

Faith Christian Academy

Information & Policies

Tuition Payment Policy

Tuition is due the first day of class each month. It may be placed in your child's take home folder or the box in the classroom marked "Tuition Payments" Any payments received after the 15th of the month will be assessed a late fee of \$10.00 unless arrangements have been made ahead of time.

Take Home Folder

Your child will receive a folder with their name on it. This folder needs to be brought each class period as it is used for sending papers, newsletters, calendars, projects and correspondence home. You may place notes to the teachers or tuition payments in it and we will send any notes for you home in the folder.

Illness Policy

We ask that any child who is sick not be brought to school. This would include but is not limited to a fever, throwing up, contagious diseases, rashes, cases of head lice, a runny nose with green mucus, and mucus discharges from their eye. Please do not bring your child if it has been less than 24 hours since they have been ill.

Show and Tell Policy

At the end of our class period we allow the children a show and tell time. Each child will have an assigned day in which they may bring an item to share with the class. Try to limit the number of items to one or two so as not to take up too much class time. Show and tell items should be kept in your child's backpack until show and tell time. We ask that weapons such as guns and swords not be brought.

Parental Involvement

We have an open door policy at Faith Christian Academy. We love having parents help and you are always welcome to assist or observe in the classroom and are needed to chaperone on field trips. Younger siblings may attend field trips with the parent who is there to help. We are also open to volunteers in other areas. Please let us know if you are willing to help.

Library Policy

Faith Christian Academy has a library of children's books available for check out. Each child is allowed to check out one library book at a time. They may keep that book for as long as they want. When they return the book they are allowed to check out a new book. It is helpful for the parent to check the books in and out. There is a clipboard with a page with your child's name on it for this purpose. We also have a smaller library of parenting books and DVDs. These may be checked out separately.

Please try to keep the books out of very little hands that may destroy them. We are able to provide these books from points earned from Scholastic book orders. In mid-May all books must be returned.

Field Trip Policy and Release of Liability

We try to schedule a field trip almost every month of class. Siblings are always welcome to attend our field trips. However to keep costs down for field trips we do not use buses and need parents to drive the children. You are not required to attend the field trips but if you are not willing to drive your child every time you must sign a Release of Liability form. Another parent will be asked to take your child in their vehicle. If you do not attend you must leave your child's car seat.

Background Check

A Criminal History Background Check must be received before a parent can volunteer in the classroom or drive another child on a field trip. We accept copies of these checks done for other organizations. If you do not have one already done for you we need a signed consent form to have this history checked? Please be sure to sign the consent form in front of a notary public. There is an \$8.00 fee to have this checked.

Book Order Policy

Reading to your child is the best way for them to become good readers. We offer you the opportunity to purchase very reasonably priced books from Scholastic book clubs. There are different levels such as Firefly, See Saw, and Honeybee but they are all part of the same company. You only need to write one check for all the flyers. You are also able to place the orders on line. Our class activation code is GVKXQ.

The date book orders are due will be included on the monthly calendar. However if you forget please let us know as soon as possible as we will try to include your order. Books may be ordered from the two previous months flyers. The orders take about two weeks for delivery. Your purchases allow us to keep our library stocked with new books.

Snack Policy

Parents are asked to bring a snack for the entire class including the teachers and assistants four times a year. We request that you send a nutritious snack from TWO food groups. We will provide plates, cups, napkins, bowls and utensils as needed. Since we are a private school it is not necessary for you to purchase only store bought foods or individual servings. Homemade items may be sent. We try to schedule a snack near each child's birthday or half birthday if their birthday is in the summer. Please send a sweet treat only for their birthday. Here is a list of some snack ideas:

Apples	Crackers	Grapes
Raisins	Cheese	Muffins
Applesauce	String cheese	Pineapple
Carrots & dip	Cereals	Fruit cocktail
Celery (peanut butter)	Breads	Milk
Bananas	Bread sticks	Juice
Oranges	Pretzels	Etc.

School Cancelations (Snow days)

We follow the Monticello School District for weather related cancelations. We will also send a group text out when we cancel. Monticello's School cancelations are posted on the local morning news stations. Feel free to call us if you have any questions.