

Dear Parents,

Thank you for choosing Christ School!

I hope you find this handbook informative. If you have any questions or concerns that you do not find the answers to, please know that you are invited to come see me.

At Christ School, we are here to provide your child with a strong, academically sound Christian education. We are not teaching Methodist doctrine, but we do abide by the policies of the Discipline of the United Methodist Church. Please let the pastor or me know if Christ Church can help you or your family in any way or if you are looking for a church home.

The A beka curriculum we use is Christian-based with a very strong emphasis on phonics and mathematics. We know it is advanced, but our students are ready to do well in any school after graduating. We also use this curriculum because it has God and Christian ethics throughout the material.

Again, thank you for trusting us with your child. We look forward to working together with you to make this a positive experience.

If I can be of any service to you or your family, please call me or stop by the school office to set up an appointment.

Sincerely,

Julie Kushinka
Director

Table of Contents

PHILOSOPHY	3
REGISTRATION AND TUITION INFORMATION.....	3
SCHEDULE OF TUITION AND FEES	4
SCHOOL CALENDAR.....	5
SCHOOL YEAR.....	6
PRESCHOOL HOURS.....	6
KINDERGARTEN–5 th GRADE HOURS.....	6
PICK-UP POLICY.....	6
ATTENDANCE POLICY FOR KINDERGARTEN-5 th GRADE.....	7
ACCIDENT AND ILLNESS POLICY	8
DRESS CODE/APPEARANCE.....	9
DISCIPLINE POLICY	10
HOMEWORK.....	10
COMMUNICATION BETWEEN HOME AND SCHOOL.....	10
CONFERENCES	11
LUNCH FOR 1 st –5 th GRADE	11
BIRTHDAYS.....	11
SUPPLIES.....	11
WHAT NOT TO BRING.....	11
MEDICATION	11
FIRE AND TORNADO DRILLS.....	12
SCHOOL PICTURES.....	12
PHOTOGRAPHS	12
PARENT TEACHER ORGANIZATION (PTO).....	12
SCHOLASTIC BOOK CLUB.....	12
VOLUNTEER SUGGESTIONS	12
SUBSTITUTE TEACHERS.....	13
PETS	13
FAST DIRECT.....	13

PHILOSOPHY

The purpose of Christ School is to provide an outstanding Christian education. Our goals are to help children grow spiritually, academically, socially, and emotionally.

Christ School provides a place where children grow and learn in God's grace and for His glory. The A beka curriculum used at Christ School provides challenging instruction for all students.

School staff members are required to adhere to the Safe Sanctuary policies set forth by the Discipline of the United Methodist Church, Christ United Methodist Church, Christ United Methodist Church School Board, and the School Director.

**Christ United Methodist Church School does not discriminate based on race, color, ethnicity, and/or religion.*

REGISTRATION AND TUITION INFORMATION

In keeping with the state school policy, a child is assigned to his/her grade based on his/her age on or before September 1st of the current school year.

Registration and book fees are due upon enrollment at Christ School. Tuition is then due the first day of every month that your child attends. Checks should be made payable to **Christ School**. Please write your child's name and the teacher's name in the memo section of your check.

A late fee of \$20.00 applies if tuition is received after the 10th of the month. Reminders about late tuition will be sent out. If tuition is not collected by the end of the month, the child will be dropped from enrollment unless other arrangements have been made with the director.

Registration and other fees are nonrefundable except for military families leaving the area and notifying Christ School by July 1st.

Tuition will be set by the School Board and reviewed annually. There will be no deduction in tuition due to absences or holidays.

A 30-day notice is required for your child to be dis-enrolled from Christ School. Notices must be sent in writing to the school office.

**SCHEDULE OF TUITION AND FEES
2016-2017**

<i>Grade Level</i>	<i>Registration Fee (through May31st)*</i>	<i>Book Fee (through May 31st)*</i>	<i>Monthly Tuition</i>	<i>Annual Tuition</i>
<i>2 year old 1 day</i>	<i>\$100.00</i>	<i>\$50.00</i>	<i>\$90.00</i>	<i>\$810.00 (9mos)</i>
<i>2 year old 2 day</i>	<i>\$100.00</i>	<i>\$50.00</i>	<i>\$130.00</i>	<i>\$1170.00 (9mos)</i>
<i>2 year old 3 day</i>	<i>\$100.00</i>	<i>\$50.00</i>	<i>\$160.00</i>	<i>\$1440.00(9mos)</i>
<i>3 year old 2 day</i>	<i>\$100.00</i>	<i>\$65.00</i>	<i>\$130.00</i>	<i>\$1170.00 (9mos)</i>
<i>3 year old 3 day</i>	<i>\$100.00</i>	<i>\$65.00</i>	<i>\$160.00</i>	<i>\$1440.00 (9mos)</i>
<i>3 year old 5 day</i>	<i>\$100.00</i>	<i>\$65.00</i>	<i>\$200.00</i>	<i>\$1800.00(9mos)</i>
<i>4 year old 3 day</i>	<i>\$100.00</i>	<i>\$85.00</i>	<i>\$160.00</i>	<i>\$1440.00 (9mos)</i>
<i>4 year old 5 day</i>	<i>\$100.00</i>	<i>\$85.00</i>	<i>\$200.00</i>	<i>\$1800.00 (9mos)</i>
<i>Kindergarten</i>	<i>\$100.00</i>	<i>\$180.00</i>	<i>\$220.00</i>	<i>\$2200.00 (10mos)</i>
<i>1st – 5th grades</i>	<i>\$100.00</i>	<i>\$270.00</i>	<i>\$380.00</i>	<i>\$3800.00 (10mos)</i>

**After May 31st, the registration fees will increase to \$150.00 and the book fees will increase by 10%. This is due to the additional cost we are charged when ordering books after this date.*

Multi child (same household) discount: If you have more than one child enrolled in 1st grade through 5th grade you are entitled to a 10% discount off of one child.

Other discounts: If you are a member of Christ United Methodist Church you are entitled to a 10% tuition discount per child.

*If you make an **annual** payment you are entitled to a 5% discount off of your child's tuition. If you withdraw your child from Christ School during the school year for any reason, the 5% incentive will no **longer apply** and will be added back to your tuition refund.*

*Registration and book fees must be paid in full upon registering your child at Christ School.
REGISTRATION AND BOOK FEES ARE NON-REFUNDABLE.*

New students or former students with missing or expired forms must produce the following documents to complete registration:

Georgia Certificate of Immunization (Form 3231)—Applies to all students

Georgia Certificate of Ear, Eye, and Dental Examination (Form 3300)—Applies to K-5th

According to Georgia law, these health records must be on file in order for the student to attend Christ School. We are inspected regularly by the Health Department.

**SCHOOL CALENDAR
2016-2017**

August 1 st	Monday	First Day of School (K–5 th) 1/2 Day
August 22 nd	Monday	First Day of School (2's – 4's)
September 5 th	Monday	Labor Day Holiday
September 21 st	Wednesday	Half Day (Teacher/Parent Conferences)
October 7 th	Friday	Student Holiday
October 10 th -14 th	Mon–Fri	Columbus Day Holiday & Fall Break
November 11 th	Friday	Veterans Day Holiday
November 21 st -25 th	Mon–Fri	Thanksgiving Holiday
December 16 th	Friday	Half Day
December 19 th -January 3 rd	Mon-Tues	Christmas Holiday
January 16 th	Monday	Martin Luther King Jr. Holiday
February 17 th	Friday	Half Day Students/Professional Learning
February 20 th	Monday	Presidents' Day
February 21 st	Tuesday	Student Holiday
March 27 th -31 st	Mon–Fri	Spring Break
April 14 th	Friday	Good Friday 1/2 day
May 4 th	Thursday	Field Day K-2 nd
May 5 th	Friday	Field Day 3 rd -5 th 1/2 Day 1st-5th
May 24 th	Wednesday	Last Day of School (K-5 th) 1/2 Day

The last day of pre-school will be the day of your child's end-of-year program. This will be announced later in the year.

SCHOOL YEAR

The calendar for Kindergarten-5th grade will include four 9-week periods. Major holidays and bad weather days will be observed in accordance with Houston County public schools.

PRESCHOOL HOURS

The pre-school day begins at 8:45 AM. Children should be escorted to their classrooms and arrive between 8:35 AM and 8:45 AM. Child care is not provided before the school day begins. It is also important that parents do not initiate parent-teacher conferences during this drop-off period. Parent-teacher discussions should be scheduled at a mutually beneficial time.

2 year-old dismissal will be at 11:30 AM. 3 and 4 year-old dismissal will be at 12:00 PM.

KINDERGARTEN-5th GRADE HOURS

The elementary school day begins at 8:30 AM. Kindergarteners should be escorted to their classrooms and arrive between 8:15 AM and 8:25 AM. 1st - 5th graders should be dropped off under the awning between 8:15 AM and 8:25 AM. The first bell will ring at 8:25 AM and the tardy bell will ring at 8:30 AM. Child care is not provided before the school day begins.

Kindergarten dismissal will be at 12:00 PM. 1st-5th grade dismissal will be at 2:30 PM.

PICK-UP POLICY

Unless arrangements have been made ahead of time or an emergency comes up, there will be a late charge for children who are not picked up within 15 minutes of dismissal. Students will be picked up inside the school. Students are not allowed to leave the school without adult supervision.

Please inform us in writing if someone other than yourself will be picking up your child.

DO NOT LEAVE CHILDREN UNATTENDED IN YOUR CAR ON SCHOOL PROPERTY. Christ Church follows the Safe Sanctuary Guidelines that state no child is to be left unattended on church property.

ATTENDANCE POLICY FOR KINDERGARTEN-5th GRADE

In order for your child to receive the greatest benefit from school, it is important that they attend and are on time. For this reason, our Christ School Board has the following policy in effect:

A written excuse is needed every time a student is absent.

More than 3 consecutive days absent requires a doctor's excuse.

Students absent for more than 10 days in a school year will be contacted by the director.

Students absent for more than 20 days in a school year will have their enrollment reviewed by the Christ School Board. It will be the decision of the board, director, and teacher as to whether or not the child will be promoted to the next grade level.

K-5th grade students arriving after 8:30 AM are considered tardy and will need to be signed-in at the office.

Excessive tardies and/or absences will be brought before the director and the school board.

ACCIDENT AND ILLNESS POLICY

If a child is injured at school, office personnel will render first aid. Parents will then be contacted in those cases which the school deems are serious enough to warrant communication. If the school is unable to reach the parent, the emergency contact person will be called in an effort for someone to come for the child. **Please assist the school by leaving current emergency telephone numbers to be used in the event that you are not available.**

Parental assistance is urgently needed in providing pertinent medical information for each child in school. Please assist the school by notifying the office of any changes in student data (medical or otherwise).

A sick child should not be taken to school. Sick children belong at home. Well children belong at school. The best way to prevent infections is frequent hand washing.

Children with a fever over 100 degrees should stay home until there is no fever for 24 hours without the aid of medication.

If a child's eye is red with cloudy or yellow/green drainage, you should call the doctor during office hours. If an eye ointment is prescribed, your child may return to school 24 hours after treatment begins.

Children with one event or more of vomiting or diarrhea should stay at home until at least 24 hours have passed without further events.

Your child should stay at home if he/she has a significant amount of ear or tooth pain.

If your child has a sore throat and a fever or a severe sore throat without a fever, he/she should stay home.

If your child has impetigo, he/she should stay home until all areas are crusted over.

If your child has active crawling head lice, you will be called to come and pick up your child. If he/she comes to school with lice, a letter will be sent home with directions on how to treat your child. Please inform your child not to share his/her comb, scarf, hat, etc.

When there is doubt in your mind about sending your child to school, consult your child's doctor. When you see the doctor, always request a note stating what day your child was seen. Please give the school all available phone numbers so you can be reached in the case of illness or injury at school.

DRESS CODE/APPEARANCE

Students are to dress in neat, clean, modest fashions during school hours. Pre-schoolers and kindergarteners need to come to school in comfortable clothing that will not inhibit them when they are involved in playing outside, painting, playing on the floor, or any other activities. Practical shoes need to be worn to school to allow students to move around freely and safely. For 2 year-olds through 2nd graders, sandals should have straps to secure them to the student's feet.

Dress Code Specifics:

- No clothing with inappropriate signs, slogans, or wording.
- Clothing must fit appropriately (i.e. not too baggy or too tight).
- No knit sweatpants or pajamas (with the exception of Pajama Day).
- No dresses or tops with spaghetti straps.
- No halter tops, tube tops, backless tops, or tops that expose the midriff.
- No tank tops for 3rd, 4th, and 5th grade students (younger students may wear tank tops as long as they are 1 ½ inches in width on the shoulder and fitted under the arm).
- No short shorts or Sophie shorts (When standing with arms at sides, shorts should be longer than fingertips).
- No short dresses or miniskirts (please use the same fingertip rule for dresses and skirts as for shorts).
- Pants should not be ragged or have holes.
- No hats to be worn in school (with the exception of Hat Day).
- No earrings for boys.
- Shoes must be worn at all times. No high heel or platform shoes.
- No rubber flip flops.
- No Heelys allowed on the school property.
- Hair should be well groomed. Extremes in style and color should be avoided.

Interpretation of the dress code is left to the discretion of the faculty and administration. Please remember to dress your child in a way that would be pleasing to God. In the case of a student wearing inappropriate clothing, parents will be contacted and asked to bring a change of clothing.

Shoes should be worn that allow children to run and play without slipping off during daily activities.

In the winter it is helpful for the children to wear layers of clothing, which they may remove as the temperature rises during the day.

PLEASE LABEL ALL SWEATERS, COATS AND JACKETS!

Physical Education for K-5th Grade

On the days your child is scheduled to have P.E., it is important that they dress comfortably for running and jumping. For this reason, tennis shoes must be worn. If girls wear dresses, they must wear shorts underneath.

DISCIPLINE POLICY

Each student will receive a copy of Christ School's discipline policy. Please review this with your child, then sign and return the signature page to your child's teacher. A copy will be kept on file in the school office.

HOMEWORK

Homework is an extension of the school curriculum. It is designed to be a constructive tool in the teaching-learning process. It can be an effective aid to student learning. Students will have a degree of homework on a regular basis for the following reasons:

- To help students develop independent study skills.
- To reinforce learning which has taken place at school.
- To bring the home and school closer together.

Parents are encouraged to:

- Show positive interest in homework as well as all other school work.
- Provide students with a suitable place and quiet time for homework.
- Cooperate with the teacher to make homework more effective.
- Serve as consultants for problems; avoid doing homework for the child.
- Sign the agenda every night.

Types of homework to be expected:

- Practice assignments.
- Book reports.
- Special projects which are related to class activities.
- Reading assignments which will expand understanding of material introduced in class.

COMMUNICATION BETWEEN HOME AND SCHOOL

Routine communications and information are normally sent home with students. Parents are urged to ask students daily about notes and forms from school. If parents have questions about any school matter, they should contact the school.

CONFERENCES

If you wish to speak with your child's teacher or the director, feel free to call the office to schedule a conference. **Please do not use the time when bringing or picking up your child for conferences.** The teacher must dedicate this time to the students.

LUNCH FOR 1st-5th GRADE

Out lunches are limited to Fridays and special occasions such as birthdays. Due to our limited space and absence of a lunchroom, the school has adopted the policy that parents may only eat lunch with their children on their birthday (children with summer birthdays will be given a day) or special occasions such as field day, family picnic day, or other planned occasions.

Lunches need to be in a lunch box. **Carbonated drinks are not allowed.**

BIRTHDAYS

We acknowledge each student's birthday and encourage a classroom celebration for him/her. You are invited to furnish refreshments on that special day. **Please do not ask the school to distribute invitations.**

SUPPLIES

A supply list is sent out with each child at the beginning of the school year. The supply list is also available on the school web site.

WHAT NOT TO BRING

Please **do not** let children bring toys (including computer games), weapons (including toy weapons), money, marbles, or personal jewelry to school. Children are hesitant to share their personal belongings, which creates an unpleasant situation in the classroom.

MEDICATION

A medication form must be filled out in the school office before the faculty can dispense medicine during the school day. **Medication should NOT be sent with your child to school in their book bag.** An adult must bring the student's medication to the school office.

FIRE AND TORNADO DRILLS

Fire drills are held every month. When the alarm is sounded, students should follow the direction of teachers in a quick, quiet, and orderly manner.

Tornado drills are held throughout the school year. This drill ensures students know where to go and what to do in the case of severe weather.

SCHOOL PICTURES

During the school year, individual pictures will be made available for purchase. You are not expected to purchase any pictures nor be penalized in any way for not buying.

PHOTOGRAPHS

Photographs depicting students participating in school activities may be taken during the school year. These photos may be used in the yearbook or local newspaper. If you do not wish for your child's picture to be used, please notify the office within 10 days of the first day of school.

PARENT TEACHER ORGANIZATION (PTO)

Christ School has an active Parent Teacher Organization (PTO). The PTO meets regularly. Look for PTO information to be sent home with your child.

SCHOLASTIC BOOK CLUB

Students will occasionally have book order forms sent home with them. There will be an order deadline date posted outside the classroom. Books must be ordered online from your home computer. The books take around 2 weeks to arrive and will be given to the teacher. The school receives bonus points from these orders which provide various items needed by the school.

VOLUNTEER SUGGESTIONS

It would help us tremendously if each of you would bring just one of the following items each month: Tissue paper (Kleenex), paper towels, paper napkins, paper cups, or wet-wipes. Please consult your child's teacher for the needed items.

We are always looking for resource people. If you have a special talent in music, art, crafts, etc., please let us know.

SUBSTITUTE TEACHERS

A letter will be sent out at the beginning of the school year requesting interested parents to sign up for substitution assignments. If you are interested, please stop by the office to complete the required forms.

PETS

Pets are not permitted in the school with the exception of Pet Day.

FAST DIRECT

Fast Direct provides one place for parents to access all their school-related information. Grades, finances, calendar, class bulletin board and school directories are available online. Parent Activation Instructions will be distributed on the first day of school.

PLEASE ADHERE TO THE 5 MPH SPEED LIMIT IN THE SCHOOL AREA!