

# INTRODUCTION

## **School History**

Regency Christian Academy (RCA) operates as a ministry of South Orlando Baptist Church. Founded in the fall of 1981, RCA began under the name of Noah's Ark Child Care. Over the years, the Lord richly blessed the ministry, growing it to include a Morning Preschool program and a Kindergarten class with the name Regency Christian School. In the fall of 2001, all three programs (Full-Time Preschool, Morning Preschool and Elementary) were united under the name of Regency Christian Academy. The emphasis has moved away from "daycare" to providing outstanding preschool and elementary education to our students. After many requests, RCA branched out further and offered 6<sup>th</sup> grade, Middle School, for the first time in the fall of 2009. By the fall of 2011, all middle school grades were offered at RCA. Furthermore, after becoming licensed, RCA offered Voluntary Pre-Kindergarten in the fall of 2012. In the fall of 2020 RCA branched out further into high school courses. The goal of RCA is to add a grade each year and have its first 12th grade graduating class in 2024. God continues to bless our program, and it is the continuing goal of SOBC and RCA to grow a Christ-centered school that provides outstanding Christian education and brings glory to our Heavenly Father.

**Regency Christian Academy (RCA) is an approved 501c 3 nonprofit corporation and gifts to it are tax deductible.**

## **Vision**

Through biblically based education, we will equip minds and nurture hearts to transform the world for Jesus Christ.

## **Mission Statement**

Our mission is to cultivate a dynamic, Christ-centered learning environment where students can engage with challenging academics in a loving and safe school community for the purpose of glorifying God.

## **Motto**

"For Christ and His Kingdom, One Child at a Time".

## **Goals:**

- 1) Teach students and their families to love God with all their heart, soul, mind and strength through a life changing, redemptive personal relationship with Jesus Christ.  
Mark 12:30 "Love the LORD your God with all your heart and with all your soul and with all your mind and with all your strength."
- 2) Empower students from preschool through secondary school to be lifelong learners who demonstrate confidence in their God given abilities and talents to set academic and personal goals.  
Proverbs 2:1-2 "My son, if you accept my words, and store up my commands within you, turning your ear to wisdom and applying your heart to understanding, indeed if you call out for insight, and cry aloud for understanding and if you look for it as for silver and search for it as for hidden treasure then you will understand the fear of the Lord and find the knowledge of God.
- 3) Facilitate the development of the student spiritually, academically, physically, emotionally, and socially for the glory of God.

Colossians 1:16 "For in him all things were created: things in heaven and on earth, visible and invisible; whether thrones or powers or rulers

## **Purpose**

The purpose of RCA are as follows:

- 1) To provide every child and parent the opportunity and understanding necessary to accept Jesus Christ as his or her Savior when ready.
- 2) To provide an academically superior Christian education for preschoolers, elementary students, and secondary schoolers.
- 3) To model and train children to become leaders of integrity through Bible-based character development.

## **Philosophy**

The promotion and development of a Biblical Worldview is essential to accomplish within the families that partner with RCA as we educate children together. The goal to introduce students and ultimately their families to follow Christ is accomplished through a variety of creative activities such as daily Bible time, weekly Chapel services and exciting church programs which take place on our campus. Christian character development is vitally important for RCA students as they interact and impact the lives of others. RCA students accomplish academic excellence in their studies and are challenged through the advanced academic program at RCA.

RCA students gain an understanding of their spiritual needs from the Word of God. Bible classes ultimately address the importance of repentance, a relationship with Jesus Christ, loving their neighbors, and living their lives to bring glory to God. Students are also taught Bible Stories, how to pray, and how to talk to others about God. RCA students gain a Biblical Worldview as they gain knowledge supported by Biblical truths found in the curriculum. The curriculum, Fun Shine (Birth through 5), Abeka, Bob Jones, Glencoe, and Positive Action & Summit for Bible provides practical Biblical references & scriptures where applicable in each subject taught.

The curriculum used by RCA is designed to give students the foundation needed for their future ongoing education. RCA chooses a curriculum that's academically sound, meaning that it is based upon truth, rather than prejudice or biased points of view. The goal of the curriculum used at RCA is to accomplish mastery of the subjects taught as a student's practice and develop skills suitable for each grade level. Additionally, the curriculum equips students to think critically, study effectively, articulate ideas from a variety of subject areas, while training students to utilize current technology.

Character development is accomplished through service opportunities and by example to develop the Fruit of the Spirit, compassion, charity, respect, and to honor those in authority.

## **Statement of Doctrinal Beliefs**

Regency Christian Academy, along with South Orlando Baptist Church, has adopted the Baptist Faith and Message ( 2000) as their doctrinal belief. Please see [Appendix A](#) for the full statement.

## **Administrative Prerogative**

The intent for this manual is to give general guidelines for students and parents to follow. New situations and rules may come up that are not covered in these guidelines. RCA reserves the right to amend, discontinue or vary from these policies and procedures without prior notice. **The school will not be responsible for any event not sanctioned by the administration.**

## **Non -Discrimination Policy**

Regency Christian Academy admits students of any color race, sex, or ethnicity to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not

discriminate based on race, sex, color, or ethnicity in administration of educational policies, admissions policies, scholarship programs, and other programs.

### **Affiliations**

Regency Christian Academy is a ministry of South Orlando Baptist Church. RCA is Accredited K-12 member of the Florida Association of Christian Colleges and Schools, the Florida Coalition of Christian Private Schools, and Cognia Accreditation and the National Council of Private Schools. RCA preschool department is licensed through the Department of Children and Families.

### **Teacher/Staff Qualifications**

Preschool teachers and Voluntary Prekindergarten teachers must Teachers must have a valid Child Development Associates (CDA), or Formal Credentials. In addition to a minimum of one-year experience and complete the mandatory forty (40) hours of coursework in child development and developmentally appropriate practices.

K-12 teachers must have earned a four-year college degree in the appropriate field.

In addition, all staff must be Christians who are active in a Bible Believing church. Their lifestyle must set a good Christian example for students. All staff are screened through law enforcement background checks, referenced checked, and trained in First Aid and CPR.

### **Ministry Organization**

School Board: RCA is a financially self-supporting ministry of South Orlando Baptist Church. The church body votes to appoint a 5-6-member School Board each year, and members usually serve three years on a rotating basis. In addition, the Principal/Assistant Principal serves on the School Board as a part of their administrative responsibilities.

The School Board oversees the following:

- 1) Setting and approving of the school budget and fees
- 2) Major school purchases
- 3) The overall financial status of the school ministry
- 4) Plans for school growth
- 5) School Administration
- 6) Setting or changing of school policies

RCA Administration and School Board work closely with the Pastors, Financial Committee, and other ministries of South Orlando Baptist Church to provide accountability for the school as well as to ensure that the goals and values of RCA are in line with the goals and values of the church.

Principal/Assistant Principal: Expresses Regency Christian Academy's vision, works with the School Board, works with church/school communication, is the forerunner in representing RCA with respect to educational agencies, and conducts educational research. Conducts classroom/teacher observations, provides parent communication/problem resolution, responsible for staff support, communication, and morale. Supervises discipline program, reviews weekly lesson plans, and supervises the Parent Teacher Fellowship.

Sets the school budget.

Preschool & Compliance Director: Expresses Regency Christian Academy's vision, works with the School Board, conducts preschool teacher observations, provides parent communication/problem resolution. Works extensively with 4-C, Office of Early Learning and DCF for preschool compliance. Schedules all

classes, conducts early educational assessments, supervises student discipline, and manages the affairs in the principal's absence.

One may also look for help in the following areas from:

Pastors: Spiritual Counsel

Office Manager/School Secretary: First contact with parents looking for school information, tardy passes, any financial information needed on family accounts, enrollments, student files and records

Church Secretary: Contact with parents looking for church information, SOFA (School of Fine Arts) information and simple school information

## **PARENT CODE OF CONDUCT**

Regency Christian Academy is blessed to have a supportive and friendly parent body. Our parents recognize that educating children is a process that involves a partnership between parents, the school community, and your church home. As a partnership our parents will understand the importance of a good working relationship to equip children with the necessary skills for adulthood. For these reasons, we continue to welcome and encourage parents/guardians to participate in a n appropriate manner in the life of our school.

The purpose of this agreement is to provide an outline to all parents and visitors to our school about the expectations of conduct and adherence of such policies. This is so we can continue to flourish, progress and achieve in an atmosphere of mutual understanding.

See **Appendix B** Flow of Authority

### **Expectations of Caregivers**

The school expects parents, guardians and visitors to:

- Respect the School decisions that it makes as an organization and policies and procedures that have been put in place.
- Understand that both teachers and parents need to work together for the benefit of the children.
- Demonstrate that all members of the school community should be treated with respect and therefore set a good example in their own speech and behavior.
- Seek to clarify a child's version of events with the school's view to bring about a peaceful solution to any issue that may arise.
- Correct their own child's behavior especially when it can lead to conflict, aggressive or unsafe behavior.
- Approach the school in accordance with our Matthew 18 policy, not other parents or other staff members, to help solve any issues or concerns.
- Avoid using staff as threats to admonish children's behavior.
- Dress modestly and wear no items that can be considered offensive to other members of the school family. Administration reserves the right to remove from the school or school events anyone due to a dress issue.

To support a peaceful and safe environment, the school cannot under any circumstances tolerate parents, guardians, caregivers, and visitors exhibiting the following:

- Disruptive behavior which interferes or threatens to interfere with the operation of the classroom, an employee's office, office area or any other area of the school grounds including after school events. This includes entering the classroom without consent of teaching staff during class time.
- Using loud or offensive language, swearing, cursing, using profane language or displaying a temper outside of Christian character.
- Threatening to do bodily harm to a member of the school staff, visitor or fellow parent or student.
- Damaging or destroying school property.
- Abusive or threatening electronic communication with other members of the school family.
- Gossiping with other parents, teachers, staff or guests regarding school, teachers, processes, policies or otherwise.
- Defamatory, offensive or derogatory regarding the school or any member of the school family (administration, volunteers, teachers, staff, parents, and/or other students) on social media or internet message boards. Any concerns you may have about the school must be made through the appropriate channels by speaking to the class teacher or administration in accordance with our Matthew 18 policy so that the issue can be dealt with fairly, appropriately, and effectively for all concerned.
- Approaching someone else's child to discuss or chastise them because of the actions of this child towards their own child.
- Smoking, vaping, consuming alcohol or using illegal drugs on school grounds or at school events.
- As per Florida law weapons are not allowed on school grounds or at school events unless you are an active member of law enforcement.

Should any of the above behaviors occur, the school may feel it necessary to remove the offending family from Regency Christian Academy and contact the appropriate authorities if necessary.

### **Registered Sex Offender**

Parents who have a registered sex offender living in their home and/or on a student pickup list must inform Regency Christian Academy administration in writing identifying the registered sex offender is handed down by the courts. RCA administration will contact the family with reasonable restrictions placed on that member of the household regarding coming to school and/or school events as it pertains to Florida and local law. Failure to disclose a registered sex offender in a child's household may result in the child(ren) of household being dismissed from Regency Christian Academy immediately.

### **Family Dismissal From RCA**

Regency Christian Academy reserves the right to dismiss a family from RCA will be considered in breach of contract and will be personally responsible for the payment of tuition for the remainder of the term of the contract.

### **Complaint Procedure**

Recognizing that disagreement and issues may arise regarding such things as the school's philosophy, methods or instructional materials, the following complaint procedures have been established.

1. Parent should meet with the teacher to discuss any questions or concerns and attempt to resolve the issue at this level.

2. If concerns remain unresolved, the concerned person should then meet with the teacher's direct administrator, in most cases the Principal.
3. If an appeal is made against the decision of the Principal, the issue may be referred to the School Board for final resolution.
4. South Orlando Baptist church leadership may further rule on the issue, at their discretion.

**Arbitration Requirements**

We agree that, for many reasons, lawsuits and court actions are disadvantageous to both RCA/SOBC employees and our families. Therefore, they agree that any claim or dispute between them or against the other or any agent or employee of the other, whether related to the educational relationship or otherwise, including those created by practice, common law, court decision, or statute, now existing or created later, including any related to allegations of violations of state, or federal statutes related to discrimination, and all disputes about the validity of this arbitration clause, shall be resolved by neutral binding arbitration by the American Arbitration Association, under the rules of procedure in effect at the time any claim is made. (Each party shall pay its own costs of arbitration.) This agreement is subject to the Federal Arbitration Act and any award of the arbitrator(s) may be entered as a judgment in any court of competent jurisdiction. Information may be obtained, and claims may be filed at any office of the American Arbitration Association or at Corporate Headquarters, 335 Madison Avenue, Floor 10, New York 10017-4605. Telephone: 212-716-5800, Fax: 212-716-5905, Website: [www.adr.org](http://www.adr.org).

**Changes to Policy**

The school board reserves the right to alter or repeal any policies that they deem in the best interest of RCA. Adopting new policies holds true also. If anything is changed, written notice to all Parents/Guardians will be made through the office. Parents/Guardians agree to abide by the current policies and any changes or modifications made to this provision.

**ADMISSIONS**

<b>Class</b>	<b>Registration Fee</b>	<b>Yearly Tuition</b>
PS-2 P.T.	\$200.00	\$7,780.00
PS-2 F.T.	\$200.00	\$9,280.00
PS-3 P.T.	\$200.00	\$7,780.00
PS-3 F.T.	\$200.00	\$9,280.00
VPK	N/A	N/A
VKK Wrap	N/A	\$4,000.00

<b>Class</b>	<b>Registration Fee</b>	<b>Tech Fee</b>	<b>Yearly Tuition</b>
K5-5 <sup>TH</sup> Grade	\$200.00	\$250.00	\$7,800.00

<b>Class</b>	<b>Registration Fee</b>	<b>Tech Fee</b>	<b>Yearly Tuition</b>
6 <sup>th</sup> -8 <sup>th</sup> Grade	\$200.00	\$500.00	\$8,000.00
<b>Class</b>	<b>Registration Fee</b>	<b>Tech Fee</b>	<b>Yearly Tuition</b>
9 <sup>th</sup> -12 Grade	\$200.00	\$500.00	\$8,100.00

AM Extended Day

PM Extended Day

AM/PM Extended Day

\$25.00 a week

\$50.00 a week

\$65.00 a week

## **Tuition Discounts**

(Only one discount may be applied *per family*.)

Church/Ministry Discount - 15% discount on all children enrolled for tuition only.

Sibling Discount – First student pays in full. \$500.00 additional student(s)

Full Payment Discount – Parents of enrolled students may pay the full balance of yearly tuition by August 10<sup>th</sup> and receive a 5% discount.

**Tuition Fees are not prorated for holidays, absences, teacher planning days, etc.**

\*Each discount excludes extended day, VPK wrap around program, and fees other than tuition, and cannot be used with any other discount.

\*Tuition and Extended Day Fees are not prorated for holidays, absences, teacher planning days, etc.

## **Miscellaneous fees**

Are in addition to Registration Fee, Activity Fee and Tuition can be but are not limited to the following:

Honor Society Fee	\$25 (returning member)
Honor Society Fee	\$35 (new member, includes shirt)
Student Council Fee	\$25 (returning member)
Student Council Fee	\$35 (new member, includes shirt)
Sports	fees may vary
Technology Fee	\$250-\$500
1 <sup>st</sup> offense Lost or broken electronic device	\$50
2 <sup>nd</sup> offense Lost or broken electronic device	\$100
Field Trip Fees	TBD
Late Tuition Payment	\$25.00
NSF Check	\$25.00
Late pick-up	fees will vary
Club Fees	amount may vary

## **Admission Steps**

In-House Enrollment (Re-Enrollment) begins in January each year. RCA Financial Accounts must be in good standing.

Open Registration for the upcoming school year begins each February. Students are admitted into Regency Christian Academy based on the student's birthday and successful completion of the previous grade (promoted). For new students, the entrance assessment must be completed and passed successfully.

Documents needed for ALL students are as follows:

- Birth Certificate of Birth or Passport
- Form DH680 Certificate of Immunization OR Religious Exemption Form
- Form DH3040 Student Health Examination
- Student application/registration
- Financial Contract on file in finance office

Forms must be on file within 30 days of enrollment or child shall not remain in the program.

### *Preschool*

**Date of Birth:** Preschool students are admitted to RCA based on the child's birthday and readiness for the curriculum. Preschool students are promoted at the end of the academic school year based on the child's birthday and their readiness for the upcoming curriculum.

- To begin PS-2, a child must be 2 years old on or before Sept. 1.
- To begin or promote to PS-3, a child must be 3 years old on or before Sept. 1.
- To begin or promote to VPK, a child must be 4 years old on or before Sept. 1.

**Potty-Trained:** Children in PS-2 are not expected to be potty trained, although the teacher will work with you throughout the year with this process. A child going into PS-3 must be fully "potty-trained" (no diapers/no pull-ups & can use the bathroom independently) including during naptime. This is required for admission as well as promotion.

### *Elementary/Secondary School*

- To begin or promote to kindergarten, a child must be 5 years old on or before September 1.
- To begin or promote to 1<sup>st</sup> Grade, a child must be 6 years old on or before September 1 and must have successfully completed Kindergarten.
- To begin or promote to 2<sup>nd</sup> Grade, a child must be 7 years old on or before September 1 and must have successfully completed 1<sup>st</sup> Grade...and so on.

### *Preschool 2 & 3, Elementary & Secondary School*

- 1) Obtain a registration Packet online (found at [www.rcaschool.com](http://www.rcaschool.com))
- 2) Fill out and return to front office with child's Birth Certificate and current Physical & Immunization forms
- 3) Receive Financial contract from the assistant that takes your registration package
- 4) Take Financial Contract, with any step-up for student letters or 4-c paperwork to finance office
- 5) Pay registration fee and PTO dues

### *VPK Students*

<https://familyservices.floridaearlylearning.com/>

- 1) Log on and create an account or use your email address
- 2) Follow instructions to complete a VPK Application
- 3) Upload required documents for child's birth and proof of residency by file or photo attachment
- 4) Review and submit your application
- 5) Check your email for an approval status and to receive the VPK Certificate of Eligibility voucher
- 6) Select and visit your child's provider to submit the VPK Certificate of Eligibility voucher.
- 7) Fill out a Regency Christian Academy Registration Packet (found at [www.rcaschool.com](http://www.rcaschool.com))
- 8) Determine if your child will stay for the AM VPK program only (8:30am-11:30am) or will stay for the wrap around program (11:30am-3:00pm)
- 9) Determine if your child will stay for the PM VPK program only (12:30pm-3:30pm) or will stay for the PM Extended Day (3:15pm-6:00pm).
- 10) Receive Financial contract from the assistant that takes your registration package
- 10)Take Financial Contract, with any 4-C paperwork to school office



*Before & After School Care- (Extended Day)*

RCA offers an Extended Day program for all students at a cost of \$65.00 per week for care before and after the academic day, regardless of the amount of time attended by the student. A student only requiring care before the academic day (7:00 a.m. to 8:15 a.m.) may pay a fee of \$25.00 per week. A student only requiring care after the academic day (3:00 p.m. to 6:00 p.m.) may pay a fee of \$50.00 per week. Extended Day fees are billed a week in advance and are due each Monday. Extended Day fees must be paid by 6:00 p.m. on Thursday. Extended Day fees are not prorated for absences, holidays, or teacher planning days. If Extended Day fees become more than 2 weeks past due your child will be withdrawn from the Extended Day program.

In the mornings, parents with PS-5<sup>th</sup> grade children must be brought directly to the school cafeteria and sign them in on the class sign-in sheet. Secondary school students may walk-in by themselves.

In the afternoons, Preschool students enrolled in Extended Day will remain in their classrooms and will participate in a variety of organized activities specific to their age group. Occasionally, preschool classes may be combined for Extended Day activities.

Extended Day Leaders will pick up Elementary students at 3:00 p.m. and Secondary School students at 3:30 p.m. Afternoon snacks are provided and served in the school cafeteria. The remainder of the day the students may participate in organized games, have free time in the gym or outside, participate in study hall to complete homework, read, etc.

\*\*\* When you sign up for extended day, you are committing to pay for your child's place in the program for the **entire school year**, even if your child is absent for a period. If you need to withdraw from the program, please provide a 30-day written notice.

**\*\*Any student that is involved in an after school extracurricular activity (ex. Dance, sports, etc.) that does not begin by 3:15p.m. and is not picked up from school by 3:15p.m., but is sent to extended day until their activity begins, will be charged as follows:**

- 1 child..... \$5.00 per occurrence**
- 2 children.....\$8.00 per occurrence**
- 3 children.....\$10.00 per occurrence**
- 4+ children.... \$12.00 per occurrence**

**Class Size Maximums**

RCA strives to keep class sizes as small as possible for the academic and social wellbeing of our students. The School Board and Administration have guidelines in place to limit class sizes, add an aide, and, or split a section as deemed necessary. A parent registering their children early helps facilitate small class sizes.

Class	RCA Maximum
PS2	11
PS3	10
VPK A	15 and above up to 20 (2 teachers in the room)

VPK B	11
K-5	22
6-11	27

## FINANCIAL INFORMATION

### Payment Schedule

Parents are required to set up their billing portion on the FACTS portal. A credit card or checking account are required to be on file, to set up automated billing. Parents can set up payment plan and withdrawal dates for incidental billing, tuition not covered by scholarship, field trips, and other school miscellaneous fees).

### Late Fees

#### *Extracurricular Activities*

RCA Financial Accounts must be current for students to participate in any extracurricular activities.

#### *Monthly Billings*

##### *Elementary & Secondary School*

Annual tuition for, Elementary and Secondary School is divided into 10 monthly installments. First installment is billed in August. The first tuition payment will be due *the first of August* (please refer to your enrollment paperwork for the exact date), the second tuition payment is due September 1<sup>st</sup> with the final payment due May 1<sup>st</sup>. **Tuition is due the 1<sup>st</sup> of each month billed and is considered late at 6:00 p.m. on the 10<sup>th</sup> of each month. A \$25.00 late fee will be applied to the account.** Tuition Fees are not prorated for holidays, absences, teacher planning days, etc.

If the tuition remains unpaid over (60) sixty days, the parent(s) financially responsible for the account will receive a letter stating that the student may not return to school until the account is paid to a zero balance. The student's account must be paid in full, including **the previous month's tuition which is past due, the Late Fee and the current month's tuition by 6:00 p.m. on the 1<sup>st</sup> day of the following month or the student will be withdrawn from the class roster** and the spot offered to the next student on the waiting list. If the student is withdrawn from school, the account balance remains the responsibility of the parent/guardian and must be paid in full. For a student to be readmitted back into school, a spot must be available, and the account must be at zero.

#### *Weekly Billings*

##### *Preschool, Elementary and Secondary School Tuition*

Annual tuition that is divided into 11 monthly installments (which can be paid over 44 weekly payments). First installment is billed in August. The first tuition payment will be due *by the last business day of August* (please refer to your enrollment paperwork for the exact date), the second tuition payment is due last business day of September with the final payment due <sup>late</sup> business day of July. **The entire monthly tuition**

**is due by the last business day of each month and is considered late at 6:00 p.m. on the close of that business day. A \$25.00 late fee will be applied to the account.** Tuition Fees are not prorated for holidays, absences, teacher planning days, etc.

If the tuition remains unpaid over (60) sixty days, the parent(s) financially responsible for the account will receive a letter stating that the student may not return to school until the account is paid to a zero balance. The student's account must be paid in full, including **the previous month's tuition which is past due, the Late Fee and the current month's tuition by 6:00 p.m. on the 1<sup>st</sup> day of the following month or the student will be withdrawn from the class roster** and the spot offered to the next student on the waiting list. If the student is withdrawn from school, the account balance remains the responsibility of the parent/guardian and must be paid in full. For a student to be readmitted back into school, a spot must be available, and the account must be at zero.

\*VPK Wrap Around program is billed only during the regular school year (40 weeks) except for the 2 weeks at Christmas Break and 1 week at Spring Break and Thanksgiving Break.

*Extended-Day*

Regency Christian Academy bills Extended Day one week in advance. The first payment is due the first of *August* (please refer to your enrollment paperwork for the exact date), the second payment is due on the first day of school with subsequent charges billed and due every Monday. **Extended Day fees left unpaid as of 6:00 p.m. on Thursday of the week billed will be assessed a late fee of \$25.00.**

Students whose accounts remain unpaid through the end of the month will be withdrawn from the program in which he/she is enrolled.

*Step Up for Students Scholarships*

For those who have applied for scholarship and have not received funding, which is your award letter, by the 1<sup>st</sup> day of school, you will need to pay all fees that are due. This includes the Registration Fee as well as any tuition that is due.

**Late Pick-Up Fees**

*RCA charges a \$5.00 per five (5) minute fee if a student is late being picked up. This is explained more clearly below...*

*Morning VPK*

RCA will provide care from 8:15 a.m. to 11:30 a.m. Any student who is not picked up by 11:45 will be sent to the office. The parent or legal guardian must come to the office to sign out the child. The account will be charged as follows:

11:46 a.m.....	11:50 a.m. --	\$5.00
11:51 a.m.....	11:55 a.m. --	\$10.00
11:55 a.m.....	3:00 p.m. --	\$20.00
11:55a.m.....	6.00 p.m. --	\$25.00 (Maximum Fee)

*Preschool & Elementary:*

RCA will provide care from 8:15 a.m. to 3:00 p.m. Any student who is not picked up by 3:15 p.m. will be sent to the appropriate extended day. The parent or legal guardian must come to the office and wait there for the child to be called to the office and sign the child out. The account will be charged as follows:

3:16 p.m..... 3:30 p.m. -- \$5.00  
3:30 p.m..... or later -----\$11.00(Maximum Fee)

*Secondary School:*

RCA will provide care from 8:15 a.m. to 3:30 p.m. Any student who is not picked up by 3:45p.m. will be sent to the appropriate extended day. The parent or legal guardian must come to the office, to sign out the child and wait there for the child to be called to the office, and the account will be charged as follows

3:46 p.m.....4:00 p.m. -- \$5.00  
4:00 p.m.....or later -- \$11.00 (Maximum Fee)

*Afternoon Extended Day:*

Students who attend the afternoon Extended Day must be picked up no later than 6:00 p.m. Students who are picked up after 6:00 p.m. will be charged as Late Pick-Up Fee as follows:

6:01 p.m. -- 6:05 p.m. -- \$5.00  
6:06 p.m. -- 6:10 p.m. -- \$10.00  
6:11 p.m. -- 6:15 p.m. -- \$15.00  
6:16 p.m. -- 6:20 p.m. -- \$20.00  
6:21 p.m. -- or later ----- \$25.00 (Maximum Fee)

If a student is not picked up on time from class or the car pick up line (3:00 for Preschool & Elementary and 3:30 for Secondary School), and are not signed up for Extended Day, they will be sent to the office so that a fine can be applied to the student's account.

Students will then be sent to extended day unless the class is full. Otherwise, the student will wait in the lobby for pick-up.

\*In the instance that the extended day account is not paid after 2 weeks, the child will be suspended from the extended day program.\*

*After School Meetings*

Late pick-up fees are enforced for all programs. A 5 minute "grace-period" is given, but then students will be taken to the appropriate extended day and late pick-up fees will be applied as outlined above. More information about this policy will be explained on the registration form for this program. Students involved in extracurricular activities that require meetings after school, must be picked up at the agreed upon time by that program's staff sponsor. Late fees will be incurred for students not picked up on time.

If a Late Pick-up Fee is assessed, the school office time clock will be used as the official time. If a student is picked up late, a Late Pick-up Fee is assessed regardless of the reason. Late Pick-up Fees are not waived for traffic jams, car trouble, etc. If you know you will be late, we ask that you extend the courtesy of a phone call to alleviate concern. However, such a call *will not* negate your responsibility to pay the Fee.

Late Pick-Up Fees do not have to be paid at the time the child is picked up from school but must be paid by the end of the month.

**Returned Checks**

A returned check due to insufficient funds, a closed account or any other reason will result in an Insufficient Funds Fee (NSF Fee) of \$25.

A second returned check within the school year will result in subsequent school payments being accepted only in cash, money order, or cashier’s check. In addition, once you receive notice from your bank that a check has been returned, please contact the school office immediately to arrange payment for the check and the fee.

**Withdrawal Fees**

Regency Christian Academy is a non-profit organization setting each year’s budget on students contracted for that year. Early termination and withdrawal of students results in damages that are difficult to adequately assess. Therefore, an Early Withdrawal Fee will be assessed for any student who is withdrawn before the end of the academic school year as follows:

Preschool.....	\$500.00
Elementary School.....	\$500.00
Secondary School.....	\$500.00

However, no Withdrawal Fee is charged for students who are withdrawn with at least 30 days **advance written notice** to the school office prior to the student’s actual withdrawal date. The Withdrawal fee is not in lieu of any and all tuition fees, extended day fees and miscellaneous fees that are due through the last day of a student’s attendance. An Early Termination\Withdrawal Form is available in the school office and must be completed and signed by the student’s parent/guardian.

**Financial Obligation**

**NOTE TO PARENTS: Please review all financial information carefully before signing a contract. Once your contract is signed, you are financially obligated to pay the entire amount of the contract except for the following reasons:**

1. **The family moves out of the area.**
2. **Medical reasons with a written documented recommendation from a qualified physician.**

**Any request for cancellation by the parent shall be in writing and submitted to the school thirty 30 days in advance, to avoid a withdrawal fee.**

**Refunds/Withdrawal Charges**

Registration fee is non-refundable.

Tuition: Refunds shall be made **only for cancelled contracts that meet the above requirements for cancellation. All requests for cancellation of contract or refunds must be submitted in writing to the school at least 15 days prior to withdrawal.** Approved refunds or charges for the first semester shall be

prorated from July 1, recognizing that expenses for the new school year begin at the date. Refunds or charges for the second semester shall be prorated from January 1.

Extended Care: Any approved refunds granted for extended care will require a 30-day notice.

### **Approved Projects for Volunteer Hours Tuition Refund**

Parents and relatives who wish to volunteer their time toward approved projects may receive up to \$200 in credit toward tuition each year for their first child in K5 through 9<sup>th</sup> grade and up to \$100 per year for Preschool 2/3 students (first child). Parents must volunteer a minimum of 12 hours per year and register them properly to be eligible for any refund. Those who qualify in K-5 through 9<sup>th</sup> will receive \$8 per hour refund up to 25 hours (\$200 maximum) and in Preschool 2/3 will receive \$8 per hour refund up to \$100. The students must still be attending RCA at the end of the school year to qualify for the refund.

First semester hours must be logged in no later than one week after the end of the first semester. Second semester hours must be logged in within one week after the last day of school. Families who exceed the maximum number of volunteer hours cannot assign the hours to another family.

The following is a list of board approved projects for the volunteer hours refund:

- On campus projects that would repair or improve the building and grounds
- Working in the office or library
- Chairing PTF committee projects
- Public relations (writing news releases)
- Lunchroom assistance (supervising children for teachers, cleaning tables, sweeping under tables)
- Classroom mom/dad
- Working school booth during Fall Festival
- Working during PTF school wide events

### **Financial Assistance**

Regency Christian Academy accepts the following Step up For Student Scholarships:

- Florida Tax Credit
- Family Empowerment
- Gardiner
- McKay
- Hope
- AAA
- School Readiness Funds

### **Student Records**

Parents understand that Regency Christian Academy has the right to hold all academic records and they will not be sent to another school or given to a family if any monies are owed to the school.

## ATTENDANCE

When a child is absent for any reason, parents must notify RCA in advance or within the 1<sup>st</sup> school hour of the day absent. It could be by phone and/or email (rca@rcaschool.com).

### *Preschool Attendance Policy*

Although Florida Compulsory Attendance Law does not apply to preschool, Regency Christian Academy expects parents to understand the importance of having their child in school daily. This is especially important in Preschool and VPK where students are daily preparing for kindergarten. If a student is absent from school for illness, RCA requests that a courtesy call be made to the school office. Extended absences for vacation travel, serious illness or injury, surgery or death in the family should be coordinated with the preschool teacher directly in case class work or activities need to be made up.

### *VPK Attendance Policy*

**SIGN IN & OUT/ATTENDANCE VERIFICATION:** Daily: Your child must be signed in upon arrival and signed out at dismissal every day by the adult who drops off and/or picks up your child. This will include the time and the full signature, **NO INITIALS ALLOWED**, must be written on the attendance sheet. This is a requirement of the VPK program. Monthly: At the end of each month, you will be required to sign a “Student Attendance and Parental Choice Certificate” that confirms that your child has been in the program during the month and that you wish your child to continue in the program at this school. See **Appendix C, Appendix D**

**ATTENDANCE & ABSENCE POLICY:** Regular attendance is required in this program. It is important that your child attends every day to receive the maximum benefit of this program is that your child is prepared to succeed in kindergarten.

**Please note: It is a state requirement that parents/guardians comply with the center’s attendance policy as well as any of its other policies and procedures.**

The state VPK program allows a center/school to dismiss a child who does not follow these rules.

### **VPK ATTENDANCE REQUIREMENTS:** *See*

- a. Your child must arrive at the VPK classroom no later than 8:30 a.m. daily for AM/PM 12:30 p.m..
- b. **WRITTEN DOCUMENTATION MUST BE PROVIDED FOR EVERY EXCUSED ABSENCE.** Any more than three (3) absences is considered EXCESSIVE, and this issue will be discussed with the parent/guardian. Excessive Absences may lead to the dismissal of your child from the VPK program.
- c. child’s absences are excused if the child does not attend the VPK program on an instructional day due to one of the following reasons.
- d. Illness or injury to the child or the child’s family member which requires hospitalization or bed rest.
- e. Infectious disease or parasitic infestation.
- f. Physician or dentist appointment; (\*all efforts should be made to schedule outside of school time)
- g. Funeral service, memorial service, or bereavement upon the death of the child’s family member.
- h. Compliance with a court order (e.g., visitation);
- i. Special education or related service as defined in 20 U.S.C. 1401 (2004) for the child’s disability.
- j. Family vacation: Family vacation is not to exceed five (5) excused absences per program year and must be documented by a note from the parent/guardian stating the absence/s was due to vacation. These absences are counted as part of the number of allowable absences per month and must be approved in advance by the Preschool & Compliance Director.

- k. Vacation days can be taken throughout the year and do not have to occur all at one time. Vacation days are counted as part of the number of allowable absences per month and must be approved in advance by the Preschool & Compliance Director.

### **TRANSFER/DISMISSAL:**

Transfer: Should you decide at any time after the start of the VPK program that you wish to transfer your child to another provider, it is the parent's/guardian's responsibility to go to the Department of Children and Families to obtain the transfer.

Dismissal of a Child from our VPK Program: At Regency Christian Academy, we strive to meet the needs of all the children and families in our school. Please feel free to consult us on any issue. Yet, there are occasions when despite our best efforts, we are unable to accommodate a child or family. Whether the situation is that the placement is not appropriate for that child or there is not compliance with the policies and procedures outlined in the agreement and/or the Regency Christian Academy Parent Handbook. We reserve the right to dismiss any child from the VPK program for any of these reasons.

### **DROP-OFF & LATE PICK UP:**

- a. Children enrolled in VPK A may be dropped off between 8:15 -8:30 a.m. at their classroom, unless they are enrolled in the Morning Extended Day Program. A child who is enrolled in the VPK A program but is not enrolled in the wrap-around program must be picked up between 11:30am-11:45am. Parent/guardians are responsible for picking up their child in a timely manner. Late fees will be charged for late pickups.
- b. Children enrolled in VPK B may be dropped off between 12:15-12:30 p.m.. A child who is enrolled in the VPK B program but is not enrolled in the extended day program must be picked up between 12:30-12:45 p.m. Parent/guardians are responsible for picking up their child in a timely manner. Late fees will be charged for late pickups.

### **Leaving Early**

Overall, we ask that all appointments try to be made in hours before or after school. In such cases that this cannot be avoided, we ask that: 1) the parent call 10 minutes before picking the child up, in order that we can call the student down to the office in preparation for pick-up 2) Parent comes into the building and signs the child out of school. If the child is returning before the end of the school day, the parent must bring the child into school and sign them back in, and the child will receive a slip to return to class. **STUDENTS MAY NOT BE SIGNED OUT EARLY FROM THE FRONT OFFICE DURING THE LAST THIRTY (30) MINUTES OF THE SCHOOL DAY.**

*Elementary & Secondary School*

### **Tardiness to School**

Because learning takes place at school each day and cannot be recaptured by simply making up the work, regular attendance in class is necessary for a student to get a quality education.

Excused Tardy reasons:

- Medical appointment with a doctor's note
- Approved school activity
- Everything else will be unexcused
- Traffic/increment weather events based on administrative approval



A tardy slip from the front office is required beginning promptly at 8:30 a.m. If the student arrives late for school, he/she must go directly to the office to obtain a tardy slip. The student will not be admitted to class without a tardy slip.

### *Tardiness to class for Upper School Students*

All students should be in their seats and ready for each class when the class begins. If a student is not in their seat or in the class when the class begins, the teacher will mark it as an unexcused tardy for that class period. See discipline policy for repeated tardies to class.

### **School Absences**

The following are considered excused absences:

- Illness of the student. Student must bring a doctor's note stating the reason for the absence
- Major illness (i.e. hospital visit) in the immediate family of the student
- Medical appointment (doctors not required). It is highly recommended that the appointment be scheduled outside of the school day.
- Death in the family
- Approved school activity
- A pre-approved absence by school administration. Maximum five days per school year with approval from the school administration. (i.e. family trip, church retreats).
- 

### **Make Up Work**

If a student's absence is excused, the instructor will provide the student an opportunity to make up any quiz, exam or other work that contributes to the course grade or provide a satisfactory alternative by a date agreed upon by the school administration and instructor.

Students under school mandated quarantine, will be provided the means to receive class content via alternate means to provide the best opportunity for the student to remain on track with his or her fellow students.

## **GENERAL INFORMATION**

### **Chapel Services**

Chapel services will be held each week. Chapel varies each year. Quarterly chapel schedule available in the front office. The school welcomes recommendations for speakers from local Bible-believing churches, and Christian organizations. Parents are always welcome during chapel services.

### **Fundraising**

Because the school is careful to limit the number of fundraising projects to be undertaken each year, we encourage our school families to cooperate and participate in each project. Funds raised may be used for Building and Facilities Improvement Fund, scholarship funds, to purchase special equipment, fund PTF projects, or may be applied to the operating budget, if needed.

## Transportation

**The school does not provide transportation to and from school.**

### Daily Dismissal\Pick-up Procedures

- Pick Up Cards - Parents of preschoolers, elementary or secondary school students will get pick up cards either in the classroom or in the school office following the Meet the Teacher Event. Keep one for yourself and pass out the rest to the individuals who you have entrusted to pick up your children. You will need to add these individuals to your pick-up list in the school office. Parents and designated pick-up individuals will need to show the wallet-sized pick-up card and their driver's license whenever they are not recognized on campus or in the traffic flow line. For at least the first 2 weeks of school, the driver will be required to show an ID and the pickup card for the staff to release the children. This procedure will occur until each staff that is responsible for their children, recognizes the authorized individuals. Any time a new designated pickup driver is added to the list in the office, they will get a wallet-sized pick-up card.
- Placards - Parents of elementary or secondary school students will pick up a placard in the school office for the traffic flow line following the Meet the Teacher Event. This card will go in the front dash of your car, so that the RCA staff can quickly see who you are picking up and call your child from the building, as students will wait in the hallways until they are called on the walkie talkie.

#### *Preschool*

- Preschool students are dismissed from their classrooms at 3:00 p.m.
- Students who are picked up after 3:15 p.m., but are not enrolled in Extended Day, will incur a late pick-up fee. Extended Day is available to all preschool students at an additional fee.

#### *VPK*

- VPK A students are dismissed at 11:30 a.m., unless they are enrolled in VPK A wrap-around. Pick-up will take place in the breezeway between Fletcher's & Disciple's Hall .
- VPK B students are dismissed at 3:30 pm, unless they are enrolled in extended day. Parents may pick up the student in their classroom.
- Students who are picked up after 11:45 a.m., will incur a late pick-up fee.

#### *Elementary\Secondary School*

- All elementary students are dismissed each day between 3:00 p.m., and 3:15 p.m., outside of Shepherds Hall.
- Students who are picked up after 3:15 p.m., but are not enrolled in extended day, will incur a late pick-up fee.
- All secondary school students are dismissed at 3:30 p.m., and are picked up outside of Shepherd Hall till 3:45 p.m.
- Students who are picked up after 3:45 p.m., but are not enrolled in extended day, will incur a late pick-up fee.

- For families with **BOTH** elementary and secondary school students that want to pick up **ALL** children at 3:30 p.m., the secondary school sibling can pick up the others from sibling pick-up and then get in the pick-up line. Preschool students cannot be picked up by a secondary school sibling.
- Extended day is available to all elementary and secondary school students at an additional fee. Students must be registered to attend.

### **Extended Day Pick-Up Process for Elementary and Secondary School Students**

Parents, or another authorized pick-up person, must come to the school office and sign out their child/children. The office will then call down to the teacher to send the child to the office for pick up. Parents must wait in the lobby, unless given permission to go elsewhere, while waiting for their child.

### **Morning Arrival\Drop-Off Procedures**

#### *Preschool/VPK*

- All preschool families will park in the South Parking Lot to come in through Fletcher's Hall (main office) and park between 8:10 a.m. and 8:30 a.m. If you arrive before 8:10 a.m. for Morning Extended Day in the cafeteria, you may park in front of Fletcher Hall. Be careful to give yourself plenty of time to leave the parking lot before the 8:10 a.m. as elementary and secondary school drop-off begins.
- Families with children enrolled in preschool and elementary or secondary school should arrive early enough to drop-off their elementary or secondary school student and then proceed to the south parking lot to physically bring in their preschool student. All preschool students must be signed in on the designated sign-in sheet by the adult dropping them off.

#### *Elementary\Secondary School*

- Kindergarten classrooms are in Disciple Hall. Parents can park and drop off kindergarten students in the classroom for the \*1<sup>st</sup> day of school. Following the 1<sup>st</sup> day parents will get in the regular drop offline.
- Kindergarteners will get dropped off in front of Shepherd Hall where all elementary are dropped off between 8:10-8:29 a.m. Students will be escorted to their classrooms in Disciple Hall until 8:30 a.m. At 8:30 a.m., you will need to park and bring a kindergarten student to the office to get an excused or unexcused tardy to take your child to their classroom.
- All elementary\secondary school students who are not enrolled in Morning Extended Day will be dropped off in the designated area in front of Shepherd Hall for morning arrival between 8:10 a.m. and 8:29 a.m. Cars will pull up and stop: a safety patrol will assist students in getting out of cars by walking the student to the sidewalk, where the student will then enter Shepherd's Hall. Please keep your vehicle in park, until all students are on the sidewalk, then move forward. Also, be courteous and allow cars to exit quickly onto the northbound lanes of S. Orange Blossom Trail, to get families through the parking lot as efficiently and quickly as possible.
- Remember to give yourself plenty of time to drop-off to avoid a last-minute rush before 8:30 a.m. Students must be in their classrooms by 8:30 a.m. to avoid being late. If you arrive after 8:30 a.m., according to the school's clock, it will be necessary to park and pick up a tardy pass in the school office, before escorting your child to class. No parent or adult may come to the elementary

classrooms following drop-off, without approval from the school office. Using the drop-offline is mandatory from 8:10 a.m. – 8:29 a.m. This is to prevent parents and children from walking through the parking lot when it's full of moving vehicles.

- It may be necessary to give yourself an extra 5 minutes in the morning to get your children dropped off before 8:30 a.m. When the orange cones are put up, you must park and get a tardy pass.
- For those students not registered for extended day and arrive before 8:05 a.m. consistently, the fee for morning extended day will be charged.
- When needing to come into the school offices, please drop off students before parking and entering. When necessary to park, use designated parking spaces only. Do not use handicap spaces unless you show a handicap hang tag or sticker for your vehicle.

**Do not park in the grass area around the dumpsters. Do not park in the church driveway or under the portico in front of the Sanctuary. Do not park in fire lanes for any reason for any length of time, even if you remain in your vehicle. The fire lanes are directly in front of the building. Parking anywhere on campus other than in a designated parking space is considered a parking violation, and the vehicle may be towed at the vehicle owner's expense.**

### **Third Party Drop Off and Pick Up Arrangements**

Parents/Legal Guardians hiring third-party organizations to pick up and/or drop off their children at RCA must understand the following policies:

- Parents are responsible to give written authorization to RCA permitting the third-party to transport their child as per our policies and procedures.
- It is the responsibility of the parent/legal guardian to inform the third-party of our school drop-off and pick-up policies; the specific child's drop and pick up time; and school calendar.
- RCA will not bring the child out to the third-party provider if that provider comes later than the child's appointed pick-up time. If the third-party provider is late for the appointed pick-up time they need to come inside the school and pick up the child from our extended day program as per our policies and procedures.
- In the event the child is not picked up on time or dropped off before the start of school by the third-party provider that child will be checked into our extended day program. Parent/legal guardian understands RCA will NOT contact the third-party provider and/or the parent informing them that the child is in us before care or aftercare as this will take valuable resources from the staff. The child checked into before care and /or aftercare will be supervised and placed in our secure program.
- Parents/guardians should arrange in advance a notification system with the third-party provider they hired if their child is dropped off at RCA early or not picked up by the third-party provider. Parents/guardians will be responsible for all RCA before and after care fees if the third-party provider fails to pick up the child or drops the child off before the appointed times for any reason. If the third-party provider fails to live up to the arrangements between the parent/guardian and said third-party provider RCA will not mediate on the family's behalf or waive any fees.

### **Designated Pick-up**

- Parents must be responsible and plan in advance to have an alternate pick-up person and/or location for your child to go to, in case of, 1. Illness, 2. Discipline issues, 3. an Emergency, and you are unable to pick your child/ren up.

## Health Information

### Communicable Childhood Diseases

Upon having the following illnesses, a child must have a written doctor's consent to return to school:

- |                |             |                  |                    |
|----------------|-------------|------------------|--------------------|
| 1) Chicken Pox | 4) Covid    | 7) Fifth disease | 10) Whooping Cough |
| 2) Measles     | 5) Scabies  | 8) Shingles      | 11) Impetigo       |
| 3) Mumps       | 6) Ringworm | 9) Pneumonia     | 12) Pink Eye       |

### Immunizations

Prior to admittance into a class, RCA requires a statement signed by a Florida physician stating that the child is in good health and immunizations are up to date. State law requires that we have this information provided to us on a "blue" Florida Certificate of Immunization form (DH Form 680) and the "yellow" Student Health Examination form (DH Form 3040). Updated Immunization and Health Examination forms are required each year for every child from Preschool 2 through Kindergarten. **Because of requirements from FACCS, Updated Health Examination forms are due every two years from students in 1<sup>st</sup> grade through 9<sup>th</sup> grade and every year for Preschool & Kindergarten.** Please be advised, RCA accepts students with religious exemption for immunizations.

**\*\*Please Note-** Because of state regulations, **all forms are due by the date on the form. If this is not followed through with by the parent, the student will be suspended until child receives proper forms.**

Children should be brought to school healthy and able to participate in all indoor and outdoor activities including Field Trips. Teachers will observe children daily for symptoms of contagious diseases and illnesses. Any child suspected of having a communicable illness or disease shall be brought to and kept in the office. **However, you will be required to pick your child up if the school staff observes any of the following signs and symptoms:**

- ✓ **Fever of 100.4 degrees or higher**
- ✓ **Vomiting**
- ✓ **Diarrhea**
- ✓ **Coughing**
- ✓ **Shortness of breath**
- ✓ **Loss of taste or smell**
- ✓ **Pink, teary, itchy, stinging or burning eyes associated with eye infections**
- ✓ **Rash of unknown origin**
- ✓ **Skin infections**

Note: A child displaying such symptoms for any reason may not remain in school. (Example – A child who has diarrhea due to poor tolerance of a medication, not an infection, may not remain in school.)

*A student with a chronic cough or ongoing yellow or discolored discharge from the nose will be asked to be kept home at the discretion of the school administration. We may require that a doctor's note be provided stating that the child is not contagious or is on medication and is able to return to school.*

Office personnel will assess the student and if necessary, contact a parent or other designee on the enrollment form to pick up the child in a timely manner. Such children may not return to school until symptoms are absent for at least 24 hours. (This means that a child sent home on Tuesday with diarrhea may not return until Thursday at the earliest).

If a child becomes ill at school and the situation appears to be serious, but a parent cannot be reached, you may authorize RCA, as set forth in the Student Emergency Medical Form, to seek medical attention for your child and contact you as soon as possible.

### **Accident & Incident Forms**

Minor scrapes, bruises, etc. are recorded on an Accident & Incident Form (Preschool & VPK only). Teachers or office staff will administer simple first aid by washing with soap and water and applying an adhesive bandage if necessary. Parents are asked to sign the form and leave it with the teacher so the form can be routed to the School Office. A Parent's signature on the Accident & Incident Form indicates the parent's acknowledgment that they have been made aware of the accident or incident. **\*\*A signature must be obtained by the parent before the child can return to school.** \*\* See [Appendix E](#) Elementary and Secondary students accident/reports will be digital through the FACTS parent portal.

### **Contagious Illnesses**

RCA will give written notice to parents of children who have been or may have been exposed to any contagious condition such as chicken pox, measles, stomach virus, pink eye or Covid-19. Likewise, you must inform the school office if your child is sick with a contagious condition (Fifth disease, Strep Throat, Scarlet Fever, Covid-19, etc.) and you suspect that other classmates may have been exposed before symptoms were present.

### **Head Lice**

Head lice are very contagious and should be reported to the office. Head lice may be caught by direct contact with an infected person or by meeting things used by a person with head lice, such as hats, sweaters, blankets, etc. Children found to have head lice or nits will be sent home with instructions for treatment. Call your physician, pharmacist or health department if you have questions. A student may return to school after treatment with a proper medicated shampoo or rinse that kills lice and after **all** nits are removed. RCA requires that the student's hair and scalp be checked in the office before the child enters the cafeteria area or classroom. Students found to have any remaining nits will not be allowed back to school, regardless of the treatment measures that have been tried.

### **Medication**

If a child's ailment is not contagious, as determined by a doctor, office personnel may give medication to a student with proper authorization **from a physician**

Prescribed antibiotics must be taken 24 hours prior to returning to school. **Medicine brought to school must be in its original container and must be labeled with the child's name.** Prescription medication cannot and will not be given to any child (including siblings) who is not listed on the original prescription label. **NO EXCEPTIONS!**

No medication (prescribed or over the counter) can be given to a student unless it is given to the school office **by the parent and** an Authorization for Medication is completely filled out **by a physician or a physician's note accompanies the authorization signed by a parent.** **We can no longer accept just a parent's authorization.** \*These forms can be found in the school office.

**\*Please give the medication to the school office to place in a secure location. No medications, over the counter or prescription, are to be given to the teacher or kept in the possession of a student or students. Do not leave medication in a backpack or lunch box.**

Medication should not remain at school over the weekend. Any medication left at school on Friday afternoon will be locked in the school office.

Parents bringing liquid medication must provide a clean medicine cup, spoon, or dropper for each dose of medicine needed.

### **Personal Belongings**

Every student needs a full-size backpack for carrying items to and from school. The backpack should be large enough to accommodate a folder for student papers and a change of clothes. The backpack must be able to hang on a hook in the classroom, which disqualifies most rolling backpacks.

Students should not bring personal belongings to school except in the following situations:

- ✓ Items for Show & Tell if called for by the teacher
- ✓ Items of interest related to a subject of study in the class
- ✓ Items of general interest with permission from the teacher

\*Items should be small enough to fit in the student's backpack. Please do not allow your child to bring items that are fragile, expensive, or anything that would encourage violent or aggressive behavior such as toy swords, guns, etc.

Please, all personal items must be labeled with the child's name in permanent marker. Teachers and school staff cannot and will not be responsible for personal items that are lost, misplaced, or stolen at school. It is the sole responsibility of parents and students to keep up with lunch boxes, backpacks, and other personal items.

\*\* The following things will be taken away from a student if found out of his/her backpack or the child using/playing with them\*\*:

- Fidget Spinners
- Slime
- Stuffed animals except as described above for nap time
- Bottles, pacifiers, or Sippy cups
- Toys (cars, figures, guns, etc.)
- Videos/DVDs
- Nintendo Switch and similar game machines
- Playing and Trading Cards (i.e. Pokémon or Bakugon)
- Handheld electronic devices
- Pets may not visit our school without authorization from the Teacher and the Principal.
- 

Note: All items sent for rest time such as large blankets, must be removed each Friday, laundered, and returned on Monday. Labeled and unlabeled items left in the classroom during the summer will be thrown away after the last day of the academic school year.

**RCA will not resume responsibility for lost or stolen personal items and damage to personal vehicles. Valuable (jewelry, electronics, music or athletic equip.) should be insured through a homeowner's policy. We highly discourage students from carrying large amounts of cash.**

### **Photographs & Publicity**

Students are photographed individually and as a class each school year through Lifetouch Photography. Purchase of photographs is optional. Non-prepaid photographs remain the sole property of the contracted photography company until said photographs are paid for by the parents of the student. Any non-prepaid photographs not purchased or returned to the school office by a designated date will be charged to your account accordingly.

Photos of students participating in our school activities will be taken throughout the year and may appear on our bulletin boards or in multimedia presentations for Open House, Meet the Teacher, End of the Year Program, publicity, etc. In addition, photographs of our students and families will be taken and placed in our school newspaper, our yearbook, our website, our Facebook page, or in some instances, our Teachers' private media accounts. Parents agree that these images may be used without compensation to the child or parent.

### **Cell Phones and other Portable Electronic Devices**

Students bringing cell phones and/or other portable electronic devices on campus do so at their own risk. Regency Christian Academy shall not be responsible for loss, damage, theft, or misuse of devices. We understand the value of cell phone usage for our students who need to contact parents when our office buildings are closed (after practice and games). In consideration of our classroom environment and daily instruction, however, all student cell phones must remain in backpacks or lockers turned off (including vibrations and text messages) while school is in session. Students may not use their cell phones as educational devices. The school day starts when carline opens at 8:15 am and ends when carline closes at 3:45 pm. In case of noncompliance, administration reserves the right to confiscate the cell phone and return it to parents.

Any content accessed on the cell phones/portable electronic devices while on campus may trigger disciplinary action.

### **Internet/Computer Acceptable Use Policy**

While computers are a tremendous and personal resource, they can also be a source of extremely offensive and dangerous information and images. RCA uses the most current and advanced internet filters to protect staff and students from unwanted content. However, no filter is fail-safe. The following policies govern the use of computers and the Internet at RCA:

- RCA computers and the internet are for supervised educational use only. No unsupervised usage of computers or the internet is ever allowed, including but not limited to online gaming, online shopping/browsing, personal research, online social networking (Facebook, etc.) personal email, chatrooms, or other non-educational usage.
- Software or Apps may only be installed or downloaded by the RCA network administrator or computer instructors.
- Network passwords must not be shared among students.
- Inappropriate content or images that are mistakenly accessed must be reported to the supervising teacher immediately.
- No food or beverages are brought into the computer labs.
- Any lost or damaged tablets and/or computers that are signed out to the students will be the responsibility of the student's family.
- Any items downloaded or produced on an RCA tablet, computer or other electronic device is to be considered property of RCA and may be read by any RCA personnel. This would include but not limited to schoolwork, personal documents, e-mails and/or social media posts.
- Regency Christian Academy reserves the right to ask a student at any time to show their Social Media and/or any internet postings pages to staff or administration for monitoring or if inappropriate content is suspected. Students and Parents/Guardians may NOT post any items about Regency Christian Academy School including, but not limited to any information about any student, staff or parent from RCA past or present without their permission. Students understand that they can be severely disciplined and/or expelled from Regency Christian Academy if any items



are posted online by themselves or their Parent/Guardian that the administration deems as inappropriate or harmful to the school.

These policies always extend to all RCA computers, including after school hours. These policies also include any computers and/or electronic devices brought into RCA from home.

### **Celebrations & Holidays**

The aim of any holiday celebration at RCA is to glorify God and show thankfulness for His blessings. Due to this aim and the origins and practices surrounding Halloween, we do not acknowledge Halloween in any way. We do not incorporate scary decorations such as jack-o-lanterns, ghosts, witches, etc. and ask that parents support the teacher in this. Students may not come to school in costumes or masks. Parties are not allowed in the classrooms on Halloween; however, teachers may have a “Harvest” or Fall festival party on another day during the month.

We are also careful in any celebrations of Earth Day to hold to our aim as stated above. Any Earth Day observance at RCA will acknowledge God as sole Creator of the Universe as the Bible teaches and will stress our role as stewards of the earth’s resources under God’s direction.

Other holidays/occasions teachers may emphasize or observe:

Christmas	Dr. Seuss Week	Easter
Grandparents Day	Father’s Day	Mother’s Day
Dr. Martin Luther King Day	Veteran’s Day	September 11
Columbus Day	St. Patrick’s Day	Valentine’s Day
Groundhog Day	Thanksgiving	Memorial Day
Independence Day	See You at the Pole	Read Across America

### **Birthday Parties**

Students may celebrate their birthdays at school, if desired, by bringing in a special treat to share with the class. Each teacher may recognize birthdays, as she deems is most appropriate for her class and overall schedule. Here are some general do’s and don’ts concerning birthdays. Invitations in non-sealed envelopes to off-campus parties may be given to the teacher to send home in student folders. All students’ classmates must be invited to off-campus parties. The only exception to this policy is if the party activities are gender specific, i.e. a slumber party. Invitations to RCA students outside of your child’s classmates must be directly given to the individual parent/guardian.

#### **Do...**

- Send in a simple treat such as cupcakes or cookies
- Send in birthday napkins, small plates, and plastic forks if needed.
- Keep it simple.
- Make arrangements with the teacher before your child’s birthday.

### **Don't...**

- Send or bring in ice cream, ice cream cakes, or other items that require refrigeration.
- Send in balloons, balloons of any type are not allowed in school.

### **Lockers**

Secondary school students are provided with a locker and a lock for the entire school year. They are responsible for what is in the locker, therefore RCA is not responsible for anything stolen from them.

### **Lost and Found**

RCA has a lost and found, which is in the cafeteria. We ask that all things- sweaters, coats, lunch boxes, thermoses be labeled with your child's name on it.

### **Rainy Day Dismissal**

When raining at the end of the school day, parents are to follow the usual dismissal plan, except to pull all the way through the line to under the Sanctuary portico. Students will be in the sanctuary to meet the parents from the car line there.

### **End of Day Dismissal**

All parents should notify their child's teacher at the beginning of the year, how that student will be picked up (car rider with parents, Extended Day, etc.). Teachers or the school office must be informed, preferably in writing, if there is ever a change to this routine. This would include a different person picking up the child, students going home together for a playdate or an Extended Day student going home in the car pick-up line.

No parent may come to the classroom prior to the regular scheduled dismissal time of their child without approval from the office. Parents desiring to pick up a child directly from the classroom on a regular basis must wait until regular scheduled dismissal time is complete to come to the room. Parents are not allowed in Shepherds Hall until 3:10 p.m. This is to reduce congestion and other safety issues.

No RCA student is allowed on campus after school from 3:15 till 6:00 p.m. without adult supervision. They will be sent to extended day and your account will be billed for late pick up.

### **Library/Media Center**

All students from VPK through 2nd grade enjoy weekly visits to the library where they may choose a book to check out and enjoy at home. 3<sup>rd</sup> grade – and up visit the library as needed.

Through our library, we hope to:

- expose students to high-quality classic and modern children's literature
- extend a love of literature through book-related activities
- foster responsibility through book check-out from our library

### **Parent Teacher Fellowship**

The PTF of Regency Christian Academy assist the school and Administration with fundraising, school enhancements and to provide parent education opportunities. PTF is not a governing board and does not set school policy, but serves to coordinate volunteers and donations for special events and to organize room parents and other service committees.

The PTF officers are elected by parents and voted into office at a PTF general Meeting held at the end of the previous year. PTF dues are a set rate per family per year, all which stays in a designated PTF account. PTF General Meetings are held to make decisions concerning the use of time and resources to maximize the benefit to RCA students. Parents are required to join PTF and encouraged to attend the meetings. PTF is an encouraged avenue of active involvement in your child's education.

The purpose of Regency Christian Academy's PTF as stated in their bylaws, is to "enrich the children's lives through Christian principles and education and personal development, to work closely with the school administration and staff to support and enhance school growth and development, and as appropriate, support the students and families (when needs arise)."

Information about PTF is made available to all RCA families when school begins throughout the year.

## **HOME/SCHOOL COMMUNICATION**

### **Newsletter**

Emergency and other vital information is sent via email. Our newsletter will be sent home the last Friday of each month. Please read the newsletter for information about what is going on at school. Classroom teachers may also send newsletters home weekly, as well as use other forms of parent teacher communication (i.e. Classtag, Remind, FACTS, etc.)

### **Individual Parent/Teacher Conferences**

The teacher may request a conference with the parent, or the parents may request a conference with the teacher at any time they feel it would be helpful for the child. If the parent should detect a problem of which the teacher may not be aware, the parent should communicate the problem with the teacher.

### **General Parent/Teacher Conferences**

Parent/Teacher conferences are held on a regular basis at the end of each of the first two nine-week grading periods. Also, a PTF Committee, open to any parents in the school, meets monthly. Parents are encouraged to participate in all PTF activities.

### **Mid-Term Reports and Report Cards**

Progress Reports are sent home with the child once during the first nine-week period and once per grading period thereafter. Report cards go home at the end of each nine-week period.

### **State of the School**

An Annual update for current and prospective parents on where the school is currently and where we are headed. The meeting is in January prior to early registration.

## DRESS CODE

Students in PS-2 or PS-3 can wear “play clothes”. They will be learning through various “messy activities”, therefore we do not want them to ruin their “good” clothes. Please send your preschool student in closed toe & closed back shoes, for they will be playing in mulchy areas, and we would not want them to get hurt.

Every student from Preschool 2 through Kindergarten must keep a change of clothes (shirt, shorts or other “bottom garment,” underwear and socks in a gallon-size Ziploc bag with the child’s name on the Ziploc bag) in his or her backpack or make arrangements with the teacher to leave a change of clothes in the classroom. Even older children can be sick at school, have a nosebleed, or soil their clothes and require a change of clothes long after the age of frequent bathroom accidents.

The parent of any preschool, elementary or secondary school student who requires a change of clothes will be notified right away and are expected to bring a change of clothing

Our uniform is an important part of the school’s identity. It reinforces who we are as a community and helps to allow students to feel pride in their school. It also ensures students are not put under pressure because of the type of clothes they wear, and all are treated equally.

### VPK-11<sup>th</sup> Grade Uniform Details

#### **VPK - 11th Grade Uniform Details**

- **Shirts** - Navy Blue Polo with RCA logo embroidered. We will no longer be using white polos. Shirts can be taken to Alpha Specialties to be embroidered for \$8.00 or they can be brought to RCA for our new in-house embroidery for \$8.00.
- **Pants/Shorts/Skirts** - Khaki or Charcoal (dark) Grey uniform pants/shorts. We will no longer be using navy blue pants. Khaki pants will be part of the school uniform this 2022-2023 school year but will not be part of the school uniform for the following 2023-2024 school year. We will be fully wearing charcoal grey pants/shorts for next school year.
- **Belt** - All students are now required to wear a belt with their uniform pants. We have purchased charcoal grey canvas belts and will be available to purchase at RCA for \$5.00. (This will be the only belt allowed to be worn with our uniforms.)
- **Outerwear** - Quarter Zip Navy Sweater. Hoodies will no longer be allowed as part of the school uniform.
- **Socks** - Only white, grey or black socks will be allowed. No longer than mid-calf.
- **Shoes** - Athletic Wear.
- **P.E. Uniform** - All Secondary students taking P.E./H.O.P.E. elective class will be required to dress down in our new P.E. uniform. The uniform will be available to purchase at RCA for \$20.00 total for one shirt and one P.E. short.

All orders for embroidery and/or P.E. uniforms can be emailed to [Uniforms@rcaschool.com](mailto:Uniforms@rcaschool.com) or can be placed here at the RCA Office.

### **Uniform Provider**

Uniform tops must be purchased from any clothing store. Families can order embroidery and PE uniforms from (fmdesignstudios)

### **Backpacks**

Students may bring backpacks of their choice. Avoid logos or statements that are violent and/or controversial characters.

The Administration of RCA reserves the right to decide on the appropriateness of a logo or statement on clothing, jackets, and backpacks.

### **Body Art and Piercings**

RCA students may not have tattoos, even temporary tattoos. No body piercings are allowed except in ear lobes. \* NO MALE STUDENTS can wear earrings. \*

### **Hair and Hair Color**

RCA students may not add any unnatural hair colors to their hair. Hair must be natural colors. No Mohawks are permitted.

### **Jewelry**

#### *Preschool*

For safety and other reasons, bracelets, necklaces, rings or other jewelry are not to be worn to school by any preschool student. Preschool students with pierced ears can wear stud earrings only. Preschool students are not permitted to wear hoop or earrings that hang below the earlobe. Male Students are not allowed to wear earrings of any kind.

#### *Elementary*

Elementary students are permitted to wear a wristwatch, but the watch must always fit securely and remain on the student's wrist. Bracelets, necklaces, rings or other jewelry are not to be worn to school by any student enrolled in Kindergarten through 5<sup>th</sup> grade. Stud earrings are allowed.

Male students are not allowed to wear earrings of any kind.

#### *Secondary*

School Students: Secondary school students are permitted to wear a wristwatch, but the watch must always fit securely and remain on the student's wrist. Secondary school students are permitted to wear simple bracelets, necklaces and/or rings. Small hoop earrings (quarter size) and short dangling earrings can be worn.

Male students are not allowed to wear earrings of any kind.

RCA assumes no liability for any student who loses jewelry at school. At the discretion of the Administration of RCA, a student's choice of jewelry can be deemed inappropriate.

## **Make Up**

Conservative makeup is allowed for female students in Secondary School. What is meant by conservative: Natural looking makeup, little amounts, not gothic style, no very dark or very bright colors. Male students are not permitted to wear makeup of any kind.

## **Uniform Reward System**

All students are required to be in uniform every day, except for the Dollar Denim Days.

First Friday of each month students can wear denim bottoms with an RCA uniform shirt by paying \$1.00. Students must pay in the front office to receive a Dollar Demin Wristband.

### *Lottie Moon Offering*

In December, students are given the option of not wearing uniforms and contributing one dollar per day to the Lottie Moon Offering for International Missions.

Students who dress out of uniform should stop by the office, put their dollar in the jar, and get a sticker to show that they are supporting missions. In years past we have raised from \$500-\$800 for the Missions offering.

## **Parent/Volunteer Dress Code**

Parents and volunteers are expected to wear conservative attire while serving on campus. Parents must exercise careful judgment regarding garment length, fit and coverage.

## **Food Service Program**

RCA participates in the National School Lunch Program. All Kindergarten and up students qualify for free meals. Applications to participate in the program are sent home during the first two weeks of school.

### *Breakfast*

*A hot breakfast is served in the cafeteria from 7:30 a.m. – 8:10 a.m. in the cafeteria*

### *Snacks (Preschool)*

A snack is provided mid-morning and after naptime for students. There are 10 to 15 different snacks served to preschoolers throughout the year. Examples include pudding, yogurt, fresh fruit, Sun Chips, Goldfish and occasionally cookies. Candy and other junk food items are not acceptable snacks and should not be sent with a preschooler to school. Chewing gum is also not allowed on campus.

### *Snacks (Elementary)\Secondary)*

Snacks are not provided to elementary and secondary school students, although time is allotted during the daily academic schedule for a snack break. Students are responsible to supply themselves with a healthy snack from home. Guidelines for acceptable snacks are determined by the class teacher with final approval reserved for administration. Chewing gum is also not allowed on campus.

## **Lunch Policy**

Every menu selection provided meets or exceeds the criteria established by the National School Lunch Program and the USDA.

### *Preschool*

Lunch is provided for Preschool students. All Preschool students have the privilege of bringing a nutritious lunch from home if the lunch on our school menu is unappealing. Full-time preschool students pricing includes breakfast and lunch fees.

There is no pro-rating of fees for Preschoolers who bring a lunch from home. A lunch calendar is provided to all Preschool students via our website in advance of the following month. Calendars are typically posted in each classroom, or in Fletchers Hallway.

### *Elementary\Secondary School Breakfast/Lunch*

#### **Lunch Calendars**

Lunch calendars can be found on our website. Also, calendars are typically posted in each classroom and in Fletchers Hallway.

#### **Packed Lunches from Home**

All students have the privilege of bringing a nutritious lunch from home if the lunch on our school menu is unappealing or is not consistent with an individual child's dietary requirements. \*\* The following is RCA's Guidelines for lunches sent from home:

Provide a nutritious lunch to include the major food groups such as protein, dairy products, fruit and/or vegetables.

- Include a drink such as fruit juice or milk.
- Send all items ready to eat. Cafeteria staff may not heat meals in a microwave. Students desiring hot lunch items such as soup should bring those foods in a thermos to keep the food hot.
- Fruit roll-ups, gooey fruit snacks, junk food and candy are permitted on a limited basis as dessert items.
- Good lunch item ideas include lunch meat, sandwiches, vegetables & dip, fruit, cheese sticks, applesauce, yogurt, Sun Chips, whole grain crackers or soup or ravioli in a hot thermos.

No lunch sharing among students is permitted. This is due to the need for each student to have a balanced diet; also, because of the problems with prevalent and developing allergies in students. Parents are providing lunches intended only for their child.

## **FIELD TRIPS/SPECIAL EVENTS**

***Permission slips and field trip fees MUST be turned in by the due date stated on the form. If permission slips and field trip fees are not turned in prior to the event, a child will not be able to participate. All chaperones (Volunteers) will need to fill out the appropriate background screening paperwork See***

### *Preschool*

Field trips are considered an important part of the educational program at RCA. Preschool students are unable to visit establishments off campus due to safety reasons. However, we provide several on-campus field trips such as Drop-By Farm, Fire Department and Orange County Sheriff's Department Mounted Patrol. All Preschoolers participate in these on-campus field trips.

Field Trip Permission forms will be sent home in advance to notify the parents of the field trip. All on-campus field trips will require a signed Parent Permission Form. No preschooler will be permitted to participate in a field trip without the required Permission Form completed and signed by the student's

parent/guardian. Most field trips have a field trip fee that must be paid by the parent in advance of the event. No preschooler will be permitted to participate in a field trip if the field trip fee has not been paid prior to the date of the scheduled field trip.

Parents who choose not to have their child participate in scheduled off-campus field trips must provide alternate care for that day.

#### *Elementary\Secondary School Field Trips*

All grades participate in two or three field trips each year, such as the Science Center, Sea World and St. Augustine. However, we also provide on-campus “field trips” such as Drop-By Zoo, the Fire Department and Project Creation. **Field trips are an important part of the educational program at RCA and are a required part of RCA’s curriculum,**

Each field trip is chosen to provide a hands-on educational experience and most teachers will also require a project or writing assignment as a part of each field trip. Information is sent home in advance of field trips to notify the parents and give details of the event, including costs.

We try to schedule field trips on Fridays, so the students are not too tired the next day, but sometimes this is impossible.

Field trips will not be scheduled the last week of the school year.

**We want all Elementary\Secondary school students to be able to participate in RCA field trip programs. These guidelines are required, or the student will not be permitted to participate:**

- 1. A signed Parent Permission Form** is required for all off-campus field trips and some on-campus field trips.
- 2. The Field Trip Fee** for off-campus and on-campus field trips is required in advance of the event.

For an off-campus field trip, students must be brought to school to ride the bus to the field trip location. No student will be permitted to come directly to the field trip location with their parent or leave the field trip location with their parent unless prior approval has been obtained from RCA Administration. Students will only be dismissed to the parent once the class has returned to the RCA campus.

Parents who choose not to have their child participate in scheduled off-campus field trips must provide alternate care for that day and the child will receive an unexcused absence. In addition, an assignment, based on the field trip will be given to be completed as an alternate grade for not attending the field trip. The policy for make-up work for an unexcused absence will be applied. An excused absence will be given to students not participating in off-campus field trips due to either personal illness, (a doctor’s note is required) or a death in the immediate family. Any other reason for a parent not permitting a child to attend a field trip must be presented in writing to administration. Administration, at their sole discretion, will determine if this absence will be considered excused or unexcused.

Field Trips can also be taken away from a student under certain circumstances such as: behavior or failing grades.

Some field trips could extend past school hours (before or after). We give up to 15 minutes after the arrival of the students to campus, for the parent to pick up the child. If the designated pick-up person is later than that, late pickup fees will apply.



## Chaperone Guidelines

We always welcome and appreciate parent participation at Regency Christian Academy. It is very important that we have chaperones, for if we don't- it is possible a field trip could be cancelled.

To help ensure the safety of our students and the success of their service, we ask that chaperones comply with the following guidelines:

- All chaperones must be registered as an RCA Volunteer. This involves completing a Volunteer Information Form as well as signing a notarized Affidavit of Good Moral Character. All individuals intending to chaperone are mandated to have fingerprinting done also. RCA covers half of the fee, therefore \$30 will be billed to the family account when fingerprints are set up.
- Please realize that you are representing the school and upholding its policies. All volunteers who are serving on behalf of the school must comply with school standards. Please be an example by demonstrating maturity in actions, attitudes and dress.
- **Cell phones should only be used for emergency situations.** Please do not conduct business by cell phone or have lengthy personal calls while chaperoning a field trip. The students in your care **must** have your undivided attention.
- Only a specific number of chaperones are allowed per field trip. This number is always given to the teacher. Individuals wanting to chaperone a field trip must sign-up with the teacher in the classroom, turn in the signed Permission Slip to the office indicating a desire to chaperone **AND** pay the required fee before they are considered an approved chaperone.
  
- All chaperones are expected to ride on the bus with the group of students he/she is assigned. Occasionally, we can take *extra* chaperones, but you may be asked to drive your own vehicle. In this event, the *driving* chaperone must still come to the school, stay with the group, follow the bus to the designated location and be ready to meet up with the RCA group immediately. Parents who wish to meet the group at the location or leave early will not be eligible to be a chaperone. No students, including the child of a *driving* parent, will be allowed to ride in a chaperone's car unless prior approval has been obtained from RCA Administration.
- Chaperones must refrain from buying special treats for your own child or the students in your group unless you are prepared to buy the treat for all the students on the trip and have permission from the teacher.
- Only RCA students may attend off-campus field trips. Siblings should be left at home so that chaperones may devote all their attention to the students under their care.

## ACADEMICS

### Grading

#### Reporting

- In reporting to parents/guardians, a grade is used to indicate the performance of each student in relation to the attainment of learning outcomes and approved curricula.
- A grade for each subject will be recorded on the report card.
- By the end of the first ten (10) days of school, teachers will communicate in writing the grading procedures, grading factors, and weight assigned to each factor to all students and parents. These procedures will be preapproved by the administration.
- A student enrolled for twenty-one (21) days or more after the start of the quarter must receive a grade for the grading period.

- An incomplete is given for a student that has an excused absence, until their work has been finished. Typically, a deadline is given to ensure a timely response.

### Recording

- Teachers will maintain a record of each student’s work, progress, and attendance daily.
- Teachers will grade and give a score for most student assignments in grades 1-8, including class work, homework, written assignments, projects, and labs. A score of zero (0) will be given to students who do not attempt to complete or fail to submit an assignment. On tests and quizzes, students are typically scored with a straight scale using the point system.
- Teachers assign the percentage or points given to each factor prior to grading. All grading practices are on file in the principal’s office.

### Grades

*The Grading System for Kindergarten, and Specials Classes is shown below:*

- 1=Demonstrates skill consistently (loosely equivalent to 90% - 100%)
- 2= Learning skill and progressing (loosely equivalent to 70% to 89%)
- 3= Needs Improvement with skill (loosely equivalent to 69% and below)

*The Grading Scale for 1st (core/specials subjects) through 10<sup>th</sup> Grade is shown below:*

98-100	=A+	78-79	=C+
92-97	=A	72-77	=C
90-91	=A-	70-71	=C-
88-89	=B+	68-69	=D+
82-87	=B	62-67	=D
80-81	=B-	60-61	=D-
		0-59	=F

AG=ABOVE GRADE LEVEL\*\*

AT=AT GRADE LEVEL\*\*

BG=BELOW GRADE LEVEL\*\*

\*\*Only for core academic classes Kindergarten and up.

### **Graduations/Award Ceremony**

Regency Christian Academy will hold a VPK Celebration & Kindergarten graduation, which is usually held on the morning of the last day of school. 1<sup>st</sup> grade and up will have an evening award ceremony on the last day of school.

### **Homework**

RCA believes that homework can be an integral part of education by reinforcing lessons learned at school and by helping children learn the character and skills necessary for independent work. However, we will make every effort to do homework assignments both meaningful and not excessive. As a rule of thumb, we believe that the average child can work through approximately 10 minutes of homework per grade level. (For example, a third-grade student would have 30 to 40 minutes of homework). Generally, homework will be assigned Monday, Tuesday, Thursday and Friday. On Wednesday night, homework will be kept to a minimum to allow the student to be involved in Wednesday night church activities.

Teachers can give quizzes on Thursday, but not tests. Homework may be given on weekends or over extended holidays at the discretion of the teacher.

If you believe your child spends too much time on homework or if the assignments seem to only frustrate your child, please schedule an appointment with your child's teacher. Our teachers need to know how their assignments affect their students, and parents need to know if their child's behavior at school (ex. Not paying attention, misuse of work time at school or home) may be contributing to their child's frustration at home.

One of the factors frustrating many students is a lack of organization. All our teachers try to help their students learn organization skills that will help them with their schoolwork and with the added responsibilities that come with maturity. You can help your child with homework by:

- Scheduling a consistent time for homework each day
- Providing a quiet place in the house where your child can work uninterrupted
- Giving supervision and limited help if needed
- Checking to see that the assignments are completed and neatly done
- Seeing that your child returns the assignments to school by the due date
- Providing oral drill practice (math facts, memory work)
- Reviewing material for a test
- Ensuring that your child is successfully using organizational tools (list of assignments, completed work put into a place, etc.)
- Assisting with time management for projects such as book reports, science, etc.
- Read to or with your child every day, at least 20 minutes.

**NOTE:** It is expected that homework assignments be completed as given by the teacher without exception. It is not an option for any student to decide whether to do homework. To ensure that homework is completed, teachers are permitted to grade homework at their discretion.

### **Honor Roll**

#### *All-A Honor Roll*

Students in grades 1<sup>st</sup> – 10<sup>th</sup> who earn A's in all subjects will be placed on the All-A Honor Roll and receive a certificate acknowledging the accomplishment from Administration.

#### *A-B Honor Roll*

Students in grades 1<sup>st</sup> – 10<sup>th</sup> who earn A's and B's in all subjects will be placed on the A-B Honor Roll and receive a certificate acknowledging the accomplishment from Administration.

### **Report Cards**

#### *VPK*

Report cards are issued each 9-week period for students in VPK.

students receive Progress Reports at the end of the 2<sup>nd</sup> and 4<sup>th</sup> 9-week periods. PS-2 classes do not give Progress Reports or Report Cards.

Letters such as “G” for Good Progress, “W” for Working on Skill and “N” for Needs Improvement help give the parents a general picture of their child’s progress, development, and accomplishments in VPK.

### *Kindergarten and up*

Progress reports are given out the 5<sup>th</sup> week of every quarter, and Report Cards are given out every 9 weeks. Please sign the progress reports and return them to the child’s teacher.

\*Please note: If family accounts have a balance, Report Cards will be held in the financial office each quarter, until all financial obligations are met.

**School Calendar:** See front Office or REN WEB Parent Portal

### **School Records**

Reports cards, progress reports, standardized testing scores, incident/accident reports, discipline reports, & attendance records (become part of the student’s permanent record) are confidential and remain the property of Regency Christian Academy. These records can only be accessed through the Principal, Asst. Principal, or the Student Secretary \*For a new/transferring school to receive records, a students’ full balance must be paid, and a withdrawal form must be filled out by the parent.

Outside of Regency Christian Academy, the following may review the student’s records:

- The county nurse, in which only medical records can be looked at
- Orange County Superintendent, or his appointed fill-in, in which only attendance records can be looked at
- People who have court orders to look at files
- Teachers who need access to a file must access them from the Student Secretary and look at them in the presence of her.

For those outside of RCA, an appointment will need to be made with, School Secretary/School Clerk, ahead of time and then access will be granted. Files will be made available to said person in the presence of one of the administration Jason Shiver or Mariela Gutierrez.

Other schools needing student information: If student is being withdrawn from Regency Christian Academy, a withdrawal form will need to be turned in by the parent. Once that signed withdrawal form is turned in and there is a \$0 balance on the students account, the withdrawal serves as release to provide the next registered school with:

- 1) Birth Certificate
- 2) Immunization Form
- 3) Physical Form
- 4) Current or Previous Report Card(s)
- 5) Standardized testing scores

Student records will be retained for seven (7) years after the child withdraws from Regency Christian Academy.

### **Testing**

1) All elementary and secondary school students attending RCA must take the standardized test that is given for their grade level. The test is given three times a year (Oct, Jan, and April).

2) Each class is assigned a proctor and tests are given following a uniform plan and schedule during testing week.

3) Student April data is compiled, and scores evaluated before they are sent to the FDOE. This is the policy for students in the Step Up for Students Scholarship Program.

### **Tutoring**

Classroom teachers may provide after school tutoring. Contact your child's teacher to see if she/he tutor, if not we may be able to provide names of outside tutors for specific areas. A fee may be charged, specifics should be discussed with the individual teachers.

### **Retention**

The focus is to build a firm academic foundation through successful mastery of the subject matter. Recommendations for promotion or retention are based on report card grades, standardized test scores and progress in core academic coursework. Students with satisfactory report card grades, but who require extra assistance to be on grade level may be conditionally promoted based on documented tutoring. Students with unsatisfactory report card grades, end of the year tests, standardized test scores and/or progress in core academic coursework may be considered for retention.

#### **Kindergarten:**

Students with a year average of all 3's or less than a 60% average in three (3) or more Academic areas (Reading, Phonics, Language Development and Arithmetic) may be considered for retention. A conference will be required with the teacher to discuss the reasons for low scores and to determine if they are too low for the student to perform successfully if promoted. The students standardized test scores will be used as a resource for making a final Determination about possible retention. Summer independent remediation may be an option in Determining promotion in some cases.

#### **2<sup>nd</sup> Grade and up:**

Students with a year average of all F's or less than a 60% average in three (3) or more academic areas (ELA, Science, Math, Social Studies) may be considered for retention. A conference will be required with the teacher to discuss the reasons for low scores and to determine if they are too low for the student to perform successfully if promoted. The students standardized test scores will be used as a resource for making a final determination about possible retention. Summer independent remediation may be an option in determining promotion in some cases.

High School:

See High School Course Catalog & Handbook

## **DISCIPLINE**

### **Preschool Discipline Policy**

Please be advised that pursuant to guidelines established by the State of Florida, Department of Health & Rehabilitative Services, you are informed of the following:

*Prior to admission of a child to a childcare facility, the facility shall notify the parents in writing of the disciplinary practices used by the facility. The specific types of discipline used for each group must be included in the written material provided to the parents. Verification that childcare facilities have provided*

*parents in writing the disciplinary practices used by the facility shall be with documents on the enrollment form or an equivalent form with the signature of the parent. (F.S. 402)*

The code of discipline for Regency Christian Academy is as follows:

1. Children attending Regency Christian Academy shall never be subjected to discipline, which is severe, humiliating or frightening.
2. Discipline shall not be associated with food, rest or toileting.
3. Spanking or any other form of physical punishment is strictly prohibited.

The Bible teaches respect for authority (Colossians 3:20, Romans 13:1 and Hebrews 13:17) and it requires discipline for children (Proverbs 13:24, Proverbs 23:13-14 and Proverbs 29:15-17).

Basic Discipline problems will be handled in one or more of the following ways:

1. Warning to child
2. Child redirected to another area

#### *Policy Regarding Student's Inappropriate & Disruptive Behavior*

Regency Christian Academy staff has fulfilled the state required training for working with children. The Center's policy in dealing with children who have exhibited behavior that is harmful to themselves, other students or teachers will be handled as follows:

The student will be redirected to another activity or project.

1. If the behavior continues an incident report will be issued and require a parent signature.
2. Upon the third occurrence the parent will be called, and the student must be picked up from the center immediately and a one-day suspension will be issued along with an incident report which will require the director's and the parent's signature.
3. Fourth infraction will require the student to be suspended from the center for three days. A behavior modification plan must be compiled by the management staff and the parent prior to the return of the student.
4. If the action plan and all other methods above have been applied and the behavior continues then the child will be expelled from the center.

All effort will be made to refer students and parents to different resources that will assist with issues that arise with inappropriate behavior; our main concern is for the safety of all individuals within the center. It is with this thought in mind that we must take a firm stand against any behavior that threatens the safety of the individual, other students, and staff members.

#### **Biting Policy for Preschool**

Children biting other children is one of the most common and most difficult behaviors in group childcare. It can occur without warning, is difficult to defend against, and provokes strong emotional responses in the bitter victim, the parents, and the caregivers involved. For many toddlers, the biting stage is just a passing problem. Toddlers try it out to get what they want from another toddler. They are in the process of learning what is socially acceptable and what is not. They discover that biting is a sure-fire way to cause the other child to drop what they are holding so the biter can pick it up.

However, they experience the disapproval of the adults nearby and eventually learn other ways of gaining possession of objects or expressing difficult feelings. For other children, biting is a persistent and chronic problem.

They may bite for a variety of reasons: teething, frustration, boredom, inadequate language skills, stress or change in the environment, feeling threatened, or to feel a sense of power.

- ***When Biting Does Occur:***

Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children such as biting back or washing a child's mouth out with soap.

- ***For the child that was bitten:***

1. The victim is separated from the biter, and the child is comforted.
2. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
3. Parents are notified. (Parents will be notified immediately if the skin is broken.)
4. The "Accident/Incident Form" is filled out documenting the incident.

- ***For the child that bite:***

1. The child is separated with no emotion, and the teacher will firmly tell the child "Biting is NOT okay! It hurts!"
2. The caring attention is then focused on the victim. The biter is talked to on a level that the child can understand. ex: "I can see that you want that truck, but I can't let you hurt him. We don't put our teeth on people." or "That hurts your friend when you bite her. She is sad."
3. The parents are notified.
4. The "Parent Contact Form" is filled out documenting the incident.

***When Biting Continues:***

1. The child will be shadowed to help prevent any biting incidents.
2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine the cause.
3. The child will be given positive attention and approval for positive behavior.

***When biting becomes excessive or serious:***

1. If a child inflicts 3 bites in a one-week period (5 weekdays) or the child inflicts a bite in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.
2. If the child again inflicts 3 bites in a one-week period (5 weekdays) or the child inflicts a bite in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be suspended for 2 business days.
3. If a child once again inflicts 3 bites in a one-week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the parents will be asked to make other day care arrangements.

4. If a child bites, breaking the skin of another child or staff member, the child will be required to be picked up from preschool for the remainder of the day.
5. If a child bites twice in a 4-hour period (regardless of whether the skin is broken), the child will be required to be picked up from day care for the remainder of the day.

## **ELEMENTARY & SECONDARY SCHOOL DISCIPLINE POLICY**

The mission of Regency Christian Academy is to serve students through a rigorous, biblically integrated program of instruction, educating them to live in community with **grace and excellence**. To this end, we will teach our students a faith revealing, holistic approach to relationships, in which they show proper respect and display the fruits of the spirit. We want to provide a safe school environment that is free of bullying, harassment and sexual harassment between students and ensure clear boundaries for our students and clear protocols for dealing with incidents, disciplinary action, and protective measures.

Please see [Bullying/Harassment/Sexual Harassment Policy](#)

Regency Christian Academy students are invited:

- To begin or continue growing in their relationship with the true and living God who gave His own son that we might have newness of life.
- To respect every person
- To use words to encourage and bless others
- To engage all members of the student community with love and care
- To maintain healthy physical, emotional and psychological boundaries with each other
- To take pride in personal care and appearance
- To dress appropriately for every occasion
- To take care of school property
- To be honest in taking tests, completing homework and writing essays/reports
- To be on time for school and prompt for class
- To participate fully and appropriately in all classroom environments
- To play fairly and encourage others in games and activities

Respect and responsibility are expected of all students who are attending Regency Christian Academy. To ensure that the learning process is not interrupted and remains strong at RCA, the following plan is in place to help students who choose to **NOT** demonstrate appropriate behavior. Our goal is to encourage students to make sound decisions from a communal perspective. That means to look to the needs of those around you and not just your own personal needs. We are committed to providing a positive, engaging classroom environment, which fosters mutual respect between teachers and students as well as between students. With this goal in mind, it is essential that parents, students and school staff work as a team in support of the endeavor.

### *Classroom Discipline Plan*

All teachers in grades K-3 through 12th will encourage appropriate behavior through positive reinforcements. Teachers will use a variety of techniques as they implement positive reinforcements appropriate for his/her grade level.

Parents should expect the following method to be used throughout Regency Christian Academy when positive reinforcement does not work:



### *Discipline Plan (K3-6th Grade)*

Teachers (K3-6th grade) will follow the three step process below.

1. Teachers will follow his/her classroom policy, which consists of a three-step plan.

- First warning - Teacher addresses student/stops behavior/redirects
- Second warning - Teacher conferences with student on +/- "logical" consequences of continued behavior. (consequence should be given.)
- Third warning - Student loses privilege. Contact parent.

Each classroom teacher will incorporate his/her classroom policy, in addition to school policy . Students are required to follow all guidelines, classroom and school, during each day at Regency Christian Academy. A student is removed from the classroom and sent to the Principal's office when (1) the child continues to disregard the classroom guidelines (2) instruction is hindered due the student's actions or (3) the steps above have already been in place. If necessary, the child will be sent home for the day or remain in the Principal's office for a duration of time. Consequences for disciplinary actions should be progressive in nature as well as be scheduled immediately after the incident occurred.

Parents are notified of continued unacceptable behavior. A conference will be scheduled and a discipline referral will be filed in the student's records.

After these warnings have been exhausted, or at the discretion of the teacher, students may receive a lunch detention.

### **LUNCH DETENTION**

Lunch detentions may be used as an interim step between verbal warnings and after school detention. Refer to the following bullet points as to how lunch detention will be used.

- Why: Lunch detention will be issued for such behaviors including gum chewing, cell phone misuse, accumulating four unexcused tardies, dress code violations, class disruption, and other minor offenses.
- When: During the student's lunch period the day of the offense or the day following.
- Where: Will be served either in the lunchroom or the Dean's/ Principal's office.
- How: May be a silent period of detention or based on the teacher/offense could involve work or discussion with the teacher.
- What: Administration, working with the staff, will keep track of lunch detentions for each student. An accumulation of lunch detentions will warrant discussion and further action from the administration.

Parents are notified of continued unacceptable behavior and a conference will be scheduled. The administrator will also be notified and may be involved in the conference when appropriate. Each classroom teacher will incorporate his/her classroom policy, in addition to school policy. Students are required to follow all guidelines, classroom and school, during each day.

## **REFERRAL SYSTEM OF DISCIPLINE FOR UPPER SCHOOL (7TH-12TH GRADES)**

When a student's actions elevate beyond a warning for an infraction, the issue is recorded in RenWeb under Student Behavior. Parents will receive notification of a disciplinary issue and be able to view the cumulative merits and demerits given to the student.

Teachers will submit a discipline referral for each infraction that a student has committed and send it to administration. When the student has accumulated three demerits the following disciplinary action will take place:

Three Demerits - Lunch Detention  
Four- Six Demerits – After School Detention  
Seven Demerits – In School Suspension (ISS)  
Eight Demerits – Out of School Suspension (1-5) (OSS) and the student will be put on a Behavioral Contract.

Students will be told when they receive a demerit and parents will be notified by phone and/or e-mail. We highly recommend that parents and students track demerits and discipline issues on RenWeb.

Accumulation of demerits will be on a quarterly basis. Students will begin each quarter with no demerits. Behavioral Contracts will be the exception as they will continue for the contracted time period.

Infractions will differ in the number of demerits given depending on the severity of the infraction.

### **Demerits Infraction**

1 Dress Code violation  
1 Tardy  
1 Unprepared for class  
1 Gum chewing  
1-2 Class disruption  
1-2 Public Display of Affection  
4-6 Inappropriate Language  
1-4 Disrespect  
4-6 Dishonesty to Teachers and Staff  
6-8 Cheating  
6-8 Bullying  
6-8 Fighting  
6-8 Skipping Class and/or Leaving Campus 6-8 Drugs, Alcohol, Tobacco

*The above list is an example of infractions and is not exhaustive. It is at the discretion of the administrators to impose or enforce the degree of all sanctions.*

## **ADMINISTRATIVE BEHAVIOR PLAN**

While teachers rule their individual classrooms as God's co-regents, administration may need to intervene in certain behavioral situations. The Dean, along with fellow administrators, will work together with the student and his/her family to address major discipline issues. Major discipline can be defined as, but not limited to, the following:

- Repeated disrespect/defiance
- Fighting/physical aggression
- Cheating/plagiarism
- Theft
- Repeated vulgar/inappropriate language
- Skipping class/school
- Bullying/interpersonal offenses
- Other offenses deemed major by administration

### **AFTER SCHOOL DETENTION (GRADES 7TH-12TH)**

Teachers and administration may assign after school detention for repeated minor offenses (as listed above) or in the case of major offenses. The Dean of Students/administration will administer the after school detention program, keeping track of students receiving such detention. After school detentions will operate under the following guidelines:

- Why: Given for major offenses or repeated minor offenses at the discretion of or with the approval of Administration.
- When: To be served on the assigned day after school from 3:30-4:30 p.m.
- Where: In a designated classroom or outside depending on the detention proctor.
- How: At the detention proctor's discretion, after school detention may be served in silence or in a work project. This time will not be used as a study hall or to complete school work unless by the approval of Administration.
- What: Administration, working with the staff, will keep track of after school detentions for each student. An accumulation of after school detentions will warrant discussion and further action from the administration.

### **EXTREME AND SERIOUS BEHAVIOR**

There may be instances of extreme and serious behavior where one or more of the teacher's interventions will be bypassed and suspension or expulsion will be assigned as the first consequence. Examples of these include fighting, inappropriate language, stealing, threats, possession or use of alcohol or drugs, possession of anything that may be determined to be a weapon, and any behavior, whether inside or outside of school, that is detrimental to the reputation of the school.

Suspensions may range from 1-5 days and can be served as in school or off campus suspensions at the discretion of administration. Suspended students also forgo all privileges, activities, athletic events, etc. during the time discipline is administered. Admittance back to school requires a parent meeting with administration. Serious or repeated suspendable offenses may be referred for expulsion.

### **SEARCH AND SEIZURE**

Administration reserves the right to search lockers, desks, person and personal belongings of a student when it is believed to be necessary for maintenance of the educational process, or to protect the health, safety and welfare of other students. Students are advised that their desks, persons and personal belongings are subject to search for forbidden, dangerous, or illegal substances.

### **TOBACCO, ALCOHOL AND DRUGS**

**Students will not be permitted to use or possess tobacco in any form while on school grounds or**

**while in attendance at any school related event. Use or possession of tobacco or illegal drugs, both on and off campus, may result in suspension or expulsion. This includes vaping.**

#### **DRESS CODE VIOLATION FOR K5-6TH GRADE:**

The following protocol will be followed for dress code violations each nine weeks:

- First Offense - Student will be given a warning and may be required to call home to have his/her parent/guardian bring in the appropriate uniform clothing. The office will document. Students will be sent back to class wearing an oversize shirt until their clothes arrive.
- Second Offense – Students will receive a second warning and parents will be notified in writing. Student will call home to have his/her parent/guardian bring in the appropriate uniform clothing. The office will document.
- Third Offense - Student will meet with parent and administrator to determine appropriate/effective course of action which can include lunch detention or after school detention. 1-2 demerits will be given.

**Administration reserves the right to determine whether a student’s dress meets RCS standards.**

#### **BIBLICAL LIFESTYLE STATEMENT**

Since Regency Christian Academy’s biblical role is to work in conjunction with the home to mold students to be Christ-like, RCA students should have a lifestyle that reflects the biblical perspective of integrity and of appropriate personal and family relationships. Each student should maintain a lifestyle based on biblical standards of moral conduct and support the moral principles of the school. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle the school teaches.

#### **Bullying**

Regency Christian Academy supports Christian values of caring for each other as image-bearers of God. As a result, this leaves no room for bullying. We recognize that bullying can happen. Staff, students and parents must have a common view of what bullying is and to respond to it so we can illuminate it. This requires the effort of home and school working together. Students at RCA can and will be held accountable for bullying and non-Christian behavior off school grounds and after school hours.

Romans 13:10: “Love does no wrong to a neighbor.”

Ephesians 4:32: “...be kind and compassionate to another, forgiving one another, just as God also forgave you in Christ.”

Bullying is defined as a consistent pattern of one student or a group of students targeting one student or a group of students and exploiting a perceived or real weakness in the victim. For purposes of the RCA conduct code all the following attributes must be present:

- Negative or malicious behavior
- Behavior repeated over a period
- A relationship where there is an imbalance of power.

If bullying is happening at school, school function or between two students at Regency Christian Academy the following steps should take place:

- Students and/or parents should report the incident to a teacher, administrator or staff member as soon as possible. The longer the gap between incidents and report makes concluding more difficult and heightens the risk of escalation.
- Victims should have “clean hands” when reporting bullying. This is usually present in the Secondary School years where one student accuses another of calling them names, being mean, etc. However, upon investigation it is discovered that both students have been guilty in being mean to each other and the victim was not an innocent bystander. Please keep in mind that as a Christian School student all students should remember Luke 6:31 “Just as you want others to do for you, do the same for them.” If both students were guilty of bullying behavior towards each other, both will be held accountable as per school policy.
- It is important to note where and when any bullying behavior is taking place for staff to put preventive measures in place (i.e. happens in PE class, before school in the cafeteria, etc.)
- In the cases of cyberbullying or items posted online, please print out offending passages and give to the administration for their investigation.
- Parents need to trust the school to investigate the situation and put in place discipline that will hopefully correct the problem.
- Parents of the victim and perpetrator need to understand the punishment for the perpetrator will be in accordance with our policies and procedures and will not be made public or revealed to the victim as all students at RCA have a right to privacy. After the incident the victim and perpetrator should seek to restore their relationship and be repentant and forgiving one another.
- Depending on how severe the bullying behavior, an RCA student may be expelled from RCA for bullying.

Please note: Sometimes students, especially when they are very young, have not developed the interpersonal skills necessary to express their needs and feelings. Therefore, sometimes students will be mean to each other or physically hurt each other occasionally. We do not consider this occasional misbehavior bullying. In these instances, the teacher and staff will attempt to work with these students to help them express themselves with words and good choices when faced with an undesirable situation.

### **Immunity**

Immunity means that anyone that reports in good faith, an act of bullying, harassment or reporting any infractions to the appropriate school official, is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident.

### **PDA (Public Displays of Affection)**

RCA is here to create an environment that’s focused on learning and learning proper GOD-like manners is part of that.

God designed male/female relationships to be unique and wonderful. We also desire those relationships to be wholesome and God-glorifying. Parents can expect that our Christian school will reinforce Christian values in this area.

- 1) Students will refrain from public displays of affection (PDA) on campus and at school sponsored activities.
- 2) Improper male/female relationships among RCA students may result in corrective actions being taken.

## **SAFETY AND SECURITY**

### **Emergency Procedures**

In the event of an emergency, the RCA staff will do everything possible to ensure the safety of our students. The RCA Administration has planned and implemented drills to allow us to practice for potential threatening circumstances. The purpose of the drill is to allow employees and students to prepare in advance the quickest and safest way possible to remove themselves from a potentially hazardous situation.

The following general steps will be initiated in an emergency:

Safely follow a designated plan to escape a dangerous situation.

Take the roll of all on campus.

Assess and treat injuries.

Follow up with student needs addressed.

Contact parents and coordinate student pickup as quickly as possible

Depending on the actual crisis will determine the exact plan followed during an emergency; however, the above list would be followed in every event. The RCA Staff are trained to follow specific plans for Lockdowns, Tornadoes, and Fires.

#### *Drill Practice Schedules:*

Lock Down drills will be practiced twice each semester. Intercom alert given. Students take cover in their designated space. The practiced plan is to stay quiet and out of sight in case of an intruder.

Building Evacuation (Fire) drills will be practiced monthly. An alarm alerts staff and students that must evacuate. Staff lead students quickly from the building to the designated waiting area outdoors. Roll is taken and all campus areas are checked. Staff and students wait outside until given a signal to return to classes.

Room Evacuation (Tornado) drills will be practiced twice each semester. Intercom alert given. Students “duck and cover” in their designated space.

Students indoors will move and stay in windowless rooms till the danger passes. Students outdoors will be brought inside to their designated space or they will lie on the ground and cover their neck/head area if there is an immediate danger.

### **Crisis Management**

In the event of an emergency, the RCA staff will do everything possible to ensure the safety of our students. The RCA Administration has planned and implemented drills to allow us to practice for potential threatening circumstances. The purpose of the drill is to allow employees and students to prepare in advance the quickest and safest way possible to remove themselves from a potentially hazardous situation.

The following general steps will be initiated in an emergency:

- 1) Safely follow a designated plan to escape a dangerous situation.
- 2) Take the roll of all on campus.
- 3) Assess and treat injuries.
- 4) Follow up with student needs addressed.
- 5) Contact parents and coordinate student pickup as quickly as possible.

Depending on the actual crisis, it will determine the exact plan followed during an emergency; however, the above list would be followed in every event. The RCA Staff are trained to follow specific plans for Lockdowns, Tornadoes, and Fires.

### **RCA Evacuation Sites**

For immediate evacuation if the emergency occurs to the North of RCA, children will be evacuated to the following:

South Plaza—

- 1) New Hope Worship Center—holds 250 people
- 2) Contacts: Joe Palm, Pastor 407-493-7161/Asst: Reggie Crawford 407-765-4482/Kim Palm 407-454-2161
- 3) Hollywood's Way Salon  
Contact: Vanessa Ramirez 407-683-0479

For immediate evacuation if the emergency occurs to the South of RCA, children will be evacuated to the following:

North: Costco  
South Orange Blossom Trail Orlando, FL 32837

If the situation merits a farther evacuation site, the children will be evacuated to the following:

- 1) John Young Elementary—West  
S John Young Pky and Deerfield Blvd.  
Orlando, Fl 32837  
(407) 858-3120 ext. 2235  
Contact: Mrs. Speights / Mrs. Flores
- 2) Heritage Christian Academy—Southeast  
1500 E. Vine St.  
Kissimmee, FL 34744  
407-847-4087  
Contact: Mrs. Beaver

Transportation:

- |  |  |  |
|--|--|--|
| 1) Prompt Charters<br>Phone: <u>407-484-0032</u><br>Location: Sand Lake and OBT<br>Contact Tom | 2) Express<br>Phone:<br>Location: Taft/<br>Contact: Lucy/emergency: 407-351-8868 | Transportation<br>407-855-7677<br>Orange Ave |
|--|--|--|

As a parent, you play a key role in our emergency response at the school. We must act quickly to keep your children and our staff safe in any terrible situation. The following are just some things that you can help an emergency run smoother.

- 1) Give the school accurate contact information, and changes if needed throughout the year.
  - 2) Talk to your child about your personal emergency notification arrangements. Let them and the school know if you anticipate being unavailable certain days.
  - 3) Stay informed about potentially serious situations, such as weather
  - 4) Monitor local media when emergency conditions arise at school
- If there is an emergency school closing, notification will be given as soon as possible so arrangements can be made.

Remember...

- RCA has a SAFE SCHOOL PLAN
- Keep emergency contact info current
- Monitor local news
- Do not call or go to your child's school. Please do not come to the school unless you have received specific messages from us.
- Alternate pick-up site- In some emergencies, it may become necessary to move students and staff to an alternate location. Due to the unpredictable nature of emergency, location of the site will be announced at the time of the event.

### **Child Abuse and Neglect**

As a childcare provider, we are mandated reporters according to s. 415.504, F.S. to report any suspected case of child abuse and/or neglect to the Florida Abuse Hotline.

### **Drug & Alcohol Policy**

Regency Christian Academy is dedicated to the excellence and personal growth of students. Drugs and Alcohol are strictly prohibited on the campus or during School-sponsored activities. We will not tolerate the possession or use of illegal drugs or the misuse & abuse of such things. RCA will take disciplinary action as it deems appropriate.

### **Emergency School Closings**

RCA follows the Orange County Public Schools emergency school closings. At times, emergencies such as weather conditions, fires, power failures or law enforcement issues can disrupt the school day. In extreme cases, they could close the school.

\*If Orange County Schools have been announced to be closed on TV stations, radio stations or online, Regency Christian Academy will be closed. Other times, closure notices will be communicated through the First Call system.

### **Legal documents**

#### *Injunctions*

When registering your child, **parents** are asked if the opposite parent can pick up/be called in an emergency. Sometimes it is stated that a parent cannot pick the child up. In this case if there is not a **legal injunction/paper** saying that the parent cannot pick up, by law we must let the child go with each parent.



If there is an injunction, we will abide by that, but we need a copy so that all parties at the school involved can be notified and a copy placed in the child's file. The orders are between the parties to the injunction and RCA is not legally liable if they are not followed.

### *Liability & Insurance*

Liability for the acts of a student, while under the care of RCA, is the parent's responsibility. RCA is not liable for accidents or illnesses occurring to the child while he or she is in our care, unless it has been ascertained that the accident or illness was the direct result of negligence by the school.

RCA maintains student accident insurance for every child enrolled. However, should a child have an accident during the hours under our care, our insurance is secondary to that of the parent or guardian.

### **Visitor Passes for Guests**

All guests\* must report to the office **FIRST** upon arrival on campus before visiting any part of the campus (classrooms, the cafeteria, our play areas, Chapel, etc.). Guests must receive permission from the school office for the desired visit. Guests must sign in at the Church office, receive a visitor badge to wear during the duration of their stay, then sign out and return the visitor badge to the office before departing from the campus. All guests are required to abide by the rules as outlined in the RCA Parent & Student Handbook

\*A guest is defined as anyone who is not an RCA employee who visits the campus at a time other than drop-off or dismissal (Ex: classroom volunteers, parents who visit the campus to have lunch with their child).

### **Sexual Harassment**

It is our goal to make our school safe and comfortable for all who enter. Sexual harassment by any member of the RCA "family" (employees, students, parents) will not be tolerated. This is a violation not only of Regency Christian's policy, but also the law.

If any students experience or witness sexual harassment, they should immediately report it to their teacher or principal. All complaints will be handled in a timely & confidential manner and any information related to the case will not be disclosed to any people or organization not involved.

### **Student Interaction with Social Media**

Is there anywhere that we can go these days without seeing, hearing or participating in social media? With the growth of technology such as Facebook, Twitter, Instagram, YouTube, etc., students of Regency Christian Academy may be held accountable for their actions related to any and all internet interactions. Any involvement with social media which appear to be contrary to the RCA code of conduct may result in disciplinary action and/or dismissal. We expect our students to maintain the principles of a Christ-like attitude and character.

### **Student Pick up Protocol**

Parents with legal custody arrangements must have correct and updated paperwork on file.

During school hours:

During enrollment, parents are asked to complete "emergency contact & pick-up" information for their student. This must be up to date always. If there is a change, please contact the front office with additions or corrections. This information provides us with necessary information as it pertains to authorizations.

When a person comes to the front office to pick up a student, they are checked to see if they are approved. If approved, the student is called down to the office for release. K-5<sup>th</sup> grade students must be signed out

before 2:30 p.m. Parents may NOT sign K-5<sup>th</sup> grade students out in the front office after 2:30 p.m. 6<sup>th</sup> – and up students must be signed out before 3:00 p.m. Parents may NOT sign 6<sup>th</sup>-and up students out in the front office after 3:00 p.m.

If the person picking up is not approved, the parent is contacted to check to see if the person is approved. If the parent can't be reached, the student IS NOT released.

If the student is to go home with another RCA parent and they are not approved, that student's parent will be contacted for approval. If the parent can't be reached, the student IS NOT released.

### **After School Hours**

At the car line, if the person has a pickup card, the student will be able to be released in the car line. If an unfamiliar person seeks to pick up a child and does not have a pickup card, he/she will be directed to the front office so ID can be checked against the student record to see if the child can be released. If not, the parent will be contacted. If the parent is unreachable, the student IS NOT released.

Students who are not picked up after school or after extracurricular activities will be taken to After Care.

### **Student Search and Seizure Policy**

Regency Christian Academy shall maintain a safe, healthy environment for its students, faculty and staff always. Therefore, RCA and its staff have the right to perform unannounced searches and to seize contraband as deemed necessary for the safety of the students and staff.

RCA has the right to perform searches of students, student lockers and the personal effects of students (e.g. backpack, purse, pockets) to determine whether there exists any danger to the student or the school. Contraband is all substances or material prohibited by school policy or state or federal law. Including, but not limited to, controlled substances, drugs, alcoholic beverages, cigarettes, guns, knives, weapons or incendiary devices. All personal searches will be performed in a manner that is respectful of the norms of decency and the emotional maturity of the individual. A school administrator will contact a student's parents to participate in any bodily search that appears necessary. The student will wait in a secure office location as the situation necessitates until the RCA Administration and the student's parents are available to conduct a physical search. At this point, refusal to honor said request may subject the student to suspension or expulsion from the school.

All student desks, lockers, and electronic devices such as computers, Chrome Books or iPads are the property of Regency Christian Academy and are always under the control of the school. School authorities may perform general inspections of desks, lockers and electronic devices at any time without notice, without consent and without a search warrant.

### **Telephones (Office)**

Students may use the school office phone for emergencies determined by office personnel. If a student would receive a phone call, he/she will be called out of class only in the case of an emergency; otherwise a message will be delivered to the student. If a student has a personal cell phone. The phone must be turned off during school hours.

### **Threats/Violence**

**Threats of Violence:** RCA has a “**0 tolerance policy**” involving threats of violence by students. Parents should understand the school’s first responsibility is the protection of all its students. The school takes this responsibility very seriously. Students making a threat of violence will be immediately suspended pending full investigation. If the school determines the threat of violence is credible and specific (directed toward students or staff), the student(s) making the threat of violence will be subject to expulsion from RCA and the threat will be reported to the appropriate legal authorities. The school administration will also report the threat to the one(s) who were threatened. For purposes of this policy, credible means reasonable belief or suspicion, determined at the discretion of the administration, that the threat was or might be genuine, or that the student might be capable of carrying out the threat. In those circumstances in which the school determines the threat is likely not credible, the school may suspend the student pending a parent meeting. These will include all cases in which the student was “just joking.” If circumstances deem necessary, the school may conduct further investigation. The school may require the student to obtain counseling, at family expense, from a Christian counselor or other professional approved by the school for the student to remain enrolled at RCA. No student will be permitted to continue enrollment in the school if the counselor advises that the student (in the counselor’s opinion) presents a threat of danger to anyone including him/herself.

**Weapons:** Students who possess or claim to possess, use, or threaten to use, or display a weapon at school, or at a school event shall immediately be suspended from school pending full investigation. Students will be subject to expulsion from RCA and to legal prosecution. A weapon is defined to be any material or object (by design or by its use) that can be used to harm, injure, threaten, or intimidate another individual or self (This includes look-alike items and nonfunctional items). Possession includes, but is not limited to, any student found to have a weapon in his/her locker, book bag, purse, or car, or on his/her person, or who has brought such an item to any school- related events. This rule is in effect 24 hours a day, seven days a week.

### **Videos in the Classroom**

Teachers occasionally use DVDs/videos in the classroom to supplement the curriculum. All DVDs/videos are screened by the teacher or an administrator to ensure that they are in keeping with our Biblical beliefs. No PG-rated movies are permitted to be shown to a preschooler in the classroom, only G-rated or appropriate, unrated educational videos. PG-rated movies may be shown to elementary-secondary schoolers, if they have been viewed first by the teacher and then approved by administration. PG-13 movies may be shown in high school pending parent approval. DVD/videos are chosen solely by the teacher and may not be sent in by parents or brought in by students without the teacher’s prior consent and approval from the school administration.

### **Transportation/ Parent Vehicles**

#### *Bus Guidelines*

It is a privilege to attend a field trip, therefore going on the bus is also. There are certain rules that are applied to RCA students when traveling on the bus:

- 1) Two people to a seat
- 2) Stay seated in your seat
- 3) No screaming on the bus
- 4) Talk at a normal inside level
- 5) No food or drinks allowed
- 6) No walking on the bus while it is moving

## *Vehicle Safety*

- Never leave other children in your vehicle during drop-off or pick-up of your RCA student.
- Take purses and all other valuables into the building each time you enter. This includes money, charge cards, cell phones, planners, pagers, etc.  
Hiding valuables under the seat or even in the trunk is not enough. Professional thieves can burglarize a vehicle in a matter of seconds. Car alarms are little deterrent.
- Never drop off your child in the parking lot and allow him or her to walk into the building alone. This is a serious breach of safety.
- **Use designated parking spaces only.** Do not use handicapped spaces unless you can show a handicapped hangtag or sticker for your vehicle.
- **Do not park in the grass area around the dumpsters. Do not park in the church driveway or under the portico in front of the sanctuary. Do not use the church driveway as a drop-off or pick-up place for your students for any reason. This area must be kept clear. Do not park in fire lanes for any reason for any length of time, even if you remain in your vehicle. The fire lanes are directly in front of the building. NO exceptions will be made by the office, due to the hazard created.**
- Do not park or stop in the driveway or under the portico of the Sanctuary.
- Follow all directions conveyed through the school office about appropriate parking areas and direction of traffic when coming on campus and leaving.

## **Traffic Plan- Appendix F**

### **Traffic Safety**

It is the #1 goal of RCA to keep our kids safe. We ask the following things of parents:

- 1) Please hold on to your child's hand when walking through the parking lot. We do not want children to accidentally run out into moving traffic
- 2) Those dropping off preschool children, please park on the South side parking lot. The traffic is much lighter over there allowing you to walk up without a lot of moving cars.
- 3) **Those dropping off in the line-DO NOT CUT IN FRONT OF OTHER CARS WHILE WAITING IN LINE OR SWERVE AROUND STANDING CARS IN THE LINE WHEN YOUR CHILD HAS ALREADY GOTTEN OUT OF THE CAR! This is dangerous not only to those walking in the parking lot, but also to those children getting out of cars in the line.**

### **Volunteering**

Background screening is required for all volunteers, including parents, guardians, and grandparents. Parents/Guardians/Grandparents are welcome to volunteer in the classroom or for other events. One may volunteer to listen to students read, read to a class, help with crafts, share your expertise in some other area, assist the teacher in sorting papers, etc. However, all volunteers must follow the appropriate procedures for checking in with the office prior to reporting to their assigned room. Appendix L

Each person choosing to work as a volunteer must fill out a Volunteer Information Form provided by the school office. Volunteers helping for extended periods of time and/or working with students more directly must be fingerprinted for a full national background check. Volunteer files will be stored in the school office.

### *Volunteer/Chaperone Background Screenings*

1. Level 1

A Level 1 criminal background screening is required for volunteers who work with students in settings directly supervised by school staff (within sight or hearing).

For example, but not limited to, assisting a teacher in the classroom; working in an office, cafeteria, or media center; and tutoring a student in academics in a supervised setting. Also includes field trips in which everyone will be staying in a group.

2. Level 2- Fingerprinting

A Level 2 criminal background screening is required for volunteers who work with students in unsupervised settings.

For example, but not limited to, working with a student in a setting not supervised by school staff; such as a Field Trip when you are chaperoning a group of students alone.

### *Volunteer Dress Policy*

RCA is asking that all volunteers follow the dress policy that our staff adheres to. It is as follows:

#### Females

- Modest dresses, skirts, slacks, pantsuits and capris are allowed. Jeans are fine if they are not torn everywhere. Dress/skirt length should be **no more** than 2” above the knee
- Blouses and/or sweaters are allowed. Blouses and dresses should be fashioned and properly buttoned to modestly cover the bust
- Tights must be worn with a long shirt that covers back side
- Hairstyles should be neat, clean and becoming
- Sundresses, thin-strap dresses and tank tops are considered *inappropriate* without a sweater/jacket over it (something to cover the shoulders)

#### Males

- Suits or slacks/khakis with dress shirts or collared polo shirts are allowed.
- Jeans are considered ok, if they do not have holes throughout.
- Shorts are considered ok, if they do not have holes throughout.
- Earrings are not to be worn
- T-shirts are fine, if there are no inappropriate statements or pictures on them.

# APPENDIX

## Appendix A

Baptist Faith and Message (2000)

### I. The Scriptures

The Holy Bible was written by men divinely inspired and is God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. Therefore, all Scripture is totally true and trustworthy. It reveals the principles by which God judges us, and therefore is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and religious opinions should be tried. All Scripture is a testimony to Christ, who is Himself the focus of divine revelation.

*Exodus 24:4; Deuteronomy 4:1-2; 17:19; Joshua 8:34; Psalms 19:7-10; 119:11,89,105,140; Isaiah 34:16; 40:8; Jeremiah 15:16; 36:1-32; Matthew 5:17-18; 22:29; Luke 21:33; 24:44-46; John 5:39; 16:13-15; 17:17; Acts 2:16ff.; 17:11; Romans 15:4; 16:25-26; 2 Timothy 3:15-17; Hebrews 1:1-2; 4:12; 1 Peter 1:25; 2 Peter 1:19-21.*

### II. God

There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. God is all powerful and all knowing; and His perfect knowledge extends to all things, past, present, and future, including the future decisions of His free creatures. To Him we owe the highest love, reverence, and obedience. The eternal triune God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

#### A. God the Father

God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all knowing, all loving, and all wise. God is Father in truth to those who become children of God through faith in Jesus Christ. He is fatherly in His attitude toward all men.

*Genesis 1:1; 2:7; Exodus 3:14; 6:2-3; 15:11ff.; 20:1ff.; Leviticus 22:2; Deuteronomy 6:4; 32:6; 1 Chronicles 29:10; Psalm 19:1-3; Isaiah 43:3,15; 64:8; Jeremiah 10:10; 17:13; Matthew 6:9ff.; 7:11; 23:9; 28:19; Mark 1:9-11; John 4:24; 5:26; 14:6-13; 17:1-8; Acts 1:7; Romans 8:14-15; 1 Corinthians 8:6; Galatians 4:6; Ephesians 4:6; Colossians 1:15; 1 Timothy 1:17; Hebrews 11:6; 12:9; 1 Peter 1:17; 1 John 5:7.*

#### B. God the Son

Christ is the eternal Son of God. In His incarnation as Jesus Christ He was conceived of the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature with its demands and necessities and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience, and in His substitutionary death on the cross He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was

with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, fully God, fully man, in whose Person is effected the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever-present Lord.

*Genesis 18:1ff.; Psalms 2:7ff.; 110:1ff.; Isaiah 7:14; 53; Matthew 1:18-23; 3:17; 8:29; 11:27; 14:33; 16:16,27; 17:5; 27; 28:1-6,19; Mark 1:1; 3:11; Luke 1:35; 4:41; 22:70; 24:46; John 1:1-18,29; 10:30,38; 11:25-27; 12:44-50; 14:7-11; 16:15-16,28; 17:1-5, 21-22; 20:1-20,28; Acts 1:9; 2:22-24; 7:55-56; 9:4-5,20; Romans 1:3-4; 3:23-26; 5:6-21; 8:1-3,34; 10:4; 1 Corinthians 1:30; 2:2; 8:6; 15:1-8,24-28; 2 Corinthians 5:19-21; 8:9; Galatians 4:4-5; Ephesians 1:20; 3:11; 4:7-10; Philippians 2:5-11; Colossians 1:13-22; 2:9; 1 Thessalonians 4:14-18; 1 Timothy 2:5-6; 3:16; Titus 2:13-14; Hebrews 1:1-3; 4:14-15; 7:14-28; 9:12-15,24-28; 12:2; 13:8; 1 Peter 2:21-25; 3:22; 1 John 1:7-9; 3:2; 4:14-15; 5:9; 2 John 7-9; Revelation 1:13-16; 5:9-14; 12:10-11; 13:8; 19:16.*

### **C. God the Holy Spirit**

The Holy Spirit is the Spirit of God, fully divine. He inspired holy men of old to write the Scriptures. Through illumination He enables men to understand truth. He exalts Christ. He convicts men of sin, of righteousness, and of judgment. He calls men to the Savior, and effects regeneration. At the moment of regeneration, He baptizes every believer into the Body of Christ. He cultivates Christian character, comforts believers, and bestows the spiritual gifts by which they serve God through His church. He seals the believer unto the day of final redemption. His presence in the Christian is the guarantee that God will bring the believer into the fullness of the stature of Christ. He enlightens and empowers the believer and the church in worship, evangelism, and service.

*Genesis 1:2; Judges 14:6; Job 26:13; Psalms 51:11; 139:7ff.; Isaiah 61:1-3; Joel 2:28-32; Matthew 1:18; 3:16; 4:1; 12:28-32; 28:19; Mark 1:10,12; Luke 1:35; 4:1,18-19; 11:13; 12:12; 24:49; John 4:24; 14:16-17,26; 15:26; 16:7-14; Acts 1:8; 2:1-4,38; 4:31; 5:3; 6:3; 7:55; 8:17,39; 10:44; 13:2; 15:28; 16:6; 19:1-6; Romans 8:9-11,14-16,26-27; 1 Corinthians 2:10-14; 3:16; 12:3-11,13; Galatians 4:6; Ephesians 1:13-14; 4:30; 5:18; 1 Thessalonians 5:19; 1 Timothy 3:16; 4:1; 2 Timothy 1:14; 3:16; Hebrews 9:8,14; 2 Peter 1:21; 1 John 4:13; 5:6-7; Revelation 1:10; 22:17.*

### **III. Man**

Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation. In the beginning man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice man sinned against God and brought sin into humanity. Through the temptation of Satan man transgressed the command of God and fell from his original innocence whereby his posterity inherited nature and an environment inclined toward sin. Therefore, as soon as they are capable of moral action, they become transgressors and are under condemnation. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God.



The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love.

*Genesis 1:26-30; 2:5,7,18-22; 3:9:6; Psalms 1; 8:3-6; 32:1-5; 51:5; Isaiah 6:5; Jeremiah 17:5; Matthew 16:26; Acts 17:26-31; Romans 1:19-32; 3:10-18,23; 5:6,12,19; 6:6; 7:14-25; 8:14-18,29; 1 Corinthians 1:21-31; 15:19,21-22; Ephesians 2:1-22; Colossians 1:21-22; 3:9-11.*

#### IV. Salvation

Salvation involves the redemption of the whole man and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, justification, sanctification, and glorification. There is no salvation apart from personal faith in Jesus Christ as Lord.

A. Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ. Repentance and faith are inseparable experiences of grace.

Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Savior.

B. Justification is God's gracious and full acquittal upon principles of His righteousness of all sinners who repent and believe in Christ. Justification brings the believer unto a relationship of peace and favor with God.

C. Sanctification is the experience, beginning in regeneration, by which the believer is set apart to God's purposes, and is enabled to progress toward moral and spiritual maturity through the presence and power of the Holy Spirit dwelling in him. Growth in grace should continue throughout the regenerate person's life.

D. Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

*Genesis 3:15; Exodus 3:14-17; 6:2-8; Matthew 1:21; 4:17; 16:21-26; 27:22-28:6; Luke 1:68-69; 2:28-32; John 1:11-14,29; 3:3-21,36; 5:24; 10:9,28-29;15:1-16; 17:17; Acts 2:21; 4:12; 15:11; 16:30-31; 17:30-31; 20:32; Romans 1:16-18; 2:4; 3:23-25; 4:3ff.; 5:8-10;5:8-10; 6:1-23; 8:1-18,29-39; 10:9-10,13; 13:11-14; 1 Corinthians 1:18,30; 6:19-20; 15:10; 2 Corinthians 5:17-20; Galatians 2:20; 3:13; 5:22-25; 6:15; Ephesians 1:7; 2:8-22; 4:11-16; Philippians 2:12-13;Colossians 1:9-22; 3:1ff.; 1 Thessalonians 5:23-24; 2 Timothy 1:12; Titus 2:11-14; Hebrews 2:1-3; 5:8-9; 9:24-28; 11:1-12:8,14; James 2:14-26; 1 Peter 1:2-23; 1 John 1:6-2:11; Revelation 3:20; 21:1-22:5.*

#### V. God's Purpose of Grace

Election is the gracious purpose of God, according to which He regenerates, justifies, sanctifies, and glorifies sinners. It is consistent with the free agency of man and comprehends all the means in connection with the end. It is the glorious display of God's sovereign goodness, and is infinitely wise, holy, and unchangeable. It excludes boasting and promotes humility.

All true believers endure to the end. Those whom God has accepted in Christ, and sanctified by His Spirit, will never fall away from the state of grace, but shall persevere to the end. Believers may fall into sin through neglect and temptation, whereby they grieve the Spirit, impair their graces and comforts, and bring reproach on the cause of Christ and temporal judgments on themselves; yet they shall be kept by the power of God through faith unto salvation.

*Genesis 12:1-3; Exodus 19:5-8; 1 Samuel 8:4-7, 19-22; Isaiah 5:1-7; Jeremiah 31:31ff.; Matthew 16:18-19; 21:28-45; 24:22, 31; 25:34; Luke 1:68-79; 2:29-32; 19:41-44; 24:44-48; John 1:12-14; 3:16; 5:24; 6:44-45, 65; 10:27-29; 15:16; 17:6, 12, 17-18; Acts 20:32; Romans 5:9-10; 8:28-39; 10:12-15; 11:5-7, 26-36; 1 Corinthians 1:1-2; 15:24-28; Ephesians 1:4-23; 2:1-10; 3:1-11; Colossians 1:12-14; 2 Thessalonians 2:13-14; 2 Timothy 1:12; 2:10, 19; Hebrews 11:39-12:2; James 1:12; 1 Peter 1:2-5, 13; 2:4-10; 1 John 1:7-9; 2:19; 3:2.*

## VI. The Church

A New Testament church of the Lord Jesus Christ is an autonomous local congregation of baptized believers, associated by covenant in the faith and fellowship of the gospel; observing the two ordinances of Christ, governed by His laws, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the gospel to the ends of the earth. Each congregation operates under the Lordship of Christ through democratic processes. In such a congregation each member is responsible and accountable to Christ as Lord. Its scriptural officers are pastors and deacons. While both men and women are gifted for service in the church, the office of pastor is limited to men as qualified by Scripture.

The New Testament speaks also of the church as the Body of Christ which includes all the redeemed of all the ages, believers from every tribe, and tongue, and people, and nation.

*Matthew 16:15-19; 18:15-20; Acts 2:41-42, 47; 5:11-14; 6:3-6; 13:1-3; 14:23, 27; 15:1-30; 16:5; 20:28; Romans 1:7; 1 Corinthians 1:2; 3:16; 5:4-5; 7:17; 9:13-14; 12; Ephesians 1:22-23; 2:19-22; 3:8-11, 21; 5:22-32; Philippians 1:1; Colossians 1:18; 1 Timothy 2:9-14; 3:1-15; 4:14; Hebrews 11:39-40; 1 Peter 5:1-4; Revelation 2-3; 21:2-3.*

## VII. Baptism and the Lord's Supper

Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to his faith in the final resurrection of the dead. Being a church ordinance, it is prerequisite to the privileges of church membership and to the Lord's Supper.

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming.

*Matthew 3:13-17; 26:26-30; 28:19-20; Mark 1:9-11; 14:22-26; Luke 3:21-22; 22:19-20; John 3:23; Acts 2:41-42; 8:35-39; 16:30-33; 20:7; Romans 6:3-5; 1 Corinthians 10:16, 21; 11:23-29; Colossians 2:12.*

## VIII. The Lord's Day

The first day of the week is the Lord's Day. It is a Christian institution for regular observance. It commemorates the resurrection of Christ from the dead and should include exercises of worship and spiritual devotion, both public and private. Activities on the Lord's Day should be commensurate with the Christian's conscience under the Lordship of Jesus Christ.

*Exodus 20:8-11; Matthew 12:1-12; 28:1ff.; Mark 2:27-28; 16:1-7; Luke 24:1-3,33-36; John 4:21-24; 20:1,19-28; Acts 20:7; Romans 14:5-10; 1 Corinthians 16:1-2; Colossians 2:16; 3:16; Revelation 1:10.*

## IX. The Kingdom

The Kingdom of God includes both His general sovereignty over the universe and His kingship over men who willfully acknowledge Him as King. Particularly the Kingdom is the realm of salvation into which men enter by trustful, childlike commitment to Jesus Christ. Christians ought to pray and to labor that the Kingdom may come, and God's will be done on earth. The full consummation of the Kingdom awaits the return of Jesus Christ and the end of this age.

*Genesis 1:1; Isaiah 9:6-7; Jeremiah 23:5-6; Matthew 3:2; 4:8-10,23; 12:25-28; 13:1-52; 25:31-46; 26:29; Mark 1:14-15; 9:1; Luke 4:43; 8:1; 9:2; 12:31-32; 17:20-21; 23:42; John 3:3; 18:36; Acts 1:6-7; 17:22-31; Romans 5:17; 8:19; 1 Corinthians 15:24-28; Colossians 1:13; Hebrews 11:10,16; 12:28; 1 Peter 2:4-10; 4:13; Revelation 1:6,9; 5:10; 11:15; 21-22.*

## X. Last Things

God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised; and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever in Heaven with the Lord.

*Isaiah 2:4; 11:9; Matthew 16:27; 18:8-9; 19:28; 24:27,30,36,44; 25:31-46; 26:64; Mark 8:38; 9:43-48; Luke 12:40,48; 16:19-26; 17:22-37; 21:27-28; John 14:1-3; Acts 1:11; 17:31; Romans 14:10; 1 Corinthians 4:5; 15:24-28,35-58; 2 Corinthians 5:10; Philippians 3:20-21; Colossians 1:5; 3:4; 1 Thessalonians 4:14-18; 5:1ff.; 2 Thessalonians 1:7ff.; 2; 1 Timothy 6:14; 2 Timothy 4:1,8; Titus 2:13; Hebrews 9:27-28; James 5:8; 2 Peter 3:7ff.; 1 John 2:28; 3:2; Jude 14; Revelation 1:18; 3:11; 20:1-22:13.*

## XI. Evangelism and Missions

It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all nations. The new birth of man's spirit by God's Holy Spirit means the birth of love for others. Missionary effort on the part of all rests thus upon a spiritual necessity of the regenerate life and is expressly and repeatedly commanded in the teachings of Christ. The Lord Jesus Christ has commanded the preaching of the gospel to all nations. It is the duty of every child of God to seek constantly to win the lost to Christ by verbal witness undergirded by a Christian lifestyle, and by other methods in harmony with the gospel of Christ.

*Genesis 12:1-3; Exodus 19:5-6; Isaiah 6:1-8; Matthew 9:37-38; 10:5-15; 13:18-30, 37-43; 16:19; 22:9-10; 24:14; 28:18-20; Luke 10:1-18; 24:46-53; John 14:11-12; 15:7-8, 16; 17:15; 20:21; Acts 1:8; 2; 8:26-40; 10:42-48; 13:2-3; Romans 10:13-15; Ephesians 3:1-11; 1 Thessalonians 1:8; 2 Timothy 4:5; Hebrews 2:1-3; 11:39-12:2; 1 Peter 2:4-10; Revelation 22:17.*

## XII. Education

Christianity is the faith of enlightenment and intelligence. In Jesus Christ abide all the treasures of wisdom and knowledge. All sound learning is, therefore, a part of our Christian heritage. The new birth opens all human faculties and creates a thirst for knowledge. Moreover, the cause of education in the Kingdom of Christ is co-ordinate with the causes of missions and general benevolence and should receive along with these the liberal support of the churches. An adequate system of Christian education is necessary to a complete spiritual program for Christ's people.

In Christian education there should be a proper balance between academic freedom and academic responsibility. Freedom in any orderly relationship of human life is always limited and never absolute. The freedom of a teacher in a Christian school, college, or seminary is limited by the pre-eminence of Jesus Christ, by the authoritative nature of the Scriptures, and by the distinct purpose for which the school exists.

*Deuteronomy 4:1,5,9,14; 6:1-10; 31:12-13; Nehemiah 8:1-8; Job 28:28; Psalms 19:7ff.; 119:11; Proverbs 3:13ff.; 4:1-10; 8:1-7,11; 15:14; Ecclesiastes 7:19; Matthew 5:2; 7:24ff.; 28:19-20; Luke 2:40; 1 Corinthians 1:18-31; Ephesians 4:11-16; Philippians 4:8; Colossians 2:3,8-9; 1 Timothy 1:3-7; 2 Timothy 2:15; 3:14-17; Hebrews 5:12-6:3; James 1:5; 3:17.*

## XIII. Stewardship

God is the source of all blessings, temporal and spiritual; all that we have and are we owe to Him. Christians have a spiritual debtorship to the whole world, a holy trusteeship in the gospel, and a binding stewardship in their possessions. They are therefore under obligation to serve Him with their time, talents, and material possessions; and should recognize all these as entrusted to them to use for the glory of God and for helping others. According to the Scriptures, Christians should contribute their means cheerfully, regularly, systematically, proportionately, and liberally for the advancement of the Redeemer's cause on earth.

*Genesis 14:20; Leviticus 27:30-32; Deuteronomy 8:18; Malachi 3:8-12; Matthew 6:1-4,19-21; 19:21; 23:23; 25:14-29; Luke 12:16-21,42; 16:1-13; Acts 2:44-47; 5:1-11; 17:24-25; 20:35; Romans 6:6-22; 12:1-2; 1 Corinthians 4:1-2; 6:19-20; 12; 16:1-4; 2 Corinthians 8-9; 12:15; Philippians 4:10-19; 1 Peter 1:18-19.*

## XIV. Cooperation

Christ's people should, as occasion requires, organize such associations and conventions as may best secure cooperation for the great objects of the Kingdom of God. Such organizations have no authority over one another or over the churches.

They are voluntary and advisory bodies designed to elicit, combine, and direct the energies of our people in the most effective manner. Members of New Testament churches should cooperate with one another in carrying forward the missionary, educational, and benevolent ministries for the extension of Christ's Kingdom. Christian unity in the New Testament sense is spiritual harmony and voluntary cooperation for common ends by various groups of Christ's people. Cooperation is desirable between the various Christian denominations, when the end to be attained is itself justified, and when such cooperation involves no violation of conscience or compromise of loyalty to Christ and His Word as revealed in the New Testament.

*Exodus 17:12; 18:17ff.; Judges 7:21; Ezra 1:3-4; 2:68-69; 5:14-15; Nehemiah 4; 8:1-5; Matthew 10:5-15; 20:1-16; 22:1-10; 28:19-20; Mark 2:3; Luke 10:1ff.; Acts 1:13-14; 2:1ff.; 4:31-37; 13:2-3; 15:1-35; 1 Corinthians 1:10-17; 3:5-15; 12; 2 Corinthians 8-9; Galatians 1:6-10; Ephesians 4:1-16; Philippians 1:15-18.*

#### XV. The Christian and the Social Order

All Christians are under obligation to seek to make the will of Christ supreme in our own lives and in human society. Means and methods used for the improvement of society and the establishment of righteousness among men can be truly and permanently helpful only when they are rooted in the regeneration of the individual by the saving grace of God in Jesus Christ. In the spirit of Christ, Christians should oppose racism, every form of greed, selfishness, and vice, and all forms of sexual immorality, including adultery, homosexuality, and pornography. We should work to provide for the orphaned, the needy, the abused, the aged, the helpless, and the sick. We should speak on behalf of the unborn and contend for the sanctity of all human life from conception to natural death. Every Christian should seek to bring industry, government, and society under the sway of the principles of righteousness, truth, and brotherly love. In order to promote these ends Christians should be ready to work with all men of good will for any good cause, always being careful to act in the spirit of love without compromising their loyalty to Christ and His truth.

*Exodus 20:3-17; Leviticus 6:2-5; Deuteronomy 10:12; 27:17; Psalm 101:5; Micah 6:8; Zechariah 8:16; Matthew 5:13-16, 43-48; 22:36-40; 25:35; Mark 1:29-34; 2:3ff.; 10:21; Luke 4:18-21; 10:27-37; 20:25; John 15:12; 17:15; Romans 12-14; 1 Corinthians 5:9-10; 6:1-7; 7:20-24; 10:23-11:1; Galatians 3:26-28; Ephesians 6:5-9; Colossians 3:12-17; 1 Thessalonians 3:12; Philemon; James 1:27; 2:8.*

#### XVI. Peace and War

It is the duty of Christians to seek peace with all men on principles of righteousness. In accordance with the spirit and teachings of Christ they should do all in their power to put an end to war.

The true remedy for the war spirit is the gospel of our Lord. The supreme need of the world is the acceptance of His teachings in all the affairs of men and nations, and the practical application of His law of love. Christian people throughout the world should pray for the reign of the Prince of Peace.

*Isaiah 2:4; Matthew 5:9, 38-48; 6:33; 26:52; Luke 22:36, 38; Romans 12:18-19; 13:1-7; 14:19; Hebrews 12:14; James 4:1-2.*

#### XVII. Religious Liberty

God alone is Lord of the conscience, and He has left it free from the doctrines and commandments of men which are contrary to His Word or not contained in it. Church and state should be separate. The state owes to every church protection and full freedom in the pursuit of its spiritual ends. In providing for such freedom no ecclesiastical group or denomination should be favored by the state more than others. Civil government being ordained of God; it is the duty of Christians to render loyal obedience thereto in all things not contrary to the revealed will of God. The church should not resort to the civil power to carry on its work. The gospel of Christ contemplates spiritual means alone for the pursuit of its ends. The state has no right to impose penalties for religious opinions of any kind. The state has no right to impose taxes for the support of any form of religion. A free church in a free state is the Christian ideal, and this implies the right of free and unhindered access to God on the part of all men, and the right to form and propagate opinions in the sphere of religion without interference by the civil power.

*Genesis 1:27; 2:7; Matthew 6:6-7,24; 16:26; 22:21; John 8:36; Acts 4:19-20; Romans 6:1-2; 13:1-7; Galatians 5:1,13; Philippians 3:20; 1 Timothy 2:1-2; James 4:12; 1 Peter 2:12-17; 3:11-17; 4:12-19.*

#### XVIII. The Family

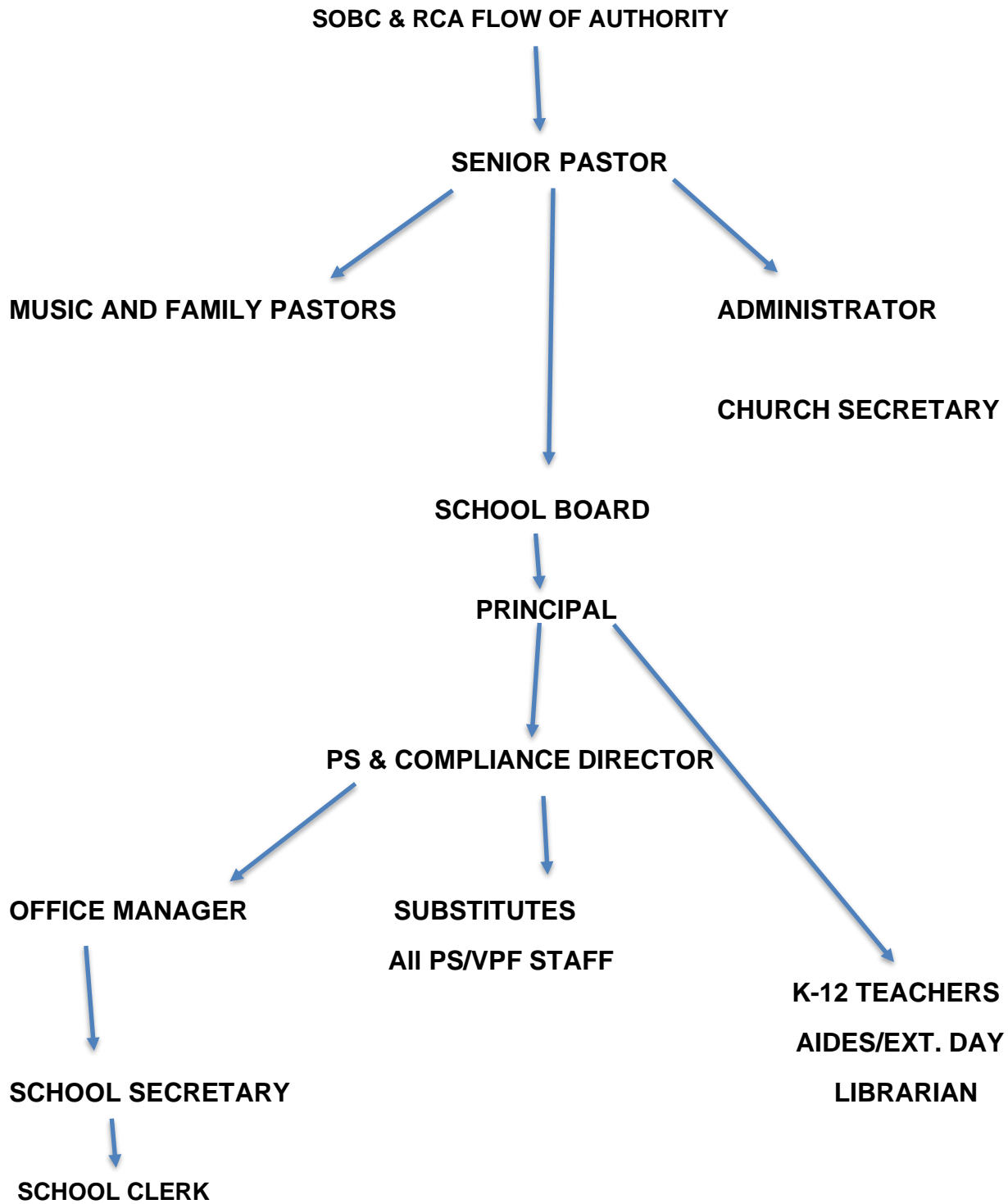
God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption.

Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race.

The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation.

Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.

*Genesis 1:26-28; 2:15-25; 3:1-20; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15; 1 Samuel 1:26-28; Psalms 51:5; 78:1-8; 127; 128; 139:13-16; Proverbs 1:8; 5:15-20; 6:20-22; 12:4; 13:24; 14:1; 17:6; 18:22; 22:6,15; 23:13-14; 24:3; 29:15,17; 31:10-1; Ecclesiastes 4:9-12; 9:9; Malachi 2:14-16; Matthew 5:31-32; 18:2-5; 19:3-9; Mark 10:6-12; Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Timothy 5:8,14; 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; 1 Peter 3:1-7.*



APPENDIX C



STATE OF FLORIDA  
VOLUNTARY PREKINDERGARTEN (VPK) EDUCATION PROGRAM

**Child Certificate of Eligibility**

SAMPLE

**I. CHILD CERTIFICATE OF ELIGIBILITY** *(Issued by Early Learning Coalition, through the Family Portal)*

1. VPK program year	2. Certificate number	3. Certificate issue date	4. Parent email address
5. Parent name		6. Primary contact number	7. Secondary contact number
8. Child's full name		9. Child's date of birth	10. County

**II. ADMISSION BY PROVIDER OR SCHOOL** *(Jointly Prepared by Provider or School AND Parent or Guardian)*

11. Name of provider or school		12. Telephone	
13. Address of VPK site		14. VPK class	15. Date child will begin attendance
The provider or school certifies that it admits the child (item 8) for enrollment in the VPK program and agrees to deliver the program for the child.		I certify that I choose the provider or school (item 11) to deliver the VPK program for my child and direct that program funds be paid to the provider or school for my child.	
16. Signature of authorized representative for provider or school	17. Date	18. Parent signature	19. Date

**III. ENROLLMENT SUBMISSION AND CONFIRMATION** *(Submitted by Provider or School)*

<p><b>TO PROVIDER OR SCHOOL:</b> Contact the coalition upon enrollment of the child for payment. The Early Learning Coalition may issue a confirmation number for payment (below).</p>	<p><b>TO CONTACT THE COALITION FOR PAYMENT:</b></p>
	<p>IS YOUR CONFIRMATION NUMBER (IF APPLICABLE)</p>

**NOTICE TO PRIVATE PROVIDER OR PUBLIC SCHOOL:** A private provider or public school must keep each original signed form for at least 5 years from the date of the last payment for that fiscal year or until the resolution of any related audit findings or any related litigation, whichever occurs last. A private provider must permit the early learning coalition, and a public school must permit the school district, to inspect the original signed forms during normal business hours. If required by the early learning coalition, a signed copy of this certificate must be forwarded to the coalition or a qualified contractor acting on behalf of the coalition.





STATE OF FLORIDA  
VOLUNTARY PREKINDERGARTEN  
EDUCATION PROGRAM

**Child Attendance and  
Parental Choice Certificate  
(LONG FORM)**

This section will be completed for you.

1. Student's last name			First name	Middle name	Jr./Sr./III	2. Student's date of birth	
3. Name of provider or school						4. VPK class	
5. Attendance month				6. Year		7. Student's attendance is: <input type="checkbox"/> Entered below <input type="checkbox"/> See attached document	

This section will be completed by the Preschool Director based upon Sign-In & Sign-Out sheets.

Do Not mark boxes!

	SUN	MON	TUE	WED	THU	FRI	SAT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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= Days attended

**PARENTAL CERTIFICATION**

I swear (or affirm) that my child (whose name appears above in item 1) attended the Voluntary Prekindergarten Education Program on the days entered above, or included in the documentation attached to this form, and certify that I continue to choose the provider or school (whose name appears above in item 3) to deliver the program for my child and direct that program funds be paid to the provider or school for my child.

PRINT FULL NAME →			First name			Middle name	Jr./Sr./III
SIGN FULL NAME →						9. Signature of parent or guardian	
						10. Date signed	

**NOTICE TO PRIVATE PROVIDER OR PUBLIC SCHOOL:** A private provider or public school must keep this original signed form for at least 2 years. A private provider must permit the early learning coalition, and a public school must permit the school district, to inspect this original signed form during normal business hours. If required by the early learning coalition, a signed copy of this certificate must be forwarded to the coalition or a qualified contractor acting on behalf of the coalition.

APPENDIX E



**Regency Christian Academy**  
*A Ministry of South Orlando Baptist Church*

**Accident / Incident Report**

It is in the spirit of Christian love that we are advising you of an  
\_\_\_ Accident / \_\_\_ Incident, which involved your child today.

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Grade: \_\_\_\_\_ Classroom Teacher: \_\_\_\_\_ Location: \_\_\_\_\_  
(Classroom, Playground, Gym, Etc.)

**Report:**

\_\_\_\_\_  
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\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Administrative Signature

**Parent:**

This form must be signed and returned within the next class day. Failure to do so will prevent the student from returning to class.

I acknowledge reading this report.

\_\_\_\_\_  
(Parent's Signature) (Date)

Growing a Godly Generation, One Child at a Time

APPENDIX F

