving campus, every student will be required to bring back a signed permission slip. Parent participation is appreciated; however, siblings are not

permitted to attend; all drivers must leave and return together; and all parent drivers are required to furnish proof of insurance coverage amounts and a current driver's license. Field trip expenses are not included in the tuition rates, therefore you will be billed separately. Chapel attire is required for field trips unless otherwise stated. Casual field trip attire consists of blue jeans, tennis shoes and FCS t-shirt that can be purchased from Napa Emporium.

Student Supplies

The Student Supply list is available on the website, go to www.firstchristianschool.org. We ask that you furnish these supplies on the first day of school. Most of the requested items will be used by your own child. However, to help defray costs, some items will serve as classroom supplies (i.e., Kleenex, lined paper).

Attendance and Tardiness

The school recognizes the need for regular attendance so the student can get the most from his/her education. Students who have been absent must present a signed and dated note from the parent to the teacher on the day they return to class stating the reason for the absence. For prolonged absences, we suggest that you make arrangements with the teacher for makeup of work. All student work will be expected to be made up in a timely fashion. It is expected that a message to your child's teacher be left with the school secretary by 8:00 am for homework to be available for pick up by 3:00 pm. Excessive tardiness and absences will cause a student to fall behind and will affect his/her academic grades, and may be cause for retention of grade level.

We must follow the state standards of attendance in order to maintain our standing with the California Office of Education. California Education Code 48260 states: *“Any pupil subject to full-time education or to compulsory education who is absent from school without valid excuse for more than three days or tardy in excess of 30 minutes on each of more than three days in one school year is a truant and shall be reported to the attendance Supervisor or the Superintendent of the school district.* Therefore, three unexcused tardies will result in one absence and four unexcused absences will be reported to the California Office of Education. Upon the fourth tardy and every tardy thereafter either a \$2 per minute charge will be added to the tuition account or a parent may schedule lunch time yard duty. If a child is late because they failed to line up on time after the second whistle is blown, 5 minutes of recess will be lost.

V. REGISTRATION, TUITION, AND FINANCIAL AID

Tuition and Registration Fees

Tuition Bills are placed in the parent mailboxes, located in the school lobby, in the middle of each month, are due on the 1st of the following month, and are late if received after the 10th. The first billing is mailed in August, due September 1st. No credit will be given for school absences.

PRESCHOOL: Preschool tuition is broken into monthly payments and is based on a 12 month school year, June through May. It reflects school closures and holidays. Pre-registration for the following year takes place in January, and payment of the registration fee is required in order to hold your child's spot for the next school year.

ELEMENTARY/MIDDLE SCHOOL: The total annual tuition is based on a 9 month school year, September through May, and is broken into 9 installments. It reflects school closures and holidays. Pre-registration for the following school year takes place in January and requires a registration fee to hold your child's placement.

Registration Fees are not refundable. Within the first two weeks of enrollment, both the parents and the FCS administration have the right to withdraw enrollment for any reason. If FCS chooses to withdraw enrollment, registration will be refunded, less a \$75 administrative fee, and prorated tuition will be returned. If the parent chooses to withdraw enrollment, only a prorated tuition will be refunded.

Please see current year tuition schedule for complete rates.

Accounts are due by the 1st of the month. Payments received after the **10th** of the month, or the Friday before, will incur a **\$50** late fee. At the time of billing any account that has a balance from the previous month is considered in arrears. Please contact the Administrator or Finance Director if financial difficulties arise. While we make every effort to accommodate the needs of our families, we reserve the right to ask that you withdraw your child from the school until your account is paid in full. Your child's spot cannot be guaranteed to stay open. Report cards will not be issued until an account is paid in full.

Returned checks will incur a \$25 service charge. After receiving a returned check, parents may be required to make payment by Cashier's Check, or Money Order.

Transfer-In Students will be charged on the basis of the number of months left in the school year. Students who enroll after the 15th of the month are charged ½ month's tuition. Transfer-Out Students must complete an enrollment change form at the school office by the 10th of the month to be effective on the 1st of the next month. If the enrollment change form is not filled out by the 10th of the month, you may be charged for a full month's tuition. Until accounts are paid in full, report cards and permanent records cannot be released.

Scrip Program

To help offset the rising cost of education FCS participates in the Scrip Program. As often as you would like, you may purchase “Scrip” from our extensive list of vendors who will donate a specified percentage of that sale back to FCS. This is an easy way to support our school. Scrip may be purchase from the school secretary or by registering you credit cards at www.escrip.com.

Financial Aid

First Christian School’s financial aid program is funded by the generosity of our Church members or anyone else who wishes to support our families. When these funds are available, families may pick up an application at the school office and follow the instructions attached to the packet. These applications are submitted directly to a third party company who is solely responsible for determining eligibility for financial aid. All applications must be submitted by May 15th in order to be considered for the upcoming school year. Mid-year applications are available depending on availability of funds. Please ask at the front desk or call the Finance Department to inquire.

Other Financial Assistance

Community Resources for Children is a state program that, among other things, helps families subsidize their childcare needs. For more information about CRC, please call 707-253-0376. If your child’s tuition is subsidized by CRC, you are responsible to complete your child’s sign-in forms by the end of each month. If your child’s sign -in sheet is not complete your child may not return to school until all forms are complete and you may be held responsible for that month’s tuition. Parents are responsible for covering any fees or expenses or portions thereof not paid by CRC.

VI. SCHOOL POLICIES AND CAMPUS INFORMATION

Discipline and Conduct Policy

We expect our students to conduct themselves in a Christ-like manner and our discipline style is one of love and understanding for each individual situation. Students and/or families who do not submit to the rules and regulations of FCS and/or who do not show basic respect to FCS, its staff, or other families, will be dismissed from First Christian School. Any student that intentionally endangers the safety or well-being of a fellow

student or staff member is subject to immediate dismissal from our program. Other than in these extreme cases, parents will most often be asked to become directly involved in handling the problem.

Children are learning to make responsible choices and be in charge of themselves. We believe in providing consistent, understandable limits and teachers who respond to inappropriate behavior with insight, sensitivity and skill.

He answered: "Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind"; and, "Love your neighbor as yourself." Luke 10:27

We expect the children to:

1. Be Safe
2. Be Respectful
3. Be Responsible
4. Be Prepared
5. Be Focused
6. Be Encouraging

The children may not:

1. Hurt or endanger themselves
2. Hurt or endanger others
3. Damage property

Our goal is to help children learn both self-control and expression of feelings in a socially acceptable way. If a child will not follow the direction of the teacher or the rules of our school, the following disciplinary actions will be taken:

1. **REDIRECTION:** Reminding the child of the rules and expectations. If they choose to abide by them they are expected to resume the activity in an appropriate manner or get connected in a different activity or social situation, away from conflict and possible harm.
2. **REFOCUS:** If the child chooses not to abide by the rules they will either shadow the teacher or take time by themselves away from the other children and activity in question until they show they are ready to reenter the activity in an appropriate manner. This may include loss of play time, garbage patrol, or other age appropriate consequences.
3. **REMOVED FROM ACTIVITY:** If the redirection and time taken by them does not help the child to gain control of themselves then they will be removed from the classroom or activity to talk with the administrator and an incident report will be sent home.
4. **PARENT CONFERENCE:** If the behavior continues and the child receives three incident reports for the same behavior, a parent conference will be required and a behavior plan will be implemented and outside assessment may be required. When appropriate, the conference will include a member of the child's early intervention program.

5. **DISMISSAL:** If the behavior continues after the parent conference, dismissal will take place with no advanced notice.

It is very important that we work together in order to maintain stability and security for your child. If your child receives an incident report for inappropriate behavior:

1. Talk to your child about their behavior.
2. Discuss the problem and solve it with your child.
3. Talk about alternative behaviors for the future.
4. Pray with your child.
5. Talk about making choices.
6. Help them accept responsibility for their choices, even when others are involved.

Cell Phones & Electronic Devices

Cell phones and electronic devices are not allowed during school hours. If used or visible at any time during school hours (which includes before and after school care), phones and devices will be confiscated, and parents may request them back from the teacher. Upon the third confiscation the phone or device will remain in school possession until the end of the year.

Drop Off/Pick Up

In order to maintain the safety of our parking lot, we ask all parents to use extreme caution when dropping off or picking up their children. Please use marked parking spots only and do not park along the fenced areas. Preschool children **MUST** be accompanied by an adult to their classroom. For Elementary School children, please do not drop off children before 8:00 A.M. Parents must wait with students that are dropped off prior to 8:00 A.M or enroll them in the Before School Care program. If your student/s remains on campus 10 minutes after class is dismissed they will be sent to After School Care, remaining within that program and you will be charged \$2.00 for every minute, max. \$50 per day, which is payable when invoiced. If you desire your 6th through 8th grader to walk home, a parental permission slip must be on file with your child's teacher.

Children Left in Cars Unattended

It is against the law to leave a child under the age of 12 unattended in a vehicle. We urge all parents to use their best judgment regarding the safety of their children in our parking lot.

Closed Campus

For the safety of our students, FCS is a “closed campus”. This means that all students are to remain on school property during school hours unless accompanied by an authorized adult. The students are made aware of their boundaries and are supervised at all times. Prior to 8:00am, students are not allowed on campus without an adult, unless enrolled in the before school care program. The elementary/middle school campus is closed 10 minutes after students are dismissed. Students are to leave the campus with an authorized adult unless prior arrangements have been made. Preschool and After School Care closes at 5:30pm.

Hours of Operation

FCS Staff is on campus between 7:30am and 5:30pm Monday-Friday. Our Front Desk Secretary is available between 8:00am and 3:30pm, Monday through Friday. Messages are checked every 30-45 minutes between 4:00pm and 5:30pm. You may leave phone messages with the Front Desk at any time. The FCS phone number is 707-253-7226 ext. 100. To bypass the recorded message just press the # key. If your call needs immediate attention, please indicate that in your message.

Holidays and Other Closures

First Christian School’s Middle School, Elementary and Preschool Programs are on the same Holiday schedule. A school calendar will be available at Back to School Night to verify the exact days the school is closed. The following are guaranteed days of closure:

Two weeks for Christmas and New Years	Independence Day
Martin Luther King Jr. Day	Labor Day
President’s Day	Veteran’s Day (Mon. or Fri. for observation)
Good Friday & Week after Easter	Thanksgiving (Wednesday through Friday)
Memorial Day	Columbus Day
Teacher Training/Work Days (4-6 days TBA)	

Health and Safety Policy

ILLNESS: If your child becomes ill while at school:

1. The parent or authorized person will be notified to pick up the child ***within one hour*** from the initial call.
2. The child must be fever (under 99.8 degrees), vomiting and diarrhea free for at least 24 hours before returning to school.
3. If child contracts a rash, a doctor’s note will be required in order to return to school.
4. If child contracts pink eye, 4 doses of medication must be administered before returning to school.

5. In the event an antibiotic is needed, the child may not return to school for at least 24 hours after the first dose.

If your child becomes ill while at home:

1. Keep them home.
2. The child must be fever free (under 99.8 degrees), vomiting and diarrhea free for at least 24 hours before returning to school.

When a child returns to school after an illness, the teacher must clear the child before the parent leaves. Children may not arrive after 9:00 am the next day whether or not their 24 hour period is over. If the child is returned to school after being given medicine to reduce a fever and must be sent home later that day, it will be expected that the child will remain at home for the remainder of the week. FCS reserves the right to make a final decision on re-admittance based on our best judgment of physical symptoms and the child's ability to participate appropriately.

MEDICATION: If your child needs medication given at school:

1. A medication permission form must be filled out and signed by the parent. Forms are located in the school office.
2. All medication must be in original containers. No plastic bags or cups please. ***At no time*** should medication be added to a drink cup or stored in the back pack or lunch box.
3. Sunscreen, lotion and Chap Stick must be treated as a medication; a form is required.
4. If your child needs a Nebulizer treatment administered during the day a special consent form must be completed first. Forms are located in the school office.
5. Please give all medication and permission forms to the Lead Teacher.

INJURY: If your child is injured while at school:

1. The school shall give appropriate first aid to an injured child, which includes minor cuts and bruises. A notice will be sent home.
2. A parent or guardian will be contacted if immediate attention is necessary.
3. In the event of an emergency, the paramedics will be called.
4. If a child must be taken to the hospital the director or teacher will stay with the child until a parent arrives.

Emergency Drills and Information

Fire, earthquake and other emergency drills are scheduled monthly to acquaint your child with the evacuation procedures. The building is equipped with a fire alarm system and fire extinguishers. We train all our staff in emergency procedures regularly.

In the event of an emergency and First Christian School must evacuate the facility, we will be located at the home of John and Dormi Herman 2972 First Street, Napa.

Registered Sex Offender Notification

Pursuant to Section 290.4 – 290.46 of the California Penal Code, information pertaining to registered sex offenders within the County of Napa is available through local law enforcement agencies. In addition, registered sex offender information can be accessed at www.meganslaw.ca.gov.

It is important to understand that designated law enforcement personnel are the **only** persons qualified to assess the level of risk and potential danger each individual sex offender poses to our community. Registry information distributed unlawfully or used to harass or intimidate others could be subject to civil liability.

VII. PARENT OBLIGATIONS AND OPPORTUNITIES

Communication

Each family attending FCS is given a parent mailbox that is located in the school lobby. It is each parent's responsibility to check their mailbox on a regular basis. Monthly newsletters and tuition statements and all other hard copy correspondence are placed in each parent mailbox throughout the month. The mailboxes are designated by last names under your child's corresponding grade/classroom number. If you have multiple children in our program your mailbox will be designated under your youngest child's grade/classroom number.

Along with the hard copy correspondence FCS utilized email and our website www.firstchristianschool.org for communication. Please make sure the school office has your current email address.

If at any time you need to communicate with the Administrator or Director you may do so by 1) leaving a note with the school secretary; 2) calling 707-253-7226 ext. 102 (Admin.) or ext. 103 (Director); 3) e-mail; 4) making an appointment through the school secretary; or 5) walk in visits during open office hours.

If at any time you need to communicate with your child's teacher you may email them, or leave a message with the school secretary. Please allow your child's teacher 1 business day to respond, unless the message is marked urgent. Your child's teacher will make every effort to respond as soon as they are able.

Conflict Resolution

In the event that a problem or concern arises it is expected that each party refrain from gossip and go directly to the source. FCS uses the Matthew 18:15-19 guidelines for dealing with conflict. It is expected that all parties will follow the chain of command stated below.

1. Go privately to the source. If the parties involved are able to work out the issue together consider it finished.
2. If the issue remains, all parties are to go to the Administrator. If the parties involved are able to work out the issue together consider it finished.
3. If the issue remains, all parties are to go the School Board Chair. The Chair will act as a mediator to come to a final conclusion. All parties are bound to the final conclusion.

Gossip and slander is never tolerated from any party. If at any point a person at FCS is engaged in the act of gossip and/or slander they will be immediately confronted. If the act does not stop, dismissal from FCS will occur.

Financial Responsibility

Only one statement per month will be issued to each family. While others may pay on your student's account, it is the ultimate responsibility of the parent/legal guardian to keep their student's account current. If extenuating circumstances should arise, families are asked to communicate promptly with the Finance Department regarding their financial situation. Families that fall behind on account payments on a regular basis, and who do not consistently communicate with the Administrator and the Finance Department regarding their financial difficulties will be contacted for a meeting to discuss payment plans and/or other contingencies.

Current Contact Information

It is the responsibility of the parents to communicate all changes in contact information to the Front Desk Secretary in order to properly update emergency contact cards, as well as the Finance Department to ensure correct billing and payment procedures.

HIS Volunteer Hours

At First Christian School we believe that parents and teachers working together will benefit our children immensely. Our Hearts in Service program requires parents to donate 25 hours of their time and energy to the betterment of our school. A list of opportunities for volunteers is issued during Back to School Night. A non-participation fee of \$10 per hour will be assessed to any account that has not completed the 25 hours by May 1st. As you volunteer, you record your time on the Hearts in Service (H.I.S) Form and turn it into

the school office when you reach 25 hours. All forms are due by May 1st at which time all outstanding accounts will be billed accordingly.

Families who enroll or withdraw mid year will be assessed based on actual months enrolled for the given school year.

Annual Auction

Each spring First Christian School holds a benefit auction that is designed and run by the parents. This is a perfect opportunity to fulfill some of the HIS hours. Contributions for the auction can be done through the purchase of tickets, advertising and dedication space is available in the auction catalogue, contributing to the classroom baskets and serving on the auction committee. This is a time for our school to come together as one body and praise God for what He is doing through our teachers and children.

All auction proceeds go directly back to FCS to help keep tuition rates down by offsetting the budget along with purchasing non-budgeted replacement and future planning items.

Church Attendance

Recognizing the importance of home, school, and church working and praying together in the training of young people, we encourage that all families with children in First Christian School regularly attend a church of their choice for fellowship, spiritual growth and reinforcement of Christian truths.

Parent Faculty Committee Meetings

Our Parent-Faculty Committee (PFC) meets monthly. They sponsor various functions and fundraisers throughout the year. All parents are welcome and encouraged to attend these meetings. Although participation is not mandatory, it is an opportunity to build a partnership with the school, teachers and other parents.

Parent Helpers

Teachers welcome classroom helpers for special activities and classroom events. Please see your child's teacher to inquire about participating. These hours would count towards the HIS requirement.

VII. FCS, STUDENT, FAMILY AGREEMENT

Parents are required to abide by the Parent Pledge of Support as written on the Enrollment Forms. The parent's signature is required on that form and serves as an indication of agreement to support the principles, goals, and policies of the school. A copy of that signed agreement will be placed in your child's file. Below is a copy of the statement of Parent Pledge of Support as received in your Admissions Packet.

A C A D E M I C S: We agree to encourage, support and help our child in homework, memorization, projects and study habits.

ENROLLMENT: We agree and understand that enrollment in FCS is a privilege, not a right. We further understand that continued enrollment and reenrollment of our child is dependent on our support of the school, its staff, and its policies.

C O N D U C T: We agree and understand that the standards of First Christian School do not tolerate profanity or obscenity by word or action, or disrespect to students, personnel of the school or of the church.

D A M A G E S: We agree to pay for any damage caused by our child.

D I S C I P L I N E: The school shall have authority to discipline our child (in accordance with applicable California State laws), and we will require our child to comply with all school regulations. We further agree that we will cooperate and discipline our child in the home as needed. We understand that a child who persists in unacceptable conduct will not be permitted to remain in school.

F I N A N C E S: We agree to meet all financial obligations promptly. We have read the financial policy, a copy of which is included in our enrollment packet.

V O L U N T E E R H O U R S: We agree to complete our HIS 25 hours of volunteer time or pay the appropriate fees.

G R I E V A N C E S: We will endeavor to communicate our grievances honestly and directly to those involved and to forget them quickly. We agree not to pursue outside redress against other Christians, the school or church. Matthew 18:15-17 gives a formula for settling of disputes: First privately, then with a small group, then with the congregation. The same holds true in principle for the school.

G O S S I P: We agree to refrain from participating in gossip which includes, but is not limited to, the spreading of, listening to, and the refusal of confronting those engaged in gossip. We understand that the continued participation in gossip could ultimately lead to the dismissal of my child's/children's enrollment at FCS.

L I A B I L I T Y: We release the school from all liability, except negligence, while our child is under school care and responsibility.

P H O T O S: We hereby authorize agents of First Christian School to photograph our child while under their care, and agree that they may use the negatives or prints prepared therefore for such purposes and in such manner as may be deemed desirable for the support and promotion of First Christian School.

P L A C E M E N T: The school has full discretion in the placement and promotion of students.