



# *Handbook*



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## **Fellowship Christian Academy**

Fellowship Christian Academy is a ministry that provides a place for children to grow and to learn while surrounded by God's love. The early years of a child's life are the years that shape their future; therefore, the curriculum is carefully selected and developed to enrich the spiritual, intellectual, emotional, and social development in each child.

Christian education is an important part of FCA's educative process. Every school day begins with Chapel! In addition, preschool children have Bible stories each day, and children in kindergarten and above have Bible class each day. The A Beka curriculum adds academic excellence to a wonderful Bible based setting!

God has blessed us with children that represent all denominations and religions. A major goal is to teach and to affirm to the students that they are unique individuals created and loved by God.

**“Train up a child in the way he should go, and when he is old he will not turn from it.”  
Proverbs 22:6**

### **STATEMENT OF FAITH**

We believe in the Scriptures of the Old and New Testaments as verbally inspired by God and inerrant; there are no contradictions, no historical inaccuracies, and no false scientific information in the original manuscripts (II Timothy 3:16,17). We believe that the Old and New Testaments not only contain the Word of God but are the Word of God in the entirety, and are the final authority in all subjects on which they speak (II Peter 1:21).

We believe in one God, eternally existing in three Persons: Father, Son, and Holy Spirit (Matthew 28:18,19; Mark 12:29; John 1:1,14; Acts 5:3,4).

We believe that Jesus Christ was begotten by the Holy Spirit, born of the virgin Mary (Matthew 1:22,23), and is true God and true man (John 1:1 and 1:14).

We believe that human beings were created in the image of God (Genesis 1:26) from dust, as a perfect man named Adam; that Adam sinned and thereby incurred not only physical death but also spiritual death that is separation from God (Genesis 2:17, 3:6; Romans 5:12); and that “all have sinned and fall short of the glory of God” (Romans 3:23).

We believe that the Lord Jesus Christ died for our sins and for the sins of the whole world (I John 2:2), was buried, and bodily rose from the dead according to the Scriptures (I Corinthians 15:20). We believe that He died as a representative and substitutionary sacrifice, and that all who believe in Him are justified by grace on the basis of His shed blood (John 3:16 and Titus 3:5).

We believe that all who receive by faith the Lord Jesus Christ are born again of, and indwelt by, the Holy Spirit when they become children of God (John 3:3; 14:16,17). We believe that regenerate persons must walk in dependence upon the Holy Spirit in order to please God (Galatians 5:16).

We believe in that blessed hope, the personal and imminent return of our Lord and Savior Jesus Christ (John 14:28 and I Thessalonians 4:13-18).

We believe in the bodily resurrection of the just and unjust, the everlasting blessedness of the just, and the everlasting punishment of the unjust (i.e., there is no second chance in hell or the lake of fire for a restoration; nor is there a universal salvation). A person's eternal destiny is set when he or she dies with no hope of a second chance of salvation (I Corinthians 15:51,52 and Revelation 20:11-15).

We believe that the church, composed of all those who truly believe in the Lord Jesus Christ as their Savior, is the body and bride of Christ. We believe that Christ is the head of the body, the church (Ephesians 1:22,23); that all believers are baptized into the body of Christ by the Holy Spirit, and thus having become members of one another, are responsible to keep unity of the Spirit in the bond of peace (I Corinthians 12:13 and Ephesians 4:3).

“All scripture is God-breathed and is useful for teaching, rebuking,  
correcting and training in righteousness,  
so that the man of God may be equipped for every good work.”  
II Timothy 3:16,17

“For prophecy never had its origin in the will of man, but men spoke from God  
as they were carried along by the Holy Spirit.”  
II Peter 1:21

“Then Jesus came to them and said, ‘All authority in heaven and on earth has been  
given to Me. Therefore go and make disciples of all nations, baptizing them in the  
name of the Father and of the Son and of the Holy Spirit, and teaching them to obey  
everything I have commanded you.’”  
Matthew 28:18-20a

“‘The most important one,’ answered Jesus, ‘is this: Hear, O Israel,  
the Lord our God, the Lord is one.’”  
Mark 12:29

“In the beginning was the Word, and the Word was with God, and the Word was God.  
The Word became flesh and made his dwelling among us. We have seen His glory, the  
glory of the One and Only, who came from the Father, full of grace and truth.”  
John 1:1,14

“All this took place to fulfill what the Lord had said through the prophet:  
‘The virgin will be with child and will give birth to a Son,  
and they will call Him Immanuel’ –which means, ‘God with us.’”  
Matthew 1:22,23

“Then God said, ‘Let us make man in our own image, in our likeness, and let them rule  
over the fish of the sea and the birds of the air, over the livestock,  
over all the creatures that move along the ground.’”  
Genesis 1:26

“But you must not eat from the tree of the knowledge of good and evil,  
for when you eat of it you will surely die.”

“When the woman saw that the fruit of the tree was good for food and pleasing to the  
eye, and also desirable for gaining wisdom, she took some and ate it.  
She also gave some to her husband, who was with her, and he ate it.”

Genesis 2:17; 3:6,7a

“Therefore, just as sin entered the world through one man, and death through sin,  
and in this way death came to all men, because all sinned...”

Romans 5:12

“For all have sinned and fall short of the glory of God,”

Romans 3:23

“He is the atoning sacrifice for our sins, and not only for ours  
but also for the sins of the whole world.”

I John 2:2

“But Christ has indeed been raised from the dead,  
the first-fruits of those who have fallen asleep.”

I Corinthians 15:20

“For God so loved the world that He gave His one and only Son,  
that whoever believes in him shall not perish but have eternal life.”

John 3:16

“But when the kindness and the love of God our Savior appeared, He saved us,  
not because of righteous things we had done, but because of his mercy.

He saved us through the washing of rebirth and renewal by the Holy Spirit,  
whom He poured out on us generously through Jesus Christ our Savior, so that,  
having been justified by His grace,

we might become heirs having the hope of eternal life.”

Titus 3:4-7

“In reply Jesus declared, ‘I tell you the truth, no one can see the kingdom of God unless  
he is born again.’”

John 3:3

“And I will ask the Father, and He will give you another Counselor  
to be with you forever—the Spirit of truth. The world cannot accept Him,  
because it neither sees Him nor knows Him.

But you know Him, for He lives with you and will be in you.”

John 14:16,17

“So I say, live by the Spirit, and you will not gratify the desires of the sinful nature.”

Galatians 5:16

“You heard Me say, ‘I am going away and I am coming back to you.’ If you loved Me,  
you would be glad that I am going to the Father, for the Father is greater than I.”

John 14:28

“Brothers, we do not want you to be ignorant about those who fall asleep, or to grieve like the rest of men, who have no hope. We believe that Jesus died and rose again and so we believe that God will bring with Jesus those who have fallen asleep in Him. According to the Lord’s own Word, we tell you that we who are still alive, who are left till the coming of the Lord, will certainly not precede those who have fallen asleep.

For the Lord Himself will come down from heaven, with a loud command, with the voice of the archangel and with the trumpet call of God, and the dead in Christ will rise first. After that, we who are still alive and are left will be caught up together with them in the clouds to meet the Lord in the air. And so we will be with the Lord forever. Therefore encourage each other with these words.”

I Thessalonians 4:13-18

“Listen, I tell you a mystery: We will not all sleep, but we will all be changed—in a flash, in the twinkling of an eye, at the last trumpet. For the trumpet will sound, the dead will be raised imperishable, and we will be changed.”

I Corinthians 15:51,52

“Then I saw a great white throne and Him who was seated on it. Earth and sky fled from His presence, and there was no place for them. And I saw the dead, great and small, standing before the throne, and books were opened. Another book was opened, which is the book of life. The dead were judged according to what they had done as recorded in the books. The sea gave up the dead that were in it, and death and Hades gave up the dead that were in them, and each person was judged according to what he had done. Then death and Hades were thrown into the lake of fire.

The lake of fire is the second death. If anyone’s name was not found written in the book of life, he was thrown into the lake of fire.”

Revelation 20:11-15

“And God placed all things under His feet and appointed Him to be head over everything for the church, which is the body, the fullness of Him who fills everything in every way.”

Ephesians 1:22,23

“For we were all baptized by one Spirit into one body – whether Jews or Greeks, slave or free – and we were all given the one Spirit to drink.”

I Corinthians 12:13

“Make every effort to keep the unity of the Spirit through the bond of peace.”

Ephesians 4:3

## **STATEMENT OF PHILOSOPHY**

We believe . . .

- That the Holy Bible is God's inerrant Word.
- That Christ died and rose again for the salvation of children and adults.
- That parents are the primary educators of their children spiritually, physically, emotionally, academically, and socially.
- That the Christian school should cooperate with the parents to provide a Christian education for the child.

## STATEMENT OF PURPOSE

We purpose . . .

- To honor God by providing quality care and facilitating growth in the lives of children in a loving and safe environment where they can develop spiritually as they grow emotionally, physically, cognitively, and socially.
- To provide a Christian service to the families and children of the community.
- To support the values of the Christian home.
- To foster learning and allow the child to develop socially in an age-appropriate environment.
- To provide facilities where all are welcome regardless of race, color, sex, or national and ethnic origin.

## STATEMENT OF AIMS

We aim . . .

To develop the total personality of each child by providing an educational experience of lasting value:

- **Spiritually**  
Through including God's Word in the daily program in Bible stories, Bible curriculum, verse memorization, and songs; through the modeling of Christ by the faculty and administration.
- **Emotionally**  
By providing a loving and caring faculty in a safe and nurturing environment designed specifically for the needs of the child.
- **Physically**  
By offering experiences that will develop large- and small-muscle coordination and motor skills.
- **Cognitive/intellectually**  
By exploring and using firsthand experiences that will help to build an enthusiasm for learning.
- **Socially**  
By encouraging participation in group activities and getting along with others.

## ACADEMIC DISHONESTY

Academic dishonesty ~ cheating, forgery, or plagiarism ~ is not acceptable.

**Cheating** includes copying of another student's work, either by giving or receiving information, on homework, class assignments, and/or tests.

**Forgery** is another form of academic dishonesty.

**Plagiarism** is the use of another person's original idea or writing without giving credit to the true author. Plagiarism will be considered to be cheating and the student will be subject to disciplinary action.

Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests, which may include a score of zero on the assignment and disciplinary penalties. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students.

## **ACADEMIC POLICIES**

Progress reports of children's work are made to parents through report cards, progress reports, parent-teacher conferences, and as needed, supplementary written reports.

### ***\*Grade Scale***

Grades are based on students' performance in the curriculum. The following Grade Scale is used:

A	90 – 100	E	Excellent
B	80 – 89	S	Satisfactory
C	75 – 79	I	Improving (Kindergarten report card)
D	70 – 74	N	Needs Improvement
F	69 and below	U	Unsatisfactory

### ***\*Honor Roll***

Principal's Honor Roll	All A's, All E's
A Honor Roll	All A's, E's, and S's
A/B Honor Roll	All A's & B's, E's and S's

\*An S- or below in any area except handwriting will keep a child off of the honor roll\*

## **ADMINISTRATION**

The Administrator/Principal of FCA is Karen Bowen. She may be reached between the hours of 8:30 a.m. and 4:00 p.m. Monday through Friday at (281) 495-1814 or by e-mail at karen@fellowshipchristianacademy.org.

## **ADMISSION REQUIREMENTS**

1. All enrollment forms, including immunization records and medical history forms, completely filled out and returned before the student's first day of attendance.
2. Child must be eligible to re-enroll in school last attended or have approval by Principal.
3. Child must have a "C" average in academics and a satisfactory or "B" average in conduct or have approval by Principal.
4. Child's report card must be available for approval before student enrolls.
5. Records request for previous school submitted with application for those children who completed Kindergarten and above and did not attend FCA the previous year.
6. Registration fee paid (non-refundable).

### ***\*Application and Acceptance***

Written application must be made and accompanied by the non-refundable registration/enrollment fee. **The administrative staff will determine grade placement for all students.** If application requirements are satisfactorily met, acceptance is based on date of application. Enrollment is not complete until all fees are paid and all enrollment forms returned.

**Note: It is the parent's responsibility to provide current address and phone numbers; therefore, any changes must be given to the school office immediately. This information is used for emergencies and all contact with parents.**

**\*Re-enrollment**

Applications for re-enrollment of presently enrolled students will be accepted beginning mid January, 2017, before new applications are processed. After January, 2017, enrollment will be opened to new students. Parents will be notified in writing of any changes in enrollment procedures. If there are no changes in the information contained in the original application, parents will be required to fill out, sign, and date a 'No Change Form' at the time of re-enrollment.

**\*Note: Any exceptions to the above requirements are at the discretion of the Administration.**

- ***FCA reserves the right to revoke admission/enrollment of a student at any time if the student and/or parents do not abide by school policies and procedures. This includes, but is not limited to: following school rules, being respectful of students and staff, proper conduct and behavior, and being current on tuition and extended care payments.***

**ATTENDANCE**

Each day is new and different with opportunities for learning, achievement, and Christian development. A student must be in attendance at least 90% during the semester. **All absences and tardies, whether excused or unexcused, are considered in determining the minimum attendance.**

**When your child is absent from school please call the school office.** When he/she returns please bring a note stating the child's full name, the reason for the absence, the date(s) involved, the parent's signature, and a telephone number where the parent can be reached.

**A student absent for any reason should promptly make up all missed assignments.** A student who does not make up assigned work within the allotted time (one day for each day missed in most circumstances) will receive a grade of **zero** for the assignment.

**\*Perfect Attendance Award**

The Perfect Attendance Award is given to those students who have been present every day throughout the school year. Tardies and partial day attendance **will nullify** a perfect attendance standing.

**\*Tardies**

Parents must sign children in with office staff if arrival to school is later than 8:30 a.m. **Three unexcused tardies will constitute one absence. A student is considered tardy if they are not in the Sanctuary for Chapel by 8:30 a.m.**

Please remember that FCA is a school and not just a daycare. **It is important that all children, preschool and pre-kindergarten included, be to school on time.** Our day begins at 8:30 a.m. with a specific routine and children are more comfortable and adjust easier to the classroom when they arrive on time and can begin their day with the rest of the class.

**\*Hours**

Infants & Toddlers	6:30 a.m. to 6 p.m.	Monday through Friday
Preschool	8:30 a.m. to 3:30 p.m.	Monday through Friday
Pre-Kindergarten	8:30 a.m. to 3:30 p.m.	Monday through Friday
Kindergarten and above	8:30 a.m. to 3:30 p.m.	Monday through Friday
Extended Hours	6:30 a.m. to 8:30 a.m.	Monday through Friday
	3:30 p.m. to 6:00 p.m.	Monday through Friday

**Note: \*Children may begin arriving for classes at 8:15 a.m. They will be counted tardy if they are not in the Sanctuary for Chapel by 8:30 a.m.**

**\*See school calendar for all holidays, early dismissal days, staff development days, and other information.**

**CARPOOL PROCEDURES**

It is preferred that all students, *except infants*, be dropped off and picked up in carpool if they arrive or leave during carpool hours. *Infants must be brought in and picked up from the classroom.* All cars are to enter the parking lot from Old Richmond Road, veer left and proceed to the end of the parking lot, curve right and proceed back towards the covered area in front of the building, then exit on Dora Road (see map at the end of the handbook). School staff will unload all students brought from 8:15 a.m. to 8:25 a.m. **Once carpool is over it is the parent's responsibility to walk their child into the building and sign in at the front desk. Note: No child is allowed to enter the building without a parent. To ensure your child's safety, failure to adhere to these guidelines will result in a \$25 fine per occurrence.** After 8:30 a.m. a student is considered late. A tardy slip will be given to the student that will enable him/her to go to class. **All students that arrive before 8:15 a.m. must be walked in by a parent and signed in with the before care worker. Extended care fees will be charged.**

**Note: For security reasons all parents/visitors must sign in at the front desk and receive a visitor's badge. No one is allowed in the classrooms without approval from Administration.**

All students, *except infants*, that leave at 12:00 or 3:30 p.m. will be loaded in carpool by school staff. **For the safety of everyone concerned, parents must wait in line until it is your turn to pick up your child.** Students that are in extended care at any time other than those described above need to be picked up and signed out by a parent/guardian. If it is necessary to pick your child up during carpool times, please park in a designated parking spot and students will be allowed to leave after carpool is over. This will ensure that there is no interference with regular carpool procedures. **Please be cautious when entering and/or leaving the parking lot. These procedures are for the safety of everyone! Per the Fire Marshal, parking along the curbs and under the carport marked 'Fire Zone' is prohibited. Failure to adhere to these guidelines may result in fines up to \$1,500!**

## CELL PHONES

Students may bring cell phones as long as they are turned off and kept in a backpack or purse while the student is on campus. If a cell phone is used for any reason, at any time while a student is on campus, the phone will be taken away and the following steps must be taken to retrieve the phone.

- First offense: \$25 charge ~ Parent must come to office and pick up phone
- Second offense: \$50 charge ~ Parent must come to office and pick up phone
- Third offense: Cell phone will not be returned

Students that text inappropriate messages (i.e. bullying, foul language/cursing, degrading comments, name calling, etc.) **will be** suspended or expelled. Administration will make the final decision on suspension, expulsion, and grades (possible zeros) on assignments during absence.

## CHAPEL

We begin each day with Chapel at 8:30 a.m. We say pledges to the American flag, Christian flag, and Bible, sing praise and worship songs (most are done with sign language), and end with prayer! Students bring and count pennies to celebrate their birthdays; the money collected goes to a mission/ministry at the end of the year. Parents are welcome to join us!

## CHILD ABUSE/NEGLECT

All FCA Staff are trained in recognizing symptoms of child abuse and/or neglect. We are required by law to report any suspicions of abuse or neglect to the Texas Department of Family and Protective Services. Please see the 'Licensing' section of this handbook for phone numbers.

## COMMUNICATION/CONFERENCES

Good communication between home and school regarding a child's progress is essential. School communication begins with information documents such as this handbook, planners, weekly progress reports, and report cards. We also schedule conferences, have an open house, and have regular interaction with teachers/staff. We encourage parents to be involved as well. We welcome your input and suggestions! **Please remember that carpool or 'drop in visits' are not the time for conferences.**

### \*Parent/Teacher Conferences

FCA has a unique teaching structure in that our students work with multiple teachers each day. We value this approach tremendously as it offers our students many rich teaching styles, and allows our staff to become intimately acquainted with the academic and social needs of all our students. Logistically, this makes it difficult for us to schedule a week of conferences with all of our students and all of their teachers. Instead, **we would like you to know that, with reasonable notice, you may schedule a conference for your child at any time during the school year.** There may be times when a staff member may request a conference also. If you are interested in setting up a conference, please call the school office and we will set up a conference for you and your child's teacher at the earliest convenience for all concerned.

### **\*E-mail**

E-mail is a very efficient way for our teachers and staff to get in touch with you. All staff e-mail addresses can be found under the 'Staff' page on our website, [fellowshipchristianacademy.org](http://fellowshipchristianacademy.org). E-mails go out frequently from teachers and the office. If you have not received an e-mail recently, please e-mail [karen@fellowshipchristianacademy.org](mailto:karen@fellowshipchristianacademy.org) to make sure your contact address is up to date.

### **CONDUCT/DISCIPLINE POLICIES**

We believe that God has delegated authority to parents, pastors, and teachers to "train a child in the way he should go", and that the child should render proper respect and obedience to God-given leadership. When parents enroll their children at FCA, they give permission to the school to discipline their child, when and if it is deemed necessary. This discipline may be administered with firmness, but tempered with love, according to God's instructions as recorded in His Word. **Depending on severity of infraction, Administration reserves the right to bypass the following guidelines and immediately suspend or expel a student due to his/her behavior or actions.**

When imposing discipline, FCA personnel shall adhere to the following general guidelines:

1. Discipline shall be administered when necessary to protect students, school staff, property, or to maintain order and discipline.
2. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case.
3. Preschool Children:
  - Each teacher shall be responsible for the complete discipline in the classroom. Mild forms of discipline shall be used such as calling the child's name, time out (1 minute per year of age), and/or separating the child briefly from the group.
4. Kindergarten and above:
  - Each teacher shall be responsible for the complete discipline in the classroom. In the event a stronger disciplinary action must be taken, the following guidelines shall apply (not necessarily in this order):
    - a. Withdrawal of privileges
    - b. Counseling by teacher
    - c. Counseling by assistant principal and/or principal
    - d. Parent/teacher conferences by telephone or in person
    - e. Suspension\* and/or Expulsion\* of student (\*No refunds of any fees will be given)
      - 1) **Suspension** ~ In-school or out-of-school suspension may be used during the year at the discretion of the Administration. *In-school suspension (ISS)* constitutes a student being suspended from class and studying apart from the classroom for one or more days. He/she will not be permitted to go to support classes (P.E./Recess, Music, etc.)
        - a) Students may be placed in ISS at any time.
        - b) Students may receive a zero or have points taken off assignments due to suspension.
        - c) Parents/guardians will be advised of In-school suspension as soon as possible

- 2) **Expulsion** ~ If FCA finds it necessary to dismiss a student, several procedures will occur (not necessarily in this order and at the Administration's discretion).
  - a) Communication with the parent/guardian describing the problem(s).
  - b) Parents/guardians will receive a letter from the administration.
5. It is not FCA policy to permit any physical or corporal punishment. If such action must be taken an immediate conference will be called with a parent, the teacher, and the principal of the school. Any physical punishment will be at the discretion of the parent and carried out away from campus by the parent.

**“Discipline your son in his early years while there is hope; if you don’t you will ruin him.”**  
**Proverbs 19:18**

**“You children must always obey your mothers and fathers, for that pleases the Lord”.**  
**Colossians 3:20**

**“Train up a child in the way he should go, and when he is old, he will not depart from it.”**  
**Proverbs 22:6**

**“My son, do not make light of the Lord’s discipline, and do not lose heart when He rebukes you, because the Lord disciplines those whom He loves, and He punishes everyone He accepts as a son.”**

**Hebrews 12:5,6**

The following are used as our discipline (discipling) techniques for students:

- \* **Heart Beat!** ~ This is a positive reinforcement tool that looks at what fruit of the Spirit (Galatians 5:22) the child is exhibiting.
- \* **Heart Check** ~ This is a reinforcement tool that looks at what fruit of the Spirit (Galatians 5:22) the child is not exhibiting. These are used to make the child aware of undesirable behavior and to encourage positive behavior.
- \* **Long Form (Classroom Discipline)** ~ This is a reinforcement tool used in grades 2<sup>nd</sup> and up that documents minor infractions occurring in the classroom. On this form, the first offense is documented and is considered a warning between the teacher and student; the second offense is documented and goes home to the parent/guardian to be signed and returned; and the third offense is grounds for disciplinary action from the office. This form is used to promote self-discipline and give grace. Any further offenses past the third per semester go to a **Short Form** and are sent directly to the office. Depending on the infraction, this form may be skipped and a Short Form filled out instead.
- \* **Short Form (Write-up)** ~ This is a reinforcement tool used in grades 2<sup>nd</sup> and up that documents persistent offenses and/or major infractions occurring in the classroom. This form, once completed by the teacher, is sent directly to the administrator who then will review the undesirable behavior with the student and decide what the disciplinary action will be based on the level of the infraction(s). All disciplinary actions will be firm, but tempered with love, as God's Word directs.

## **DRESSING AND GROOMING**

Student attire and grooming shall not distract, disrupt, create a safety hazard, or take away from the learning process. Appropriate dress and personal grooming by each student for all school activities shall reflect the high standard of the school. Students should adhere to the following guidelines:

Uniform requirements for Kindergarten and above:

- Shirts Polo (patterned or solid colors); may have a small emblem on upper left side; no words  
**\*Shirts must be tucked in at the waist for students in Kindergarten and above.\***
- Pants Khaki, navy blue, or black (worn at the waist with a belt); no jean/legging material
- Shorts, capris, skorts, skirts, and jumpers  
Khaki, navy blue, or black (worn at the waist with a belt/must be knee length); no jean/legging material.
- Belts Any color (must be worn with all clothing that have belt loops)
- Shoes Closed-toe shoes with non-marking soles (no backless shoes or flip flops)  
**\*Shoes should be no higher than ankle.\*** Tennis shoes with non-marking soles must be worn for recess and P.E. classes
- Sweaters Navy blue or white uniform sweaters are permitted for use during the school day.

It is our desire that this dress code will enhance our program as well as be affordable. All clothing may be purchased at most stores.

***All children from infants through Pre-Kindergarten will not have to wear uniforms, but should adhere to the clothing requirements listed below.***

Clothing should:

Adhere to uniform requirements (Kindergarten and above)

Be neat and clean

Include appropriate underclothing

Include shoes (and socks when called for); shoes with laces must be tied

Fit properly (not too tight or too loose) for sitting, standing, stooping, or bending

Shorts are permitted; however, they should be approximately knee length

**\*Girls must wear shorts under dresses, skirts, jumpers, etc.**

Shorts, skirts, and pants must be worn at the waist

Shirts must be tucked in for students in Kindergarten and above

Hair should:

Be neat, clean, and well groomed

Be styled in an acceptable, nondistracting manner (no extreme hair styles are permitted)

Be kept in moderation; hair should not be in eyes

**The following are not permitted:**

Brightly colored hair or designs cut into the hair

Cut-off clothes and torn or ripped clothing

Hats in the building

Heavy chains, medallions, headbands, or jewelry that may cause injury

Symbols, designs, or words referring to satanism or halloween in any way, racism, alcoholic beverages, drugs, smoking, violence, death, gangs, profanity, nudity, or obscenities

Tattoos

Body piercings

Earrings (for young men)

**Friday Dress:** Students in Kindergarten and above may wear jeans/knee length jean shorts on Fridays. Jeans may be worn with a Christian t-shirt or FCA Spirit shirt. Jeans are optional; uniforms may be worn as usual. **This is not a free dress day. Failure to comply with the rules will prohibit students from further participation. \*Parents should check clothing for modesty.** Thong sandals, flip-flops, or backless shoes should not be worn for safety reasons. Students should wear or bring tennis shoes and socks for P.E.; girls are required to wear shorts under skirts and dresses at all times. **It is highly recommended that all students have an extra change of clothes (school polo and uniform short/pant/etc) in their backpacks at all times.**

**Note: The Principal has final authority on the appropriateness of hair and dress.**

## **DRILLS**

Fire drills, severe weather drills, and other emergency drills will be practiced several times throughout the school year. When the alarm sounds all students should follow the direction of their teacher or others that are in charge quickly, quietly, and in an orderly manner.

## **EMERGENCY PREPAREDNESS PLAN**

FCA's Emergency Preparedness Plan is located in the school office and may be reviewed at any time during regular office hours 8 a.m. until 4 p.m., or after hours by appointment. This plan includes written procedures for evacuation during an emergency.

## **EMERGENCY SCHOOL CLOSING**

In case of inclement weather, Ft. Bend ISD and/or Alief ISD bulletins will more than likely be observed. Announcement of our school closing will be made available to the news media; however, it is at the station's discretion to include private school closings. If at all possible, teachers will contact their students and an announcement of the closing will be placed on the school's phone. We will also do our best to announce closing via social media including our website ([fellowshipchristianacademy.org](http://fellowshipchristianacademy.org)) and Facebook ([facebook.com/fellowshipchristian](https://facebook.com/fellowshipchristian)).

## **EXTENDED DAY**

Extended day hours are offered as a service to our families that need it. These hours are listed in the 'Attendance' section of this handbook. Parents, guardians, or others listed on the enrollment forms are the only ones allowed to pick up the students. A written note must be brought to the school office to add or delete people for authorization for pickup of students. Those picking up students must come to extended care, sign the student out with the appropriate caregiver, and leave the facility in a timely manner. Extended day is not a time to visit with the staff or with the students.

## **FEES**

### **\* Tuition**

It is in the goal of Fellowship Christian Academy to keep low tuition rates to make Christian education affordable to as many families as possible. Therefore, we depend on God's blessings and your prayers and support to keep our school operating. We have several fundraisers throughout the school year and we encourage your strong support of these projects. At this time, tuition is not tax deductible (for students in kindergarten and above); however, gifts to the school are. Donations made to the school for scholarships are tax deductible! We have families each year that bless the school beyond their tuition payments and have received a tax deduction at the same time! We encourage you to remember the school when God adds His blessings to your labor.

Tuition is due on the first of each month and is considered late if it is not received by the 10th. **A late fee of \$15 is assessed if payment is not received by the 10th of each month.** Extended care payments may be made weekly, biweekly, or monthly. Other arrangements for payments may be made in the school office, if necessary. Payment may be placed in the wooden payment box across from the office, brought to the school office during office hours, or mailed. **Please do not send payments in with your child! Lost payments are the responsibility of the parents. No refunds will be made on tuition for absences.**

***Note: All enrollment fees, book rental fees, and monthly tuition payments are non-refundable and non-transferable. Children with fees that are more than one month in arrears will be withdrawn. No records will be released until all fees have been paid.***

### **\* Late Fees**

Preschool and Pre-Kindergarten – All children should be picked up promptly at 12 noon. Any child left after carpool will be taken to Lunch Bunch and charged accordingly.  
Kindergarten and above – All students should be picked up promptly at 3:30 p.m. Any student left after carpool will be taken to Extended Care and charged accordingly.  
Extended Care – All children must be picked up by 6:00 p.m. A late fee of \$10 for the first fifteen minutes per child will be charged. A late fee of \$1 per minute per child will be charged thereafter.

**Late fees must be paid before a student is permitted back in school.**

### **\* Returned Check Fees**

A \$30 fee will be charged for any check that is returned to FCA due to insufficient funds, closed account status, stop payment, etc...

## **FIELD TRIPS**

The Principal, with information from the teacher, will carefully consider each request made for a field trip. A permission slip will be sent home and students must return it with a parent's signature in order to go on the field trip. Students are required to wear his or her blue FCA t-shirt, socks, and tennis shoes on all field trips unless stated otherwise. Parents are welcome to attend most field trips. However, due to limited space at some locations, last minute decisions to go on a field trip may result in a parent not being

allowed to attend. Any person that volunteers to drive on a field trip is required to fill out a Volunteer Driver Application form that will be kept on file in the school office. Due to liability for parents and FCA, buses will be used for some field trips.

\* **Note:** Preschool children (two and three year olds) will have in-house field trips only. They will not leave the facility. Pre-Kindergarten children may leave the facility for a field trip; however, parents will be required to accompany their child on any outside field trip and approved child restraint seats/car seats must be used.

## **FUNDRAISING**

Fundraisers are designed to help raise funds for special desires and/or needs of the school. We encourage all families to participate! We usually have a fundraiser in the fall, 'Jump Rope for Jesus' in the spring, and an end of year celebration in May.

## **GANG-FREE ZONE**

The Texas Penal Code requires that an area within 1000 feet of a child-care center be a gang-free zone. Any offenses related to organized criminal activity within that zone are subject to a harsher penalty.

## **HALL PASSES**

All students must have a hall pass when not in the classroom during class time. All parents and visitors **must sign in** with the school office, receive a visitor badge **before** entering the hallway or proceeding to the classrooms, and sign out as they leave the building.

## **HARASSMENT**

FCA is committed to maintaining an academic environment in which all individuals treat each other with dignity, free from all forms of intimidation, exploitation, and harassment (including sexual harassment). This includes but is not limited to face-to-face confrontations as well as texting/social media. We are prepared to take action to prevent and correct any violations of this policy. This includes, but is not limited to contacting the local authorities. Any student who violates this policy will be subject to discipline, including suspension and/or expulsion.

## **HOLIDAYS**

Please see our school calendar and website for all holidays, early dismissals, and staff in-service days. FCA will be closed on Labor Day, Thanksgiving, some days during Christmas break, Good Friday/Easter, Memorial Day, and July 4; childcare will not be available on these days. Please plan early for childcare if it is needed! Please see our school calendar for more details and further explanation.

## **HOMEWORK**

Children will often be required to complete work at home. The amount of assigned homework will depend upon age, ability, and need of each child. It is given for several reasons: for reinforcement, for practice, for enrichment or remedial activity, and/or for special projects. We request parents' full cooperation in seeing that the assignments are completed. Each day's work is a foundation for the next day's assignments. Failure

to complete homework will affect the student's ability to do the work as well as affect their grades. It is essential that homework be completed for specialty classes as well as core classes; homework may be given in Bible classes. Parent's signatures are required daily on homework folders and/or planners for kindergarten and above.

\* **Lifeboat** ~ This is intended to assist parents of students in Kindergarten and above in helping their child reach their learning potential. It will list missing or incomplete assignments, work habits, and any other information needed to improve learning and grades.

## **HOURS OF OPERATION**

FCA is open Monday through Friday from 6:30 a.m. until 6 p.m., August through May. Summer hours are 7 a.m. until 6 p.m., Monday through Friday. Holidays are listed under the 'Holiday' section of this handbook and on the yearly calendar.

## **ILLNESS**

Children should be kept at home if they show any indications of illness. These include:

Fever of 100 degrees or over	Vomiting
Suspected contagious disease, including colds	Diarrhea
Feels too badly to remain in school/lethargic	Undetermined rash
Mouth/body sores or boils	Abnormal breathing
Lice	Ringworm

**If any of these conditions develop at school the child will be removed from the classroom. A parent will be notified and must pick the child up immediately.** In the event that your child becomes ill with a contagious disease, please notify the school immediately. Some illnesses require school-wide notification.

**Note: *The State of Texas health code requires that children must be free from fever, vomiting, diarrhea, etc. for 24 hours before being allowed back in school. Students should not be given medication to reduce fever or mask symptoms of illnesses and then sent to school. This results in increasing the risk of further illness to your child and to others.***

## **IMMUNIZATIONS**

Any student enrolling must provide satisfactory evidence of required immunizations. The responsibility for providing immunization records of students rests solely with the parents.

The immunizations required from birth through 14 years are: HepB, DTap, Hib, IPV, PCV, RV, Influenza, MMR, Varicella, HepA, and MCV4. Proof of immunizations may be an original or photocopy of records with the signature or stamp of the physician or other health care professional who administered the vaccine. It must include child's name, birth date, number of doses, and the month, day, and year of each vaccination. Failure to provide appropriate documentation may result in removal from school.

## **INFANTS**

All infants (birth through 17 months) are required to bring some type of bag to school each day with the following:

\*Formula/breast milk/milk ~ enough for the entire day; premeasured in non-glass bottles or cups that will not spill.

**\*Bottles, cups, and food must have your child's first name and last initial written on them.**

\*Food ~ if baby is eating food, enough for the entire day; food for infants may be heated in the microwave with parent's permission. Send spoon and fork as needed.

*-List details on Infant Care & Feeding Instructions Form.*

\*Diapers and Wipes ~ Please bring in bulk and leave at school.

\*At least two changes of clothes that include: bibs, pants/shorts (depending on the weather), shirt, onesie, dress, etc. All items, including the bag, need to have your child's name written in permanent ink (first name and last initial).

\*In keeping with our desire to be excellent for God, we do not allow clothing, items, or supplies with witches, demons, or anything that promotes idol worship.

\*Blankets ~ may be put in the crib with an infant at 7 months per Licensing. Parents must bring a written note giving us permission to use a blanket from birth through 6 months.

**Note:** If a mother wishes to breastfeed her infant, she may do so in the infant room; a rocking chair is available for her convenience.

All infants will have a daily report filled out that includes their feeding, diapering, sleeping, activities, milestones, moods, supplies needed, and the caregiver's comments. Licensing (DFPS) requires parents to fill out an Infant Care and Feeding Instructions Form once every 30 days that gives us specific information on your child.

## **LICENSING (Texas Department of Family and Protective Services)**

A parent may contact the local licensing office @ (281) 341-4082, DFPS child abuse hotline @ 1-800-252-5400, or the DFPS website @ [www.dfps.state.tx.us](http://www.dfps.state.tx.us).

## **LOST AND FOUND ITEMS**

Any item that is left at school will be placed in the lost and found box. Items will be given to a local charity if they are not claimed.

## **LUNCH**

Students will need to bring a healthy lunch and drink that does not require heating or refrigeration. Please do not send drinks in glass containers or drinks that are carbonated.

**Note: It is the responsibility of the parents to provide healthy and nutritious meals and snacks for their child each day. Per Licensing guidelines, FCA staff may encourage but must not force children to eat their lunch and snacks.**

## **MEDICAL EMERGENCY**

If a medical emergency arises and parents must be notified the following steps will be followed:

1. Notification of emergency personnel ~ Call 911.
2. Notification of parent.
3. Provide necessary medical treatment by qualified staff until emergency personnel arrive.
4. Maintain calm atmosphere during emergency.

## **MEDICATION**

If it is necessary for a child to take medicine throughout the day **an Authorization for Dispensing Medication form must be filled out and kept on file in the school office. A copy of this form is included at the back of this handbook.** The medication must be in the original container with the APPROPRIATE CHILD'S NAME ON IT. MEDICATION WILL BE GIVEN ONLY IF it is accompanied with a medicine dispensation form filled out and signed by a parent. Teachers CANNOT administer any medications, including cough drops.

## **MINIMUM STANDARDS**

Parents are welcome to come by the school office during office hours (8:30 a.m. until 4 p.m.) and review the Texas Department of Family and Protective Services (DFPS) Minimum Standards and the most recent licensing inspection report. If there are any questions concerning FCA policies and/or procedures a parent should set up an appointment in the school office to meet with the Principal.

## **MONDAY FOLDERS**

Monday folders, or 'Red folders' are issued every Monday. **Please sign and return these no later than Wednesday morning.** These will contain all correspondence from the office, grades and papers from the previous week, and all tests that need to be signed and returned. The front pocket will contain the papers that are to be signed and returned and the back pocket will contain the papers that are to be kept at home.

## **PARENT/GUARDIAN NOTIFICATION**

Most correspondence will be sent home to parents/guardians through Monday Folders (as described above). Correspondence may also be sent home throughout the week in Homework Folders. In case of an emergency, or to discuss an item that needs immediate response, a personal phone call or e-mail will be made/sent by an FCA staff member.

## **PHYSICAL EDUCATION/RECESS**

Physical education (P.E.) classes are held daily for students in first grade and above. All students in fifth grade and above will dress out for all P.E. classes. They should wear a pair of dark blue or black gym shorts (no shorter than mid-thigh, with nothing showing when they bend over), and a short sleeved solid grey or solid dark blue t-shirt (loose enough to bend, and long enough to stretch without midriff showing). NO graphic or marking of any kind should be on shorts or shirts. Kindergarten students have recess

each day. All children should wear socks, tennis shoes **with non-marking soles**, and appropriate clothing for exercising on these days. A doctor's note is required if a child cannot participate in activities for more than two days.

## **PRESCHOOL INFORMATION**

Backpacks ~ All preschool children are required to bring a medium sized backpack to school each day **with at least one change of clothes that includes: pants or shorts (depending on the weather), shirt, underwear or pull-ups, socks, and shoes. All items, including the backpack, need to have your child's name written in permanent ink (first name and last initial) on the front of the backpack.** In keeping with our desire to be excellent for God, we do not allow clothing items or supplies with witches, demons, or anything that promotes idol worship.

Nap Materials ~ Preschool children that stay for lunch bunch must lie down for a rest period. Please send a small kindermat on the first day of school, and a small blanket and a small pillow with your child at the beginning of each week. These items will be sent home at the end of each week to be laundered. **All items sent to school must have your child's name written in permanent ink (first name and last initial).**

Potty Training ~ All children that are enrolled in preschool and are not completely potty trained must come to school in pull-ups (with Velcro tabs) and supply the school with extra pull-ups adequate for the amount of time the child is in school.

**Note: Our Licensing Agency (DFPS) requires names on all items; therefore, our staff will write children's names on all items brought to school if parents/guardians fail to do so.**

## **RELEASE OF STUDENTS FROM SCHOOL**

Students who are to leave school for dentist appointments, doctor appointments, or any other reason shall bring written permission from home. The written note is to be presented to the teacher who will in turn bring it to the office.

**Note: All students must be signed out through the school office by a parent, guardian, or an authorized person. Students will be released in the following manner: (1) The person picking up the student must come to the school office; (2) The student's file will be checked for authorization of release; (3) If the person is listed as one authorized to pick up the student, the authorized person will sign the student out and the student will be released; (4) If the person is not listed as one authorized to pick up the student, and there is not a note from a parent/guardian for release, a parent/guardian will be called for authorization. If authorization is given, the student may be signed out and released. If authorization is not given, the student will remain at school until an authorized person picks them up.**

## **REPORT CARDS**

Report cards are issued every six weeks. These should be signed and returned as soon as possible. If the report card is lost and must be reissued, the student must pay \$10 for each duplicate. **If the parent is behind in tuition and/or extended care payments, the report card will be withheld.** No academic information will be forwarded to any other school if payments are in arrears.

## **REVIEW OF POLICIES AND PROCEDURES**

Parents are welcome to contact the school office and set up an appointment to review and discuss FCA Policies and Procedures with the Principal.

## **SECURITY**

FCA has implemented standards for the safety and security of our students and staff. Anyone that is on campus for any reason must sign in and receive a visitor's badge. **No video equipment, cell phones, cameras, etc. may be used without written permission from Administration. No parent, visitor, or volunteer will be allowed in classrooms without permission from Administration and proper background checks.**

## **SPECIAL CARE NEEDS**

FCA is not equipped to care for a child with special care needs (i.e. a child who has a chronic physical, developmental, behavioral, or emotional condition and who also requires assistance beyond that required by a child generally to perform tasks that are within the typical chronological range of development, including but not limited to, movement of large and/or small muscles, learning, talking, communicating, self-help, social, emotional, seeing, hearing, and breathing). FCA staff will use a wheelchair to evacuate and/or relocate any child who has limited mobility or who otherwise may need assistance to be relocated to a designated safe area or alternate shelter.

## **SUPERVISION OF CHILDREN**

FCA staff are responsible for supervision of children until they are loaded in carpool or signed out by a parent. Once a child is signed out, it is the parent's responsibility to maintain supervision and control of the child. **A child must be supervised at all times.**

## **TELEPHONE USE**

Telephone messages to students are restricted to emergency situations only. Personal matters between parents/guardians and students should be handled at home prior to coming to school. Students may ask the office to call home in emergency situations. The administration will determine the severity of the request. If a student brings a cell phone to school, it must be turned off and kept in a purse or backpack at all times. **It may not be used while the student is on campus.**

## **TESTING**

Testing for vision, hearing, and tracking are required for all children ages four and above. These tests are usually done in September or October.

## **TEXTBOOKS**

Textbooks are purchased from several sources, including but not limited to, A Beka Books and the Association of Christian Schools International (ACSI). It is A Beka policy that all tests are to be signed by the parents and returned to school.

## **TRANSPORTATION**

Transportation to and from school is not provided by FCA. It is the responsibility of the parent or guardian to ensure safe transportation with a seatbelt for their child. Texas Department of Public Safety requires all children younger than 8 years old or less than 4' 9" to be in an approved car seat, booster seat, etc. and children 8 years old and above must wear a seatbelt. FCA staff will load children in vehicles, but **it is the responsibility of the parent to ensure they are in car seats and buckled properly.**

## **VISITORS/VOLUNTEERS**

Parents, guardians, and/or grandparents are encouraged to volunteer at FCA! All volunteers must sign up, go through training, and submit to a criminal background check before being allowed in the classroom on a regular basis. Parents are encouraged to sign up to help with luncheons, parties, and special events but will need to go through a background check for safety of our children. **Parents are not allowed in the classroom without approval from Administration.**

***Note: The State of Texas Minimum Standards will not allow animals to visit our facility without proper immunizations.***

## **WATER ACTIVITIES**

FCA does not have an in ground pool for swimming. Sprinklers may be used with prior notice.

## **WITHDRAWAL FROM SCHOOL**

Parents who wish to withdraw their students from FCA are requested to call the office before the last day the student is to attend school. A parent or guardian's signature is required on the withdrawal form before the student is officially withdrawn. All debts must be cleared with the office before records may be forwarded to another school or report cards released.

**Note: The administration reserves the right to add to or delete from the policies listed above at any time. Policies and Procedures listed in this handbook are reviewed throughout the school year and changes are made as needed. It is the parent's responsibility to keep track of changes made. These changes may be done by memos or letters sent home, and/or by addendums to the handbook. The handbook is available on our website, and if needed a copy of it may be requested.**

## PARENTS PLEDGE OF ACCEPTANCE

We do hereby state that we have made a thorough investigation of statement of faith, curriculum, testing, counseling, discipline, and motives of the school and pledge to make them our choice for the coming year.

We pledge that if for any reason our child does not respond favorably to the school, we will not try to fit the school to his needs but will withdraw quietly and without delay. (Six weeks are adequate for most students. The one who has not adjusted by the end of twelve weeks should be withdrawn).

We pledge our loyal support to the school through praying for its programs, making contributions as we are able, and paying the tuition and extended care payments regularly and on time.

We hereby invest authority in the school to discipline our child as necessary. We further agree that we will cooperate and discipline our child in the home as needed (Proverbs 13:24; 19:17; 22:6; 23:13; 14:29; 29:15 & 17; Colossians 3:20; Hebrews 12:6).

We understand that assessments will be made to cover damage by our child to school property (including breaking of windows, abuse of books, etc.).

We understand that FCA is not responsible for any accidents or injuries that our child may sustain while in the care of one of the staff members outside of the facility beyond school hours. This includes carpooling and arrangements made for staff to care for your child on holidays or at a time the staff is not at the facility.

We agree to pay the tuition monthly or by the semester and to conclude all required payments on or before the last day of school. We understand that the monthly tuition is to be paid by the 10th of each month. If payment is not made by the 10th of the month, a late fee of \$15 will be charged. We understand that our child will be withheld from classes if tuition and extended care payments are more than one month delinquent. We understand that report cards will be withheld if required payments are not paid in full.

1. I hereby give permission for my child to receive individual diagnostic and achievement tests, which will be administered by professional staff of FCA.
2. I hereby give my permission for FCA teachers and administrators to approve emergency medical treatment for my child in the event I cannot be reached.
3. I hereby give permission for my child to go on all field trips that the teachers deem necessary for learning experiences or for rewards and incentives.

# FELLOWSHIP CHRISTIAN ACADEMY

## SIGNATURE PAGE

After you have read the handbook and gone over it with your child(ren), please print your child's name in the first space, and if they are in Kindergarten or above have each child sign their name in the space provided. Each parent/guardian should also print and sign in the spaces provided.

**I have read, understood, and will abide by all policies and procedures set forth in this handbook.**

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Signature (Kindergarten and above)

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Signature (Kindergarten and above)

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Signature (Kindergarten and above)

\_\_\_\_\_  
Parent's Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Parent's Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

***Please sign, date, and return this page to the school office within one week of starting school.***

Note: A copy of FCA's Handbook may be viewed or downloaded from our website: [www.fellowshipchristianacademy.org](http://www.fellowshipchristianacademy.org), or you may request a copy from the school office.

# FELLOWSHIP CHRISTIAN ACADEMY

## PARENT CONTACT INFORMATION

The following information will be used to keep in contact with you throughout the school year. Please fill out the form and return it to the school office as soon as possible.

Name of Student(s) and Class(es)/Grade(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address of Student(s) \_\_\_\_\_

\_\_\_\_\_

Home Telephone Number \_\_\_\_\_

Name(s) of Parents \_\_\_\_\_

\_\_\_\_\_

Address of Parents \_\_\_\_\_

\_\_\_\_\_

Cell Phone Number(s) \_\_\_\_\_

\_\_\_\_\_

E-mail(s) \_\_\_\_\_

\_\_\_\_\_

What is the best way to get in touch with you? \_\_\_\_\_

\_\_\_\_\_

Are you interested in volunteering with an intramural sport, an extracurricular activity, or parent's auxiliary?      Yes       No

If so, what? \_\_\_\_\_

If so, what day(s) are best for you? \_\_\_\_\_

What times? \_\_\_\_\_

Other information \_\_\_\_\_