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General Policies and Procedures

Attendance

School Day:

School begins at 8:45 a.m. and ends at 2:45 p.m. for grades 1 and up. Kindergarten classes operate as half days and run from 8:45 a.m. to 12:00 noon. Day care hours of operation are 6:30 a.m. to 6:00 p.m.

Day care	6:30 a.m. to 6:00 p.m.
Kindergarten	8:45 a.m. to 12:00 noon
1 st grade and up	8:45 a.m. to 2:45 p.m.

Arrival / Departure:

Between the hours of 8:30 a.m. – 8:45 a.m. AND 2:45 p.m. – 3:00 p.m., students are to assemble on the black top area for proper arrival and departure procedures. Students arriving prior to 8:30 a.m. and remaining after 3:00 p.m. are to report directly to a day care official. The same applies to kindergarten students remaining after 12:00 noon. Fees will be assessed.

From 6:30 a.m. to 8:30 a.m., a parent **MUST** bring the student into building 110 and sign them in with a day care official. Living Word Academy can not be responsible for children left on campus that have not been properly signed into day care.

Absences:

In case of absence, the parent must write a dated note to the teacher explaining the reason for the absence. This note must be sent the day a student returns from an illness or he will not be permitted to attend class. There are **no excused absences** except for student illness or death in the immediate family. Excessive unexcused absences may result in dismissal from school. No refunds on tuition are made because of absences. Unexcused absentees will not be able to make up any work unless satisfactory arrangements were made with the teacher before the absence occurred. Unexcused absences during

final/quarter exams will lower the semester grade by one full letter. More than **25 unexcused absences** may result in grade retention.

Tardiness:

Tardiness is disruptive to the classroom and also has an adverse effect on your child's educational progress. Any student arriving after 8:45 a.m. must come through the office and get a tardy slip stating the reason for tardiness before going to the classroom. Three unexcused tardies will be counted as an unexcused absence. Students who arrive late but prior to 11:30 a.m. will be counted present for the day and be allowed to participate in after-school activities subject to the approval of the coach, sponsor, or athletic director. Students arriving after 11:30 a.m. will be assessed one-half day absence from school and will not be allowed to participate in extracurricular activities held that day without administrative approval. Students who report to any class more than 20 minutes late will be counted as an unexcused absence. ****Note: K4 and K5 students arriving after 10:30 a.m. will be counted absent for that day.**

Student Pick-up:

Children may only be picked up from school by their parents and "designated" authorized persons. Two authorization forms and two identical photographs must be provided **BEFORE** any child will be allowed to be picked up after school. If parents are divorced or separated and one parent is **not allowed** to see or pick up the child, we **must** have on file at the office a certified copy of the court order of Final Judgment.

Release from Classes:

If a student must leave school early, a parent-written note stating the reason must be brought to the school office. Students leaving or returning to the school must check in or out at the office. A student who leaves the school grounds without checking out through the school office will be

considered truant and appropriate action will be taken to correct the situation.

School Closings:

Living Word Academy will follow all instructions given regarding York County public schools, however, please do not jeopardize your safety in any case. You may refer to the web site (www.livingwordacademylions.org) for links to local television sites for the latest information.

Health

Illness:

For the welfare of your child and others in the school, all children who are sick must be kept at home. At the school's discretion, parents may be asked to pick up their children from school if the child displays any of the following symptoms:

1. Fever
2. Rashes
3. Discharge from eyes, ears, or nose
4. Nausea Diarrhea and/or vomiting
5. Persistent cough
6. Pronounced fatigue and/or irritability
7. Infection

When the child is well enough to participate in a normal school day, please send hat, coat, etc. as an aid to prevent future illness. The class does participate in outdoor activities each day, weather permitting.

Medication:

If a child is to receive any medication during the school day, the parent or guardian must have on file in the nurse's office, Authorization for the Administration of Medication. This form is available in the school office and must have a physician's signature. The medicine to be dispensed will be kept in the office and dispensed according to the doctor's instructions. Medicine must be properly labeled. If your child requires medication during school hours and we do not have signed authorization, it will be necessary for you to stop by

and personally give it to him/her. Teachers cannot be held responsible for carrying out these duties.

Communicable Diseases:

Living Word Academy desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons. A teacher or administrative official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school principal. The reportable diseases include the following:

Acquired Immune Deficiency Syndrome (AIDS)	Meningococcal Disease
Aids Related Complex (ARC)	Mumps
Amebiasis	Paralytic Shellfish Poisoning
Animal Bite of Humans only by a potentially rabid animal	Pertussis
Anthrax	Pesticide Poisoning
Botulism	Plague
Brucellosis	Poliomyelitis
Campylobacteriosis	Psittacosis
Chancroid	Rabies
Dengue	Relapsing Fever
Diphtheria	Rocky Mountain Spotted Fever R.
Encephalitis	Rickettsia
Giardiasis (Acute)	Rubella including congenital
Gonorrhea	Salmonellosis
Granuloma Inguinale	Schistosomiasis
Hansen's Disease (Leprosy)	Shigellosis
Hemorrhagic Fevers	Smallpox
Hepatitis	Syphilis
Histoplasmosis	Tetanus
Human Immunodeficiency Virus (HIV)	Toxoplasmosis acute
Legionnaire's Disease	Trichinosis
Leptospirosis	Tuberculosis
Lymphogranuloma Venereum	Tularemia
Malaria	Typhoid Fever
Measles (rubeola)	Typhus
Meningitis	Vibrio Cholera
	Vibrio Infections
	Yellow Fever

Any student or employee with a communicable disease, for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during

recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, Living Word Academy may require an independent physician examination of the student or employee to verify the diagnosis of communicable disease. Living Word Academy reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

P.E. Excuses:

When any student has a physical challenge that limits activity or prohibits a particular activity, the school requires a note from the family medical doctor indicating the **reason** for limitation and the **period of time** for which the limitation is valid. Parent requests for exemption (sore throat, nausea, etc.) can only be honored for **two days** without a doctor’s notice.

Discipline

Demerit System

Teachers are expected to use other behavior modification techniques before demerits are issued for an infraction of classroom/campus rules. If such techniques are unsuccessful, a teacher may issue one to three demerits for a violation. If, after assigning demerits for an offense, the student’s behavior is still in conflict with classroom procedures, the teacher is to notify the appropriate administrator. If a student is removed for insubordination three times from the same class, it may result in the removal of the student from the class.

The following is a list of offenses in which a student would receive demerits/detention. Some offenses may require immediate suspension or expulsion, in those instances; the administration will make all final decisions. Since every

possible offense cannot be listed, the administrator determines the penalties for other offenses.

Being in building without permission	Failure to return demerits/detention/referral slips
Bringing unauthorized book/prohibited items to school	Failure to return signed papers (after on day grace)
Cheating on homework	Fighting
Cheating on quiz, test, or final exam	Forging signature
Chewing gum/eating in class or hall	Horseplay
Cursing or vulgarity	Immoral activities
Defacing school property	Leaving campus without permission - Suspension
Disrespect in chapel	Littering
Disrespect /talk back	Not bringing supplies/books to class
Drinking or having alcoholic beverages (on or off campus) – Expulsion	Out of seat without permission
Dress code violation	Passing and /or reading notes
Drugs, possession or use (on or off campus) – Expulsion	Playing during class time
Expelled from class by teacher	Refusal to complete assignments
Failure to report to extended care	Talking without permission
Failure to report to detention	Throwing objects
Failure to report to a teacher after school	Unexcused Tardy
Failure to return assignments	

Students receive demerit slips for each offense. The following LIMITS apply (per semester):

3 rd demerit	One hour detention
6 th demerit	One hour detention
9 th demerit	One hour detention and conference with parents
12 th demerit	Suspension – 1 day
15 th demerit	Suspension, conference & formally placed on probation.
18 th demerit	Student is dismissed from the school.

Detention is held on Tuesday and Thursday from 3:00 – 4:00 PM. Students will be given assignments by their teacher or by the detention teacher. Nothing other than work will be done during detention time. If a student fails to show up to detention, he/she will make up the detention plus receive an additional detention. If a student does not cooperate with a detention teacher, or is not doing the work assigned, another detention will be given. Demerit and Detention slips will be sent home the day that they are received, and must be signed and returned the next day. Detention will be served on the next detention day with at least 24 hours notice. For example, detention received on Thursday or Friday will actually be served on the following Tuesday. Detention received on

Tuesday will be served on Thursday in order to give parents 24 hours notice. **No student may participate in any sports event or other extracurricular activity on the day in which he/she serves detention.**

It is understood that attendance at Living Word Academy is a privilege and not a right. The privilege may be forfeited by any student who does not conform to the standards and regulations of the institution.

Code of Conduct

1. Students are expected to be punctual to all classes.
2. Students will not chew gum in the building.
3. Running in the halls is strictly prohibited for safety reasons. Horseplay and loud noise will not be permitted in the school building, on the school grounds, or while riding school vans.
4. Walkmans, beepers/pagers, cellular/mobile phones, DVD players, MP3 players, electronic games and all toys are not to be brought on campus unless authorized for a class project.
5. No student will have in his possession (on person or in locker) any kind of trading cards, fireworks, explosives, weapons, tobacco, etc.
6. Students are not allowed to fight verbally or physically. Arguing and fighting needs to be brought to the attention of the teacher on duty.
7. Cheating, lying or stealing are not part of the school and will not be tolerated. Cheating may result in a zero for the assignment, removal from class with no credit, or suspension from school.
8. Scoffing, scorning or disrespectful remarks are not acceptable.
9. If a student causes damage to any school property, restitution is expected.
10. Students are **NEVER** to throw snowballs

11. Involvement in witchcraft, the occult, astrology, etc. is grounds for immediate expulsion. **Pokeman** cards, **Harry Potter**, Yu-gi-ho, or similar materials are not allowed.
12. Bouncing any kind of balls is only permitted in the gym and outdoors.

Other policies may be added throughout the school year if it is deemed in the best interest of the school or its students.

Classroom Code of Conduct

As a Christian, I will behave as much like Jesus Christ as possible. The fruit of the Spirit will be evident in my life, in and out of the classroom. Galatians 5:22-23 says, "But the fruit of the Spirit is love, joy, peace, longsuffering, gentleness, goodness, faith, meekness, temperance, against such there is no law." I will do my best to obey those who have authority over me, for this is right in the sight of God. I will, at all times, follow the classroom policy:

1. Show proper respect to teachers and students. (Romans 13:7)
2. Obey those in authority. (Ephesians 6:1,5)
3. Wait to be excused by the teacher. (I Cor. 11:40)
4. Keep the classroom clean and in order. (I Cor. 14:40)
5. Behave in a way that will not disrupt the educational environment. (John 13:35)
6. Be responsible.
7. Be prepared for class. Have required books and supplies.
8. Complete class assignments and homework in a timely manner.

Students are not to use the telephone except during emergencies. Forgotten lunches, library books, clothes, field trip money, textbooks, etc., are not considered emergencies.

Dress Code

Both young men and women:

Anything considered to be shabby, extreme, or an inappropriate fad will not be permitted. Hats may not be worn during school by boys or girls except on designated “spirit days”. Students and/or parents will be notified of inappropriate dress and will be given the necessary steps for correcting the problem and the amount of time allowed for correction. If at any time a parent has a question about dress code, he/she should feel free to contact the administration. ***Absolutely NO body piercing or body art/writing will be tolerated.***

Chapel Days:

Boys must wear uniform slacks, full button up collared shirt, appropriate tie, and dress shoes. Polo style shirts are not appropriate on Chapel days. (see following chart for appropriate attire)

Girls must wear uniform skirt, skort, or dress, collared shirt, hosiery, and dress shoes. (see following chart for appropriate attire)

PHYSICAL EDUCATION UNIFORM BOYS/GIRLS GRADES 1st – 4th

P.E. Dress code: Students are not required to have the official LWA Physical Education Uniform. The P.E. teacher will be sending a letter home on the first week of school that explains appropriate P.E. attire.

PHYSICAL EDUCATION UNIFORM BOYS/GIRLS GRADES 5th – 9th

P.E. Dress code: All students must dress for gym in official school attire that may be purchased in the Academy Office. Athletic socks and shoes (used for P.E. only) are required. Gym uniforms must be taken home each Friday and laundered. P.E. is held on Mondays, Wednesdays, and Fridays.

STANDARD SCHOOL UNIFORM GIRLS GRADES K3 – 9th

Jumpers, Skirts, Culottes:	Color – Living Word Academy Plaid, Navy, Black, Khaki, Brown Hemline-no shorter than <u>2 inches</u> above the top of the knee
Slacks:	Color – Solid Navy, Black, Khaki, Brown UNIFORM slacks If belt loops are present, belt must be worn (Belt-Black or Brown) No denim jeans No decorative trim, manufacturer/design label No elastic or rolled cuff
Shorts and Skorts:	Color – Navy, Black, Khaki, Brown; Walking Shorts Elastic waistband accepted Belt is required if shorts have loops (Belt-Black or Brown) Length - no shorter than 2 inches above the top of the knee
Shirt:	Seamless Turtleneck Rounded or Pointed Collar Long or Short Sleeve Color – Solid White, Black, Navy, Khaki, Royal Blue, Brown or Gold Shirts MUST be tucked in while the girls are in school.
Sweaters:	Style – Cardigan, Pull-over or Vest Color – Solid White, Black, Navy, Khaki, Royal Blue, , Brown or Gold No longer than 6 inches below the waist No over sized, hood, decoration, trim, manufacturer/designer label
Socks:	Style – Knee Socks, Tights, Anklets (hosiery is REQUIRED) Color – Black, Khaki, ,Brown, White or Navy No trim or decorations
Shoes:	Dress Shoes or Well Conditioned Tennis Shoes Dress Shoes ONLY on Chapel Day NO Sandals, NO open-toed shoes
Jackets:	Full zip jackets and coats; NO sweat shirts or “hoodies”

STANDARD SCHOOL UNIFORM BOYS GRADES K3 – 9th

Slacks:	Color – Solid Navy, Black, Khaki, Brown If belt loops are present, belt must be worn (Belt-Black or Brown) No denim jeans No decorative trim, manufacturer/design label No elastic or rolled cuff
Shorts:	Color – Navy Blue, Black, Khaki, Brown; Walking Shorts Elastic waistband accepted Belt is required if shorts have loops (Belt-Black or Brown) Length - no shorter than 2 inches above the top of the knee
Shirts:	Style – Long or Short Sleeve; Collared; Polo or Button-up Oxford Color – Solid White, Black, Navy, Khaki, Brown, Royal Blue, or Gold Shirts MUST be tucked in while the boys are in school. Tie MUST be worn on Chapel Day Tie Color-Black, Royal Blue, Navy, LWA Plaid
Sweaters:	Style – Cardigan, Pull-over or Vest Color – Solid White, Black, Navy, Khaki, Brown, Royal Blue, Gold, LWA Plaid No longer than 6 inches below the waist No over sized, hood, decoration, trim, manufacturer/designer label
Socks:	Color – Black, Khaki, White, Brown or Navy
Shoes:	Dress Shoes - Tie-up or Loafer Well Conditioned Tennis Shoes Dress Shoes ONLY on Chapel Day NO Sandals
Jackets:	Full zip jackets and coats; NO sweat shirts or “hoodies”

PERSONAL BELONGINGS

THE SCHOOL IS NOT RESPONSIBLE FOR PERSONAL BELONGINGS. Articles of clothing should be clearly marked with the student's name.

PERSONAL GROOMING

Maintaining a good personal appearance is vital for a good self-image. Personal grooming habits should be formed at a young age and followed throughout life.

HAIR

Hair color must be a natural color and look. No odd-colored or multi-colored hair. No shaved heads. No spiked hair. (The administration will rule on questionable hair issues/styles). Hair styles and makeup must be in keeping with standards of femininity and appropriateness. A worldly or sensual image should not be promoted through a student's choice of hairstyle or inappropriate, excessive use of makeup.

Boys' hair must not hang over the collar, eyebrows, or ears. Hair color must be a natural color and look. No odd-colored or multi-colored hair. No shaved heads. No spiked hair. Hairstyles must be in keeping with the standards of masculinity and appropriateness. Sideburns must not extend below the bottom of the earlobes. Pony tails, and any other faddish cut is not permitted. When maturity warrants, boys must shave regularly.

JEWELRY

Jewelry such as rings and watches are permitted as long as they are **simple** and do not detract from the educational process. Stud belts, sweat bands, wrist bands, accessory bands, collars, chains, chokers, or spikes of any kind are NOT allowed.

Any type of dangling or hoop earrings, dangling necklaces, leg bands, etc. are not permitted to be worn during the school day. These, many times, are distracting and can be dangerous, especially during physical education or recess.

Boys may not wear earrings or other items of jewelry that would be classified as effeminate.

VIOLATIONS

Violations of the Standard Uniform Code will result in immediate disciplinary action. Repetitive violations may result in temporary or permanent dismissal from school.

Academic Considerations

Report Cards and Report Slips:

Report cards will be sent home at the end of each nine-week period. These slips are due back bearing the parent's signatures. (It will be necessary to pay a \$5.00 replacement fee for a lost report card.) Important Notice: Final report cards are to be issued on the last day of school if accounts are paid in full (7 business days must be allowed for checks to clear). Report cards not issued on the last day may be mailed or picked up at the office at a later time.

Grading Scale:

<i>Percentage</i>	<i>Letter Grade</i>
100	A+
99-95	A
94	A-
93	B+
92-86	B
85	B-
84	C+
83-76	C
75	C-
74	D+
73-71	D
70	D-
69	F+
68-50	F
50 and below	F-

Homework:

Homework is a part of Living Word Academy's academic emphasis. It should always be done neatly, accurately, and on time. Homework should never be considered "busy work". It will be given by the classroom teachers for specific purposes. Each student will be expected to complete the assigned homework. Failure to complete homework will result in the parent receiving a phone call from the office. Parents should take necessary steps to verify that homework is being completed. Elementary students from 1st grade to secondary students will be using special assignment books to carefully take down each night's work.

Honor Roll:

An honor roll is compiled at the end of each semester and is determined by the following qualifications:

A Honor Roll	4.0 average
A/B Honor Roll	3.0 average or greater

Two "A"s will bring up one "C", but the student may not have more than one "C" for A/B Honor Roll per quarter.

Incomplete work, which is not made up by the time the honor roll list is determined, will automatically disqualify that student for the honor roll for the grading period.

Make-up Work:

Students who are absent must check with the classroom teachers immediately upon returning to school in order to get all assignments missed. Students are allowed one day of grace for each school day missed to make up any work, tests, or quizzes. It is not the responsibility of the teacher to contact the student. Work not completed within the length of time may be recorded as a zero. Makeup work missed during an "unexcused absence" may be approved only with permission of the teacher or administration. Unexcused absences during **final/quarter exams** will lower the semester grade by one full letter.

Progress Reports:

Student progress reports will be distributed four times a year at the middle of each marking period. Parents are encouraged to call the instructor(s) of the classes(es) in which the student is having difficulty for suggestions to improve the grade.

Retention – Secondary:

1. Any student who fails English (yearly average), must generally repeat that level of English in the same grade the next year or attend an approved summer school. The level of English determines grade placement.
2. Other required courses that are failed must be retaken the next year.
3. Failure to earn at least five credits per year will usually result in retention. The administration will make final decisions on promotion or retention.
4. A student generally must have no more than 25 days of absences.

Retention – Elementary:

Students are normally retained if they receive a failing grade in both mathematics and language (phonics). Parents are to meet with the administrator and/or teacher to discuss solutions for failing grades in one of the areas.

Student Activities

Field Trips:

All students have the opportunity to attend field trips. Classroom teachers select educational sites and plan their trips. Parents are encouraged to participate in these trips (as well as drive).

Spirit Days:

Every school year our students participate in Spirit Days. These days are generally arranged around a theme and every student is strongly encouraged to participate. Our normal

dress standards are relaxed for Spirit Days, and instructions for dress will be available in advance of Spirit Days.

Class Officers:

Class Officers will be selected by the administration. As a voice for the student body, officers are selected because of their good character, leadership skills, initiative, and respect for authority.

Awards Ceremonies:

The award's ceremony (1st grade and up) is held the last week of the school year. This is a time to honor our students for their academic accomplishments and behavioral/social progress during the school year. Awards consist of but are not limited to: Top Honors, Most Creative, School Spirited, Pastor's Heart, Evangelistic, Leadership, Most Athletic, Most Studious, and Most Like Jesus.

Principal's Challenge

Approximately once a month, select grades will participate in a Principal's Challenge. These challenges are organized competitions and events consisting of but not limited to: Spelling Bee, Math Challenge, Impromptu Speaking, Talent Show, States and Capitals, and Bible Knowledge.

Extracurricular Activities

Throughout the school year, students will have the opportunity to participate in extracurricular activities. These programs are extremely important in building character. Students learn Christian values, good sportsmanship, teamwork, respect for others, and leadership skills. Activities may include but are not limited to the following: Praise & Worship Team, Cheerleading, after-school sports, and dance. In order to participate in any of these activities a student MUST maintain a GPA of 2.5 (C average).

Miscellaneous

Address or Phone Number Change:

Any time an address or phone number (home or work) is changed, please notify the school office. You can obtain a Change of Address Form from the school office.

Care of Property:

Living Word Academy is considered to be God's property. Respect for the appearance and care of the school is part of one's Christian testimony. Sitting on desks, carving and defacing property, eating in restricted areas, throwing things, littering, etc. are not permitted. The offending student, of course, must pay for all damage, whether willful or accidental. All students are expected to immediately report to the office any damaged furniture or other school property.

Solicitations Prohibited:

Solicitation is forbidden at Living Word Academy without the permission of the administration. This policy includes the selling of any item, the distribution of political or religious materials, and the circulation of petitions. Students may not sell any items for the benefit of any individual or groups outside the school.

Lost and Found:

Lost and Found articles are taken to the Lost and Found Department. Articles may be redeemed from the main office after school hours. This is a policy we have established in order to teach the students the responsibility of their personal possessions.

Visitors & Volunteers:

Parents are required to stop by the office if they need to leave something for the student or teacher or if they have to pick up the student. Please do not go directly to the classroom, as this would interrupt the teaching. No visitors are allowed to visit the school without going through the office for permission. All school volunteers must report to the office to pick up their

volunteer badge BEFORE reporting to their designated volunteer area.

Admission Procedures and Policies

Enrollment:

Students are considered for enrollment at Living Word Academy after completion of the admission package and an interview with the administrator. It is essential for at least one parent and the student or students considered for enrollment to be present.

Final acceptance for enrollment is determined by the interview, any necessary academic testing, and an adequate review of all records. Parents are required to sign an agreement to cooperate on the application form. No students will be admitted nor retained at Living Word Academy who do not agree and cooperate with the overall purpose and program of the school.

Living Word Academy admits students of any race, color, or ethnic origins and does not discriminate either in admittance or operational practices. Pursuant to federal regulations, we collect answers to questions regarding race, ethnicity, and sex for record keeping purposes.

Financial

School Fees:

Registration Fee =	\$75.00
Curriculum Fee =	varies, see schedule
Athletic Fee (5 th & up) =	\$45.00 Due Oct 30 or late fees apply
SAT Fee (per student) =	\$35.00 Due Jan 1 - Jan 30
Lab Fee (9 th & up) =	\$25.00

Tuition:

Tuition is to be paid in either of the following ways:

1. In Full: Paid in full *prior* to the first day of school
2. Installment Plan: Paid in ten (10) increments

Installment Plan:

Tuition is *due by the first of the month* and is late if received after the fifth of the month. Your schedule will be August 1st to May 1st. A **late fee of \$50** will be charged on any school account showing a balance of \$10 or more after the fifth of the month. **This fee is charged every month** until the overdue balance is paid. When the fifth falls on a Saturday or Sunday, tuition payment may be made on Monday without paying the \$50 penalty. Students will not be admitted to class if payments are one month in arrears. Students attending one day or more of any period will owe the full period's tuition. There is a **\$25 charge** for all checks returned to us by your bank for any reason. If two checks are returned, the account is on a cash basis. We are unable to accept postdated checks for the May 1st payment.

Withdrawal:

Parents wishing to withdraw a student prior to the last day of school must submit a 30-day written notice to the office. In cases other than death or permanent military reassignment, there will be an **early withdrawal penalty of \$150**. A student is not classified as withdrawn until the school office receives written notice, all school property is returned, and all financial obligations are met. If a student withdraws after the 1st of the month, the parent is responsible for that month's tuition installment. No refunds are available for tuition paid in full.

Fundraising:

Tuition does not cover all the costs of operating the school. Living Word Academy makes every effort to keep tuition rates affordable to as many families as possible. We depend on God's blessings and your support to continue operation; therefore, each student agrees to participate in the all-school fundraising projects throughout the school year. Everyone's participation is required and greatly appreciated. The **minimum requirements** for each fundraiser must be met or a flat **fee of \$50.00** will be added to your school account.

Day Care:

Each day care payment covers the hours your child (children) was scheduled for day care. These fees must be paid by the 5th of the following month. If your account is more than 15 days delinquent, day care privileges will be suspended until your account is brought to a current status.

Note: Any 15 minutes of your first and/or last hour will be charged the full hourly rate.

Example: 12 noon – 4:10 is a total of 4 hours charged
12 noon – 4:20 is a total of 5 hours charged

You must be in total agreement with our day care policies and rates or you cannot use it. We are here to be a blessing to you and we will not argue over half hour or quarter hour rates. We will do our very best to be fair to you and we ask that you do likewise. *James 3:16*

Extracurricular activities:

Fees for extracurricular activities are to be paid prior to the activity and at the same time tuition is due. If tuition, day care, and other fees are not current, students may not participate in such activities.

Bible

Bible study is recognized as a fundamental importance and is a required subject. It augments the study of English, history, geography, and science. Without a knowledge of Biblical truth, a student cannot be considered educated. The Bible gives direction for this life, and the only hope for the life to come. No other book can so enrich the minds and ears of men as "The Book of Books".

Knowledge of the Bible is one of the greatest educational assets any man can have in addition to the moral and spiritual values resulting from the study. Character development is the most important work of a school. No other course offered in

the school affords the great opportunities for laying the foundation for Christian character.

Patriotism

“Patriotism is an inner feeling that is difficult to define; for each of us it has a different meaning and each of us meets it with a different emotional reaction—a feeling of pride, gaiety, a lump in the throat and a tear in the eye, and a swelling of the chest and a quickened breath, a fierce desire to battle for that which we believe, and even the dedication of one’s life to a cause. Where and when these feelings begin, we do not know, but we feel that the school should play an important part in developing patriotism in all its aspects. The small child is just beginning to have feelings of loyalty and pride, and these will grow best in an atmosphere of love and security, in aroused interests and broadened fields of knowledge, in chances to work with others, and through good examples in everyday living.”

(Excerpt from **Planned Patriotism**)

Statement of Code Compliance for Religiously Exempt Child Day Centers

Code compliance for Center exempt form Licensure

Living Word Day Care has completed the process of filing for religiously exempt Day Care. This process was completed by the presentation of the following:

1. Statement of Intent
2. Certification of Tax Exempt Status
3. Local Health Reports (report of sanitary inspection)
4. Local fire reports for all buildings
5. Building inspector’s report (certificate of occupancy)
6. Verification of required staff/child ratios
7. Staff health reports for all employees
8. Statement of Code Compliance

Notice to parents or guardians on general staff qualifications

All day care workers fill local health reports, submit referrals from precious jobs, have previous day care experience, submit criminal background checks, are aware of procedures for daily simple health screening of children and the exclusion of sick children and are able to recognize the signs of child abuse and neglect.

Notice to parents regarding physical facilities

The number of rooms used for the purpose of day care is three. The sanctuary area is used from 2:45 p.m. – 6:00 p.m. for children 6 and over. This area is designated as the homework area. The primary day care room is the nursery room with the half-door. Craft tables, eating tables, toys, TV and VCR are located in this room. This room is also equipped with an intercom system with the receiver being in the main office. This room is in use from 6:15 a.m. to 6:00 p.m. The middle room (K-3 room) is used from 1:00 p.m. to 3:00 p.m. for those students who are non-sleepers. This room is equipped with craft table, eating table, toys and the use of the TV and VCR.

Notice to parents regarding enrollment capacity

The maximum number of children the day care center will enroll at any one time is 75.

Notice to parents regarding health requirements for staff

The staff of Living Word Day Care is certified annually by a practicing physician to be free from any disability which would prevent them from caring for children.

Notice to parents for establishment and implementation of hand washing procedure

Hand washing is the most important means of interrupting the transmission of infection among staff and children. The law requires hand washing before eating and after toileting and diapering. Health care professionals also

are recommended to wash hands upon arrival at the center, upon return from outdoor play and when the hands have been in contact with any body secretion. Hand washing should also occur before preparing and serving food and after handling any unclean surfaces.

Establishment and Implementation of procedures for appropriate supervision of children

Appropriate supervision means compliance with the staff/child ratios outlined in the code and development and implementation of procedures to ensure safety of children. Supervision includes training and oversight of staff to assure protection of children.

Establishment and Implementation of procedures for a daily simple health screening and exclusion of sick children

“Daily health screening” is a health observation of children at Living Word Day Care to identify promptly changes in a child’s pattern of behavior or physical appearance that might alert staff to an illness or upset. Appropriate action may then be taken both to protect the ill child from avoidable health risks and to prevent exposure of will children to an illness which might be contagious.

The daily observation may be completed by one or all of the following examples: Looking at and touching the child’s hands, cheeks; running the fingers behind the ears and down the neck glands for any sign of fever or swelling; looking at the eyes; and by noting any unexplained bruises.

The health observation also may assist in the identification of other conditions, such as vision, hearing, speech/language, tooth problems, that may indicate the need for parents to consult their family physicians for possible treatment or referral to a specialist.

The observation is done by Mrs. Chrismon or by Mrs. Ashe who has obtained instruction in performing the daily health observation of children from a health care professional.

A person trained and certified in first aid present whenever children are present

Mrs. Kim Chrismon is certified (card-C) to perform CPR or emergency medicine on infants, children and adults.

Mrs. Angie Williams is a certified L.P.N. who can perform CPR and first aid.

Center in Compliance with the provisions of Section 32.1-46 regarding immunizations

Living Word Day Care requires that all students show proof of current physical and immunization compliance. These forms are made a part of the student’s transcripts.

All areas of the premises accessible to children are free of obvious injury hazards

Living Word Day Care aims to ensure that all areas of the premises accessible to children are free of obvious injury hazards, including providing and maintaining sand or other cushioning material under the playground equipment.

Compliance with section 63.1-248.3 relating to reporting of suspected cases of child abuse and neglect.

Living Word Day Care abides by the following procedure:

“Any teacher or other person employed by Living Word that has reason to suspect that a child is an abused or neglected child, shall report the matter immediately, to the local department of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred. Any person required to file a report who fails to do so within seventy-two hours of his first suspicion of child abuse or neglect shall be fined.

Compliance with Chapter 3, section 46.2-300 ET SEQ. Of Title 46.2 regarding a valid Virginia driver's license or commercial driver's license.

Section 46.2 2-300 and the code sections that follow it require a valid driver's license when operating any motor vehicle on any highway in the Commonwealth. All drivers for Living Word field trips must have a valid driver's license and a current inspection sticker.

Compliance with Article 13 (Section 46.2-1095 ET SEQ.) of Chapter 10 of title 46.2 regarding child restraint devices.

Drivers for Living Word Academy shall ensure that any child under the age of four of which he is the parent or legal guardian or which he regularly transports therein is provided with and properly secured in a child restraint device of a type which meets standards adopted by the United States Department of Transportation.

Compliance with section 63.1-198.2 relating to criminal history record checks

All faculty involved in the operations of the facility in which the center is located has submitted a sworn disclosure statements (criminal history record check) to the personal file.