



PARENT/STUDENT HANDBOOK
2019-2020

TREASURE OF KNOWLEDGE CHRISTIAN ACADEMY



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NOTICE:

The academy reserves the right to change, add or to delete any policies or provisions in this Parent/Student Handbook.

TABLE OF CONTENTS

INTRODUCTION

Welcome Statement.....1
School Pledge.....1
Mission Statement.....1
School Colors.....1
School Verse.....1

ENROLLMENT

Diagnostic Testing.....2
Admission Policies and Procedures.....2
School hours/ Extended Day.....2
Lunch Program/ Dress Code.....3

PARENT/ GUARDIAN RESPONSIBILITIES

Financial.....4
Scholarships /Motivation.....4
Notification of Address Change.....4
Extended Day Program / Tutoring5
Reenrollment/ Student Withdrawal.....6

ATTENDANCE POLICY

Absence.....6
Tardiness.....6

STANDARD OF CONDUCT

Discipline.....7
Detention, Probation, Suspension.....7
Expulsion.....8

ACADEMIC STANDARD CURRICULUM

Curriculum.....8
Homework / Grading Scale.....8
Reporting Student’s Progress.....9
Stanford 10 / OLSAT 8 Test9
Policy Statement: Placement, Promotion, Retention.....9
Summer School.....9
Field Trips/ Transportation Policy.....9

MEDICATION AND ILLNESS POLICY

Communicable Disease / Medication Policy.....10

SAFETY POLICY

Student Accidents or Illnesses.....11
Child Abuse Reporting Law Requirements.....11
Fire Drill/ Emergency School Closures.....11
Visitors on Campus.....11
Permanent school closing Policy.....11

MISCELLANEOUS

Parties/Birthday11
Lost and Found11
School Supplies11

INTRODUCTION

Welcome Statement:

Welcome to Treasure of Knowledge Christian Academy. Our academy serves as an extension of the Bible-believing Christian home and local church, working harmoniously with parents to achieve God's purpose for their children.

School Pledge:

Pledge of Allegiance to the American Flag

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

Pledge of Allegiance to the Christian Flag

I pledge allegiance to the Christian flag, and to The Savior, for whose kingdom it stands. One Savior, crucified, risen, and coming again, with life and liberty to all who believe.

Pledge of Allegiance to the Bible

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, and a light unto my path and will hide its words in my heart that I might not sin against God.

Mission Statement:

Our mission is to equip children for success through Christian education. As an extension of the home, our school works closely with parents to prepare and train children for the future. TKCA promotes high standards of morality, individual responsibility and wisdom.

School Colors:

TKCA's school colors are burgundy, white, and khaki.

School Verse:

"Train a child in the way he should go, and when he is old he will not turn from it."

Proverbs 22:6

ENROLLMENT

Diagnostic Testing:

A diagnostic test is given to determine the student's academic abilities, identify any learning gaps and effectively place the student into the curriculum.

To aid with the evaluation and placement of a student, we request a **Records Release Form** from their previous school.

If a student is transferring from a school using the A.C.E. curriculum they will not be required to take this test.

Final decisions regarding acceptance will be determined by the school Administrator.

Admissions Policies and Procedure:

TKCA does not discriminate on the basis of race, color, nationality or ethnic origin.

1) A Student Application must be submitted with the student's previous report card and the following forms and fees:

Registration Fee
Books Fee

2) Parents must submit the following forms:

School Entry Health Exam (Shot Records) Yellow form (DH 3040)

Florida Certification of Immunization (Blue Form) (DH 680)

Medical History Form

Birth Certificate

Social Security Card (copy)

Copy of Parents Driver's License

All School Records including Report Cards

All students that are in the 6th grade are mandated to visit the doctor for appropriate screening of Scoliosis in accordance with Florida Statutes, Section 1003.22(4) and the state's Department of Health with result no later than August 1st.

3) Parents/Guardian must attend the Parent Orientation once admission has been completed.

School Hours

Monday – Friday	8:30 a.m. - 3:00 p.m.
Wednesday	8:30 a.m. - 2:00 p.m.
Office Hours	8:00 a.m. - 4:00 pm

Extended Day

Monday – Friday	7:15 a.m. – 8:15 a.m. 3:15 p.m. – 6:00 p.m.
Wednesday	2:15 p.m. – 6:00 p.m.

Lunch Program:

Lunch is \$15 a week (\$3.00 a day). If student has no desire for lunch menu, please make sure to provide lunch for student. (Visit Front office for lunch menu)

Dress Code:

Appropriate clothing and dress encourage responsible behavior. We expect all students to comply with our uniform regulations. Any student, whose appearance does not meet school standards, will be sent to the office and required to call his/her parents.

Girls

1. White polo shirt, jumper and black closed shoes or black sneakers.
2. The jumper must cover the knees. (All girls must wear shorts underneath their jumper)
3. Must have a conservative hairstyle. Hair color must be a natural shade. Medium or long length hair must be tied in a ponytail.
4. Only a small pair of earrings is allowed. No make-up or dark nail polish allowed.

Boys

1. Khaki pants and burgundy short sleeve polo. Pants shall always be worn with a belt at the waist and the shirt tucked in .
2. Black dress up shoes or black sneakers.
3. Must have a clean-cut hairstyle. No spiking or coloration of hair.
4. Only a watch is allowed.

**Tattoos are not permitted, whether temporary or permanent.
(If you would like to order uniforms, please contact the school office.)**

Physical Education:

Students must wear white or black sneakers with the designated TKCA P.E. uniform. Students must bring their P.E. uniforms in their bag pack. They will have time to change before class. Students' grades will be affected if not in proper P.E. clothes and shoes.

Swimwear: All students must wear a white t-shirt over swimsuits for modesty and protection from the sun.

TREASURE OF KNOWLEDGE FEES AND REGULATIONS

Financial: Application must be filled out completely before it can be processed. An interview with the parents and the student will be required before final acceptance. If accepted, registration, books and tuition will be due on or before August 1st. For your convenience in meeting your financial obligations, tuition is divided into **10** installments. The first payment is due on or before **August 1st**; the final payment is due on **May 1st**, before the final Progress Reports are furnished at the end of the school year.

Financial Obligation:

Registration Fee	\$150.00 (nonrefundable) Discount on multiple siblings
Monthly Tuition	Private Pay/Non-Scholarship students see administrator for pricing. We accept 4-c, McKay and Step up Scholarships. Step up Scholarship pays between \$6,486.00 & \$7,100.00 depending on the grade level and other school fees.
Uniforms-Parents order online at www.frenchtoast.com	Average Price -\$45.00 (jumper and polo) Girls in Grades Pre-k thru 4 th Grade \$ 45.00 to \$50 (skirt and polo) Girls from 5 th – 12 th Grade \$18.00 (Boys polo) Adult sizes \$23.00 \$ 20.00 (P.E. uniform)Set
Morning Extended Day (7:00 a.m. – 8:15 a.m.)	\$100.00/month \$125.00/month that have 5 weeks
Afternoon Extended Day (3:15 p.m. – 6:00 p.m.)	\$100.00/month \$125.00/month that have 5 weeks
Morning and Afternoon extended day	\$ 175.00 / month or \$200 on months that have 5 weeks
Graduation Fee (Kindergarten, 5 th & 8 th grade)	\$60.00 (includes cap, gown, invitation and diploma) Due in March 2020
Lunch (Optional)	\$60 monthly, \$15.00 weekly or \$3.00 a day
Late Fees	\$25

The first payment of the school year is due on August 1st. **TUITION WILL NOT BE PRORATED FOR THE MONTH OF AUGUST.**

Tuition is divided into **10 installments**. Monthly tuition and extended day fees are due on the **1st of every month**.

NO REFUNDS will be given on Registration Fees, Monthly Tuition and Books. No student will be permitted to graduate until all tuition and any other fees are paid in full.

Late Fees: Any payment that is received five (5) days after the due date must include a **\$25.00 fee**. **STUDENTS WILL NOT BE PERMITTED IN SCHOOL WHEN TUITION REMAINS UNPAID BEYOND 30 DAYS.**

(RECORDS AND REPORT CARDS WILL NOT BE ISSUED UNTIL ACCOUNTS ARE PAID IN FULL)

Scholarship Program:

TKCA accepts **Mckay, Step Up Scholarships and Community Coordinate Care for Children Inc. (4C)**. For detail information on these scholarships or financial assistant programs visit the following website:

<http://www.stepupforstudents.org>

<http://4cflorida.org>

www.floridaschoolchoice.org/information/mckay

Motivation:

Parental involvement is vital. A child who is told someone has confidence in him or she will tend to act accordingly. Praise, compliment, and encourage your child in order to build character.

At the start of the school year, a Parent-Teacher Orientation is held for new students. It is an opportunity for parents to learn more about the school and meet with their child's teacher. Parents should participate and attend every Parent-Teacher Conference. Parent-Teacher Conferences can be scheduled on Wednesday or Friday. Parents should contact the office for an appointment.

Notification of Address Change:

If your address and/or phone number has change, please inform to TKCA's school office in writing. This ensures that all communication is received by you in a timely manner.

Extended Day Program:

Morning Extended Day (7:00 a.m. – 8:15 a.m.)	\$100.00 a month or \$125 on months that have 5 weeks
Afternoon Extended Day (3:15 p.m. – 6:00 p.m.)	\$100.00 a month or \$125 on months that have 5 weeks
Morning and Afternoon Extended Day	\$ 175.00 a month or \$200 on months that have 5 weeks

The extended day program is available in the morning and afternoon hours. Morning hours are from 7:00am to 8:15 am and afternoon hours are 3:15 pm to 6:00 pm. If your child is participating in the afternoon Extended Day Program, TKCA strongly recommend that students bring an extra snack. Parent/ Guardian whose child is in the extended day program must sign out their child. Students are welcome to bring board games to use **only** in the Extended Day Program. **(We are not responsible for any damage, lost, or broken electronic devices)**. The extended day fee is charged whether a student is in the extended day program one hour, one day, or all week. No extended day is provided on regular school holidays or teacher work days. Also look at school calendar for the other days were extended day is not provided.

Tutoring:

Parent/ Guardian or teacher may request a tutoring form if student is in need of extra help. Our school is dedicated to helping your child succeed, both in school and in life. Listed below are important facts about the tutoring services:

Who is eligible for services?

Students who are struggling academically, especially in Math and Reading are eligible for services.

Who are the tutors?

Your child's tutor will more than likely be their teacher.

Where is the tutoring?

Treasure of Knowledge Christian Academy.

When is tutoring?

McKay students: Please contact School office for further information

Non-McKay students: Please contact school office for further information and pricing.

What will my child study?

Student will receive extra help in the areas in which they struggle academically. The school and the tutoring provider will establish goals for each student.

How will I know what my child is doing during the tutoring session?

Tutoring provider is required to fill out a form to inform you of your child's progress. Parents must sign each form.

How do students get to tutoring?

The tutor is responsible for getting the child to tutoring services. The parent/guardian is responsible for picking up the child at the end of the tutoring session.

How much is tutoring?

Tutoring services are free for McKay students, if you included these services in your parents payment planner, otherwise the fee is \$8.00 for every tutoring session. All other students that are referred for tutoring must pay \$8.00 for every tutoring session. **Payments are due weekly before the Tutoring date.**

How long is tutoring?

Tutoring session is 30 minutes long, per individual student.

Reenrollment

All previous students must be reenrolled every new school year. Parent/Guardian must reenroll the student for the next grade level before the next level's curriculum package may be ordered.

Student Withdrawal:

All parents desiring to withdraw their child must submit a request in writing. If a parent withdraws their child prior to the start of the school year, 75% of the first month paid tuition will be refunded. However, if a parent withdraws their child during the school year, they must complete a withdrawal form and the monthly tuition **will not** be refunded.

ATTENDANCE POLICY**Absences:**

In case of absence, the day the student returns to school, the parent should send a dated and signed parental note or doctor's note explaining the reason for the absence (Florida State Law 232.10). If foreseeable, a note should be sent in advance. Students absent more than ten (10) days per semester or twenty (20) days per school year will be required to make up time missed. The total of 10 days per semester or 20 days per school year will include both doctor and parental note.

Excused:

Excused absences may include one day or group of days. It is the student's responsibility to contact the teacher about missed work. Assignments equal to the number of days for the trip must be gathered in advance, completed and turned in the first day of school after returning from the approved trip.

All missed work should be turned in within 2 days of the student's return to class. The following reasons for excused absences are:

- Illness of the student
- Medical Appointment
- Death in the family
- Family, church, and educational trips when approved in advance to the school office.

Unexcused:

An unexcused absence hinders the student's academic progress.

- Neglecting to prearrange a foreseeable absence (Prearranged means three business days' notice in advance).
- All non-emergency absences for the convenience of the parent or student.

Tardiness:

A student is considered tardy if he/she is not in the Learning Center by 8:30 a.m. If student is tardy three times, it will equal **one absence**. The only tardy with no penalties are ones accompanied by a doctor's note. Excessive tardiness will require a parent conference with the Administration which could result in probation, suspension, or expulsion.

Visitors: If you need to pick up a student, you must sign your name and time of arrival and show proper I.D.

STANDARD OF CONDUCT

Discipline:

We believe that all things should be done in order and that our students should be taught to accept responsibility. Here, discipline is firm, consistent, fair, and tempered with love. Therefore, kindness, love, and a genuine regard for the student, is our staff's standard of behavior in the Learning Center. However, when disciplinary action becomes necessary, it is firmly imposed, tempered by good judgment and understanding.

Students must always adhere to the following discipline guidelines :

- 1) Respect all faculty members. Insubordination to authority will not be tolerated.
- 2) Respect classmates. All students should keep their hands "off other students". *Keep hands to yourself.*
- 3) Use language that pleases God. The use of offensive and foul language is not permitted.
- 4) Be honest with your class work. No cheating or stealing.
- 5) Listen the first time.
- 6) No talking without permission. Student must raise their flag (Christian or American) or hand before speaking.
- 7) Leave seat only with teacher's permission. Student must raise their flag (Christian or American) or hand before getting out of their seat.

When a student's attitude or behavior is not in accord with the school's discipline guidelines, the teacher follows a *Three Step Behavior Policy* when handling discipline issues in the learning center.

FIRST STEP: If student is misbehaving, teacher will set student aside and remind them of the rules. Student will sign a Student Contract Form promising to change behavior.

SECOND STEP: If the first step wasn't successful, teacher will send a letter home explaining behavior to parent/guardian.

THIRD STEP: If the second step wasn't successful, teacher will arrange a conference with parent/guardian. Hopefully, this will help change the child's conduct.

FINAL STEP: Once the teacher has used the *Three Step Behavior Policies*, then administration will be handling behavior.

Administration will only give three (3) opportunities for behavior to be corrected. The following are the three methods of correction by the administration.

Detention: Administration will set up a detention day. On that day, student will stay one hour after school in detention. While in detention student will write about how he/she can change their behavior.

Probation: Student placed in Behavioral probation will not be allowed to participate in any school-sponsored activities for the following nine-week period. School sponsored activities include field trips, special event activity (look at school calendar for activities provided) and Fun Friday activities.

Suspension: Parent/Guardian of student who has been suspended from school is urged to cooperate with the school in making this correction period beneficial to both the student and the school. It is not to be a vacation. Student must finish all the required class works at home for the three days missed due to suspension. **If student's behavior does not improve after the third disciplinary action, then student will most likely be eligible for expulsion.**

Expulsion: When all the above methods of correction have been used, then the last step will be expulsion. After suspension, if student shows no significant progress in the behavior, then administration will resort to expulsion.

TKCA does abide by the zero-tolerance policy regarding violent behavior. TKCA considers violent behavior when a student strikes another classmate or any faculty member and the use of foul language to any classmate or faculty member. The results of violent behavior will be an immediate expulsion regardless if student previous behavior was good.

If your child comes home complaining about a policy or disciplinary action, please realize that the school has reasons for all rules and that they are enforced without partiality. Support the administration, give the staff the benefit of the doubt and contact the school for all of the facts.

ACADEMIC STANDARD CURRICULUM

Curriculum: We utilize the Accelerated Christian Education and resources from Houghton Mifflin and other curriculum.

1. The ACE model adapts to the learning speed of your child. This allows your child to progress independently. This is unlike the "public school model" where the group is lock-stepped regardless of the student's academic abilities.
2. The students learn through setting daily goals and are challenged by marking their achievement. This allows your child to visualize and plan daily progress, thus establishing a lifetime appreciation for goal setting and achievement.
3. The Biblical value of excellence in all things we do is translated into mastering subject content. This is the foundation upon which all future learning is built. Students must master a minimum of 80% of the material to advance. The curriculum contains not only excellent academic material but is also filled with instruction in the application of godly character traits to everyday life. Scripture is used throughout each and every workbook. For more information on our curriculum, go to the ACE ministries web site (www.aceministries.com).

Core Subjects

Math
English
Science
Social Studies
Word Building

Electives

Bible
Art
Physical Education

Chapel:

All students praise and worship on Wednesday mornings for 25 minutes through sermons. Students identify with Bible principles. Parents are welcome to come. Please see school office for the times and hours of your child's services.

Homework

Students who have not completed their goals by the end of the day will have a Homework Assignment slip. A parent/guardian signs the form to certify he/she is aware of the homework. This signature does not necessarily verify accuracy or completion of the work; that is ultimately the student's responsibility. However, parents should allow time for student to complete homework during the evening.

Grading scale: The school's grading system is designed to give parents a true indication of the student's progress or lack thereof. Kindergarten and Grade 1 receive no letter grade.

A = (100-90) Excellent progress	F = (59- below) Unacceptable progress
B = (89-80) Good progress	S= Satisfactory
C = (79-70) Average progress	N= Needs Improvement
D= (69-60) Minimum progress	U= Unsatisfactory

Reporting Student Progress

(Refer to School Calendar for dates when progress report and report card are distributed.)

Progress Reports are sent home with your child. It is the student's responsibility to share this information with you. If students are absent on the day of Progress Reports, they may ask for one on the day of their return.

Report Cards are issued within a week of the end of the grading period. If you have not seen your student's report card within one week of the end of the 9-week period, feel free to contact the office for a copy. The final Report cards are mailed at the end of the school year as determined by the official school calendar.

Stanford 10 / OLSAT 8 Test

All students are tested each year during the fourth quarter; the cost of the test is \$50.00 per student. If you have the Step up for Student and the McKay Scholarships, you do not have to pay the fee. If you are self-pay you are required to pay the fee.

This test is required by the Florida Department of Education and replaces the FCAT in our school. The test results are placed in your child's permanent school records. **It's a mandatory test for all Scholarship funded student.**

Policy Statement: Placement, Promotion, Retention

Placement, promotion, or retention decisions shall be made in the best interests of the student after a careful evaluation of the student's performance. Consideration will be given to the effects of the placement decision on the student's long-term progress in the educational program.

The school director shall use the expertise of other professional personnel, as appropriate, and shall include the parents in conferencing about the status of the student's placement. For a student with an Individual Education Plan (IEP), the IEP plan will determine the standards by which the student will be evaluated regarding placement, promotion and/or retention.

Field Trips

Field trips are an extension of the classroom and provide direct community experience to achieve learning goals. Students will participate in field trips during the school year. Parents will be notified in writing of any field trips. Parents must sign the Field Trip Permission Slip for the student to be able to participate. Students without field trip permission slip will not participate. Transportation for field trips will be by the school bus.

Transportation Policy

Florida State law requires:

- Vehicles transporting students shall be in safe operating condition and drivers shall have a current Florida State Drivers License.
- There shall be at least one (1) adult supervisor, other than the driver, when there are more than five (5) students in the van/bus.
- Students shall be loaded and unloaded at the curbside of the vehicle, or in a protected parking area.
- Students shall be protected by family liability and medical insurance.
- Students shall not be taken on field trips unless a parent or guardian has signed permission forms.

MEDICATION AND ILLNESS POLICY

Communicable Disease Policy:

These guidelines are designed to assist you in providing a safe, comfortable environment for your child at school. They will help in deciding whether or not to send your child to school or keep your child at home. Also, the office will call the parent if there are any signs of the below sicknesses. The parent will have to pick up the child.

Fever: If student has a temperature.

Conjunctivitis (Pink Eye): Conjunctivitis is contagious. Your child should remain at home, until symptoms disappear.

Diarrhea or Vomiting: If student has loose, runny stool or persistent vomiting.

Lice: Lice are contagious. Student may not be present at school until the child has been treated with special shampoo.

Rashes: Rashes may or may not be contagious. The doctor will decide whether the child should remain home.

Ringworm: Your child may return to school if he/she has begun treatment.

Medication Policy

Please inform your physician that your child is in school and that you prefer to give medications at home, morning and evening. Knowing this, many doctors will order longer acting medications. Limiting medications dispensed away from home prevents medication errors. Please remember children must feel well to be able to enjoy their educational experience.

Florida law does not permit school personnel to administer medication without explicit written instructions. This includes prescription and non-prescription medication. The following medication procedures must be followed in order for the school personnel to be allowed to administer medication.

If medications need to be administered at school, the following conditions must be met:

- Prescription medication will be accepted only if it is in the original container.**
- Nonprescription medication may only be administered by following the manufacturer's recommendation on the label. Medication must be in the original container and accompanied with a copy of the information given to you by the pharmacy.
- Before any prescription or nonprescription medication can be administered, including sunscreen, we must have permission in writing by the child's parent or guardian. Please fill out the medication forms and enter instructions into the Daily Medication Log Book. Please bring a copy of the information given to you by the pharmacy.
- Medication needs to go home after the last date that the medication is administered. Health forms are required to be completed at the time of enrollment showing any allergies, physical handicaps, a statement of general health, and a current immunization history. These must be updated and kept current.

All medication administered must be logged. This log must be available for the Health Department Inspection.

10
SAFETY POLICY

Student Accidents or Illnesses

TKCA will not assume any financial obligations for student accidents and illnesses. In case of accident or illness of a student at school this procedure shall be followed:

1. Provide immediate first aid.
2. Contact parent if possible. (Depending upon the severity.)
3. If parents cannot be reached, the emergency contact listed on the registration form will be notified. Please be certain that these contacts are up-to-date and appear on the form.
4. A student will not be sent home unless a parent, guardian, or emergency name is contacted.
5. If a student is seriously injured, 911 will be called.
6. Fill out an Accident Report Form and provide a copy to the Parent/Guardian.

Child Abuse Reporting Law Requirements:

Treasure of Knowledge staff are **REQUIRED** by Florida State law and licensing requirements to report immediately to the police or Child Protective Services (CPS) any instance when there is reason to **suspect** the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation. The staff may not notify parents when the police or CPS is called about possible child abuse, neglect, or exploitation, except on the recommendation of CPS or the police when they are called.

Fire Drill

Practice fire drills are held once a month, during the school year. At the sound of the bell, students are to stand up and march out of the building in an orderly manner to a designated area. After the drill, they will return to the Learning Center in the same orderly fashion. Students must walk in a straight line. They are expected to refrain from talking, pushing, or running. Each Teacher will stay with his/her group.

Emergency School Closures:

In the event of severe weather, TKCA may close. If TKCA is closed, the full day and part day preschool will also close. Announcements of school closure can be heard on: WFTV CHANNEL 9 NEWS. In general, if the Orange County Public Schools are closed, TKCA will be as well. In case of serious emergencies such as hurricanes, fire, storms, loss of power/water, parents will be notified, if possible, and children will be cared for until parents' arrival.

Visitors on Campus

All visitors who are going beyond the school office must sign in as a visitor and show identification. A visitor's badge or visitor sticker must be worn during the time on campus. If a visitor wishes to eat lunch with a student a three-day notice must be given.

Permanent School Closing Policy

All Files will be turned over to the Church (El Shaddai Christian Church) and the Flocs organization if the school were to close.

MISCELLANEOUS

Parties/ Birthdays:

Special activities are held in the lunchroom. Parent/Guardians are instrumental in the planning and implementation of these parties. A three-day notice to the teacher is necessary. For birthday parties, cupcakes are preferred and juice (no sodas).

Lost & Found & Electronic Devices:

The Lost & Found is located in the school's office. Any items that have not been picked up within a month time will become property of TKCA.

We do not allow any toys or electronic devices, during class time. **We are not responsible for any lost or stolen personal items.** Student must be responsible for their belongings. In addition, cell phones are **not** permitted on campus. If you need to speak to your child, he or she must use the phones located in the main office.

School Supplies List

Visit school's main office for supplies list. Students should bring the supplies required on the first day of school.

NOTE: Individual Teacher may request specific items.

Acknowledgement and Receipt of Parent Handbook

I acknowledge that I have received a copy of the Treasure of Knowledge Christian Academy Parent Handbook. I understand that it contains important information on the School's general policies. I understand this Parent Handbook is not intended to cover every situation that may arise, but simply is a general guide to the School's policies.

I understand that it is my responsibility to familiarize myself with the materials and that I agree with the provisions and any other policies or rules of the School.

I further understand and acknowledge that the School may change, add to or delete any policies or provisions in the Parent Handbook from time to time, in its sole discretion, with or without prior notice. I also understand that the School may make exceptions to interpret, depart from and apply the provisions in the Parent Handbook as it sees fit in its sole judgment and discretion.

I further understand that this Parent Handbook supersedes and replaces all prior handbooks or materials previously distributed.

Student's Name

Parent's or Guardian's Signature

Date

PERMANENT SCHOOL CLOSING:

All files will be turned over to the Church (El Shaddai Christian Church) and FLOCS if the school were to closed.

**PLEASE SIGNED AND RETURN THIS RECEIPT TO YOUR
CHILD'S TEACHER OR SCHOOL OFFICE.**