



**The Elijah School**

# *The Elijah School*

# *Handbook*

*2019-2020*

*Excellence in Education*



**Shores Assembly of God**

**The Elijah School**

**206 Midway Road**

**Ocala, Florida 34472**

**Administrator/Principal:**

**John Delcamp, Sr. Pastor**

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**Vision:**

Prepare children to fulfill their God given purpose in life through an excellent and complete educational process.

**About our school:**

The Elijah School is a ministry of the congregation of Shores Assembly of God. Presently our pastor is also the administrator. He assures that our school is providing the highest quality education possible to prepare them for higher education and for life. We also believe that education is more effective when it is developed and based upon a biblical foundation of God's Word. The vision of our church is to Experience God, Encourage Believers, Empower Disciples, and Extend into the Community. That vision dictates that we provide the best and most complete Christian Education available to the children of our community.

We are members of the Association of Christian Teachers and Schools (ACTS, an excellent quality National Accreditation Agency). We are also registered with the state of Florida as a Private Christian School.

As a result, our teachers continually are bettering their own education either through completion of degrees, continuing educational units, or through ACTS required annual teacher educational enhancement conferences.

**Enrollment Policy:**

All required forms must be completed in full and returned to our office, fees must be paid, and interviews must be completed before a child can be accepted into our school. The Elijah School is focused on excellence in every aspect and that means the families of our students must have the same focus. Therefore, the entire application process, including the interview, is required for approval. This is an elite school for those who want excellence, not elite in who can attend. Therefore, we will not compromise its excellence.

Upon acceptance, you will be notified in writing and of the available starting date. The letter will be sent by e-mail and the opening will only be reserved for a period of 3 calendar days from the date of the letter. If the registration fee or an acceptable deposit is not paid within 5 calendar days from the date of the letter, the opening will be made available to the next approved applicant. We maintain small classroom sizes and therefore, openings are limited.

It is the parent's responsibility to notify the school's office in writing of any address or contact changes, including e-mail address, which may take place. Failure to notify the office will not relieve the parent of any or all responsibilities.

Because we require excellence, when your child is tardy or absent it will affect his or her total learning experience and it is the child's responsibility to obtain and make up any and all work missed.

### **Payment & Financial Policies:**

All payments for tuition, fees and any other charges that may occur are due on the first day of the month prior to education for that month. If the first day is a non-school day, payment is expected prior to the first day of the month. If you go on vacation or it will be an extended holiday, payment must be made prior to your leaving or the holiday.

If payments are not made in full as required by the fee schedule and fee contract, a \$50.00 per child fee will be added for each late payment, unless other approved arrangements have been made in advance with the church board. If payments are not made in full on required dates, the child will not be permitted to return to school and all records will not be released until payment is made in full for tuition, fees, charges, including any and all late charges.

If you are receiving any type of state, federal, or local child education financial assistance or educational vouchers, you are responsible to make complete payment for your portion of the tuition or fees only. However, your portion must be made in accordance with the above payment policies. Also note that if your educational assistance has restrictions or requirements for us to receive payment, you are responsible to meet those requirements and you are you are responsible for any and all tuition, fees and charges not paid by the assistance program.

### **Refund Policies:**

If a child is dismissed or leaving the school prior to the end of school, refund *for tuition only* will be calculated as follows:

Anytime during the month of Aug	80%
Anytime during the month of Sept	70%
Anytime during the month of Oct	60%
Anytime during the month of Nov	50%
Anytime during the month of Dec	40%
Anytime during the month of Jan	30%
Anytime during the month of Feb	20%

No refund will be given after the month of Feb.

### **NSF Checks and/or Failed Credit Card Processing:**

If a check is returned for insufficient funds or if a debit or credit card is denied approval, you will be required to immediately make cash payment plus an additional \$35.00 to cover The Elijah's School's bank charges. Once you issue an NSF check to us, we will require cash payments for a period of 12 months before we will again accept a check. If a second NSF check is submitted, then all future payments will be required to be cash. When a NSF check is issued, it will be considered as non-payment from the date of issuance until the date the check amount and fees have been paid. Late fees and other actions as a result of non-payment will be in effect. We will not accept any post dated checks. If a credit or debit card is denied the second time, future payments for that school year will be required in cash unless otherwise approved by the School Board.

### **Collections:**

If it would become necessary for the school to take any legal action to collect any unpaid tuition, fees or charges, the parent or guardian shall be responsible for all costs incurred by the school,

including but not limited to attorney fees, court costs, filing fees, or any other direct or indirect costs incurred by the school. Please note that no student records will be released until all payments are made in full.

### **Payment Records:**

A record of your payments for tuition and fees will be made available to you on or before the 30<sup>th</sup> of January each year. You should seek the advice of a tax consultant or accountant before using any payment information for tax purposes.

### **Hours of Operation:**

The school will be open from 7:45 a.m. until 2:15 p.m. with classes beginning promptly at 7:55 am and ending at 2:05 pm, Monday through Friday, except previous published closed dates in accordance with the published school calendar. If a child remains at the school after 2:15 p.m., the child will be put into the extended day program for an additional cost. If a parent must drop off their child before 7:45 am, the church offers an early morning program including breakfast for an additional cost. See the fees schedule for costs. The parent will be responsible for any and all fees associated with the extended day program. Fees will be in accordance with established fee schedules. The school's clock will be the official time clock.

For the safety of all children, every child must be signed in and out by an adult through our electronic attendance system at the main entrance. Failure to do so will result in a \$25.00 fine for each occurrence payable immediately.

### **Open Door Policy:**

Our principal has an "open door" policy and welcomes you to come and speak to him about any concerns you may have regarding the education of your child. An appointment is strongly suggested but may not always be required. If necessary, an appointment can then be made for a meeting with the teacher. Parents are NOT to just drop into the classroom to speak with the teacher. An appointment must be made through the principal's office. Every adult including parents must sign in at the office when coming onto campus.

### **Supplies to be provided by the parent:**

Each child shall have:

- Book bag
- Standard school supplies consisting of:
  - Assignment Books
  - Note book for each subject
  - Folders
  - Paper
  - #2 Pencils
  - Erasers
  - Bible
  - Tissues
- Appropriate wear for any field trips. Parents will be notified of requirements about two weeks prior to field trips.

- School Uniform
- Physical Education Clothes, as required

**All items must be clearly marked with their name.**

Other personal items such as electronic games, toys, etc, shall **NEVER** be brought to school. If personal items are brought to the classroom, the teacher has authority to and will collect such items. These items will require the parent to request them back at the end of the school day or the following day. Any personal items left more than a week will be disposed of.

### **Arrivals and Departures:**

Upon arrival, it is required that the student immediately go to his or her classroom or designated area.

No child will be permitted to depart or will be released to an adult unless the adult is listed on the pick-up form. The parent or pick-up person will be required to provide positive identification before releasing the student by the school.

### **Absences:**

If your child is going to be absent, you are required to call the school's office before 7:45 am. The School will contact the parent in the event the school is not notified. If a student is tardy 3 times, it will count as one (1) day's absence. A tardy is defined as coming into class after 7:55 am. The student must provide a written excuse for each day's absence signed by the parent or legal guardian. A doctor's excuse may be required in the case of extended absences. Absences seriously hinder a child's education and must be kept to a minimum. If a student is absent more than 20 days through the school year, the child may be dismissed.

### **Holidays and School Vacations:**

The school will be closed for holidays, spring and summer vacations and staff training days as per the published official School Calendar for each year. Each parent will receive a copy of the calendar either with their application for enrollment or is available for download from the school's website after June 1 of each year. In the event the school is closed, except for Holidays, the churches extended day program will be available for the care of the children at an additional cost. The parent will be required to pay the required fees for the extended day program.

### **Family Vacations:**

Family vacations during school time are not considered excused absences and school work will be required to be submitted prior to going on vacation or immediately upon returning from vacation, at the discretion of the teacher. Any uncompleted work will be given a grade of Zero.

### **Food:**

The Elijah School participates in the National School Lunch Program and the Child Nutrition Program. Lunches will be provided to the children as part of the tuition costs. Your child may receive lunch from school or bring their own lunch. If a child brings their lunch, it must be self-contained requiring no heating or refrigeration and it must be nutritional. Every parent must fully

complete a free and reduced price lunch form provided in the application packet for every student.

The students will be expected to learn to eat the food they are served. We will not provide special food for any child unless they are allergic to specific foods or have a religious conviction of eating certain foods and that information must be provided for at the time of enrollment. If the child has an allergic problem with certain foods, a parent may be asked to supply any special foods required.

The School uses a 5 week cycle of menus. Menus will be posted in lobby and on the website. If you would like to celebrate your child's birthday, we ask that you provide enough food for every student in your child's class. Please provide a list of food you would like to bring for approval at least one week prior to the event.

### **Toys and other personal items:**

Toys and other personal items are not to be brought to the school. The school will also not be responsible for any personal items brought into the school and has the right to take them from any child that does bring them in. Guns, knives, ammunition, handcuffs, or any other items considered offensive by the school, regardless if it is real or not, shall never be brought unto campus. We take school safety seriously.

### **Clothing:**

All students must wear the school uniform to school each day. The Elijah school has a mandatory uniform policy. Students may select from the following colors for tops- light blue, green, or navy in solid colors, no stripes, patterns or patches other than the school logo. Students may select from the following colors for bottoms (shorts, slacks, skorts, dresses or skirts,) - navy, or khaki. Shirts must have collars and be tucked in. The uniforms are available in these colors from Target, JC Penny or other department stores. They each carry a good selection in the uniform section of the children and teens clothing department. If a student comes to school without his or her uniform, the parents will be notified immediately to bring the student's uniform to school for the student to change into. The student will not be permitted in class until he or she does meet the uniform code and all classes missed will be considered an illegal absence. Every student must wear close-toed shoes at all times when the child is outside the classroom.

The following are guidelines to what is considered appropriate clothing:

1) The school does not consider shirts with any statements on them except the school logo or costumes of any type to be appropriate.

2) Girls are able to wear skorts, shorts, skirts and pants; however, the length of those articles must reach the tip of their middle finger when their hand is placed naturally by their side. If clothing is too short, parents will be notified to bring another garment immediately for the student to change.

For shirts, all students must keep them tucked in.

3) Boys are able to wear shirts, shorts and pants. When pants or shorts are not held up by waistband elastic, then a belt should be worn to hold up their clothing. Pants or shorts that droop below the waistline and hang low in the crotch are not acceptable.

- 4) Clothes with holes, cut-outs, etc. are not considered appropriate.
- 5) On days that your child has P.E., sneakers are required to be worn during P.E.

This is a safety issue designed to help prevent injuries that might occur with inappropriate shoes, if a child does not have sneakers, they will be given a Zero of that day in P.E. Failing P.E. could keep them from passing into the next grade.

- 6) Appropriate shoes must be worn by each child. Flip-flops are not acceptable for wear for any occasion.

### **Discipline:**

Every child is expected to obey and respect their teacher and any staff. Our staff is trained to provide continuity of rules and discipline throughout the school. If a child should become rebellious, not being obedient, for the safety of the other children as well as the training of the child, the following will be our actions of discipline:

1. First, the student will be spoken to
2. The student will then be given “time-out” or “meditation time.”
3. The student will then have privileges removed, such as exterior play-time, field trips, etc., or the student may be assigned extra homework. A discipline report will be sent home to the parent.
4. If the student continues to be disobedient, the student will be sent to the principal’s office for whatever discipline is deemed appropriate.
5. If a student continues to be a discipline problem and/or continually disrupts their class, a parent conference will be required. If the problem continues, the school reserves the right to terminate education.
6. The school may use in-school suspension and/or after-school detention as forms of corrective action to students which are continually tardy, continually disobedient, or who continually fail to complete required seat or home work.
7. Students that become involved in physical fighting may be dismissed immediately, at the discretion of the principal. Students that physically strike a teacher or staff member in any manner will be dismissed immediately.

It is to be noted that failure to complete all homework assignments on time will be considered an act of disobedience. Continued failure to complete assignments on time will be considered rebellion and disrespect.

Shores Assembly of God and The Elijah School believes in biblical training of a child. That training is surrounded and bathed in love, while given with grace. However, it does require consistency both in school and at home. We will **NOT** use corporal punishment but we may require by a Disciplinary Action Plan that the parent come into the school when contacted and administer corporal punishment, if the parent uses corporal punishment. We will require that a child’s punishment be followed through at home and if a child becomes a discipline problem, the parents may be required to attend parenting and/or discipline training classes.

Please note that Shores Assembly of God, including The Elijah School, are concerned about child abuse, both physical and emotional. If the staff becomes concerned about such a possibility for any child, the school is required by law to report such events for investigation. No child should ever be abused in any manner. We also believe that every child is to obey and respect their parents and adults in authority and it to be trained to do so.

**Sick Policy:**

For the health and welfare of all the children, a sick child shall not be brought into the school. A child shall not enter or shall be removed from the school if the child develops one or more of these symptoms:

- Fever – A temperature of 100 Degrees F or higher when taken orally. The child needs to be fever free for a period of 12 hours without taking any fever reducing medicine before returning to the center.
- Diarrhea – No diarrhea for a period of 12 hours or a doctor’s note stating that treatment is being given or no treatment is required and it is okay to return.
- Nausea
- Vomiting – No vomiting for a period of 12 ours or a doctor’s note stating that treatment is being given or no treatment is required and it is okay to return.
- Common cold if the discharge has any color other than clear and/or the child needs constant attention.
- Pink-Eye – must be seen by a doctor and can only return with a doctor’s note stating that treatment is being taken and the condition is no longer contagious.
- Other Contagious Conditions – (Measles, Chicken Pox, Lice, Etc.) must be seen by a doctor and can only return with a doctor’s note stating that treatment is being taken and the condition is no longer contagious.
- Unexplained Rash – Must have a doctor’s note stating that treatment is being taken or is not required and the condition is not contagious.
- Excessive crankiness as a result of not feeling well.

The staff of the school shall determine when the student is not feeling well and or the above symptoms are noticed and shall call the parent for pick-up. Pick-up is required within 60 minutes of the phone call. If the parent cannot be reached, the emergency contact will be notified.

**Administering Medication:**

The staff of the school will NOT administer any medications, either over the counter or prescription, without a signed Medication Authorization Form and all the conditions of the form are met. No student is permitted to self administer any medication except as noted for certain allergies, etc and then only under the supervision of the school staff and only with prior notification by the parent or guardian.

**Medical Emergencies:**

In case of an emergency, First Aid will immediately be administered and if necessary, 911 will be called and the student will be transported to the hospital in accordance with the Authorization for Medical Treatment Form. The parent shall immediately be notified. If the parent is not available, the emergency contact person will then be called. The parent will be responsible for all costs for emergency medical treatment including but not limited to transportation costs.

**School Liability:**

The school shall not be held liable for any illness or injury of any child and/or parent or guardian while on the premises of the school or while on any field trip.

**Fire Safety:**

Fire drills will be conducted with the student at least one time per month.

**Termination:**

The parent is required to give a one (1) month notice when they decide to terminate educational training. The one (1) month notice will be paid in full regardless if the student attends or not. If a condition arises that requires the school to terminate the student, the school will also provide a one (1) month notice, except for reasons that require immediate termination as described in this Handbook. See Refund Policy in this Handbook.

**Parental Involvement:**

Studies have long shown that children perform at much higher levels when there is parental involvement in the child's learning process. Therefore, every parent agrees to be involved in their child's education process and to work with the teacher in Parental Involvement Activities. Such activities may include but not be limited to:

- Checking the child's homework and signing behavior sheets, homework, tests, quizzes, etc.

- Spending time reading to or listening to their child read

- Helping their child with homework without giving the child the answers and without doing the work for the child.

- Helping in the classroom or being a chaperone on field trips

- Following through with any discipline action consistent with school policies and practices

- Being involved in the Parent – Teacher Association

**Parental Behavior:**

Any time a parent is on the premises of the school or the church, they are to conduct themselves in such a manner as is becoming of a parent. Staff members and teachers are to be spoken to with respect and are not to be yelled at. A parent is never to physically strike or even touch a staff member or teacher. If such an event would take place, the school will press criminal charges against the parent.

The parent may never attempt to pick-up a student while being under the influence of any drug or alcohol. If the staff suspects that a parent is under the influence, they have the right to refuse to release the child to the parent and may require another authorized person to pick-up the student. Parents shall also refrain from using tobacco, bring alcohol or any illegal drug while on either the church or the school premises or while attending any school related function.

If a parent volunteers to accompany a class on a field trip, the parent is required to meet the same standards of dress and behavior as our staff.

**THIS PAGE MUST BE SIGNED AND RETURNED  
TO THE CENTER BEFORE YOUR APPLICATION  
WILL BE CONSIDERED.**

I have read and understand the policies set forth in the Handbook for Shores Assembly of God The Elijah School and do, hereby, agree to follow all policies and procedures. I understand the safety precautions the school is required to use in caring for and in educating my child, so I will do my best to support the school and its policies and procedures.

Signed:

_____	_____
Mother's signature & Printed Name	Date
_____	_____
Father's signature & Printed Name	Date
_____	_____
Guardian's signature & Printed Name	Date

Signing instructions:

- If the student is from a household with both parents, both parents signature is required.
- If the student is from a single parent household, then only the appropriate signature is required.
- If the student lives with a guardian, then only the legal guardian's signature is required.