

HCA Handbook

MISSION, VISION, AND VALUES

The **MISSION** of Heartland Christian Academy is to offer a supplemental program for home schooled children that:

Develops community and friendship among our children through weekly interaction.
Develops within our children the compassion of Jesus Christ, towards themselves and towards others.

Teaches academics in a Christian atmosphere.

Encourages and fosters cooperative learning and group experiences.

Supports families involved in home schooling.

The **VALUES** and **VISION** of Heartland Christian Academy are the following:

Parents are intended by God to have the primary educational influence on their children.
(Deut. 6:4-9)

Positive socialization requires intention and protection. *directed, not inherited relationships (1 Cor. 15:33/Prov. 13:20)

All truth is God's truth, yet Scripture is the only reliable guideline for discerning truth from error. (2 Tim. 3:14-17)

Excellence honors God and inspires students. (Col. 3:17)

Modeling a love for truth and a passion for righteousness is the greatest teaching methodology. (Luke 6:40)

Character takes priority over knowledge. (1 Cor. 8:1-3; 13:2)

Every child is an "A" at something. (Rom. 12:3-8)

Unity in essentials, liberty in non-essentials, charity in all things.

POLICIES AND PROCEDURES

TUITION

Payment is due the first week of each month, whether your child is present or not. *A late fee of \$10.00 must be paid if tuition is received after the 15th of the month.* Payment can be put in posted envelopes at HCA, brought to the church office, or mailed to:

Heartland Christian Academy
c/o Heartland Community Church
8301 Lamar
Overland Park, KS 66207

You may receive a 5% discount if you choose to pay by semester.

Monthly tuition payments are as follows:

Heartland Community Church Member:

| | | | |
|------------|-------|------------|-------|
| 1 child | \$60 | 4 children | \$200 |
| 2 children | \$110 | 5 children | \$250 |
| 3 children | \$150 | | |

Non Heartland Community Church Member:

| | | | |
|------------|-------|------------|-------|
| 1 child | \$85 | 4 children | \$250 |
| 2 children | \$160 | 5 children | \$300 |
| 3 children | \$200 | | |

If tuition becomes delinquent for more than month, your child's enrollment will be immediately suspended until payment is received.

SCHOOL CLOSINGS

HCA will generally follow the Shawnee Mission School District for all program closings due to weather unless otherwise notified. If SM Schools are closed due to weather and hazardous road conditions, we will also close. However, SM Schools may cancel classes for other reasons, such as temperature, that do not affect us in the same way. In these cases, we will remain open. ***Please call (913) 341-5820 ext. 310 to see if HCA has been cancelled. Please check your email for updates too.***

ATTENDANCE

To get the most out of our program, your child should plan on attending all sessions. ***Parents should call the Director at (913) 341-5820 ext. 812 and leave a specific message to notify HCA of any absences.***

ARRIVAL AND DISMISSAL

In the morning, the teachers are preparing for school and cannot supervise before class. Children should not be brought earlier than 8:50 am and should be picked up no later than 3:00 pm. A \$3 charge will be assessed for the first 15 minutes that a child is picked up late, unless prior arrangements have been made with HCA. There will a \$1 charge for every 5 minutes thereafter.

RELEASE FROM SCHOOL

Children will be released only to the parents. If another person is to pick up your child or if carpools are formed, please notify the teacher. Your cooperation is important to the safety of your child.

TRANSFERS OR WITHDRAWALS

Notification of permanent leave of a child from HCA's program is to be received no later than one month in advance of the final day of attendance or tuition is due for the entire month. Notification is to be made with the HCA Director.

RECORDS

The following need to be on file with HCA:

- HCA child information and emergency contact
- Medical record for all children in day care facilities
- Notarized Authorization for Emergency Medical Care

All records will remain confidential unless we receive a signed request from parents for a release of the above records to interested parties.

LUNCH

Children will bring a sack lunch and drink for the lunch period. Students will not have access to a microwave due to the number of students and time constraints, so please pack accordingly. There will be no exceptions. If a child forgets a lunch, one phone call attempt will be made. Otherwise, we will provide a peanut butter and jelly sandwich, but will not have the food on hand to provide a full lunch.

SNACKS

Children should include in their sack lunch a snack to enjoy during the day. Snacks will not be provided by HCA. Nutritious snacks are encouraged. Parents may send special birthday treats for the class at any time if they wish. Please be considerate of any children with severe allergies (i.e. peanut, etc.).

SPECIAL NEEDS

Due to the nature of the HCA program and the limited staff and resources, we are not set up to accommodate children with special needs. However, to discuss options further, contact the director.

PARENT/STAFF COMMUNICATION

Calls to the Director may be made to (913) 341-5820 ext. 812. Your call will be returned as soon as possible. Classroom teachers will indicate at Back to School Afternoon how they prefer you reach them. Unless otherwise indicated, refrain from calling the teachers at home to ensure the part-time status of their positions, show respect for their family time, and allow them to give you their undivided attention about school matters when they return your call.

PLEASE CONTACT YOUR CHILD'S TEACHER AND/OR THE DIRECTOR AS SOON AS A CONCERN OR QUESTION ARISES. ISSUES ARE BETTER ADDRESSED WHEN GIVEN PROMPT ATTENTION.

ILLNESS

When students are too ill to remain in the classroom, parents will be notified. Guidelines for the child to remain at home are the following symptoms: severe sore throat or headache, diarrhea, nausea, inflamed or infected eyes (non-allergic), or a temperature of 99.6 or higher. Allow 24 hours after all symptoms clear before returning your child to the program. Report all absences due to a contagious disease to the Director so that those

exposed will be informed and may take precautionary measures.

MEDICATIONS

Prescription medication should be sent to HCA's program in the original prescription bottle accompanied by a parent's note. This is to be administered by an adult at the proper time. Non-prescription medication should not be sent to the classroom and will not be administered.

ACCIDENTS THAT RESULT IN INJURY

Minor accidents are treated during the class day and are reported to the child's parents at the end of the class day. Major accidents are reported immediately to the Director, the church office and the child's parents.

Should there be an emergency involving an accident and HCA cannot reach the parents, the child will be taken to the nearest medical facility. Please inform the Director of any phone number changes so you can always be reached in an emergency.

ROOM CARE

Teachers and children should strive to keep the room neat and attractive at all times. Children are expected to properly care for equipment and supplies as they would in their home schooling.

DRESS AND APPEARANCE

Requirements are clean faces and clean clothes, modest in appearance and dress. Clothing and shoes should be appropriate for recess and P.E. participation. For students' safety, no open-toed shoes will be allowed on the playground or during P.E. The HCA Director, if needed will have final determination as to whether dress is in keeping with HCA's standards.

TOYS

Please, do not send toys except for a show and tell activity.

GUM CHEWING

Gum is not permitted at HCA unless the teacher has approved for a special occasion.

KINDERGARTEN AGE CUT-OFF

In order to enroll your child in Kindergarten, he/she must turn 5 (five) years old by September 1st of the calendar year in which you wish to enroll. ***There are NO EXCEPTIONS to this rule.***

POLICY OF NON-DISCRIMINATION

HCA does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and scholarship programs.

DISCIPLINE

Children are expected to demonstrate respect for adults and other children in HCA, and demonstrate safe and appropriate behavior in and about the church. Teachers will encourage, motivate, praise positive responses, and otherwise attempt to describe and demonstrate the expectations held to be important. While the emphasis will be on the positive, a child may still not respond satisfactorily. In this case the parents will be kept informed of any problems and will be asked to assist in modifying the child's behavior.

The discipline philosophy of Heartland Community Church is that a teacher should behave as a disciple of Jesus Christ by personal example and by development of a Christ-like character. A child who follows the example of a Christ-like teacher will be led to become a disciple of Jesus Christ and behave in a Christ-like manner. Discipline equals character development and self-control. HCA will adopt this philosophy.

Teachers will utilize many approaches to help modify behavior when needed. Examples of this may include but are not limited to:

Preventive Discipline-

Teachers will know the children and their basic characteristics and capabilities and build a positive relationship.

Teachers will be affirmative with the children's positive behaviors.

Teachers will use age appropriate factors in the class environment (i.e. tables, equipment).

Teachers will establish clearly defined limits with simple and easy to remember expectations.

Teachers will establish individual classroom incentives for good behavior as deemed appropriate.

Practical Discipline-

The child's name will be called or the teacher will place a hand on the shoulder of the child whose attention is wandering. Eye contact will be maintained with the child. The misbehaving student will then be separated from the rest of the group to a designated area. The teacher will go to the child and quietly identify the problem and identify expectations. After a specified period of time, the child be allowed to recognize the misbehavior and to apologize to the injured party (if that is the case) and return to the group for class.

Conferences-

Parents or staff may request a conference with any of the following people during the school year: teacher, child, parents, and/or HCA Director. To schedule a conference please notify your child's teacher. Please refrain from conferencing at length on school days (such as when picking up or dropping off your child) without prior planning with

the teacher.

The HCA Director will handle serious issues. The approaches used to handle the situation may include but are not limited to parent/Director conferences, and ultimately may include enforcement of the termination policy.

TERMINATION POLICY

HCA Director maintains the right to terminate enrollment of a child who is not compatible with HCA's program. Examples may include but are not limited to:

The child or parent is very disruptive.

The child or parent is harmful to others.

The child or parent is disrespectful of property.

Termination may also occur if tuition payments become delinquent. (See Tuition section.)