

Lexington Christian Academy

Preschool

Student/Parent Handbook

2011-2012

Please Note: During the school year LCA's Board of Directors may revise policies that affect the contents of this handbook. Please note that the most current policy will supersede the information contained herein.

August, 2011

Dear Parents,

It is hard to believe that a new school year is upon us. I would like to take this opportunity to personally thank you for allowing us to share with you in the development and early education of your child. Please pray with us as we seek to instruct your child in the coming year.

Lexington Christian Academy seeks to provide a quality environment in the context of an atmosphere that honors the Lord. Based upon God's Word, the faculty strives to teach and nurture from God's perspective.

We look forward to an exciting school year. Our desire is to help your child grow spiritually and to lay a strong foundation for their formal education.. If a need arises, please contact your child's teacher immediately. When parents and teachers are working in partnership, the student will always benefit.

Sincerely in Christ,

A handwritten signature in black ink, appearing to read "Ollie E. Gibbs". The signature is fluid and cursive, with a large initial "O" and a long, sweeping underline.

Ollie E. Gibbs, Ed.D.
Headmaster

TABLE OF CONTENTS

Mission Statement-----	4
School Calendar-----	5
General Information-----	7
Communication & Support-----	10
Holiday Celebrations-----	12
School Attendance-----	13
Discipline-----	14
Standardized Dress Code-----	17
Health & Safety-----	20
General Standards-----	22
Financial Information-----	23

MISSION OF **LEXINGTON CHRISTIAN ACADEMY**

Our Mission:

To glorify Christ through educational ministry

Our Purpose:

The Board of Directors, administration, faculty, and staff of the LCA School System are committed to provide a creative, loving, academic environment for children to grow spiritually, socially, emotionally, physically, and academically through individual and group learning experiences under the guidance and care of Christian teachers, administrators, and under the Lordship of Jesus Christ. It shall be the purpose of the school system to encourage all students to grow in a personal relationship with Jesus Christ and to emphasize the value of the eternal soul, the worth of the individual, the love of God for man, and the kinship of all peoples as taught in the Holy Scriptures, while providing students with the opportunity for achieving academic excellence and furthering the special gifts, such as fine arts and athletics, that God has bestowed to them.

Our Vision:

Pursuing a world class, Christ-centered education

Statement of Faith

1. We believe the Bible to be inspired, the only infallible, authoritative, inerrant Word of God (II Timothy 3:15, II Peter 1:21).
2. We believe there is one God eternally existent in three persons - Father, Son and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, Hebrews 7:26), His miracles (John 2:11), His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, I Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved (John 3:16-19; John 5:24; Romans 3:23; Romans 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.(John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14, I Corinthians 3:16, I Corinthians 6:19-20, Ephesians 4:30, 5:18).

Lexington Christian Academy
2011-2012 School Calendar
 Preschool/Primary/Intermediate Levels

August	15	Tates Creek Intermediate and Primary Open House, 5-7 pm
	15	Rose Primary (TK-3 rd grade) Open House, 5-7 pm
	17	TK-6 th Grade Students Report, All Campuses
	18	East/Rose/Providence 3's Open House, 9-10 am
	19	East/Rose/Providence 4's and All Day Open House, 9-10 am
	22	Preschool 4's and All Day Students Report, All Campuses
	23	Preschool 3's Report, All Campuses
August/September	29-2	Intermediate Retreats
September	5	LABOR DAY, No School, Offices Closed
	6	Immunization Deadline
	19	Grandparents' Day-Tates Creek Intermediate & Primary
	20	Grandparents' Day-Rose Primary
	20	Early Dismissal
October	22	Midterms Home
	6-7	FALL BREAK, No School
	12	End of 1 st Quarter
	19	Parent Teacher Conferences, No School, Grade Cards Home
	November	11
14-18		Intermediate Book Fair Week
17		Intermediate Science Fair
17		Midterm Sent Home
December	23-25	THANKSGIVING BREAK, No School
	16	End of 2 nd Quarter
	16	Early Dismissal
	19-30	CHRISTMAS BREAK, No School

Lexington Christian Academy
2011-2012 School Calendar
 Preschool/Primary/Intermediate Levels

January	2	Teachers Return
	3	Students Return
	5	Grade Cards Home
	9-13	Intermediate Spelling Bee
	16	Martin Luther King, Jr. Day, No School, Offices Closed
	24	Early Dismissal
February	30	100th Day of School
	3	Midterm
	9	Midterms Home
	17	Teacher Inservice Day, No School
March	20	Presidents' Day, No School, Offices Closed
	5-9	Rose Primary & Tates Creek Primary Book Fair Week
	6	Rose Primary & Tates Creek Primary Academic Fair /Family Night
	9	3 rd Quarter Ends
	14	Parent Teacher Conference Day, No School, Grade Cards Home
April	26-28	Primary Spelling Bees
	2-6	Spring Break Week, No School
	9	Easter Monday, No School
	20	Midterm
	20-26	Achievement Testing
	26	Midterms Home
May	8	Teacher Appreciation Day
	22	Last Day for Preschool 3.s
	23	Last Day for Preschool 4.s & Preschool All-Day
	24	Last Day TK/Kindergarten Students, Early Dismissal for TK & Kindergarten Only Sixth Grade Celebration , 1pm Kindergarten Graduation, 7pm
	25	Last Day of School, Early Dismissal End of 4th Quarter, Grade Cards Home

GENERAL INFORMATION

Arrival and Dismissal

Parents need to walk students into the building in the morning. Students will be received through the dismissal line at the 3:00 dismissal time or the Extended Day program is available until 5:30PM. Directions for parking and traffic flow will be distributed at Open House.

Child Abuse and Neglect Policy

In accordance with Scripture, a balance between the principles of the God-given right of parents and the role of state authority must be maintained. If there is suspicion or knowledge by an employee of Lexington Christian Academy that a child attending school is suffering from abuse or neglect the following steps shall be taken.

1. Immediate notification by the teacher to Social Services as required by law.
2. Notification by the teacher to the appropriate principal and headmaster.
3. Prompt investigation by the appropriate school official.
4. The school will take appropriate steps to follow the situation.

Children and Parent Rights--Pursuant to KRS 199.898

- (1) All children receiving child care services in a day-care center licensed pursuant to KRS 199.896, a family child-care home certified pursuant to KRS 199.8982, or from a provider or program receiving public funds shall have the following rights:
 - (a) The right to be free from physical or mental abuse;
 - (b) The right not to be subjected to abusive language, punishment; and
 - (c) The right to be in the care of adults who shall meet their health, safety, and developmental needs.
- (2) Parents, custodians, or guardians of these children specified in subsection (1) of this section have the following rights:
 - (a) The right to have access to their children at all times the child is in the care and access to the provider caring for their children during normal hours of provider operation and whenever the children are in the care of the provider;
 - (b) The right to be provided with information about child care regulatory standards, if applicable; where to direct questions about regulatory standards; and how to file a complaint;
 - (c) The right to file a complaint against a child-care provider without any retribution against the parent, custodian, guardian, or child; and

- (d) The right to review and discuss with the provider any state reports and deficiencies revealed by such reports.
- (3) The child-care provider who is licensed pursuant to KRS 199.896 or certified pursuant to KRS 199.8982 shall post these rights in a prominent place and shall provide a copy of these rights at the time of the child's enrollment in the program.

Entrance Requirements

Lexington Christian Academy has an open admissions policy. The school does not discriminate on the basis of race, color, or nationality. The preschool will enroll children using an October 1 cut-off date. Children must be in good physical condition and toilet trained. (Children must be able to go to the bathroom unassisted, pull garments up and down, and clean themselves as necessary.)

Licensing/Accreditation

The preschool is licensed by the Kentucky Cabinet of Human Resources and is accredited by the Southern Association of Colleges and Schools. The facility is inspected yearly by the State Fire Marshall and the local health department.

School Calendar

The preschool will follow the main school calendar.

Staff Requirements

All teachers and staff meet the following state requirements:

- State check for substantiated abuse and neglect
- Criminal records check
- 15 clock hours of early childhood classes--yearly
- CPR/First Aid Certificate

Student Evaluation/Progress Reports

Progress reports will be given three times each year. Each report will provide information regarding developmental progress. It is common for parents to provide tangible rewards for achievement. However, it is important to be sensitive to the long term implications of extrinsic motivation.

Supplies

Each student is responsible for his/her general supplies. Supply lists are available prior to the beginning of school.

It is recommended that students have a solid colored school bag, backpack, or satchel to transport items between home and school.

Transportation

Four year old classes will have one scheduled field trip each year. Students must be transported by a parent or family member in order to attend. Parents will be notified in advance of the scheduled field trip, usually through the classroom newsletter. Written permission is required in order for your child to attend the field trip. Students will not be able to participate without a signed permission slip. Students not attending a field trip will remain in the parent's care. Small fees may be necessary. For safety reasons, siblings are not allowed on field trips.

Withdrawals

Notification of withdrawal must be given in writing at least 30 days in advance. Parents are responsible for tuition during the 30 days. Fees will not be refunded.

COMMUNICATION AND SUPPORT

Birthday Parties

Birthday parties will not be held at school. No personal party invitations are to be distributed unless every student in the class receives one. Parents may bring a light snack to be served at the discretion of the teacher. Teachers should be notified in advance of any treats to be shared with the class in case of any allergies. Snacks must meet the state requirements. Flower arrangements, balloons, treat bags, birthday paraphernalia and lunch for the entire class are to be reserved for birthday celebrations at home.

Complaint or Problem Procedure

Occasionally, during the course of the year, misunderstandings or problems can arise between the teacher and a student, teacher and parent, parent and the school, or any of several other possibilities. This is often the result of a lack of communication between those involved.

Lexington Christian Academy's policy for dealing with these situations and complaints is consistent with the principles found in Matthew 18.

1. All questions, problems or complaints regarding a teacher should be brought to the teacher first before anyone else is involved.
2. If the situation is not resolved at this level through direct contact, it should then be brought to the principal.
3. If the problem is still unresolved, it should then be referred to the headmaster.

Conferences

Parents are encouraged to contact the teacher with any questions or concerns at any time during the school year. Parents should feel free to call the school to leave a message for the teacher.

Please Remember: The time immediately before or after school is reserved for teachers to welcome and dismiss students. Parents are asked not to involve the teachers in a discussion or conference at those times.

The campus principal or preschool director is also available for conferences. However, if the issue relates to the classroom, parents should speak with the teacher first.

Messages

Verbal messages cannot be accepted from a student. Parents need to send a written note to teachers. Conversation relating to the student should be made in private. Messages from school will be sent home in writing. Weekly newsletters will be sent from the school office and the classroom.

Parent Involvement

Lexington Christian Academy is delighted that you have entrusted the early education of your child to our school, and we consider ourselves a partner with you in the developmental process. Parents are encouraged to volunteer at the school on a regular basis. Opportunities are available to volunteer in the classroom. Parents are also invited to attend chapel. Please make prior arrangements with the teacher if you are available to help. Because younger children can be very distracting to the class, we ask that you do not bring siblings on the day you help in your child's class. All visitors are asked to sign in at the school office. (In compliance to Kentucky state guidelines, volunteers are not permitted to be alone with preschool children prior to meeting the staff requirements as set by the state.)

Parents and Teachers in Partnership

The Parents and Teachers in Partnership (PTP) shall strive to improve the relationship and fellowship between the parents and teachers on each of LCA's campuses. The membership of the PTP includes all teachers and parents represented at the campus. The focus of the PTP ministry is on the individual campus.

Pray Without Ceasing

The faculty of each campus meets together regularly for devotions and prayer. Parents also meet on a regular basis to pray. Days and times are announced through the school newsletter. Parents are encouraged to pray for the school on a daily basis.

Snow Days

In case of inclement weather, Lexington Christian Academy will announce its school closings on radio WJMM, WVLK and WLAP. Announcements will also be made on TV Channels 18 (WLEX-NBC) 27 (WKYT-CBS) and 36 (WTVQ-ABC).

HOLIDAY CELEBRATIONS

Because of the discrepancy of what is acceptable in regards to the celebration of holidays, the following schedule will be observed in the classroom. Parties need to be held at the end of the school day for no more than one hour.

<u>Month</u>	<u>Holiday</u>	<u>Acceptable</u>	<u>Not Acceptable</u>
<i>September</i>	Labor Day		
<i>October</i>	Columbus Day Fall	Celebration of Harvest in lieu of Halloween : scarecrows pumpkins, owls	bats, spider, black cats in relation to Halloween, jack- o- lanterns, scary faces, witches, ghosts, goblins, haunted houses
<i>November</i>	Halloween Veteran's Day Thanksgiving	Not Observed Thanksgiving celebration as a culminating activity for grades Pre-K-3.	
<i>December</i>	Advent Hanukkah Christmas	Taught/studied from a Biblical view Celebration of the birth of Christ--nativity, star, bells, caroling, Christmas Trees, wreaths, and the giving spirit PARTY ALLOWED: In lieu of gift exchange, gifts will be given to mission projects instead.	Santa Claus, reindeer as a Christmas symbol, elves
<i>January</i>	New Year's Day Martin Luther King Jr. Day		
<i>February</i>	President's Day Valentine's Day	Friendship, sharing, kindness, love for each other, God's love for us Valentine card exchange Pre-K-3, Grades 4-6 by student choice If participating in exchanging cards, cards must be given to every student in the class. PARTY ALLOWED	Cupids, anything of a sensual nature, i.e. lips, kissing lips
<i>March</i>	St.Patrick's Day	3-leaf clovers as related to the Trinity	leprechauns, bags of gold, pipes
<i>March/April</i>	Palm Sunday Easter/Spring	Praise and worship of the Resurrection Resurrection eggs	Easter bunny, egg hunts, coloring eggs
<i>May</i>	Mother's Day Memorial Day		

- *There are only two parties each year in addition to the end-of-the year celebration.*

SCHOOL ATTENDANCE

Parents or designated representatives, who are picking up students prior to the end of school should go directly to the classroom and sign out the student. Persons not known by sight to the teacher should be prepared to show picture identification. The teacher will also verify that they are on the list of people authorized to pick up your child. The teacher will then dismiss the student from class. Please make sure emergency information provided to the school is updated periodically.

End of Day Dismissal

In order to ensure the safety of your student at all times, the school will maintain a list of people who are authorized to pick up student(s). A written note from home will be required before students will be released to anyone not on the list of people authorized to pick up their student(s). A call will be placed by the school office before allowing your student to leave with someone unauthorized.

Facilities

The preschool campuses of Lexington Christian Academy are located on four campuses.

Rose Campus, 450 West Reynolds Road, Lexington, KY 40503, 422-5703

East Campus, 2598 Liberty Road, Lexington, KY 40509, 263-7245

Tates Creek Campus, 3100 Tates Creek Road, Lexington, KY, 268-3071

Providence Campus, 101 Providence Way, Nicholasville, KY 40356, 272-3655

DISCIPLINE

“Above all else, guard your heart, for it is the wellspring of life.”
Proverbs 4:23

The teachers and principals of Lexington Christian Academy use a variety of disciplinary methods to maintain a positive and safe school environment. Lexington Christian Academy expects full cooperation from both students and parents. The Bible admonishes, “Train up a child in the way he should go; and when he is old, he will not depart from it.” (Proverbs 22:6) Discipline at LCA is viewed as an opportunity to teach. A Biblical approach is followed as the teachers and principals assume the role of shepherd; creating a safe and nurturing environment is a priority. The Bible also admonishes, “Above all else, guard your heart, for it is the wellspring of life.” (Proverbs 4:23) Addressing the heart of the student is paramount in providing the proper direction for school behavior and for life. Disruptive behavior will be dealt with in the context of pastoral counseling with a goal of bringing the student to true repentance and restoration. While grace will play a major role and forgiveness issued, continually disruptive students will not be permitted to remain in school. The following reflects the heart of the Biblical philosophy, which is incorporated into the various methods used in the discipline process.

Biblical Discipline:

- ♥ reflects the character of a creative and redemptive God
- ♥ considers the heart as the root of all behavior
- ♥ sees the child as created in God’s image and as a fallen sinner
- ♥ understands the importance of relationships
- ♥ grows and matures the student from the inside out
- ♥ teaches the child to make wise choices in response to a loving God
- ♥ does not ignore misbehavior
- ♥ issues just rewards and punishment
- ♥ affirms the child unconditionally
- ♥ partners with parents
- ♥ is based on Biblical principles
- ♥ addresses the “what” and the “why” of a child’s behavior

The following are character traits to be demonstrated by students at LCA.:

Order
Respect
Joyful Spirit
Obedience
Self-Control

Bullying Policy

Lexington Christian Academy seeks to educate our students from a biblical perspective which teaches us to love one another as Christ has loved us (I John 4:11). Bullying is not a behavior which reflects Christ-like love or respect therefore we prohibit any incidents of it.

➤ **Definition:**

Bullying is when a person(s) uses power in a willful, deliberate manner bringing repeated hurt or harm to another individual.

- Bullying needs to be evaluated upon intentional harm to the victim, and the frequency of occurrences.
- It is a pattern of repeated behavior rather than a single act.
- Bullying is targeted at a specific victim or victims.

➤ **Description:**

Bullying generally falls into one of four categories: physical, verbal, emotional/mental and social.

- Physical-use of body to harm another's body or personal property.
- Verbal-use of words or threats to harm another.
- Emotional/Mental-use of nonverbal harm to another's self concept. (i.e. ignoring, isolating, excluding).
- Social- use of peer relationships to harm another's group acceptance.

➤ **Procedure:**

When a report of bullying comes to the attention of the school (teacher, counselor, principal) the following will occur:

1. School official will investigate the report of bullying by:
 - Talking with student(s) being bullied.
 - Talking with teacher(s).
 - Talking with student(s) accused of bullying.
2. Based on information gathered administration will meet to determine action to bring appropriate resolution to all parties involved. If bullying is found to be present, consequences will be determined (see below for disciplinary action).
3. Administration will notify parents of both parties regarding the situation and the steps that will be taken for resolution. This may take place via phone or in person.
4. School officials will monitor the situation to ensure that resolution has occurred. A continued offense will be handled according to the disciplinary actions listed below.

➤ **Disciplinary Actions:**

Bullying is a serious offense and will be treated as such. If the principal determines the action to be bullying, the principal, in consultation with the headmaster, will decide appropriate disciplinary action. Consequences may include parent meetings, detention, suspension, or expulsion.

Lines of Authority

1. Teacher

A teacher may refer the student to the principal's office due to extreme or habitual negative classroom behavior.

2. Principal

The principal is responsible for the discipline of students in all non-classroom settings, all attendance matters, and in those classroom settings where a student has been referred to the office by a teacher.

The principal has the right to utilize parental conference and other appropriate measures in the disciplining of students.

3. Headmaster

The headmaster is the final step in the line of authority. Suspensions and expulsions are at the direction of the headmaster.

PRESCHOOL STANDARDIZED DRESS CODE

Uniform Line of Clothing

All items of clothing must be from the “uniform line” only. This is standard, daily wear. Uniforms may be purchased from the vendor of your choice. Possible vendors are listed in Section V. Available from Lands’ End are the t-shirts & elastic shorts/pants (Lands’ End Uniform catalog) and toddler sizes (Lands’ End Kid’s catalog). The Lands’ End Preferred School number is 9000-3068-5/Logo #9932750K.

Section I: Basic Dress Code

Shirts: White/Red/Light Blue/Navy/Royal Blue

- Solid Color Heavy Weight T-shirt (Free from logos)
- LS/SS Plain Pique or Smooth Polo Shirt (No jersey knit, No lace, trim, snaps etc.)
- Plain Knit Turtleneck (Mock or Regular Collar)
- Button Down Collar Oxford Shirt-Light Blue/White (No tapered or fitted)

Sweaters: White/Red/Light Blue/Navy/Royal Blue

- Plain or Cable Crew Neck
- Plain or Cable V-Neck
- Plain or Cable Cardigan (Buttons Only-No zippers or belt ties)
- Plain or Cable Pullover Sweater Vest

Sweatshirts

- Logo Sweatshirt
 - Lands’ End - White/Red/Navy/Royal Blue
- Logo Sweatshirt
 - Apparel Store - White/Red/Navy/Royal Blue
- No Hoodies-Preschool through 3rd grade

Pants: Navy or Light/ Dark Khaki

- Plain Twill Chino Pant – Straight Leg (No flares, No outside pockets, No cargo, No zippered pockets, No buttons)
- Elastic Waist Shorts/Pants (No cargo, No sash or rope ties)

Shorts: Navy or Light/Dark Khaki

- Plain Twill Chino Walking Short (No outside pockets, No cargo, No zippered pockets/buttons
 - Longer Style

Skorts: Navy or Light/Dark Khaki

- Pleated or Plain Front Twill Chino (No cargo)
 - Longer Style

Skirts/Jumpers: Navy or Light/ Dark Khaki

- Pleated Twill Chino Skirt or Jumper
 - Longer Style
 - Shirt must be worn underneath jumper
 - At least 3 pleats required

Section II: Miscellaneous Information

Shoes:

- Athletic shoes must have enclosed toes and heels. No heelys (shoe skates).
- Dress/casual shoes must have enclosed toes and heels (No sandals or clogs, crocs, plastic or rubber shoes are permitted).

Socks: Socks are required and need to come above the ankle. Sport socks with a band are acceptable if they are above the ankle.

- If socks are worn over tights, they need to be the same color as the tights.
- Socks/tights must be solid white or a solid uniform color, matching one of the apparel pieces. Lace or trim of the same color is acceptable. Pom poms are not acceptable.
- Cartoon characters on any style of sock are not permitted.

Accessories: -

- Belts
Primary K-3 students are not required to wear a belt. Magnetic belts are available if desired. If belts are worn, they must be of black or brown leather or a solid uniform color and have a buckle or belt ring. Fashionable belts such as scarves, sashes, jewels, glitter, sequins, etc. are not uniform wear. Cartoon characters or sports items on any style of belt are not permitted. Ribbon belts must be a solid, uniform color (red, blue or white) and have a buckle or belt ring. (No stripes, patterns, etc.)
- Black fingernail polish is not permitted.
- Stickers, face paint, or visible tattoos are not permitted.
- Pierced jewelry is only allowed in the ears for girls. No pierced jewelry is permitted for boys.
- Make-up is not permitted.
- There are no restrictions on the color or style of hair bows; however, headband scarves are not permitted.

Clothes:

- Shirts must be tucked in at all times.
- Short sleeve shirts may not be worn over long sleeve shirts.
- No sagging, fraying or oversized clothing is appropriate.
- Shorts should not fall below the knee.
- No personal or team logos are appropriate on clothing, except for the approved LCA logo through Lands' End, the LCA Apparel Store.
- Plain white T-shirts may be worn under regular shirts for warmth. Sleeves of the undershirt may not hang below the outer shirt. Logos may not be visible in any way.
- No sleeveless clothing.
- Pants are not to be tucked in boots.

Outerwear: There are no restrictions on coats or jackets. However, jackets and coats may not be worn in the classroom.

Hair:

- Policy for boys on hair is not to exceed the middle of the ear on the sides, top of collar in the back, and top of eyebrows in the front.
- Hair coloring, including highlights and/or dyes done on the hair, is not permitted at the elementary level as well as permanent or clip-on feathers and hair wraps.

Hats: Hats, bandannas, scarves, sweatbands, or sunglasses are not to be worn during the school day.

Section III: Special Days in the School Year

- There may be adjustments made for days of **field trips**. The principal will make that decision and communicate it to the parents in advance.
- **Individual Picture Day:** Picture day is not a free dress day. Girls may wear a dress of their choice or a shirt of their choice with uniform shorts, skorts, or pants. Boys may wear a collared dress shirt or polo shirt of their choice with uniform shorts or pants. No sleeveless clothing is permitted for boys or girls.
- **Spirit Day:** Every Friday-Uniform pants/shorts/skorts and any LCA spirit wear t-shirt.

Section IV: Logo Wear

- LCA logo apparel is an option everyday. Sweatshirts or collared shirts bearing the LCA logo may be worn with uniform pants, shorts, skirts or skorts. A collared shirt must be worn underneath the sweatshirt. Lands' End and the LCA Apparel Store supply the official logo. The following number is needed for the Land's End /Logo # 9932750K.
- Apparel Store-Embroidered logo only. LCA screen-printed items are not acceptable except on Spirit Day.
- Items imprinted from any other source are not part of the uniform line.

Section V: Vendors That Carry a Uniform Line

GAP-----Hamburg, Fayette Mall & Internet
Shaheen's-----Louisville Store, LCA on announced days & Local Representative
Lands' End-----Mail Order Catalog & Internet----Preferred School #--9000-3068-5/Logo # 9932750K
LCA-----Apparel Store (Located at Rose Campus-Gym entrance)
French Toast-----Internet
Meijer-----Reynolds Rd./Hamburg (Fall season only)
Target-----Reynolds Rd./Hamburg (Fall season only)

NO EXTREMES IN FASHION OR HAIR,
AS DEFINED BY THE SCHOOL ADMINISTRATION, ARE PERMITTED.

HEALTH AND SAFETY

School personnel work diligently to maintain a safe and healthy environment for all students. Parental cooperation with school health and safety policies is necessary in order to avoid accidents and properly care for students. For the health and safety of your child, it is imperative that all telephone numbers and emergency contacts are kept up-to-date.

Emergency Procedures

Student safety is a top priority. An accident or emergency will be reported to parents immediately. Every effort will be made to reach the parent or others listed on the emergency form. However, the school will maintain permission to seek emergency assistance when necessary through a signed release form. Parents are responsible for updating all telephone numbers and personal emergency information.

Fire, Earthquake and Tornado Drills

Fire, earthquake and tornado drills will be conducted throughout the school year in accordance with city, county, and state regulations.

Health Requirements

An immunization certificate must be completed by your family doctor and be on file within 30 days of the first day of school.

Illness

- Students should not return to school if they have experienced fever, diarrhea, or vomiting within the last 24 hours. Reducing a fever with medication does not mean your student is fever free. Please be diligent in helping to reduce the spread of illness by following the 24 hour procedure. If students experience any of these conditions during the school day, parents will be called to pick them up.
- A child with conjunctivitis (pink eye) must use a prescription antibiotic cream or drops for 24 hours before returning to school.

Lice

Lexington Christian Academy shall enforce a nit-free policy in regard to head lice. All students found to have head lice or nits shall be removed from class. Parents will be called to pick up their child immediately from the school office. The school office personnel will check all students returning to school following a case of lice before being admitted to class. Students must be louse and nit free in order to return to school.

Medicine Policy

Medication cannot be kept in a child's backpack. Prescription and non-prescription drugs need to be kept in the office. All medication will be kept in a locked cabinet. A daily written permission form must be completed prior to medication being administered. Only a single dose can be kept at school. Medication cannot be measured. Medication should come to the office in a container and be labeled with the student's name.

Pets

Prior approval from the campus principal or preschool director must be obtained before bringing any pet to school. Small pets brought into the school must be in a cage at all times. Dogs are not to be brought into the building. Dogs or pets shown outside must be on a leash at all times and no pets are to be on the playground at any time. For safety reasons, animals brought to school are not to be petted or held by the students.

GENERAL STANDARDS

Gum/Candy

Gum chewing is not permitted by students of Lexington Christian Academy in any part of the school or church facilities. Teachers will not permit gum chewing as a privilege or reward.

Students should not bring gum or other candy to school. For safety reasons, candy donated to the class as a special treat should not be hard candy or candy on a stick.

Toys and Other Distractions at School

Backpack accessories such as key chains are limited to one item. Portable music players, Ipods, cell phones, palm pilots, skateboards, electronic games, toys and other items are not permitted at school or on school trips. This includes radios with individual headphones or earplugs. Such items will be taken from students and stored in the school office until appropriate arrangements can be made. The only exception is with reference to announced "Show and Tell" days.

Visitors on Campus

All visitors on the campus, with the exception of those picking up a child, must sign in at the school office.

LEXINGTON CHRISTIAN ACADEMY 2011-2012 Tuition

<u>Program/Grade Level</u>	<u>5% Deposit</u>	<u>Annual Tuition</u>	<u>Tuition Less Deposit</u>	<u>Monthly Payment</u>
PS: 3 yr. (Tu/Th ½ day)	\$ 85	\$1,665	\$1,580	\$158**
PS: 4 yr. (MWF ½ day)	\$100	\$1,980	\$1,880	\$188**
PS:3-4 yr. (M-F ½ day)	\$176	\$3,556	\$3,380	\$338**
PS: 3-4 yr. (M-F all day)	\$345	\$6,905	\$6,560	\$656**
Elem: TK, KG (M-F ½ day)	\$208	\$4,144	\$3,936	\$328***
Elem: TK, KG, 1 st grade	\$365	\$7,301	\$6,936	\$578***
Elem: 2 nd & 3 rd grade	\$368	\$7,376	\$7,008	\$584***
Inter: 4 th – 6 th grade	\$388	\$7,708	\$7,320	\$610***
JR High: 7 th grade	\$426	\$8,502	\$8,076	\$673***
JR High: 8 th grade	\$428	\$8,564	\$8,136	\$678***
SR High: 9 th – 12 th grade	\$450	\$8,994	\$8,544	\$712***

*Monthly tuition payment amount equals annual tuition less 5% tuition deposit (or tuition balance) divided by the number of payments (10 for preschool or 12 for TK-12th grade). For example, to determine the monthly payment of a 9th grader:

$$\begin{aligned} & \$8,994 \text{ (Annual Tuition)} - \$450 \text{ (Tuition Deposit)} = \$8,544 \text{ (Annual Tuition Less Deposit)} \\ & \$8,544 \text{ (Annual Tuition Less Deposit)} / 12 \text{ (\# of monthly payments)} = \$712 \text{ (monthly payment amt)} \end{aligned}$$

**Preschool monthly tuition payments are based on a 10-month plan (August 2011 through May 2012).

***Elementary, Intermediate, Junior High, and Senior High monthly payments tuition payments are based on a 12-month plan (June 2011 through May 2012.)

TUITION DEPOSIT

A tuition deposit is required at the time a student enrolls/re-enrolls and the “**Statement of Agreement and Financial Commitment Form**” is signed and submitted. The tuition deposit amount is credited to the total tuition due. The tuition deposit illustrates a family’s financial commitment to the school and allows the administration to register and reserve a seat for your student for the new school year. Our families’ financial commitments also allow LCA to determine the number of teacher contracts to issue and make other financial commitments for the new school year. Therefore, the tuition deposit is **non-refundable**.

MULTI-STUDENT DISCOUNT

For families with **three or more children**, a multi-student discount (**30%**) is offered on the annual tuition amount **less** the 5% deposit. Your student that is enrolled in the highest grade level is always considered your first student. Your first and second students would pay 100% of the annual tuition. **All students pay 100% of the deposit.** Your third child or more would receive the **30% off the balance of tuition less the deposit.**

<u>Program/Grade Level</u>	<u>5% Deposit</u>	<u>Annual Tuition</u>	<u>Annual Tuition Less Deposit</u>	<u>Multi-Child Discount Amounts</u>	
				<u>Tuition Less Deposit</u>	<u>Monthly Payment</u>
PS: 3 yr. (Tu/Th ½ day)	\$ 85	\$1,665	\$1,580	\$1,106.00	\$110.60**
PS: 4 yr. (MWF ½ day)	\$100	\$1,980	\$1,880	\$1,316.00	\$131.60**
PS:3-4 yr. (M-F ½ day)	\$176	\$3,556	\$3,380	\$2,366.00	\$236.60**
PS: 3-4 yr. (M-F all day)	\$345	\$6,905	\$6,560	\$4,592.00	\$459.20**
Elem: TK, KG (M-F ½ day)	\$208	\$4,144	\$3,936	\$2,755.20	\$229.60***
Elem: TK, KG, 1 st grade	\$365	\$7,301	\$6,936	\$4,855.20	\$404.60***
Elem: 2 nd & 3 rd grade	\$368	\$7,376	\$7,008	\$4,905.60	\$408.80***
Inter: 4 th – 6 th grade	\$388	\$7,708	\$7,320	\$5,124.00	\$427.00***
JR High: 7 th grade	\$426	\$8,502	\$8,076	\$5,653.20	\$471.10***
JR High: 8 th grade	\$428	\$8,564	\$8,136	\$5,695.20	\$474.60***
SR High: 9 th – 12 th grade	\$450	\$8,994	\$8,544	\$5,980.80	\$498.40***

TUITION PAYMENT OPTIONS

Option 1 **Pay tuition balance (annual tuition less tuition deposit) in a single payment.**
The one-time tuition balance payment for Transitional Kindergarten through 12th grade will be due by **June 9, 2011**. The one-time tuition balance payment for preschool tuition is due on **August 11, 2011**. If you want to discuss an alternate one-time payment date, please contact Student Billing at 859-422-5731.

Option 2 **Pay tuition balance (annual tuition less tuition deposit) in monthly payments via FACTS Tuition Management.**
The 12 monthly payments for Transitional Kindergarten through 12th grade students begin in June 2011. The 10 monthly payments for preschool students begin in August 2011.

Lexington Christian Academy utilizes the services of FACTS Tuition Management to facilitate tuition payments. It is important to note **all payments** are made directly to FACTS via a debit to a banking account that you designate.

Monthly payments can be drafted on the 5th or the 20th of the month. Please note: There is a \$43 fee payable to FACTS. The fee is automatically drafted by FACTS within 14 days after your new agreement is completed.

EXPENSES NOT INCLUDED IN TUITION

Expenses not included in tuition are, but not limited to: tuition deposit, uniforms, class trips, consumable books (junior high,) textbooks (senior high,) transportation, extended day programs, athletic fees, player fees, school pictures, school lunch, and snacks. Other student expenses (e.g. individual school supplies, etc.) may be identified during the school year.

FINANCIAL POLICIES

Tuition and all fees will be charged according to the tuition and fees schedule (e.g. tuition deposit, athletic fees, player fees, etc.) adopted by the school for the applicable school year.

A tuition deposit is required at the time a student enrolls/re-enrolls and the “*Statement of Agreement and Financial Commitment*” is signed and submitted. The deposit amount is credited to the total tuition due.

A student account is considered delinquent if tuition or applicable fees (which can be defined as tuition deposits, athletic fees, and player fees) are more than one (1) month past due. In the event that an account becomes two (2) or more months past due, the parents or guardians of the student(s) will be asked to make arrangements in writing with the Director of Finance. The terms and conditions of these arrangements must be fully met.

Students whose parents/guardians have an outstanding account balance from a previous school year will not be permitted to re-enroll for the next school year until that obligation is paid in full or payment arrangements have been made with the Director of Finance. No seat will be held for the fall semester for any student who has a balance due at the end of the school’s fiscal year unless arrangements have been made in writing with the Director of Finance. No student will be allowed to start the spring semester with more than one (1) month past due unless arrangements have been made in writing with the Director of Finance.

At each new semester, students whose parents/guardians have an outstanding balance that is 60 or more days delinquent will not be permitted to return to classes **or** participate in extracurricular activities (including athletics, fine arts, mission trips, etc.) until the account is brought to a current status or a payment plan is put in place. In regards to athletics, LCA may remove any student from athletic eligibility whose account (which includes player fee and athletic fee) with the school is two (2) or more months past due unless arrangements have been made in writing with the Director of Finance.

The Central Business Office will only discuss account information with those people identified as financially responsible for the student’s account on the Statement of Agreement and Financial Contract.

Tuition Assistance

Each January, LCA's Board of Directors approves tuition rates and fees for the upcoming school year. Once approved, the rates and fees are published on LCA's website at www.lexingtonchristian.org.

No one should be deterred by financial reasons when submitting an application for admissions enrollment to LCA. LCA offers a tuition assistance program for families entering **Transitional Kindergarten through 12th grade** to provide financial assistance to families who demonstrate and qualify for need as determined by a third-party organization.

LCA works hard to provide a tuition assistance program which bridges the gap between tuition and what a family can reasonably afford. The assistance, intended as a supplement to a family's resources, is not restricted to only families whose ability to pay tuition is limited; but is also available to those families who may only need small award.

Tuition assistance awards, and the amount of the awards, are not guaranteed to be the same year to year. The amount of assistance awarded to families will be based on the level of the families' qualifications and will be allocated from the tuition assistance budget.

If the student participates in high school athletics, according to Kentucky High School Athletic Bylaw 13, tuition and fees may only be paid by immediate family (KHSAA defines immediate family as "the student and the student's father, mother, brother, sister, step-father, step-mother, step-brother, step-sister, husband, wife, aunt, uncle, grandparent"). Any other payments made on a high school athlete's account can only be applied on a needs based analysis as stated above. A family may elect to receive assistance from a church or organization independent of LCA, however, in accordance with KHSAA Bylaw 13, the student will not be allowed to compete in high school athletics in the academic year they receive the assistance.

During the annual budget process, the Board of Directors establishes the amount of monies available for tuition assistance for the next school year. The Board of Directors, and the designated tuition assistance committee, is mindful of their obligation to utilize the limited tuition assistance funds responsibly and to act as good stewards of the school's resources.

LCA utilizes the services of FACTS Grant and Aid Assessment in assessing the financial need of the families applying for tuition assistance. Families whose children are entering **Transitional Kindergarten through 12th grade** can apply on-line at www.factstuitionaid.com.