



Parent & Student Handbook

“EFCA reserves the right to interpret and apply all policies at its discretion in alignment with its mission, values, and operational needs.”

Revised 8/5/2026



Welcome to the Eagle Family!

Dear Parents and Students,

Welcome to **Enriching Foundations Christian Academy (EFCA)**. We are honored that you have chosen to partner with us in your child's educational journey. At EFCA, we believe education is most effective when families and schools work together with a shared commitment to academic growth, spiritual formation, and Christ-centered values.

EFCA exists to serve students of all abilities in a nurturing and supportive learning environment where each child is known, valued, and encouraged. Our approach emphasizes individualized instruction, academic excellence, and the integration of Biblical truth into daily learning. We seek to cultivate not only strong scholars, but also confident, compassionate students who understand their God-given purpose.

This handbook is designed to help parents and students understand our policies, procedures, and expectations. While it does not cover every possible situation, it provides guidance that supports a safe, orderly, and positive school environment. We encourage families to read this handbook carefully and to communicate with administration whenever questions arise.

We look forward to partnering with your family and walking alongside your child as they grow spiritually, academically, and personally.

With gratitude and prayer,

Enriching Foundations Christian Academy Administration

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Mission Statement

Enriching Foundations Christian Academy is committed to providing a Christ-centered, developmentally appropriate environment where every student receives individualized instruction that nurtures spiritual growth, academic excellence, and a love for lifelong learning.

Vision Statement

Our vision is to cultivate confident, capable learners who recognize their God-given gifts, pursue academic excellence, and live with integrity, faith, and purpose—positively impacting their families, communities, and the world for Christ.

Core Values

Christ-Centered Foundation

We believe the Bible is the foundation of truth and is intentionally integrated into instruction, relationships, and daily school life.

Individualized Instruction

We recognize that each child learns uniquely. Instruction is tailored to meet students at their academic and developmental levels, providing appropriate support, enrichment, and challenge.

Academic Excellence

We are committed to high academic standards through the use of research-based curriculum, effective instructional strategies, and ongoing assessment.

Character & Integrity

We emphasize Christlike character, responsibility, respect, and honesty in all interactions within our school community.

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Community & Partnership

We value strong partnerships between students, families, staff, church leadership, and the broader community.

Safety & Stewardship

We are committed to providing a safe, orderly, and well-managed learning environment while being good stewards of the resources God has entrusted to us.

Statement of Faith

Enriching Foundations Christian Academy is a ministry of **Templo de Alabanza Church** and operates in alignment with its Statement of Faith. We believe:

- The Bible is the inspired and authoritative Word of God and the foundation for faith and conduct
- There is one true God, eternally existing as Father, Son, and Holy Spirit
- Jesus Christ is the Son of God, whose life, death, and resurrection provide salvation
- Salvation is by grace through faith in Jesus Christ
- God calls believers to live lives marked by love, obedience, humility, and service

All instruction and school practices are guided by these Biblical principles.

Governance & Leadership Structure

Enriching Foundations Christian Academy operates as a ministry of Templo de Alabanza and is governed with accountability, transparency, and alignment to its Christian mission.

Leadership Structure:

- Senior Pastor – Provides spiritual oversight and guidance
- Church Executive Board – Governing authority of the ministry
- School Board – Provides policy oversight, financial accountability, and strategic direction
- Executive Director – Oversees daily operations, compliance, and administration, curriculum, instruction, and student progress, Teacher support
- Teachers & Staff – Provide instruction, supervision, and student support

All major policy, financial, and operational decisions are made under this structure to ensure consistency, accountability, and mission alignment.

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Christian Expectations for Students and Parents

Student Expectations

Students at EFCA are expected to:

- Treat others with kindness, respect, and honesty
- Follow classroom and school rules
- Participate actively in learning
- Take responsibility for their actions
- Demonstrate Biblical values through words and behavior

Discipline at EFCA is approached with the goal of growth, restoration, and learning.

Parent Partnership Expectations

Parents are essential partners in their child's education. Families are expected to:

- Support EFCA's Christian mission and values
- Communicate respectfully with staff and administration
- Reinforce school expectations and behavioral standards at home
- **Ensure that all homework, assignments, and school responsibilities are completed and turned in on time.**
- Provide structure, supervision, and accountability to support consistent study habits
- Stay informed through school communications
- Partner with the school when concerns arise

Open communication, consistency, and mutual respect are vital to student success.

Admissions, Enrollment & Placement Policy

Enrollment at EFCA is a **prayerful and intentional process** based on the school's ability to serve each student effectively.

Admissions Process Includes:

- Family interview and school tour
- Academic screening and/or assessment
- Review of prior academic records (if applicable)
- Evaluation of academic, behavioral, and developmental needs

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Placement Decisions Are Based On:

- Academic readiness
- Developmental level
- Behavioral history
- Available school resources and support systems

Enrollment Decision Authority:

Final decisions regarding **admission, placement, or enrollment status** are made by school leadership.

Right to Decline or Discontinue Enrollment:

EFCA reserves the right to:

- Deny admission if the school cannot meet a student's needs
- Adjust placement based on student progress
- Review or discontinue enrollment if partnership expectations are not upheld

This ensures the school maintains a safe, effective, and mission-aligned learning environment for all students.

SECTION 1: SCHOOL OPERATIONS

Attendance Policy & Parent Acknowledgment Agreement

School Hours & Calendar

Enriching Foundations Christian Academy operates according to an annual school calendar approved by the School Board and distributed to families before the start of each school year.

School Day Hours

- Arrival Window: 8:15 a.m.
- Instructional Day Begins: 8:30 a.m.
- Dismissal: 4:00 p.m.

Parents and guardians are responsible for ensuring students arrive on time and are picked up promptly at dismissal. The annual school calendar includes holidays, scheduled breaks, professional development days, parent-teacher conferences, and special events.

Attendance Policy

Philosophy of Attendance

Regular attendance is essential to student success and reflects the partnership between home and school. Consistent attendance supports academic achievement, spiritual growth, character development, classroom participation, and instructional continuity.

Parents and guardians are expected to make school attendance a priority and support their child's daily participation in the educational program.

Daily Attendance Expectations

Students are expected to attend school each day school is in session unless prevented by illness, emergency, or other approved circumstances.

Parents or guardians must notify the school office by 9:00 a.m. whenever a student will be absent.

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Families are encouraged to schedule appointments, vacations, and personal activities outside school hours whenever possible.

Because EFCA utilizes individualized instruction, reasonable accommodations may be considered for documented medical, educational, or special circumstances at the discretion of administration.

Excused Absences

Examples of excused absences may include:

- Student illness or injury
- Medical, dental, or counseling appointments
- Serious illness or death in the immediate family
- Court appearances
- Religious observances approved by administration
- Other circumstances approved by school administration

Documentation may be requested for extended absences.

Unexcused Absences

Absences may be considered unexcused when:

- The school is not notified by a parent or guardian.
- The reason for the absence does not meet school guidelines.
- Required documentation is not provided when requested.

Tardy Policy

Students arriving after **8:45 a.m.** are considered tardy.

- Three (3) tardies equal one (1) absence.
- Tardies are recorded and become part of the student's attendance record.
- Repeated tardiness may result in a parent conference and attendance improvement plan.

Prompt arrival is essential to minimize instructional disruptions and maximize student success.

Excessive Absences & State Compliance

In accordance with Oklahoma compulsory attendance requirements and Oklahoma State Department of Education (OSDE) guidance:

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- Students may not exceed twenty (20) unexcused absences during a school year.
- Attendance records are maintained as part of the student's permanent educational record.
- Excessive absences may require intervention by school administration.
- Attendance concerns may be reported to appropriate agencies when required by state law.

When attendance concerns arise, EFCA may implement the following steps:

1. Parent notification.
2. Attendance conference.
3. Attendance improvement plan.
4. Administrative review.
5. Referral to appropriate authorities when required by law.

Academic Impact of Absences

Excessive absences, whether excused or unexcused, may:

- Negatively impact academic progress.
- Affect mastery of grade-level standards.
- Limit participation in classroom activities and projects.
- Require additional interventions or academic support.

Students are responsible for completing missed assignments within timelines established by the teacher.

Arrival Procedures

Students may arrive beginning at **8:15 a.m.**

- EFCA utilizes one designated entrance for student arrival.
- The entrance opens at 8:15 a.m.
- Students may not be dropped off before 8:15 a.m. unless prior arrangements have been approved by administration.
- Parents must escort students into the building during arrival.
- The entrance is secured at 9:30 a.m. for the remainder of the instructional day.

Timely arrival helps ensure a productive and successful start to the school day.

Dismissal Procedures

Dismissal begins promptly at **4:00 p.m.**

Students will only be released to:

- Parents or legal guardians
- Individuals listed on the student's Emergency Contact Form

If another individual will pick up a student, parents must notify the school in advance.

Identification may be required before a student is released.

Early Pick-Up Procedures

Parents must notify the school before an early pick-up whenever possible.

Students will only be released to authorized individuals.

For safety and instructional continuity, early pick-ups should be limited to necessary circumstances.

Building Security & Access Control

To maintain a safe learning environment:

- The building remains secured during instructional hours.
- Visitors must check in with administration upon arrival.
- Access to classrooms is limited during instructional time.
- Only authorized individuals may enter student areas or pick up students.

Communication Regarding Attendance

Parents should communicate absences, tardiness, and early pick-up requests directly to school administration.

Official school communication may be provided through:

- FACTS Family Portal
- Text message notifications
- Email communications
- School newsletters and announcements

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Attendance Agreement

As the parent or legal guardian of an Enriching Foundations Christian Academy student, I acknowledge that regular attendance is essential for academic success and spiritual growth.

I understand and agree that:

- My child is expected to attend school regularly and arrive on time.
- Three (3) tardies equal one (1) absence.
- Students may not exceed twenty (20) unexcused absences in a school year.
- I am responsible for notifying the school regarding absences and tardiness.
- Excessive absences may result in attendance interventions and other actions required by school policy and Oklahoma law.
- I have read, understand, and agree to comply with the EFCA Attendance Policy.

Student Name: _____

Grade: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

ENRICHING FOUNDATIONS CHRISTIAN ACADEMY

Emergency Contact & Authorized Pick-Up Form

School Year: _____

Student Information

Student Name: _____

Date of Birth: _____

Grade: _____

Teacher: _____

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Home Address: _____

City: _____ State: _____ Zip: _____

Parent/Guardian Information

Parent/Guardian #1

Name: _____

Relationship to Student: _____

Cell Phone: _____

Work Phone: _____

Email Address: _____

Employer: _____

Parent/Guardian #2

Name: _____

Relationship to Student: _____

Cell Phone: _____

Work Phone: _____

Email Address: _____

Employer: _____

Emergency Contacts

Please list individuals who may be contacted if a parent/guardian cannot be reached.

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Emergency Contact #1

Name: _____

Relationship to Student: _____

Phone Number: _____

Emergency Contact #2

Name: _____

Relationship to Student: _____

Phone Number: _____

Emergency Contact #3

Name: _____

Relationship to Student: _____

Phone Number: _____

Authorized Pick-Up Persons

The following individuals are authorized to pick up my child from school.

Name	Relationship	Phone Number
_____	_____	_____
_____	_____	_____

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_____	_____	_____
_____	_____	_____
_____	_____	_____

Restricted Individuals

Please list any individuals who are NOT authorized to pick up your child. Court orders or legal documentation must be provided when applicable.

Medical Information

Primary Physician: _____

Physician Phone Number: _____

Preferred Hospital: _____

Health Insurance Provider: _____

Policy Number: _____

Known Allergies:

Medical Conditions:

☐ Asthma

☐ Diabetes

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☐ Seizure Disorder

☐ Food Allergies

☐ Other: _____

Medications Taken During School Hours:

Emergency Authorization

In the event of an accident, illness, injury, or medical emergency involving my child, and if I cannot be reached immediately, I authorize Enriching Foundations Christian Academy staff, volunteers, and designated representatives to secure emergency medical treatment deemed necessary for my child.

I understand that every reasonable effort will be made to contact me before treatment is administered. However, if I cannot be reached, I authorize licensed medical professionals to provide treatment in the best interest of my child.

I agree to accept financial responsibility for any medical expenses incurred on behalf of my child.

Parent/Guardian Initials: _____

Parent Certification

I certify that the information provided on this form is accurate and complete. I understand it is my responsibility to notify the school immediately of any changes to contact information, emergency contacts, medical information, custody arrangements, or authorized pick-up persons.

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____

Date: _____

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____

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Date: _____

School Use Only

Date Received: _____

Received By: _____

Student Information System Updated: ☐ Yes ☐ No

SECTION 2: ACADEMIC PROGRAM & STUDENT LIFE

Academic Program Overview

Enriching Foundations Christian Academy provides a Christ-centered academic program designed to meet the diverse learning needs of students through individualized instruction and developmentally appropriate practices.

EFCA utilizes a blended curriculum model, drawing from multiple research-based programs to support students at varying academic levels. Instruction is delivered through small-group lessons, individualized support, and hands-on learning experiences, allowing each student to progress at an appropriate pace.

Biblical truth is integrated throughout all subject areas, helping students connect academic learning with faith, character, and real-world application.

Staff Qualifications & Professional Standards

EFCA is committed to maintaining a highly qualified and Christ-centered instructional team.

All Instructional Staff:

- Hold a bachelor's degree.
- Complete background checks and screening requirements
- Demonstrate alignment with EFCA's Statement of Faith
- Exhibit strong instructional and classroom management skills

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Ongoing Professional Development:

Staff participate in:

- Instructional training
- Classroom management development
- Faith integration training
- Continuous improvement practices

Evaluation & Accountability:

Teachers are regularly evaluated to ensure:

- Instructional effectiveness
- Student engagement and progress
- Alignment with EFCA's mission and standards

This ensures students receive a high-quality, consistent educational experience.

Individualized Instruction Model

EFCA recognizes that every student is uniquely created by God and learns differently. Our instructional model is designed to:

- Identify each student's academic strengths and areas of growth
- Provide targeted instruction and intervention when needed
- Offer enrichment and challenge for advanced learners
- Use multisensory strategies to support a variety of learning styles
- Adjust pacing and methods to meet developmental needs

Students may receive one-on-one instruction, small-group lessons, or targeted interventions based on assessment data and teacher observation.

Curriculum Overview

EFCA's curriculum includes instruction in the following areas:

- Bible and Biblical worldview
- Reading and phonics
- Spelling
- Language arts and writing
- Mathematics

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- Science
- Social studies and geography/History/Civics
- Technology and digital literacy
- Physical education
- Music
- Cooking and life skills
- Art (integrated throughout the curriculum)

Curriculum choices are reviewed regularly and adjusted as needed to best serve student learning while maintaining alignment with EFCA's mission and Christian values.

Assessment & Progress Reporting

Student academic progress is systematically monitored using both formal and informal assessment measures to ensure instructional effectiveness and measurable growth.

Assessment Tools & Measures

EFCA utilizes the following assessment methods:

- **Classroom observations** (daily instructional monitoring)
- **Weekly math and spelling assessments**
- **WRAT Testing** administered periodically to measure growth, proficiency, and instructional level
- **IOWA National Standardized Testing** in place of Oklahoma State Testing
- **Standardized screening tools** (such as the WRAT, when appropriate)
- **Targeted diagnostic assessments** for reading intervention and specific learning needs
- **Work samples and student portfolios** demonstrating mastery and progress over time

WRAT Testing is used as a universal screening and progress monitoring tool to provide data-driven insight into student achievement, grade-level equivalency, and growth trends throughout the academic year.

Progress Reporting

Student progress is communicated to parents through:

- Scheduled parent-teacher conferences
- Written progress reports/report cards
- Ongoing communication via email, meetings, and phone calls

Assessment data is analyzed regularly to:

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- Guide instructional planning
- Identify intervention needs
- Support differentiated instruction
- Monitor measurable academic growth

EFCA remains committed to using assessment data responsibly to support individualized instruction while maintaining accountability and academic excellence.

Student Advancement & Readiness Policy

PROMOTION / RETENTION / GRADE PLACEMENT POLICY

PURPOSE

EFCA promotes students based on academic readiness, developmental maturity, attendance, effort, and the ability to succeed in the next grade level within EFCA's individualized instructional model.

Promotion is not automatic based solely on age or completion of the school year.

SCHOOL AUTHORITY

Consistent with the Parent & Student Handbook, final decisions regarding:

- Grade promotion
- Student retention
- Grade placement
- Mid-year placement changes
- Conditional advancement
- Enrollment continuation

remain under the authority of School leadership.

FACTORS CONSIDERED

Promotion or retention decisions may consider:

- Final grades
- Reading readiness

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- Math readiness
- Core subject mastery
- Teacher recommendations
- IOWA State Testing
- Diagnostic testing
- Attendance patterns
- Work habits
- Emotional maturity
- Parent partnership
- Student effort and participation

INTERVENTION BEFORE RETENTION

Before retention is considered, EFCA may implement:

- Parent conferences
- Tutoring recommendations
- Summer learning plans
- Targeted intervention
- Academic probation
- Behavioral supports
- Attendance improvement plans

RETENTION MAY BE CONSIDERED WHEN:

- Student is substantially below grade level
- Multiple core subjects are failed
- Serious reading deficiency exists
- Attendance significantly affected progress
- Student lacks readiness for next grade
- Prior interventions were unsuccessful

CONDITIONAL PROMOTION

EFCA may promote a student conditionally with required supports such as:

- Summer remediation

- Tutoring
- Progress checks first semester
- Parent accountability plan

MID-YEAR OR REVISED PLACEMENT

Because EFCA uses individualized instruction, the School may adjust a student's placement or instructional grouping based on demonstrated progress or need.

PARENT REQUESTS

Parents may request review of promotion or retention concerns. Final determination remains with administration.

Chain of communication:

1. Teacher
2. Academic Director
3. Executive Director

SPECIAL NOTE FOR PRIMARY GRADES (K–2)

Retention in early grades may be more strongly considered when foundational literacy or numeracy skills are not secure, as early intervention is often most effective.

SPECIAL NOTE FOR MIDDLE SCHOOL

For grades 6–8, EFCA will generally prioritize:

- Intervention
- Tutoring
- Support plans
- Conditional promotion

before retention unless deficiencies are severe.

RESERVATION OF RIGHTS

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EFCA reserves the right to interpret and apply this policy consistent with its mission, values, individualized instructional model, and operational needs.

Homework

Homework, when assigned, must be completed unless the school is otherwise notified by a parent or guardian.

Homework is assigned at the discretion of the teacher to reinforce and strengthen skills and concepts taught in class. Due to EFCA's individualized instructional model, homework expectations may vary by student based on academic level, learning needs, and instructional goals.

Importance of Homework Completion

Consistent completion of homework is an important component of a student's academic success. Homework:

- Reinforces daily instruction
- Builds responsibility and time-management skills
- Strengthens mastery of foundational concepts
- Supports long-term retention and academic confidence

Failure to complete assigned homework may:

- Impact a student's academic progress
- Limit mastery of key skills and concepts
- Affect the student's ability to fully benefit from classroom instruction

Parent Partnership & Accountability

Families play a critical partnership role in supporting homework completion. Parents are expected to provide structure, supervision, and accountability to ensure assignments are completed and submitted on time.

A consistent pattern of incomplete or unsupported homework may indicate a lack of academic partnership and can impact a student's overall success within EFCA's instructional model.

Enrollment & Scholarship Considerations

As EFCA is a partnership between the school and family, **ongoing failure to support homework completion and academic responsibilities may result in an enrollment review.**

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Additionally, **students receiving tuition assistance or scholarships are expected to maintain consistent academic effort and responsibility. Failure to complete assigned homework or demonstrate adequate academic participation may result in the reduction or revocation of scholarship funds.**

EFCA will work collaboratively with families to address concerns; however, sustained lack of participation in assigned academic work may affect both **future enrollment decisions and eligibility for financial assistance.**

I have read, understand, and agree to comply with the **EFCA Parent Partnership & Accountability Policy.**

Student Name: _____

Grade: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Enrichment & Specials

EFCA provides enrichment opportunities to support the development of the whole child. These may include:

- **Physical Education (twice weekly)**
- **Music (twice weekly)**
- **Cooking / Life Skills (weekly)**
- **Art integrated across subject areas**
- **Chapel**

These experiences support creativity, physical development, collaboration, and practical life skills while reinforcing Biblical values.

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- Support plans
- Conditional promotion

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Grading Scale

Grading Scale

K-4 through 2nd Grade

- 1) = 85%-100% (Meeting/Exceeding Expectations)
- 2) = 70%-84% (Approaching Expectations)
- 3) = Below 70% (Needs Improvement)

Students will be graded in the following areas: Reading, Spelling, ELA, Math, Science, PE, Music, Social Studies for each quarter.

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3rd Grade through 6th Grade

A = 90% - 100%

B = 80% - 89%

C = 70% - 79%

D = 60% - 69%

F = Below 60%

Students will be graded in the following areas: Reading, Spelling, ELA, Math, Science, PE, Music, Social Studies for each quarter.

7th Grade and 8th Grade

A = 90% - 100%

B = 80% - 89%

C = 70% - 79%

D = 60% - 69%

F = Below 60%

Students will be graded in the following areas: Reading, ELA, Math, Science, PE, Music, Civics/Oklahoma History, Art for each quarter.

Field Trips & Experiential Learning

Enriching Foundations Christian Academy values experiential learning and provides monthly field trips to enhance classroom instruction and connect learning to real-world experiences. Field trips may include museums, cultural events, educational programs, community sites, service-learning opportunities, and other educational experiences that support the school's curriculum and Biblical worldview.

Annual Field Trip Fee

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To support the cost of monthly educational field trips throughout the school year, each student is assessed an annual **Field Trip Fee of \$100.00**.

The annual field trip fee:

- Covers admission costs and educational programming associated with regularly scheduled school field trips.
- Applies to each enrolled student.
- Must be paid at the beginning of the school year.
- Is non-refundable and non-prorated, regardless of enrollment date, attendance, participation, withdrawal, or missed field trips.
- Covers student participation only.

The annual field trip fee does **not** cover:

- Parent or family member admission fees.
- Student meals purchased during field trips.
- Souvenirs, gifts, or personal purchases.
- Special overnight or extended trips that may require additional fees.

Parents choosing to attend a field trip are responsible for paying their own admission, transportation, meals, and any related expenses.

Students should bring a packed lunch or lunch money when required. Families will be notified in advance regarding lunch arrangements for each field trip.

Annual Permission & Communication

Parents are required to complete one annual field trip permission form covering all regularly scheduled field trips during the school year.

Families will receive advance notice before each field trip that includes:

- Destination
- Date and departure/return times
- Educational purpose
- Transportation arrangements
- Lunch information
- Any additional costs, if applicable

Separate permission forms may be required for special events, overnight trips, or activities outside the scope of the annual permission form.

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Student Safety & Dress Code

For safety, identification, and school representation purposes, students are required to wear their official EFCA uniform shirt during all field trips unless otherwise communicated by administration.

Students are expected to demonstrate Christ-like behavior and comply with all school rules and expectations while participating in off-campus activities.

School disciplinary policies remain in effect during all field trips and school-sponsored events.

Parent Participation & Chaperoning

Parents are encouraged to participate in field trips whenever possible.

Parent volunteers may serve as chaperones and assist with supervision as requested by school staff.

All volunteers must follow school guidelines and directions provided by school personnel during the trip.

Transportation

When available, EFCA may utilize church-owned vehicles as a primary means of transportation.

In some circumstances, parent-provided transportation may be utilized and will be communicated in advance.

All transportation arrangements are made with student safety, supervision, and efficiency as primary considerations.

School Authority

Field trips are considered an extension of the classroom learning environment. Students participating in field trips remain subject to all school policies, procedures, behavioral expectations, and disciplinary standards.

Administration reserves the right to deny participation in a field trip when a student's behavior, safety concerns, or disciplinary history may place the student or others at risk.

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Parent Acknowledgment

I acknowledge that I have read and understand the EFCA Field Trip Policy and agree to comply with all requirements.

I understand that:

- The annual field trip fee is \$100 per student.
- The fee must be paid at the beginning of the school year.
- The fee is non-refundable and non-prorated.
- Parent admission fees, meals, and personal expenses are not included.
- Students may be required to bring a packed lunch or lunch money for certain field trips.

Student Name: _____

Grade: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Parent Volunteers & Student Transportation

Enriching Foundations Christian Academy values the partnership of parents and welcomes volunteers to assist with field trips, classroom activities, special events, and school programs.

For the safety and protection of all students, any parent or volunteer who wishes to serve as a field trip chaperone or participate in school-sponsored activities involving student supervision must complete an annual Parent Volunteer Application.

Parents who wish to transport students other than their own child must receive approval from school administration prior to serving as a driver.

Approved drivers must have the following on file with the school:

- A completed Parent Volunteer Application.
- A satisfactory criminal background check.
- A valid driver's license.
- Current automobile liability insurance that meets or exceeds Oklahoma state minimum requirements.
- Any additional documentation requested by the school.

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Parents and volunteers may not transport students until all required documentation has been received, reviewed, and approved by administration.

The school reserves the right to approve, deny, suspend, or revoke volunteer and driving privileges at its discretion when necessary to protect student safety and maintain compliance with insurance, accreditation, or school policies.

All volunteers are expected to conduct themselves in a manner consistent with the mission, values, and Christian testimony of Enriching Foundations Christian Academy and to follow the direction of school personnel while participating in school-sponsored activities.

ENRICHING FOUNDATIONS CHRISTIAN ACADEMY

Parent Volunteer & Field Trip Chaperone Application

2026–2027 School Year

Student Name(s): _____

Grade(s): _____

Parent/Guardian Name: _____

Phone Number: _____

Email Address: _____

Volunteer Interest

Enriching Foundations Christian Academy values parent involvement and welcomes parents and guardians to participate in school activities, field trips, special events, classroom support, and educational enrichment opportunities throughout the school year.

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Please indicate the areas in which you would like to volunteer:

- ☐ Field Trip Chaperone
- ☐ Classroom Helper
- ☐ Reading with Students
- ☐ Special Events
- ☐ School Fundraisers
- ☐ Office Assistance
- ☐ Career Day Speaker
- ☐ School Beautification Projects
- ☐ Other: _____

Field Trip Chaperone Interest

I am interested in serving as a field trip chaperone during the 2026–2027 school year.

- ☐ Yes
- ☐ No

If yes, I understand that:

- Field trips are educational experiences and an extension of the classroom.
- School staff maintain primary authority and responsibility for students.
- Chaperones are expected to support school policies and procedures.
- Chaperones may be assigned students other than their own child.
- Chaperones must remain with their assigned group throughout the duration of the trip.
- Appropriate language, conduct, and dress are expected at all times.

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Driver Interest & Transportation Information

EFCA occasionally utilizes parent volunteers to assist with transportation for field trips and school-sponsored activities.

Would you be willing to transport students other than your own child?

☐ Yes

☐ No

If yes, please complete the information below:

Driver's License Number: _____

State of Issue: _____

Vehicle Make/Model: _____

Vehicle Color: _____

License Plate Number: _____

Auto Insurance Company: _____

Policy Number: _____

Policy Expiration Date: _____

Driver Requirements

Parents who transport students other than their own child must:

☐ Possess a valid driver's license.

☐ Maintain current automobile liability insurance as required by Oklahoma law.

☐ Provide a copy of their driver's license.

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- ☐ Provide proof of insurance.
- ☐ Successfully complete a school-approved background check prior to transporting students.
- ☐ Follow all school transportation procedures and safety requirements.

I understand that I may not transport students until all required documentation has been submitted and approved by school administration.

Initials: _____

Volunteer Conduct Expectations

As a volunteer representing Enriching Foundations Christian Academy, I agree to:

- Support the mission and values of EFCA.
- Follow the direction of school staff and administrators.
- Maintain confidentiality regarding students and families.
- Demonstrate Christ-like conduct and professionalism.
- Refrain from the use of tobacco, alcohol, illegal substances, or inappropriate language during school activities.
- Use social media responsibly and not post photographs of students without school authorization.
- Report any safety concerns immediately to school personnel.

Emergency Contact Information

Emergency Contact Name: _____

Relationship: _____

Phone Number: _____

Volunteer Acknowledgment & Consent

I understand that volunteer participation is a privilege and may be revoked at the discretion of school administration.

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I certify that all information provided on this form is accurate and complete.

I authorize Enriching Foundations Christian Academy to conduct a background check if I volunteer to transport students or if otherwise deemed necessary for student safety.

I agree to comply with all school policies, procedures, and expectations while serving as a volunteer.

Parent/Guardian Signature: _____

Date: _____

SCHOOL USE ONLY

Volunteer Approved:

☐ Yes

☐ No

Background Check Completed:

☐ Yes

☐ No

Date Completed: _____

Driver's License Copy Received:

☐ Yes

☐ No

Insurance Verification Received:

☐ Yes

☐ No

Approved to Transport Students:

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☐ Yes

☐ No

Administrator Signature: _____

Date: _____



ENRICHING FOUNDATIONS CHRISTIAN ACADEMY

Annual Field Trip Permission Form

School Year: _____

Student Information

- Student Name: _____
- Grade: _____
- Teacher: _____

Parent/Guardian Information

- Parent/Guardian Name(s): _____
- Phone Number: _____

Permission Statement

I give permission for my child listed above to participate in **all regularly scheduled EFCA field trips** during the current school year. I understand that:

- Field trips are educational in nature and supervised by EFCA staff and approved volunteers.
- I will receive advance notice regarding each trip's destination, schedule, transportation, lunch plans, and any additional costs.
- My child is required to wear an EFCA school uniform shirt during all field trips.
- Transportation may include a church vehicle or parent-provided transportation as communicated.

I understand that a separate permission form may be required for special or extended trips outside the regular schedule.

Medical & Emergency Authorization

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In the event of an emergency, I authorize EFCA staff to seek medical treatment for my child if I cannot be reached.

- Preferred Hospital: _____
- Known Allergies/Medical Needs: _____

Parent/Guardian Signature: _____

Date: _____

Liability Acknowledgement

I understand that while EFCA takes reasonable precautions to ensure student safety, participation in off-campus activities involves inherent risks. I agree to release and hold harmless Enriching Foundations Christian Academy, Templo de Alabanza Church, staff, and volunteers from liability except in cases of gross negligence.

Chaperone Name (Printed): _____

Signature: _____

Date: _____

Student Discipline & Behavior Covenant

STUDENT DISCIPLINE & RESTORATION POLICY

Christ-Centered Conduct, Accountability & Growth

Enriching Foundations Christian Academy (“EFCA”) is committed to maintaining a safe, respectful, orderly, and Christ-centered learning environment where students can grow academically, socially, emotionally, and spiritually.

Discipline is intended to teach responsibility, restore relationships, protect learning, and build character—not humiliate students. This policy updates and formalizes prior handbook expectations.

GUIDING PRINCIPLES

Student discipline at EFCA will emphasize:

- Truth with grace
- Accountability with restoration
- Consistency with discretion
- Respect for student dignity
- Partnership with parents
- Protection of all students and staff
- Age-appropriate correction
- Biblical principles of reconciliation when possible

EXPECTED STUDENT CONDUCT

Students are expected to:

- Show respect to teachers, staff, peers, guests, and property
- Follow directions promptly
- Maintain self-control
- Participate in class and school activities
- Use appropriate language
- Work honestly and complete assignments
- Keep hands, feet, and objects to themselves
- Care for school property
- Contribute to a positive school culture

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PROHIBITED CONDUCT

The following behaviors may result in discipline:

Minor Infractions

- Disruptive talking
- Off-task behavior
- Horseplay
- Classroom disrespect
- Failure to follow directions
- Dress code issues
- Minor misuse of technology
- Incomplete work due to avoidable choices

Major Infractions

- Bullying or harassment
- Threats
- Fighting or aggression
- Defiance / insubordination
- Theft
- Vandalism
- Profanity directed at others
- Cheating / plagiarism
- Leaving supervision without permission
- Serious dishonesty
- Repeated misconduct

Severe Infractions

- Assault
- Possession of weapon or dangerous object
- Serious threats
- Sexual misconduct
- Drug/alcohol possession or use
- Extreme bullying
- Major property destruction
- Conduct creating safety risk

DISCIPLINE RESPONSE MODEL

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EFCA may use progressive discipline, but may skip steps depending on severity.

Step 1 – Redirection

- Verbal reminder
- Re-teaching expectations
- Seat change / reset
- Reflection prompt

Step 2 – Classroom Consequence

- Loss of privilege
- Reflection sheet
- Parent note
- Behavior conference

Step 3 – Administrative Referral

- Office conference
- Parent contact
- Restitution
- Behavior plan
- Temporary removal from activity

Step 4 – Serious Consequence

- In-school suspension
- Out-of-school suspension
- Probation
- Safety contract
- Enrollment review

Step 5 – Dismissal / Expulsion

For repeated serious misconduct or major safety violations.

RESTORATION COMPONENT

When appropriate, students may be required to restore harm through:

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- Apology (written or verbal)
- Cleaning / repair assistance
- Rebuilding trust plan
- Mediation meeting
- Community service appropriate to age
- Reflection and goal setting

PARENT PARTNERSHIP

Parents are expected to partner with EFCA when concerns arise.

This may include:

- Reviewing behavior reports
- Reinforcing consequences at home
- Attending conferences
- Supporting improvement plans

Parent conduct is also expected to remain respectful and professional.

BULLYING / HARASSMENT

Bullying, intimidation, harassment, or repeated targeting of another student is prohibited, including:

- Physical bullying
- Verbal bullying
- Social exclusion campaigns
- Cyberbullying
- Threats

Reports will be investigated promptly.

TECHNOLOGY MISCONDUCT

Students may be disciplined for misuse of technology including:

- Unauthorized phone use
- Recording others without permission
- Inappropriate searches/content
- Cheating with AI or devices
- Disruptive use of electronics

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PARTICIPATION EXPECTATION

Students are expected to participate in assigned academic and school activities unless excused for medical, documented, or approved reasons.

Repeated refusal to participate may result in discipline or alternate assignments.

PROPERTY DAMAGE / RESTITUTION

Students or families may be financially responsible for intentional or negligent damage to school property, materials, or equipment.

SEARCH / SAFETY / SURVEILLANCE

EFCA may use reasonable supervision measures, including review of student belongings or video footage where appropriate for safety or investigation purposes.

ADMINISTRATIVE DISCRETION

Because circumstances vary, administration may consider:

- Age and maturity
- Intent
- Prior behavior history
- Disability / support needs
- Safety risk
- Honesty and remorse
- Severity of incident

APPEAL PROCESS

Parents with concerns regarding discipline should follow the complaint chain:

Teacher → Executive Director

Board review is limited to major administrative matters or policy appeals.

ENROLLMENT REVIEW / DISMISSAL

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Enrollment may be reviewed when a student or family demonstrates repeated behavior that substantially disrupts the learning environment, threatens safety, refuses partnership, or violates major policy expectations.

Discipline Policy ACKNOWLEDGMENT

Signature: _____

Date: _____

Discipline must be age-appropriate, restorative, and aligned with EFCA's philosophy.

Dress Guidelines

Students are expected to dress in a manner that is modest, comfortable, and appropriate for a school environment. Clothing should allow students to participate safely in classroom activities and physical education.

Specific guidelines may be communicated to families as needed.

Personal Belongings

Students should bring only necessary items to school. Personal toys or valuables should remain at home unless approved by the teacher.

EFCA is not responsible for lost or damaged personal items.

Personal Belongings ACKNOWLEDGMENT

Signature: _____

Date: _____

Celebrations & Special Events

Classroom celebrations and school events are designed to promote community, gratitude, fellowship, and joy while supporting the mission and values of Enriching Foundations Christian Academy.

Families will receive advance notice regarding classroom celebrations, holiday events, special programs, and school-wide activities. All celebrations are planned with consideration for student needs, instructional priorities, and the Christian values of the school.

Classroom Parent Coordinator Program

Each classroom may have one or more volunteer **Classroom Parent Coordinators** who assist the teacher with communication and organization of classroom celebrations and special events throughout the school year.

The Classroom Parent Coordinator serves as a liaison between the teacher and classroom families by helping:

- Communicate upcoming classroom celebrations and events.
- Coordinate volunteer opportunities.
- Organize sign-up lists for food, supplies, decorations, or activities.
- Assist with event planning and logistics as requested by the teacher.
- Encourage family participation and classroom community.

Classroom Parent Coordinator Responsibilities

The Classroom Parent Coordinator's role is strictly organizational and communication-based.

The Classroom Parent Coordinator is **not responsible for personally providing, purchasing, funding, or supplying all materials, food, decorations, gifts, or party items** for classroom events.

Participation and contributions remain voluntary and are shared among classroom families.

The classroom teacher maintains final authority regarding all classroom activities, schedules, and celebration plans.

All volunteers must follow school policies and work in partnership with school staff.

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Birthday Celebration Policy

Enriching Foundations Christian Academy values opportunities to recognize students and celebrate milestones while maintaining a positive learning environment.

Student birthdays may be acknowledged during the school day in a manner that supports instructional continuity and classroom routines.

Families who wish to provide a snack, treat, or small birthday celebration must coordinate with the classroom teacher in advance.

All birthday celebrations must:

- Be scheduled and approved by the classroom teacher.
- Comply with school allergy and health guidelines.
- Be age-appropriate and consistent with school values.
- Minimize disruption to instructional time.

Birthday invitations for private parties may only be distributed outside of school.

Throughout the year, EFCA may host special celebrations, seasonal events, classroom parties, cultural learning activities, and appreciation events.

Families may be invited to volunteer, contribute items, or participate in these events. Participation is appreciated but not required.

The school reserves the right to modify, postpone, or cancel events as necessary.

Food Allergy & Health Compliance Requirements

Student health and safety remain a priority during all classroom celebrations and school events.

To ensure a safe environment:

- Families must consider documented food allergies, dietary restrictions, and medical needs when providing food items.
- Alternative accommodations may be provided for students with documented dietary restrictions.

If a student has documented food allergies or medical dietary restrictions, accommodations will be implemented in accordance with the student's health plan.

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EFCA reserves the right to prohibit food items that may create a health or safety concern for students.

The health, safety, and inclusion of all students will remain the primary consideration for all classroom celebrations and special events.

Lunch & Snack Policy

Enriching Foundations Christian Academy encourages healthy eating habits that support student learning, concentration, and overall well-being.

Student Lunch Requirements

EFCA does not provide a daily lunch program. Each student is required to bring a nutritious lunch from home each school day.

Parents are responsible for:

- Providing a complete lunch for their child each day.
- Supplying any necessary utensils, condiments, or beverages.
- Ensuring food is properly packaged and ready for student use.
- Providing lunch items that meet their child's dietary needs and restrictions.

Students should arrive with all lunch items needed for the day. While the school will make reasonable efforts to assist when a lunch is forgotten, families should not rely on the school to provide meals.

Student Snack Requirements

Students may have a designated snack time as determined by their classroom teacher.

Parents are responsible for providing a healthy snack for their child when requested by the classroom teacher.

Candy, energy drinks, and excessive sugary snacks are discouraged.

Classroom Shared Snack Program

At the discretion of the classroom teacher, a classroom snack rotation or shared snack program may be established.

If a teacher chooses to implement a classroom snack program:

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- Participation by families is voluntary unless otherwise communicated.
- Families may be asked to contribute snacks periodically throughout the school year.
- The teacher will provide instructions and a schedule when applicable.
- All snack donations must comply with classroom allergy and health requirements.

Forgotten Lunch Policy: If a student arrives without lunch, the school will contact the parent or guardian. Parents are expected to bring lunch to the school as soon as possible. Repeated forgotten lunches may result in a parent conference to ensure student needs are consistently met.

Food Allergies & Dietary Restrictions

Student health and safety are a priority at EFCA.

Parents must notify the school of any food allergies, dietary restrictions, or medical conditions that may affect their child's participation in meals, snacks, celebrations, or special events.

To help maintain a safe environment:

- Teachers and families must consider documented food allergies and dietary restrictions when providing shared snacks or celebration treats.
- Certain foods may be restricted in classrooms due to student health concerns.
- Alternative accommodations may be provided when necessary.
- Students should not share food unless specifically approved by school staff.

The school reserves the right to prohibit food items that may present a health or safety risk to students.

Lunch / Snack and Dietary Restrictions Parent Acknowledgment

I understand that EFCA does not provide daily lunches and that I am responsible for providing lunch and any required snacks for my child.

I acknowledge that I must inform the school of any food allergies, dietary restrictions, or medical conditions that may impact my child's participation in meals, snacks, celebrations, or field trips.

Parent/Guardian Signature: _____

Date: _____

SECTION 3: HEALTH, SAFETY, TECHNOLOGY & PARENT PARTNERSHIP

I. STUDENT ILLNESS & EXCLUSION POLICY

To protect the health and safety of all students and staff, students who are ill should remain at home.

Students must remain home if they:

- Have a fever of 100.4°F (38°C) or higher.
- Are experiencing vomiting or diarrhea.
- Show symptoms of a contagious illness.
- Have a communicable disease requiring exclusion under public health guidelines.
- Are not well enough to participate in normal classroom activities.

Students must be:

- Fever-free for at least twenty-four (24) hours without the use of fever-reducing medication.
- Free from vomiting or diarrhea for at least twenty-four (24) hours before returning to school.

If a student becomes ill during the school day, a parent or authorized emergency contact will be notified and expected to pick up the student promptly.

II. IMMUNIZATION REQUIREMENTS (OKLAHOMA COMPLIANCE)

In accordance with Oklahoma law and Oklahoma State Department of Health requirements, all students must provide proof of required immunizations or a valid Oklahoma Certificate of Exemption.

Students with approved exemptions may be excluded from school during outbreaks of vaccine-preventable diseases as directed by public health authorities.

III. MEDICAL & EMERGENCY AUTHORIZATION

A completed Medical & Emergency Authorization Form must be submitted annually for every student.

Parents are responsible for providing:

- Current emergency contact information.
- Physician information.
- Insurance information, if applicable.
- Medical conditions, allergies, medications, and special health needs.

Parents must notify the school promptly of any changes to medical information during the school year.

Medical & Emergency Authorization Requirement

A completed Medical & Emergency Authorization Form and Parent Consent for Emergency Medical Treatment must be submitted annually for every student. Students may not begin attendance until all required health and emergency forms have been completed and received by the school. Parents are responsible for keeping all medical and emergency contact information current throughout the school year.

IV. PARENT CONSENT FOR EMERGENCY MEDICAL TREATMENT

In the event of a medical emergency, every reasonable effort will be made to contact a parent or guardian immediately.

If a parent, guardian, or emergency contact cannot be reached, the parent authorizes Enriching Foundations Christian Academy and its representatives to secure emergency medical treatment deemed necessary to protect the health and safety of the student.

This authorization may include:

- Emergency medical evaluation
- Ambulance transportation
- Hospital treatment
- Physician-directed emergency care

Parents remain financially responsible for any medical expenses incurred as a result of emergency treatment.

A signed Emergency Medical Authorization Form is required for enrollment and continued attendance.

V. ALLERGY & ASTHMA MANAGEMENT

Students with documented allergies, asthma, or other chronic health conditions must have a current Emergency Action Plan on file.

Requirements include:

- Written physician instructions.
- Parent authorization forms.
- Current and properly labeled emergency medications.
- Annual updates of all health documentation.

Trained staff may administer emergency medications according to physician orders and parental authorization.

VI. DIABETIC MEDICAL EMERGENCY PROTOCOL

Students diagnosed with diabetes must have a Diabetes Medical Management Plan (DMMP) or physician-approved care plan on file with the school.

Parents must provide:

- Emergency contact information.
- Physician instructions.

- Necessary diabetic supplies and medications.
- Emergency treatment guidelines.

School personnel will monitor and respond to diabetic emergencies according to the student's documented medical plan.

Signs of a diabetic emergency may include:

- Severe hypoglycemia (low blood sugar)
- Severe hyperglycemia (high blood sugar)
- Loss of consciousness
- Seizure activity
- Confusion or inability to respond appropriately

In the event of a suspected diabetic emergency:

1. Staff will immediately follow the student's emergency medical plan.
2. Emergency medication or treatment may be administered according to physician instructions.
3. Parents or guardians will be contacted immediately.
4. Emergency Medical Services (911) will be called when symptoms indicate a life-threatening situation or when directed by the student's emergency care plan.

Student safety will take precedence in all emergency situations.

VII. MEDICATION STORAGE & ADMINISTRATION POLICY

Whenever possible, medications should be administered at home.

When medication must be administered during school hours:

- A Medication Authorization Form signed by the parent or guardian is required.
- Prescription medications must be provided in the original pharmacy-labeled container.
- Over-the-counter medications must be provided in original packaging with written parental authorization.

- Medications must be delivered directly to school personnel by a parent or guardian.

Medication Storage

All student medications shall be:

- Stored in a secure, locked location.
- Accessible only to authorized school personnel.
- Maintained according to manufacturer recommendations.
- Refrigerated when required.

The school will maintain records of medication administration as required.

Self-Carry Emergency Medication

Students may carry and self-administer emergency medications such as inhalers, EpiPens, diabetic supplies, or other physician-approved emergency medications only when:

- Physician authorization is provided.
- Parent authorization is provided.
- School administration approves the request.

The school reserves the right to revoke self-carry privileges if safety concerns arise.

VIII. COMMUNICABLE DISEASE CONTROL

Parents must notify the school when a student is diagnosed with a communicable disease or contagious illness.

The school will take appropriate measures to protect students and staff while maintaining confidentiality in accordance with applicable laws and school policy.

IX. CAMPUS SAFETY & SUPERVISION

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Students remain under school supervision during school hours, field trips, and approved school-sponsored activities.

To promote safety:

- Visitors must follow school check-in procedures.
- Controlled access procedures are maintained during instructional hours.
- Video surveillance may be utilized for safety and security purposes.
- Emergency preparedness drills are conducted regularly throughout the school year.

X. ACCIDENT & INCIDENT REPORTING

Any injury requiring more than routine first aid will be documented through an Incident Report.

Parents or guardians will be notified as soon as practical following an accident or injury.

Accident reports will be maintained in the student's confidential school file.

XI. HEALTH RECORD CONFIDENTIALITY

Student health records are considered confidential educational records.

Health information is:

- Securely maintained.
- Accessible only to authorized personnel with a legitimate educational or safety interest.
- Reviewed annually for accuracy and compliance.

Health records are maintained in accordance with school policy, applicable privacy requirements, and ACTS Accreditation standards.

XII. PARENT HEALTH & SAFETY ACKNOWLEDGMENT

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I acknowledge that I have read and understand the EFCA Health & Safety Policies.

I agree to:

- Provide accurate and current medical information.
- Notify the school of any changes in my child's health status.
- Provide required medications, supplies, and physician documentation when applicable.
- Maintain current emergency contact information.
- Authorize emergency medical treatment when necessary and when I cannot be reached.

Student Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____



MEDICAL & EMERGENCY AUTHORIZATION FORM

2026–2027 School Year

This form must be completed and signed by a parent or legal guardian annually and kept on file with Enriching Foundations Christian Academy.

STUDENT INFORMATION

Student Name: _____

Date of Birth: _____

Grade: _____

Teacher: _____

Home Address: _____

PARENT/GUARDIAN INFORMATION

Parent/Guardian Name: _____

Relationship to Student: _____

Primary Phone Number: _____

Secondary Phone Number: _____

Email Address: _____

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EMERGENCY CONTACTS

Please provide individuals authorized to be contacted if a parent or guardian cannot be reached.

Emergency Contact #1

Name: _____

Relationship: _____

Phone Number: _____

Emergency Contact #2

Name: _____

Relationship: _____

Phone Number: _____

Emergency Contact #3

Name: _____

Relationship: _____

Phone Number: _____

PHYSICIAN INFORMATION

Primary Physician: _____

Physician Phone Number: _____

Preferred Hospital: _____

MEDICAL INFORMATION

Does your child have any medical conditions requiring special attention?

☐ Yes

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☐ No

If yes, please explain:

Does your child have any allergies?

☐ Yes

☐ No

If yes, please list:

Does your child have any dietary restrictions?

☐ Yes

☐ No

If yes, please explain:

Does your child have asthma?

☐ Yes

☐ No

Does your child have diabetes?

☐ Yes

☐ No

Does your child require emergency medication at school?

☐ Yes

☐ No

If yes, please list medication(s):

MEDICATION AUTHORIZATION

My child currently takes medication that may need to be administered during school hours.

☐ Yes

☐ No

If yes, a separate Medication Authorization Form must be completed and approved by school administration.

PARENT CONSENT FOR EMERGENCY MEDICAL TREATMENT

I understand that Enriching Foundations Christian Academy will make every reasonable effort to contact me or my designated emergency contacts in the event of a medical emergency involving my child.

If I cannot be reached, I authorize Enriching Foundations Christian Academy, its employees, agents, volunteers, and representatives to obtain emergency medical care for my child when such care is deemed necessary to protect the health, safety, or welfare of my child.

This authorization includes, but is not limited to:

- First aid treatment
- Emergency medical evaluation
- Ambulance transportation
- Emergency room treatment
- Physician-directed medical care
- Hospitalization when necessary

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I understand that school personnel will exercise reasonable judgment based upon the information available at the time of the emergency.

I further understand and agree that:

- Every effort will be made to notify me immediately.
- Emergency treatment may be initiated before I am contacted if circumstances require immediate action.
- I am financially responsible for any medical expenses incurred on behalf of my child.
- This authorization remains in effect for the duration of my child's enrollment unless revoked in writing and approved by school administration.

HEALTH INFORMATION ACKNOWLEDGMENT

I certify that the medical information provided on this form is accurate and complete to the best of my knowledge.

I agree to notify Enriching Foundations Christian Academy immediately of any changes to my child's medical condition, medications, allergies, emergency contacts, or health care needs.

I understand that failure to provide accurate medical information may impact the school's ability to respond appropriately during a medical emergency.

PARENT/GUARDIAN AUTHORIZATION

I have read and understand the Medical & Emergency Authorization Form and Parent Consent for Emergency Medical Treatment.

Parent/Guardian Name (Printed):

Parent/Guardian Signature:

Date:

SCHOOL USE ONLY

Form Received Date: _____

Emergency Action Plan Required:

☐ Yes

☐ No

Medication Authorization Form Required:

☐ Yes

☐ No

Diabetes Medical Management Plan Required:

☐ Yes

☐ No

Allergy Action Plan Required:

☒ Yes

☐ No

Reviewed By: _____

Date: _____

Emergency & Crisis Procedures (Parent Overview)

Enriching Foundations Christian Academy (EFCA) maintains written crisis management procedures to address a variety of emergency situations. These procedures are reviewed regularly and updated as needed to ensure student safety, preparedness, and alignment with best practices.

EFCA prioritizes student safety through comprehensive planning, staff training, and structured response protocols.

Situations with Established Procedures Include:

- Fire emergencies
- Severe weather and tornado events
- Medical emergencies
- Behavioral or emotional crises
- Lockdown and intruder response
- Missing or eloping student situations
- Field trip emergencies
- Parent-student reunification procedures
- Incident documentation and reporting

Severe Weather Procedures

In the event of severe weather during the school day, students are safely evacuated to the main church building and secured in the basement fellowship hall, which serves as the designated storm shelter. Parents are notified promptly once students are safely secured.

School Closure & Weather Communication

In situations where classes must be canceled, delayed, or dismissed early due to weather conditions, the Academic Director will notify parents as soon as possible using the school's established communication platforms, including text messaging, email, and official school communication channels.

Detailed emergency procedures are maintained internally for staff and are summarized for families as appropriate to ensure clarity, transparency, and effective communication.

Parent Notification

Parents will be notified promptly in the event of:

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- Injury or medical emergency
- School-wide safety events
- Emergency evacuations

Communication & Confidentiality

While detailed emergency procedures are maintained internally for staff to ensure security and effectiveness, summaries are provided to families to promote clarity, transparency, and confidence in the school's preparedness.

Families can be assured that EFCA follows structured safety protocols aligned with accreditation standards and is committed to maintaining a safe, secure, and well-prepared learning environment.

REMOTE LEARNING PROCEDURE

EFCA may implement remote learning during weather closures, health emergencies, facility issues, or other disruptions.

Platforms

Approved platforms may include:

- Google Classroom
- Zoom / Meet
- Learning management systems
- Email communication

Teacher Expectations

Teachers shall:

- Post assignments timely
- Maintain communication hours
- Track attendance/participation
- Provide reasonable support

Student Expectations

Students shall:

- Attend virtual sessions when required

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- Complete assignments
- Follow behavior expectations online
- Use technology appropriately

Parent Expectations

Parents should support supervision, attendance, and communication.

Attendance

Participation, login, submitted work, or live attendance may count according to school procedure.

Technology & Digital Learning

EFCA prioritizes traditional, teacher-led instruction that emphasizes direct teaching, hands-on learning, critical thinking, discussion, and meaningful student engagement. Technology is considered a supplemental tool and is used only when it supports instructional objectives.

Technology Use

EFCA may utilize:

- Classroom laptops and iPads
- Smart TVs and Apple TVs for instructional media
- Educational platforms such as Boddle, Prodigy, Khan Kids, Duolingo, and Anton
- Other age-appropriate educational tools approved by the school

All technology use is purposeful, limited, and supervised by staff. EFCA remains committed to maintaining a balanced learning environment that prioritizes personal interaction, hands-on experiences, and strong teacher-student relationships.

Artificial Intelligence (AI) Use

EFCA recognizes the growing role of artificial intelligence in education and is committed to teaching students to use technology **ethically, responsibly, and developmentally appropriately**.

- AI tools are used **only under teacher supervision**.
- AI use is introduced gradually based on student age and ability.

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- Students are taught that AI is a tool—not a replacement for learning, thinking, or integrity.
- Personal information may not be entered into AI systems.

AI instruction emphasizes discernment, honesty, and wisdom, recognizing God as the ultimate source of truth.

Parent Communication

EFCA values open and respectful communication between families and school leadership.

Communication Methods May Include:

- Direct text messages
- Email communication
- Official school Facebook posts
- Parent conferences and meetings
- FACTS App Software

As enrollment grows, EFCA may implement additional communication platforms to improve consistency and efficiency.

Parent Partnership & Involvement

Parents play a vital role in the EFCA community and are expected to partner with the school in supporting their child's academic, spiritual, and personal growth.

Parents may participate by:

- Attending school events and programs
- Volunteering or serving as field trip chaperones
- Supporting learning at home
- Communicating openly and respectfully with teachers, staff, and administration

Parent Communication & Conduct Expectations

EFCA is committed to fostering a Christ-centered, respectful, and collaborative school environment. Parents and guardians are expected to communicate with all students, families, staff members, volunteers, school leaders, and church representatives in a respectful and constructive manner.

This expectation applies to all forms of communication, including:

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- In-person conversations
- Phone calls
- Emails and text messages
- Social media posts, comments, and messages
- Parent meetings and school events

Parents are expected to address concerns through the school's established chain of communication and to refrain from behavior that is disruptive, threatening, harassing, defamatory, abusive, or damaging to the reputation of the school, its staff, students, families, or ministry.

Concerns should be addressed directly with the appropriate teacher or administrator before being discussed publicly or on social media.

Failure to maintain respectful communication and conduct may result in limitations on volunteer opportunities, campus access restrictions, or review of continued enrollment at the discretion of school administration.

All volunteers and chaperones are expected to follow EFCA policies and procedures while participating in school activities.

Conflict Resolution, Due Process & Chain of Communication

Enriching Foundations Christian Academy is committed to fostering a Christ-centered culture of respect, collaboration, and Biblical conflict resolution. When concerns arise, parents, students, staff, and school leadership are encouraged to address matters promptly, respectfully, and privately whenever possible.

Consistent with the principles found in Matthew 18:15–17, concerns should first be addressed directly with the individual most closely involved before being elevated through the school's chain of communication.

Chain of Communication

The recommended order of communication is:

1. Classroom Teacher
2. Executive Director

Parents are expected to allow reasonable time for school personnel to investigate concerns and respond before advancing to the next level.

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Informal Resolution

Whenever appropriate, concerns should first be discussed through respectful conversation with the classroom teacher or staff member involved. Many misunderstandings can be resolved through open communication and collaboration.

Formal Grievance Procedure

If a concern remains unresolved after informal efforts have been made, a parent may submit a written grievance to the Executive Director. The written grievance should include:

- A description of the concern
- Relevant dates and facts
- Steps already taken to resolve the matter
- The desired resolution

The Executive Director will review the concern, gather information as needed, and communicate a decision or proposed resolution. If the concern remains unresolved, The Executive Director may meet with the parties involved, review documentation, and issue a final administrative decision.

Due Process

EFCA is committed to fair and consistent decision-making. Before significant disciplinary, enrollment, or administrative actions are taken, parents will generally be provided:

- Notice of the concern or issue
- An opportunity to share relevant information or respond
- A review of available facts and documentation
- Written communication regarding the school's decision when appropriate

Nothing in this policy limits the school's authority to take immediate action when necessary to protect the safety, welfare, or educational environment of students and staff.

Final Authority

The Executive Director serves as the final level of administrative review for student, parent, and school-related concerns. The School Board generally does not hear individual student, parent, personnel, academic, disciplinary, enrollment, or operational matters unless specifically requested by the Executive Director or required by board policy.

All parties are expected to approach concerns with honesty, respect, humility, and a commitment to preserving positive relationships within the EFCA community.

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Social Media & Public Representation

Families are asked to represent EFCA with respect and integrity both online and in the community.

- Concerns should be addressed directly with school leadership rather than on social media.
- Photos or videos of students other than one's own should not be shared publicly without permission.
- Online conduct should reflect Christian character and respect for others.

ENRICHING FOUNDATIONS CHRISTIAN ACADEMY

Photo, Video & Media Release Authorization

Student Name: _____

Grade: _____

School Year: _____

Purpose

Enriching Foundations Christian Academy ("EFCA"), a ministry of Templo de Alabanza Church, regularly photographs, records, and shares student activities to celebrate learning, promote school programs, communicate with families, and support school marketing and enrollment efforts.

By signing this form, the parent or legal guardian grants permission for EFCA to use photographs, video recordings, audio recordings, digital images, student artwork, classroom projects, and other media that may include the student's likeness.

Authorization & Consent

I hereby grant permission to Enriching Foundations Christian Academy, Templo de Alabanza Church, its employees, representatives, and authorized agents to photograph, videotape,

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record, and otherwise capture my child's image, likeness, voice, artwork, or participation in school-related activities.

I authorize EFCA to use such media for lawful educational, informational, promotional, fundraising, and marketing purposes, including but not limited to:

- School website
- School and church social media platforms
- Printed brochures and marketing materials
- Newsletters and school publications
- Enrollment and recruitment materials
- Fundraising campaigns
- Presentations and promotional videos
- Local news or media coverage
- Yearbooks and school displays
- Other school-related communications

No Compensation

I understand that neither I nor my child will receive compensation, royalties, or other payment for the use of these photographs, recordings, or media materials.

Ownership of Media

I understand that all photographs, videos, recordings, and media created by EFCA or its representatives remain the property of Enriching Foundations Christian Academy and may be used, edited, reproduced, published, distributed, or displayed at the school's discretion.

Privacy & Student Safety

EFCA will make reasonable efforts to use student images in a respectful and appropriate manner. The school will not intentionally publish a student's home address, personal contact information, or other confidential information.

Release of Liability

I release and hold harmless Enriching Foundations Christian Academy, Templo de Alabanza Church, its board members, employees, volunteers, representatives, and agents from any claims, demands, damages, or liabilities arising from the use of authorized photographs, videos, recordings, or media.

Term of Authorization

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This authorization shall remain in effect for the duration of the student's enrollment at EFCA unless revoked in writing by the parent or legal guardian. Revocation will apply only to future media use and cannot require the removal of previously published materials.

Parent/Guardian Consent

☐ **YES**, I grant permission for my child to be photographed, recorded, and included in media as described above.

☐ **NO**, I do not grant permission for my child to be photographed, recorded, or included in media for promotional purposes.

Student Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Parent Initials: _____

School Use Only

Received By: _____

Date Received: _____

SECTION 4: FINANCIAL POLICIES & REQUIRED FORMS

Tuition & Financial Commitment

Enriching Foundations Christian Academy relies on tuition and faithful stewardship to sustain its mission and daily operations. Tuition supports instructional staff, curriculum, facilities, enrichment programs, and student services.

Enrollment at EFCA represents a **financial commitment for the full academic year**, and families are expected to meet all financial obligations in a timely and consistent manner.

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Tuition Payment Methods

To ensure financial stability and clear communication, EFCA utilizes structured payment guidelines.

Accepted Payment Methods

- **ACH (automatic bank draft)** – required for monthly tuition payments
- **FACTS payment software**
- **Checks** are accepted **only** for:
 - Beginning-of-year enrollment deposits
 - Supply lists purchased through EFCA
 - Full academic year tuition paid in full

Cash payments must be arranged to be received by the Academic or Executive Director.

Payment Platform & Account Management

All families are required to be **enrolled in the school's designated tuition payment platform** if a balance is due.

- Upon enrollment, parents will receive an **invitation to join the payment platform**.
- FACTS Payment System enrollment fee of \$25 per student
- Through the platform, families will be able to:
 - Receive and review tuition invoices
 - Track payment history and account balances
 - Make tuition payments **online** using approved payment methods

Enrollment in the payment platform is required to ensure accurate billing, timely communication, and transparent financial records.

Families are responsible for maintaining an active account and keeping payment information current.

ACH Authorization Requirement

Families paying tuition on a monthly basis must complete an **ACH Authorization Form** to establish:

- Payment amounts
- Payment frequency

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- Scheduled payment dates

Monthly tuition payments must be paid **in full** each month. Partial payments are not accepted unless approved in advance by administration.

Families experiencing financial hardship or life changes are encouraged to communicate proactively with the Executive Director to discuss possible options.

Failure to Enroll in Payment Platform

Families with a tuition balance or other financial obligation to the school are required to enroll in the school's approved payment platform and complete any required ACH authorization forms.

Failure to complete payment platform enrollment may result in:

- Delays in processing tuition payments and invoices
- Inability to establish payment plans
- Delays in accessing financial records or account information
- Administrative holds on enrollment, registration, report cards, transcripts, or other school services when permitted by school policy

Enrollment may be considered incomplete until all required financial forms, payment arrangements, and payment platform setup requirements have been finalized.

Late Payments & Account Standing

- Tuition payments not received by the agreed-upon date may result in late fees.
- Accounts not in good standing may affect participation in school activities and access to student records.
- Continued nonpayment may result in further administrative action.

EFCA values communication and encourages families to address concerns early.

Refund Policy

Enrollment fees and deposits are non-refundable. Tuition obligations are based on a full academic year commitment unless otherwise approved by administration.

Prorated Tuition for Mid-Year Enrollment

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Students enrolling after the start of the academic year will be charged tuition based on the number of instructional months remaining in the school year. Annual tuition of \$10,000 is divided over the ten-month academic year (August–May) at a rate of \$1,000 per month. Tuition will be prorated beginning with the month of enrollment. Curriculum fees, field trip fees, and other applicable fees may not be prorated unless otherwise approved by administration.

Records, Financial Confidentiality & Compliance

Enriching Foundations Christian Academy (EFCA) maintains accurate, secure, and confidential records in accordance with state guidelines and accreditation standards.

Records Maintained Include:

- Academic records and progress reports
- Attendance records
- Health and immunization documentation
- Enrollment and admissions records
- Financial records and account information

All financial information is handled with strict confidentiality. EFCA maintains separate financial records and accounts, overseen by an independent CPA and bookkeeper in coordination with church financial leadership.

Confidentiality

- Student and financial records are securely stored
- Access is limited to authorized personnel only
- All information is handled with discretion and professionalism

Records Release Policy

Student records, including report cards and transcripts, may be released:

- Upon written parent or guardian request
- When the family's account is in good standing

EFCA reserves the right to withhold records if financial obligations have not been met.

School Closure Contingency

In the event of school closure, all student records will be securely maintained and made accessible through designated channels to ensure continuity and proper record retention.

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Non-Discrimination Policy

Enriching Foundations Christian Academy admits students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

EFCA does not discriminate on the basis of race, color, national origin, or ethnic origin in the administration of its educational policies, admissions policies, scholarship and financial assistance programs, athletics, or other school-administered programs and activities.

As a ministry of Templo de Alabanza Church, Enriching Foundations Christian Academy operates in accordance with its Statement of Faith, Christian mission, and Biblical worldview. Admissions, enrollment, employment, student conduct, and school policies are administered consistent with the school's religious beliefs and mission as permitted by applicable federal and state law.

Admission decisions are based on the school's ability to meet a student's academic, developmental, behavioral, and educational needs within the scope of its programs, resources, staffing, and mission.

EFCA is committed to providing a safe, respectful, and Christ-centered learning environment for all students, families, employees, and visitors.

Required Forms & Acknowledgements

The following forms are required for enrollment and must be completed and returned as indicated:

- Student Enrollment Form
- Emergency Contact Form
- Attendance Agreement
- EFCA Parent Partnership & Accountability Policy
- EFCA Field Trip Parent Volunteer & Field Trip Chaperone Application
- Driver Interest & Transportation (if applicable)
- Annual Field Trip Permission Form
- Discipline Policy Acknowledgement
- Lunch/Snack & Dietary Restrictions Parent Acknowledgement
- Parent Health & Safety Acknowledgement
- Medical and Emergency Authorization Form
- Parental Consent for Emergency Medical Treatment
- Photo, Video, & Media Release Authorization
- Tuition & ACH Authorization Form

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- Birth Certificate
- Scholarship Applications
- Parent & Student Handbook Acknowledgement

Parent & Student Handbook Acknowledgement

I acknowledge that I have received and reviewed the Enriching Foundations Christian Academy Parent & Student Handbook. I understand that it contains important information regarding school policies, procedures, expectations, and financial commitments.

I agree to support and comply with the policies outlined in this handbook.

Student Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____