



Parent-Student Handbook Preschool – Kindergarten 2019 - 2020

The mission of the school is to glorify God by offering a Christian education in a child-centered environment that seeks to meet the needs of each child individually.

School Founded: 1992
School Verse: Isaiah 40:31 “But those who hope in the Lord will renew their strength. They will soar on wings like eagles...”
School Mascot: The Eagle
School Colors: Blue and Gold

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Dear PCA Parents,

Welcome to Pathway Christian Academy. We are delighted that you have chosen PCA as your child's educational home. Your child is a gift from God. We are committed to providing a loving Christian environment where each child is encouraged to develop his or her own unique talents and abilities. The exemplary code of ethics maintained within our faculty assures children will receive personal examples of integrity and Christian values.

In order to maintain our exemplary code of ethics, we ask parents to hold themselves to the same standards and read the **Parent – Student Handbook**. The handbook is a guideline so that you, as a parent, will know exactly what is expected and therefore make PCA a happy, productive, safe place for children to learn.

In stating this, we ask that all parents read the Parent – Student Handbook thoroughly before the first day of school and refer to it often throughout the school year. Once the handbook has been read, and the *Parent Acknowledgment Form* has been signed, we will know that parents understand the information and will embrace the guidelines set by PCA.

We look forward to having your child, and family, as members of Pathway Christian Academy. Your child is a gift from God and each day is a blessing. We look forward to a great year.

Sincerely,
Administrative Team
Pathway Christian Academy

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INTRODUCTION

DISCLAIMER

The PCA administrative team reserves the right to change any policy or procedure at any time, in its sole discretion, after reasonable notice to parents through written letter or email.

INTRODUCTION

To help children view school as a positive experience from the very beginning, Pathway Christian Academy endeavors to present learning in a manner that is fun, exciting, and stimulating. We are committed to the development of a positive self-image in each student as acceptance of self leads to respect and acceptance of others.

We strive to provide a student-centered program. We use the A-Beka Christian Curriculum, Handwriting Without Tears, and Touch Math. And, Kindergarten uses the Saxon Phonics Curriculum as well. Teachers use a variety of teaching styles through innovative learning activities to challenge and motivate students. “Hands-on” learning experiences encourage the curiosity of the young child while they engage the world around them. Classes are offered for children ages two through Kindergarten.

We offer Before and After School Enrichment Programs for the students enrolled at PCA.

We look forward to getting to know you and your child. You are welcome to stop by the office or email us anytime with questions, concerns or comments. God has richly blessed Pathway Christian Academy in the past, and we anticipate another wonderful year!

SCHOOL PHILOSOPHY

Pathway Christian Academy is a ministry of Pathway Church. We give children excellent care and academic instruction as they experience developmentally appropriate activities. Each child’s uniqueness physically, emotionally, and academically is considered. It is our desire to create for the child a second family atmosphere and to instruct and model Christian values and behavior.

Our philosophy is that every child can learn and deserves the opportunity to excel. We are committed to providing a loving Christian environment where each child is encouraged to develop his or her own unique talents and abilities.

Our goal is to ensure all children reach their full potential by developing a sense of responsibility, self-discipline, and integrity. We endeavor to instill spiritual living through encouraging service to others and incorporating regular worship of God in all school activities.

NON-DISCRIMINATION NOTICE

PCA is a small learning community that welcomes individuals of all races, creeds, and economical backgrounds.

ENROLLMENT INFORMATION

ENROLLMENT PROCEDURE

Returning Student Enrollment begins February 18, 2019, Pathway Church member enrollment begins February 25, 2019, and new student enrollment begins March 1, 2019 and continues until the class becomes full. All registration is done on-line through www.pathway.church, go to Pathway Christian Academy link, and then to enrollment link. Once Registration fee is paid, we receive current Immunization Record, Parent Acknowledge form, and Financial Statement are signed and turned in, your child will have a spot in the class.

Due FIRST DAY of School

Physician's Statement

Vision and Hearing Screening for 4 year olds, and Kindergarten students as of September 1.

This can be done by pediatrician or by PCA during the month of September.

****Above forms must be on file in the office **BEFORE** your child can attend Pathway Christian Academy in accordance with The Texas Department of Family and Protective Services. ****

FINANCIAL

REGISTRATION FEES

A *non-refundable* registration fee of \$150.00 is due with each new student enrollment form and a *non-refundable* fee of \$125.00 (when paid before March 1) is due with each returning student enrollment form to guarantee your child's seat in a class.

Tuition may be paid yearly, at the beginning of each semester, or on a 10-month payment plan.

CURRICULUM FEE

Kindergarten \$120

Pre-School \$120

DISCOUNTS

Pathway Christian Academy understands that the commitment to a Christian education can be a financial sacrifice to the family. There are a few discount options that your family may be able to benefit from.

1. *Sibling Discount*: A 5% discount is applied to the monthly tuition on the youngest sibling's tuition.
2. *Yearly Prepay Discount*: A 5% discount is applied to the total tuition cost when tuition is paid on or before August 20th.
3. *Semester Prepay Discount*: A 2.5% discount is applied to the total tuition when tuition is paid on or before August 20th and January 20th.

FACTS Financial Institute

Your tuition payment will be drafted on August 20th along with the curriculum fee. If you have chosen Plan C, then your tuition will be drafted on the 20th of each month through May 20th.

PARENT FINANCIAL CONTRACT FORM

Each enrolled family will be asked to electronically sign a Parent Financial Contract Form, which outlines the financial obligations of the family to the school. This is done through the on-line enrollment process. Each enrolled family must choose a payment method, and set up a FACTS account.

TUITION

Kindergarten \$3,990/yr or ten month payment plan of \$399/mo

Pre-School M-F \$3,520/yr or ten month payment plan of \$352/mo
 MWF \$2,470/yr or ten month payment plan of \$247/mo
 T/Th \$1,770/yr or ten month payment plan of \$177/mo

Before School 7:00 – 9:00 AM

M-F \$850/yr or ten month payment plan of \$85/mo
MWF \$480/yr or ten month payment plan of \$48/mo
T/TH \$350/yr or ten month payment plan of \$35/mo

After School 2:30 – 6:00 PM

M-F \$1,450/yr or ten month payment plan of \$145/mo
MWF \$ 760/yr or ten month payment plan of \$76/mo
T/TH \$ 550/yr or ten month payment plan of \$55/mo

***Drop-in rate is \$20.00 **If space allows and with advance notice.**

No discounts will be given for absences or school holidays.

WITHDRAWAL PROCEDURE A *thirty day* notice must be given to the office, and the withdrawal form must be signed at this time. All tuition owed and fees must be paid during this thirty day process. PCA will not pro-rate any amount of tuition owed and the full month payment is due.

SCHOOL HOURS

Kindergarten classes begin promptly at 8:15 am. All students are expected to be in their classroom at this time. Students arriving after 8:20 am will be marked as tardy. Please see the ATTENDANCE section for Tardiness Policies. Students are released from class at 2:30 pm. All students that have not been picked up by **2:35** pm will be taken to the office.

*** A *grace period* is given to 2:35 pm and a late fee of \$10.00 will be applied at 2:36 pm. After 2:36 pm, a \$2 per minute charge is applied until the time the student is picked up. *Payment is due at the time of student pick up.* Please call and let us know if you are running late, so that we will know someone is on their way. However, a late fee will still be applied.

Preschool Hours classes begin at 9:00 am and end at 2:30 pm. If arriving after 9:15am, please check your child in at the school office. A medical note will need to be presented at time of arrival for your child to be permitted into class. Preschool students remaining after **2:35** will be taken to the office.

*** A *grace period* is given to 2:35 pm and a late fee of \$10.00 will be applied at 2:36 pm. After 2:36 pm, a \$2 per minute charge is applied until the time the student is picked up. *Payment is due at the time of student pick up.* Please call and let us know if you are running late, so that we will know someone is on their way. However, a late fee will still be applied.

Please be prompt in your arrival and pick-up. Our teachers have administrative responsibilities before and after these school hours and will be unable to supervise your child.

Before School Hours students that are enrolled in the Before School program may be dropped off at 7:00 a.m. If a parent wishes to bring a snack for their child, such as cereal or fruit, during the Before School time, you may do so.

After School Hours students that are enrolled in the After School Program will be taken to the After School teachers at the end of the school day. At this time, the children will be given a snack provided by PCA. Pick up time for After School is 6:00 p.m.

*** *After School Late Pick Up* at 6:01 p.m. a late fee of \$10 will be applied. Every minute after 6:01, a \$2 per minute charge is applied until the time the student is picked up. *Payment is due at the time of student pick up.* Please call and let us know if you are running late so that we will know someone is on their way. However, a late fee will still be applied. A student with any outstanding late fees will not be allowed back into the After School Program until all fees are paid.

PCA opens for before school at 7:00 a.m. and closes at 6:00 p.m. for after school. School office/business hours are from 8:15 a.m. until 3:00 p.m. The After School Coordinator hours are from 2:00 p.m. until 6:00 p.m.

PCA follows the BISD calendar with the exception PCA starts a day after BISD and closes the Friday before Memorial Day. See school calendar for detailed information. PCA does not offer classes during the summer months of June, July, and first part of August.

SCHOOL ACCESS

All school doors will remain locked between the hours of *9:15 am and 2:30 pm* in an effort to further secure our campus. All parents/visitors must check in at the Welcome Center at the main entrance of the church between these hours. Doors will be locked again for after school program, 2:45 pm – 6:00 pm.

SCHOOL SUPPLIES

At the beginning of each year a curriculum fee is required for each child. This fee covers the expense of the consumable books and materials included in the curriculum. Occasionally you may be asked to save certain household items for special projects. Students shall bring with them the school supplies listed on the provided supply list. A school supply list is available on the school website. This list encompasses what the child will use daily in classroom.

WHAT TO BRING TO SCHOOL EACH DAY:

Grades					Items needed:
Two	Three	PreK	K		
X	X	X	X		A small blanket for naptime
X	X	X	X		Proper outside clothing in the winter
X	X	X	X		Extra set of clothing for emergencies in a gallon-size ziplock bag
X	X	X	X		Backpack
X	X	X	X		Lunch in a lunch box
X					Diapers
X					Diaper wipes

****PLEASE LABEL ALL ABOVE ARTICLES WITH YOUR CHILD'S NAME**

LUNCH

Parents will provide the students lunch that is prepared and ready to eat. Please make this as well balanced as possible. If your child brings a drink in a thermos, please provide a straw. Please do not send soda's or energy type drinks. Students will be encouraged to eat healthy items/proteins first, and then extra items will be offered. Please provide your child with any needed eating utensils and a damp cloth or wet-wipe in a baggie in their lunch box, along with a napkin.

SNACKS

Every class has a snack each morning. *It is the parent's responsibility to inform teachers of any allergies their child may have.* If a child has food allergies, and the parent elects to bring their own snacks, a *waiver form* must be signed and turned into the office.

Kindergarten students are expected to bring a healthy snack to school each day.

Breastfeeding mothers will have access to a room in the facility for feeding of their child.

CURRICULUM

PCA offers a curriculum that is Christ-centered and developmentally appropriate for each child.

Preschool Curriculum

Our preschool curriculum is focused around child-centered, developmentally appropriate activities that are geared towards creating meaningful experiences for each individual. We use the A-Beka curriculum as a foundation for basic academics along with Touch Math, and Handwriting Without Tears. All classes will receive a daily class in Social, Transition, Exercise, and Music, STEM.

Preschool General Schedule of Day

A typical schedule of activities allows for both teacher-centered and child-centered activities while offering a variety of experiences that build language and independence.

Preschoolers can expect a schedule that follows this pattern:

- † Arrival
- † Circle Time
- † Devotion/Calendar Time/Songs
- † Clean up/wash hands/bathroom time
- † Prayer and snack
- † Recess
- † **Social Transition Exercise Music (STEM)**
- † Activities based on colors, shapes, numbers, letters, science, and other themes
- † Clean up/wash hands/bathroom time
- † Center time
- † Prayer and Lunch time
- † Rest time
- † Departure

Kindergarten Curriculum

The A-Beka and Saxon Curriculum is used in the classroom as it is a comprehensive curriculum that offers lessons in:

BIBLE	HANDWRITING	READING
SPELLING	MATH	SCIENCE
HEALTH	PHONICS	LANGUAGE ARTS
HISTORY	SOCIAL STUDIES	WRITING

GOD'S MINUTES

In addition to classroom bible time, everyone participates in God's Minutes on Wednesday mornings. This is a non-denominational chapel time in the Kidquest Theater. Parents are welcome to stay.

RECESS

Weather permitting, 45 degrees up to 95 degrees without air quality restrictions, recess is held outdoors for each class. Children are expected to go outside for recess.

PROGRESS REPORTS

Preschool students will receive progress reports in December and again in May. Student's progress will be assessed in social and cognitive development.

REPORT CARDS

Report cards are issued every six weeks for kindergarten students. Grading reflects a child's achievement primarily with respect to his/her developmental/aptitude level. Children are evaluated on their individual growth and development.

RETENTION

Retention will be recommended when a student has demonstrated a lack of success in school to a point where a repeat of the current grade is warranted. The staff will make every effort to

notify the parents on impending difficulties as soon as they appear, so that a course of action can be outlined.

CLASSROOM PLACEMENT

Students are placed according to their birth date as of *September 1*. Kindergarten students are placed based on previous school records and PCA administrative approval. *Request can be made for teachers; however the administration reserves the right to place children in the given classrooms as deemed necessary.*

All three year old students are required to be completely toilet trained by the start of school. Pull-ups do not constitute toilet training and are not to be worn in the three year old or Pre-K programs. If a student is consistently having 2 or more accidents a day, then parents will be notified and child will be withdrawn.

CLASSROOM GUIDANCE MANAGEMENT

Within the framework of the procedures outlined in this handbook, each teacher at PCA will establish a classroom behavior management plan and guidelines with their students. Students are expected to learn and follow any rules established by their teacher and breaking the rules will result in appropriate correction. It is the goal of Pathway Christian Academy to work with the parents in guiding each child to learn appropriate behaviors for the school setting.

Pathway Christian Academy stresses a positive classroom atmosphere which:

- † provides guidelines for behavior
- † gives attention to positive behaviors
- † maintains high expectations for each child

No physical punishment will be administered to a child in our care. Praise and other positive reinforcements for acceptable behavior are stressed. Occasionally it may be necessary to use a 'calming down time' to redirect behavior. In some cases, this time may occur in the office and a parent may need to be called. Excessively disruptive behavior will be dealt with on an individual basis. Continued excessively disruptive behavior will be dealt with in coordination of the parents, teacher, and director, and may include expulsion from the school. Biting, hitting, pushing, spitting, pinching, and teasing are not permitted. Continued excessive behavior can be defined as 5 or more office visits in a one week period.

CLASSROOM VISITATION/OBSERVATION

We welcome and encourage our parents to visit their child's classroom during the school year. In order for this to be an informative time for parents and a productive time for children, no more than 30 minutes will be allotted for observation/visitation.

EXPULSION

Expulsion will only occur after extensive redirection has been given to the student, parent teacher conferences have occurred, a professional in childhood development has been contacted by parents, or the school administrator has documented excessive behavior as 5 visits to the office during a one week period.

ATTENDANCE

ATTENDANCE POLICY

Regular and punctual attendance is important to your child's adjustment to school. ***When arriving to class late, we do ask that you check your child in at the office and***

allow the administrative staff to take your child to the classroom so as not to disturb the class in progress. If you find it necessary to be absent all or part of the day, please notify the school no later than 9:00am. Being consistent and regular in attendance is important for your child's learning.

Pathway Christian Academy recognizes the fact that there are times when children need to be absent from school. Illnesses, medical appointments, family emergencies and church retreats all constitute valid reasons for student absences. Parents are discouraged from keeping their children out of school for other reasons, such as family trips. Since the school calendar affords many days of vacation, parents should try to plan family activities that coincide with the school calendar.

Kindergarten students missing more than **(10) days** of school in a school year will not receive credit for the year. Individual cases of prolonged illness will be evaluated to determine if there are exceptional but reasonable circumstances.

A daily sign-in and sign-out sheet is located in each **preschool classroom**. **This form must be signed each day.**

LATE ARRIVAL

Children will not be accepted after 10:00 a.m. *unless* a doctor or dentist note is presented at the time of drop-off.

EARLY PICK-UP

If it is necessary for your child to leave school early, please let the teacher know and call the office. This enables the learning process in the classroom to continue uninterrupted. An office staff member will have your child released from his/her class. Please refrain from picking up during nap-time until 2:30 pm. This disturbs the class during quiet time.

RELEASE

We will release your child only to those individuals you have authorized on the Enrollment Form. Please inform the people you have authorized to pick up your child that if we are unfamiliar with them they will be asked for identification, phone number and address. This is for your child's protection. People authorized to pick-up students at PCA must be at least 18 years old with a valid driver's license. Should any recorded information on your child's records change, please notify the office as soon as possible.

KINDERGARTEN STUDENT TARDY POLICY

Pathway Christian Academy believes that teaching children punctuality is important. Parents need to be aware of the following policy:

1. Our school day begins at 8:15 a.m. Children should be in their classroom by 8:20 am each day. Children arriving at the school after this time will need to check in at the school office. The administrative staff will take your child to the classroom so as not to disturb the class in progress.
2. Children are permitted six (6) tardy marks within a six week period. If a child incurs a 7th tardy within that period, a letter /email will be sent home.
3. Six (6) tardy marks in a six week period will be considered an unexcused absence.
4. Children incurring excessive tardiness will be reported to the school director, who will schedule a conference with the parents. Consequences for excessive tardiness will be discussed at that meeting.
5. The administrators may impose additional make-up time or discipline for children who repeatedly violate the tardy policy.

PARTY ATTENDANCE

If a student is absent the day of a scheduled class party, they will not be permitted to attend the party.

FIELD TRIP

If a student is absent or sent home from school due to illness the day prior to a scheduled field trip, the student will not be permitted to attend the field trip and money is non-refundable.

WEATHER CLOSINGS

PCA models its calendar after Burleson ISD with some exceptions.

- **If BISD starts late due to bad weather, PCA will remain CLOSED all day.**
- **If BISD is closed due to bad weather, PCA will be CLOSED also.**

Power Outage

If the power to the building goes out and does not come back on before 9:00 a.m. school will be cancelled for the day.

If the power goes out during school hours, and does not get restored within an hour, parents will be called and students will need to be picked up immediately.

PCA will **not** make-up bad weather days.

PARTICIPATION

At PCA, we value parent participation and expect 100% of our parents to be involved in their child's education. Opportunities are available for all parents to volunteer both inside and outside the classrooms. Several events throughout the year offer ample opportunities for students and parents to get involved including: classroom parties, chapel, fund-raising events and the Christmas program. We look forward to seeing you in the classroom soon!

UNIFORMS

We believe that cleanliness, personal appearance, and modest dress are very important in setting the pattern of school and social conduct. All clothing should be modest, clean, well fitting, and in good repair. We believe there is a close relationship between pupil dress and pupil behavior. Our standardized dress code is established to remind parents and children that PCA students are to be dressed neatly and in good taste at all times.

Preschool Expectations

The uniform for all preschool students is the school T-shirt. **Your child is expected to wear a school shirt every day your child is at school.** If your child is toilet-trained, make sure his or her clothing are free of complicated fastenings. It should be something they can easily get off and on by his or herself. For children in diapers, pants should have either

elastic waists or snap crotches. Please do not send your child in outfits that must be completely removed for diaper changing.

The child's clothing should be in accordance with the weather. Provide adequate outdoor wear, as we do go outside whenever possible, winter included. Children are very active indoors and out. They should not have to worry about soiling dress clothes. Girls wearing dresses or skirts should wear shorts or tights (solid color only) underneath. Athletic-type shoes are the ideal footwear. Sandals, dress shoes, and boots will be uncomfortable and possibly dangerous on the playground and are not permitted. They also do not provide little toes enough protection from everyone else's shoes.

******Students should bring one extra school appropriate change of clothes in a zip-lock bag each day, as accidents of all types can happen. Children in the toilet training stage should bring two complete changes of clothing. Change of clothing includes school shirt, shorts/pants, under garments, and socks. If students do not have a change of clothing, parents will be called to bring clothing to school.**

Kindergarten School Expectations:

Girls: Jumper (navy blue, or khaki)
Skort (navy blue or khaki)
Long or short sleeved white blouse
Walking shorts (navy blue or khaki)
Slacks – uniform style only, no decorative stitching (navy blue or khaki)

Unisex Items:

Long or short sleeve polo knit (any color)
Short sleeve Aqua t-shirt w/ PCA logo *required for field trips purchased in office

Boys: Slacks – uniform style only, no cargo style pants (navy blue or khaki)
Walking shorts (navy blue or khaki)
Long or short sleeve Oxford shirt (white)

Footwear: Socks and/or tights must be worn at all times
Tennis/athletic shoes
Oxford style shoes
No sandals, heeled or backless shoes

Jewelry should not be worn.

Shorts or tights shall be worn under jumpers/skirts at all times.

Proper undergarments should be worn at all times.

DRESS CODE INFRACTIONS

- † The first infraction will result in the teacher sending home a **written warning**. The student will be given “office clothing” to wear for the day.
- † The second infraction will result in a phone call to the parents to bring the student proper clothing.

If the student continues to break the dress code a conference will be scheduled with their parent(s), teacher, and school director.

ILLNESS & MEDICATION

All students **must be fever-free, diarrhea-free, and vomit-free for 24 hours before returning to school without use of medication.** Students with any type of infectious illness or condition, such as childhood communicable diseases, infections of the skin or eyes, or head lice, must receive proper treatment from a physician and a note to return to school. Please notify the school in the event of these illnesses so that others can be informed to watch for symptoms.

Any medication will be administered to your child only as follows:

1. A form entitled Permission to Administer Medication must be filled out by the parent each day the medication is to be given.
2. Prescription medications shall be in the original container, labeled with the child's name, date, directions for administering, and a physician's name.
3. Non-prescription drugs shall be labeled with the child's name.
4. All medications shall be administered to the child only in accordance with label instructions.
5. All medications must be furnished by the parent.

No fever reducing medicines will be administered – children must be fever free for 24 hours before returning to the classroom environment.

FIELD TRIP Policy and Procedure

Field Trips are for PreK-4 and Kindergarten ONLY. They are considered an extension of our school curriculum and are scheduled to enhance education.

- **Permission form and money must be turned in by Due Date on form.**
 - Payment is made by one check by PCA for all field trips.
 - PCA cannot add students or parents after due date and alternative arrangements must be made for students not attending Field Trip.
 - Money is non-refundable or transferable
- **Aqua PCA shirt must be worn with closed toe shoes.**
 - Shirt can be purchased in school office for \$10.
- **Parent Volunteers are welcome and necessary.**
 - Siblings and friends are not allowed on Field Trips.
 - Parents take their own transportation.
 - Volunteers may be asked to supervise a group of assigned students to meet ratio standards. Volunteer must keep students in their sight at all times.
 - Students of Parent Volunteers are still expected to follow PCA Policies.
- **Transportation to and from a Field Trip must be conducted in the same manner.**
 - If a student rides the van to the designated Field Trip, they **MUST** ride the van back to school. After returning to school a parent my sign out their child.
 - If a student rides with a parent to the designated Field Trip, they may be signed out after the Field Trip has concluded and leave with their parent.
- **Bounce houses, trampolines, and water activities are not permitted to be used by PCA students while at school or on a Field Trip.**

Field Trip Policy and Procedure information is to ensure the safety of PCA students and is mandated by the Texas Department of Family and Protective Services Minimum Standards. By signing the Field Trip Permission Form, which allows your child to go on school Field Trips, you acknowledge that you will follow the Field Trip Policy and Procedures.

PROCEDURES

TEACHER CONFERENCE

PCA strives for unity within our family. Disagreements are part of life in all families. In order to resolve problems in a Christian manner, please proceed as follows:

1. Schedule an appointment to meet with your child's teacher during their conference period. (Teachers are not allowed to conference with parents in the hallway before or after school, during class time, or when other students or parents are present).
2. Email. Teachers will check email during their conference time.
3. If the issue is not resolved, a three-way conference will be scheduled for parent, teacher, and director.

EMERGENCY DRILLS

We practice monthly fire drills, severe weather drills once every three months, and unwelcomed stranger drills per semester.

During the event of an actual tornado, parents will be allowed to come into the building to take shelter. Parents will be advised not to take students out of the building until an all clear announcement is made from the National Weather Service.

EMERGENCY PROCEDURES

In the case of a student injury or illness that requires immediate medical attention, the administrative team will be responsible for making sure appropriate emergency procedures are followed. Depending on the severity of the injury, the following steps will include, but are not limited to the following:

1. Sending home an "incident report" on the day of the accident, detailing the injury and care that was given to the child.
2. Attempt to contact parent(s) or guardian(s), either directly or through any of the persons listed on the enrollment form.
3. Attempt to contact the child's physician.
4. If we are unable to contact a parent, guardian, or the child's physician, we will take any of the following steps deemed necessary; a) call another physician, b) call an ambulance, c) have the child taken to a hospital in the company of a staff member.

Any expenses incurred under item #4 above will be the responsibility of the child's family.

EMERGENCY EVACUATION PROCEDURES

In the event of an emergency and we are to evacuate the school building and area within a one mile radius, we will transport the students to the Burleson Recreation Center, also known as the BRiCK. The Brick is located at 550 NW Summercrest Blvd, Burleson, TX 76028. The phone number is 817-426-9104.

STATE LICENSING

If you would like to review the Texas Department of Family and Protective Services Minimum Standards Rules, please stop by the office.

State Licensing: 1-817-645-5400

FPS Child Abuse Hotline: 1-800-252-5400

FPS website: <http://www.tdprs.state.tx.us>

The state inspection report is also posted in the office for review.

All PCA managers and caregivers upon hiring and annually thereafter receive one or more hours of training in prevention techniques for and the recognition of symptoms of abuse and neglect and the responsibility and procedure for reporting suspected abuse and neglect, including warning signs and prevention techniques. "It's Up to You! Preventing Child Abuse and Neglect", is posted in the office window for staff and parents.

GANG-FREE ZONE

PCA is a gang-free zone. Anyone participating in certain gang-related criminal activity or engaging in organized criminal activity within 1,000 feet of PCA is in violation of Texas law and will, therefore, be subject to increased penalty. Concealed and/or Open Carry handguns ARE NOT allowed on the premises.

FUNDRAISING

Box Tops for Education

The General Mills Box Tops Program provides money to the school at .10 cents a box top. Please cut the box tops so that only the requested part of the box is submitted. Please turn in box tops to your child's teacher. Please see www.boxtops4education.com for a list of General Mills products.

Pizza Pandemonium

Once a month, the students can bring \$5.00 to enjoy pizza, popsicles, and a movie.

Scholastic Book Fair

We will have a week long book fair in the Fall. This is a great time to purchase educational tools for your home and it helps to build our classroom libraries.

Spring Fundraiser

Each Spring we will have a fundraiser to help raise money for our school classrooms.

GENERAL INFORMATION

PERFORMANCES

Students at PCA may perform at various times throughout the school year. These performances may be done after school hours.

SCHOOL PICTURES

Class Pictures: Students are to wear their school uniform. There is no obligation to purchase a class picture.

AHA AWARDS

PCA believes in praising children at all times. When students are “caught” in the act of doing something outstanding, they will be sent to the school office for a special reward and certificate of recognition.

AWARDS ASSEMBLY

At the end of the year, PCA will host a student awards assembly. Check the school calendar for assembly dates.

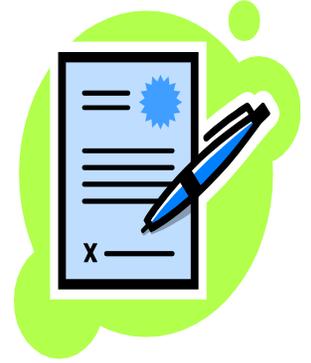
STAFF

Our staff has been carefully screened. Each teacher is well qualified and trained for their position. Kindergarten teachers have a strong commitment to children and have received their teaching certificates. We require our teachers to be First Aid and CPR certified and to take a minimum of 24 continuing education credits each year. PCA does not require that our staff have additional vaccinations.

GENERAL GUIDELINES

- † Love the Lord your God with all your heart, with all your soul and with all your mind and with all your strength.
- † Love your neighbor (classmates) as yourself.
- † Respect all school property and equipment.
- † Help keep the school clean by picking up after yourself and keeping the campus free of litter.
- † Work missed during an absence from kindergarten must be made up.
- † After school, students not enrolled in the after school program must leave the playground by 3:00pm. Students enrolled in the after school program use the playground until 6:00pm.
- † Teasing others is not permitted. Building each other up and encouraging classmates is pleasing to the Lord.
- † Only regular school equipment may be brought to the school. Toys, handheld games, I-Pods, cell phones and other items should remain at home.
- † Hands Off: A standard rule is that students are not to have hands on each other in a physically aggressive manner at any time.

Pathway Christian Academy
325 NW Renfro Street
Burleson, TX 76028
817-447-2223 (ABCD)
817-447-3026 FAX



Parent Acknowledgement Form

Parent – Student Handbook
Preschool – Kindergarten
2019-2020

Please sign, and fax or email form along with enrollment information.

I, _____, state that I have read and fully understand the policies and expectations set in the Parent Handbook. I will abide by these policies, and I understand the consequences of not adhering to the guidelines set forth in Pathway Christian Academy’s Parent Handbook.

Parent Signature

Date

Child’s Name

Class/Teacher