

MOUNTAIN HOME CHRISTIAN ACADEMY EAGLETS



But those who wait on the Lord shall renew their strength;
They shall mount up with wings like eagles.... Isaiah 40:31

2019-2020

Early Education
Parent/Student
Handbook

Mountain Home Christian Academy

Parent/Student Handbook

2019-2020

MHCA Board

Ray Sherry, President
Wayne Camp, Vice-President
Melissa Bauerlein, Treasurer
Jinger Wright, Secretary

Rosalyn Blagg, Member
J.R. Cousins, Member
Joey Peglar, Member
Robin Robinson, Member

MHCA Administration

Lori Mathis, Administrator
Angie Strom, Principal

MHCA School and Community Directory

Administrator, Lori Mathis	870-424-6622
Principal, Angie Strom	870-424-6622
School Secretary, Kelly Forrest	870-424-6622
School Secretary, Sandra Wert	870-424-6622

Mountain Home Christian Academy Web Site – www.mountainhomechristianacademy.com
MHCA Facebook

Emergency School Closing Information:

MHCA Facebook
KTLO - 1240 AM or 97.9 FM or www.ktlo.com

Emergency Numbers:

Emergencies only	911
City Police	870-425-6336
Baxter Co. Sheriff	870-425-2400
Hospital Operator	870-508-1000
Poison Control Center	1-501-686-6161 or 800-222-1222
Suicide Hotline	1-800-482-1500
Drug Abuse Hotline	1-800-662-4357
Rape Crisis Hotline	1-870-424-7273
Child Abuse Hotline	1-800-482-5964
Runaway Hotline	1-800-231-6946

Referral Information:

Baxter Co. Health Dept.	870-425-3072
Dept. of Human Services	870-425-6011
Juvenile Services Office	870-425-3840

Mountain Home Christian Academy

Mission Statement

It is the goal of Mountain Home Christian Academy to provide a quality education based on Christian principles found in the Scriptures. We seek to use Biblical examples to illustrate and reinforce educational objectives in each subject area, but we do not teach specific denominational doctrine. We provide an atmosphere in the classroom that supports Christian family values and nurtures individual spiritual growth and Christian character development. It is our prayer that each child will have developed to their fullest potential spiritually, intellectually, socially, emotionally, and physically by having had the opportunity to attend Mountain Home Christian Academy.

VISION STATEMENT

The vision of MHCA is EXCELLENCE, because according to Scripture God is a "great and awesome God" (Neh.1:5) who in the "greatness of His excellence" (Ex.15:7) works all His good works. We believe because of God's greatness, MHCA is called to reflect such excellence in all it does and represents.

SCHOOL MASCOT

Eagle

SCHOOL COLORS

Red, Black, White & Gray

SCHOOL VERSE

Isaiah 40:31

"But those who wait upon the Lord shall renew their strength; They shall mount up with wings like eagles..."

MHCA Letter to Parents

Dear Family,

Welcome to Mountain Home Christian Academy! We are honored that you have chosen MHCA and are thankful for the privilege of partnering with you in your child's formation. Our commitment is to provide a caring, loving, nurturing and challenging atmosphere in a Christian environment where you and your child(ren) will feel like part of a family.

The wise words of King Solomon in Proverbs 22:6, form the heart of good parenting principles: "Teach your children to choose the right path, and in keeping with their individual gift or bent, and when they're older, they will remain on it & not be lost."

Parents, we gratefully acknowledge your obedience to God's calling for this monumental task. We thank you for allowing us to work alongside you on the path to help stimulate your child to do good through words of guidance, classroom discipline, encouragement, and academic excellence in a Christian environment.

The most influential training a child receives comes from what is taught and modeled at home. Thankfully, God promises to enable parents for their task. Proverbs 22:6 gives you, as parents, the assurance that the foundation laid in childhood will last a lifetime and that lessons learned during crucial stages of youth will not go away, hence the need for consistent parental discipline and guidance.

MHCA believes there are three primary institutions God uses to reach and disciple children: the home, the church, and the school. Each of these institutions plays an essential role and when all three work together they support each other and help children grow up in the same way as Jesus - "In wisdom and stature, and in favor with God and men." (Luke 2:52) Parents, we implore you to teach your children the Word of God at home, and to take them to church, in addition to their schooling at Mountain Home Christian Academy.

Through home, church, and the academy your child can be abundantly filled with lessons in their youth that will last a lifetime! It is our prayer that this year will provide many wonderful experiences and opportunities for growth!

If you have any questions or we may be of service, please do not hesitate to call the academy office.

Sincerely,

The MHCA Board, Administration, & Faculty

Mountain Home Christian Academy

Early Education Handbook

Goals and Objectives: MHCA's Early Education program sets the stage for the beginning of your child's school years. Our goal is to share Christ's love with students in a nurturing environment that offers a positive experience so that your child loves school and desires to attend. In order to provide quality learning opportunities and assist each child in their spiritual, intellectual, emotional, social and physical development, MHCA uses the A Beka curriculum. Our program makes learning fun & enjoyable, with **an emphasis on early reading**, to establish strong foundational skills for success in Kindergarten and beyond.

Early Education Program Plan and Curriculum: Along with the A Beka curriculum our Early Education classrooms include activity centers to facilitate learning and to promote cognitive, motor, and social development. Art and music activities will be incorporated as well.

Registration/Admission: Mountain Home Christian Academy does not discriminate according to race, color, national origin, sex or religion. Students should be trained to use the toilet independently, although we know that accidents happen. A student must be 3 years old by August 1 to be admitted to the 3 year old program **and must be able to use the toilet independently four weeks prior to attending class.** A student must be 4 years old by August 1 to be admitted to the K4 program. A student must be 5 before August 1 to be admitted to Kindergarten. Before your child can be admitted, all required information and fees must be submitted. (See Enrollment Packet and Checklist) The Arkansas Department of Human Services requires all children to be immunized before attending a preschool or childcare facility.

Program Hours, Calendar, Family Fridays and Tuition: The Mountain Home Christian Academy Early Education Program hours are from 7:30 a.m. to 3:15 p.m. Please assure your child arrives at the Academy by 7:55 a.m. when our daily morning assembly begins. We do not want your child to miss important activities or learning opportunities due to late arrival. Carline starts at 3:05 p.m. If your child is not picked up by 3:30 p.m. you may be charged for aftercare. **Aftercare:** MHCA's aftercare program is available from 3:30 p.m. to 5:30 p.m. for a flat monthly fee which varies by the number of days which are reserved per week. Please see financial policy for specifics. MHCA's Early Education program follows the MHCA calendar and will be closed anytime MHCA is not in session. The program offers full and part time enrollment as follows:

- 5 days a week: \$375.00 per month
- 3 days a week: \$265.00 per month

Family Fridays: The following schedule does not affect PK3 & K4. The school year calendar for K5 - 12th grade will reflect a 5-day academic week with two scheduled Fridays per full month, beginning in September, during which classes will not be in session in order to provide opportunities for family enrichment and/or in observance in holidays.*

Students who will attend Fridays that have no scheduled class (Family Friday) **MUST** sign up for this service by Friday, August 23. Sign-up sheets will be in each class at open house and for one week thereafter, **Dead line is Friday, August 23.** Exceptions (to the deadline date) due to extenuating circumstances will be considered on a case by case basis. *(Please refer to upcoming, completed school calendar reflecting these updates.)

**MOUNTAIN HOME CHRISTIAN ACADEMY
FINANCIAL POLICIES 2019-2020**

Registration/FACTS Enrollment/Book Fees

- The registration fee must be paid at the time of enrollment. These fees are mandatory for all children enrolled each year at MHCA.
- A \$50 fee will be charged per family by *FACTS* upon enrollment.
- Registration, *FACTS* Enrollment and books fees are **NON-REFUNDABLE** and **NON-TRANSFERABLE**. The book/lab fees are due in full by the August tuition payment date. In the case of loss of any furnished textbooks, student account will be charged for the total price of replacement. Damaged books will be assessed accordingly.

Registration fees

(includes registration, student insurance, deca, spring testing fee & MHCA t-shirt)

Early Registration (April 1st-May 15th)	\$75
Open Registration	\$125

Tuition

3 year old Preschool & K4 Tuition	10 month Plan (Aug-May)	Semi-Annual (Aug 5 & Jan 5)	Annual
Part-time (3 days)	\$265	\$1325	\$2650
Full-time	\$375	\$1875	\$3750

Tuition

K-12th Grades	10-month plan (Aug-May)	Semi-Annual (Must be paid by Aug. 5th & Jan. 5th)	Annual (Must be paid by Aug. 5th)
First Child	\$310	\$1550	\$3100
Second Child	\$290	\$1450	\$2900
Third Child	\$270	\$1350	\$2700
Fourth Child (and each additional)	\$65	\$325	\$650
On-Line High School 9th-12th (Non-Accredited)	\$335	\$1675	\$3350
On-Line High School 9th-12th (Accredited)	\$435	\$2175	\$4350

Aftercare

Aftercare is offered until 5:30 each day for an additional fee. A flat monthly fee (based on the number of days reserved) will be added for those reserving space by the month in advance. (see chart on right). **All other reservations will be on a first come first serve basis, space permitting, billed at \$5 per day.**

Monthly fees for # of days reserved per week.

1 day per wk	2 days per wk	3 days per week	4 days per week	5 days per week
\$20	\$30	\$40	\$55	\$65

For families picking up their child(ren) later than 5:30 p.m. there is a fee of \$4.00 per child, per 5 minute increments (1-5 min/\$4 per child; 6-10 minutes/\$8 per child; etc.) which will be billed to your *FACTS* account.

Tuition

- Because there are limited resources provided to private academies, it is **very important** that your tuition is paid **on time** each month. While it is necessary to charge tuition each month to keep the academy running effectively, we do work hard to keep your tuition at a low monthly fee. Your tuition directly pays for faculty salaries, administrative expenses, and daily operations. Because of our low tuition fees we are not able to offer discounts for annual or semi-annual tuition payments at this time.
- The first tuition payment secures a position in a class and must be paid on time by your first scheduled payment date. This amount is **NON-REFUNDABLE** and **NON-TRANSFERABLE** should the student cancel for any reason. If your payment deadline is not met, the child's reservation may be canceled to make room for those on waiting lists.

Late Payment/Fees: A late fee of \$20 will be charged on **ANY** of the above academy accounts showing a delinquent balance of \$5 for more than 10 days. **If the current balance due is not paid in full within 10 days of your scheduled payment date, the student will not be allowed to return until it is paid.** No academy records, including report cards, health records, graduation diploma, or cumulative files will be released when there is a balance owed on the student's account. No student will be permitted to re-enroll when there is a balance owed on the student's account. If you are experiencing a financial struggle, please notify the administration immediately.

Book/Lab Fees

3 year old Books & Supply Fee	\$115
K4 Books & Supply Fee	\$180
K5 Books & Supply Fee	\$180
1st- 4th Grade Books	\$245
5th-6th Books & Lab Fees	\$270
7th-8th Books & Lab Fees	\$290
High School - Additional fees vary by courses taken	VARIES
Online High School Computer Fee	\$75
Athletic Fee	\$65

Tuition: Because there are limited resources provided to private academies, it is very important that your tuition is paid on time each month. While it is necessary to charge tuition each month to keep the academy running effectively, we do work hard to keep your tuition at a low monthly fee. Your tuition directly pays for faculty salaries, administrative expenses, and daily operations. Because of our low tuition fees we are not able to offer discounts for annual or biannual tuition payments. The first payment secures a position in a class and must be paid in advance by August 1. This amount is nonrefundable and nontransferable should the student cancel for any reason. If the August 1 deadline is not met, the child's reservation may be canceled to make room for those on waiting lists. If the August 1 deadline is met, the next tuition will be due on September 1.

Registration and Book Fees: The registration fee must be paid at the time of registration. These fees are mandatory for all children enrolled each year at MHCA. Registration and book fees are nonrefundable and nontransferable. The book fee must be paid by August 1. Registration and book fees are as follows:

- * Early registration (April 10-May 15): \$75
- * Open Registration: \$125
- * 3 year old book & supply fee: \$115
- * K4 book & supply fee: \$180
- * K5 book & supply fee: \$180

Weather: In the case of inclement weather, please listen to the radio for early dismissal or school closings. Watch for an automated call (early dismissal only) or tune in to KTLO FM 97.9/AM 1240 or check the MHCA Facebook page.

Childcare Licensing: The MHCA PK3 & K4 Program is licensed under the Department of Human Services. We follow set guidelines and criteria that we must make you aware of:

- All employees in our program are mandated reporters under the Child Maltreatment Reporting Act. We must be careful observers of children in our care each day.
- Children enrolled in our program are subject to be interviewed by the Child Care Licensing, DCFS Special Investigators Licensing and law enforcement for investigating purposes of child maltreatment and/or determining compliance with licensing requirements.
- Carline starts at 3:05 p.m. Monday-Friday for students not enrolled in our aftercare program
- For students who are enrolled in the aftercare program must be picked up by 5:30 p.m.
- If a parent will be more than 15 minutes late, please call the school immediately. If a parent is late and has not notified the school, the parent will be contacted. If a parent is 45 minutes late and no parent or emergency contact can be reached, the police department and the Department of Human Services will be contacted to notify them of abandonment. **This is a state mandate and is not at the discretion of the program.**

Attendance: We encourage regular attendance of all students so they may fully benefit from our program. Please notify us of any short or long term absences by calling the school office.

Morning Assembly

At MHCA, we begin each academy day with Morning Assembly. At 8:00 A.M. the entire academy gathers to say the pledges to the U.S. Flag, Christian Flag, and the Bible, sing praise, and have prayer and devotions. At approximately 8:15 A.M. the students are dismissed to their respective classrooms. Parents are welcome to attend the Morning Assembly.

Pledge to the U.S. 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 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 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. I will hide its words in my heart that I might not sin against God.

Arrival: Arrival is from 7:30 a.m. to 7:55 a.m. at the Early Education building (entrance #2). Children **MUST** be signed in daily per DHS. We ask that you do not exit your car during morning drop-off. Please pull up to the doors, put your car in park, unlock your doors, and roll down your window. You will be handed a clipboard with a daily attendance sheet for you to sign. A staff member will unbuckle your child from their car seat and escort them in the building. If you arrive after 7:55 a.m. you must park in parking lot #1, enter at the main office entrance & sign-in your child.

Dismissal: Dismissal is from 3:05 p.m. to 3:30 p.m. at the same location as morning drop-off (entrance #2). Children **MUST** be signed out daily per DHS. As you approach the building, your car line tag must be displayed so that we can quickly identify your child(ren) and have them ready to be buckled in as soon as you put your car in park. If the car line tag is not displayed you will need to circle back around to park your vehicle then come to the Early Education office to sign out your child. Your child will be sent home **ONLY** with persons authorized to pick up your child. Persons on the authorized pick up list must have a driver's license in order for the child to be released. There are no exceptions.

Health and Safety: Your child's health is a matter of great importance to us. Please call us if your child will not be coming to school. Children with the following symptoms need to be kept home:

- Temperature of 100 degrees or higher
- Green mucus drainage
- Recurring diarrhea
- Vomiting
- A body rash not associated with heat or an allergic reaction to medication
- A sore throat associated with fever or swollen neck glands
- Pink eye
- Chicken pox
- Head lice
- Ring worm
- Impetigo
- A diagnosis of communicable childhood disease such as strep throat, hepatitis ,etc

If your child becomes ill at school you will be contacted to pick up your child. Should your child contract a contagious or infectious disease, please notify the program. It is our responsibility to notify the parents/guardians of any contagious illness as soon as possible. After your child has been ill, it is important to adhere to the following guidelines in determining whether your child is ready to return to school:

- The child's temperature must be below 100 degrees for a full 24 hours before returning to academy
- Mood, appetite, behavior and activity are normal
- Antibiotics (if prescribed by your doctor) have been used for a full 24 hours (48 in case of strep)
- Vomiting or diarrhea have cleared for 24 hours
- Frequent coughing, excessive nasal discharge resolved
- Pain free (earache, cramps, and headache)

Head Lice: The academy may conduct routine checks for head lice. If a student is found to have head lice and/or nits, a parent will be contacted and asked to pick up the child in a timely manner. The student may be re-admitted to the academy after 5 days at home and a note from the parents stating that a prescribed remedy was administered and completed, and upon passing a physical check of the scalp at the academy. To remain in the academy, the student must pass daily check for the next seven (7) academy days, conducted at the academy.

Pink Eye: If a student is suspected to have "Pink Eye", a parent will be contacted and asked to pick the student up in a timely manner. The student may be re-admitted to the academy after symptoms are completely gone and a minimum of 3 days at home. A doctor's note may be required.

Strep: Student may be readmitted after symptoms are completely gone and a minimum of 2 days (48 hours) on antibiotics at home.

Medication: The MHCA Early Education Program does not assume liability in connection with the dispensing of student medication. We ask that if a child requires medication it be given before he/she leaves home in the mornings. When medication must be administered, we will do so under the following conditions:

Submit a completed authorization form for the administration of medication.

The medication must be in the original container or package and must include the dosage information. The staff will administer Tylenol or other pain relievers for fever to the children only if parents have given permission on enrollment form. Parent will be contacted first. MHCA staff will in accordance with a doctor's/parent's instructions, administer all medication. The medication must be kept out of reach of children in a locked storage container.

Medications cannot be left in backpacks, bags, lunchboxes, etc. due to endangering all children (includes creams, topical medications, cough drops, germ-x, etc.)

Discipline Policy/Behavior Guidance: Our policy is to provide positive guidance, redirection and to set clear limits in the following ways:

1. Behavior guidance shall be individualized and consistent for each child; it shall be appropriate to the child's level of understanding and be directed toward teaching the child acceptable behavior and self control.
2. Physical punishment shall not be administered to children.
3. The length of time a child is placed in time out shall not exceed one minute per year of the child's age.

Acceptable behavior guidance techniques include.

- Look for appropriate behavior and reinforce the children with praise and encouragement when they are behaving well.
- Remind the children on a daily basis of the rules by using clear positive statements regarding how they are expected to behave rather than what they are not supposed to do.
- Attempt to ignore minor inappropriate behavior and concentrate on what the child is doing properly.
- Use brief supervised separation from the group only when the child does not respond to verbal command which instructs the child as to how he/she is supposed to behave.
- When a misbehaving child begins to behave appropriately, encourage and praise small positive steps rather than waiting until the child has behaved for a long period of time.
- Attend to the children who are behaving appropriately and other children will follow their example in order to obtain your attention.
-

Staff is to exhibit positive role modeling. No ridicule, yelling, physical action or restraint is to be used.

Dress Code/Uniform: MHCA students can reflect Christian values and character by being **well groomed** and **neatly dressed** in clothing that is **respectful** and **modest**. The cooperation of students, parents and academy

personnel is necessary in maintaining the standards of the dress code/uniform. Please be mindful of this when academy clothes are purchased. Implementing the dress code is not the sole responsibility of the academy. Parents are asked to monitor their child's attire.

Students are expected to adhere to the dress and appearance standards for all academy functions unless otherwise instructed in writing. For questions regarding appropriate dress, please contact the academy administration.

Should a student be found out of uniform and/or not within dress code, parents will be notified and expected to bring a change of clothes that adheres to dress code policy.

Uniform

Shirts - Solid, **POLO STYLE** shirts, embroidered with the school logo, in school colors of red, white, black or gray shall be worn. Shirts may be short or long-sleeved. Girls may wear sleeveless polo style shirts during warm weather months. (Tank tops are not allowed except as an under layer). Solid colored, school colors (white, gray, black or red) Tee shirts (short or long-sleeved), and Turtleneck shirts may be worn under polo shirts. Shirts must be the appropriate size and length for each child.

*MHCA logo can be embroidered on clothing you have purchased for a nominal fee at "Remember Me Quilt Shop" and "Cotton Company" in Mountain Home.

Polo Exchange Closet: existing polo's may be exchanged for larger sizes, at no cost, as your child(ren) grow. These gently used items may also be purchased for a nominal fee of \$3.00 per item.

Dresses- Girls may wear, polo style dresses, embroidered with the school logo, in school colors of red, white, black or gray.

Pants/Capri/Shorts - Must be in school colors (black, white, gray or red), khaki, or denim. Should not be faded, frayed, dingy-looking, or with holes. Short-length pants should not be more than the width of a dollar bill (**2½"**) **above the kneecap** when standing. They must be the appropriate size and length for each child. Sweat pants are not allowed.

Skirts/skorts/jumpers - May be worn by girls and must be in school colors (black, white, gray or red), khaki, or denim. Should not be frayed, dingy-looking, or with holes. They should be no more than the width of a dollar bill (**2½"**) above kneecap when standing. Shorts should be worn under skirts. Leggings and/or tights may be worn under skirts, dresses or jumpers. Must be SOLID school colors (red, black, white or gray).

Shoes - Must be worn at all times, unless given permission by teacher. **ONLY** tennis shoes can be worn with the exception of "winter weather" boots during the winter season.

"Heely"-type roller shoes, **flip-flops**, sandals of any kind and house-slippers are not allowed.

Non-marking shoes are to be worn on the gymnasium floor.

Coats, Sweaters, and Jackets- May be worn to school and while students are outside during cold weather. **While inside**, coats, sweaters, and jackets (including, but not limited to: fleece, vests, quilted flannel, sweatshirts, and lightweight nylon) are not to be worn, unless the classrooms are extremely cold as determined by the administration. If your child has a tendency to be cold in the classroom, please consider having them wear a long-sleeved T-shirt, turtleneck, or mock-turtleneck under their polo shirt (also in school colors). **Outerwear (such as cardigan sweaters, hoodies, etc.) that a student would have on inside of the school building is to be solid and coordinate with school colors.** Should not be faded, frayed, dingy-looking or with holes and should not have lettering or branding logos other than MHCA.

T-Shirt Day – One day per week students are allowed to wear their MHCA school t-shirt in place of uniform polo shirts. The day of the week will be announced at the beginning of the school year.

Fads – Fads are not permitted. Fads that are not appropriate for school include, but are not limited to: body piercing (with the exception of pierced ears for girls), visible tattoos, fad bracelets, haircuts, scarves, feathers, gothic jewelry, chains as accessories, and leather. This list is not all-inclusive and may change with time. The student's appearance is subject to the approval of the staff and administration.

Consequences for Breach of Dress Code

Parents shall be contacted and clarification provided with a request for them to correct the issue with their child(ren). Parents may be asked to bring a change of clothes to MHCA for their child. If this does not resolve the matter, a conference may be requested that may include the child, child's parents, and administration.

Bedding: Bedding and mats are provided by MCHA.

Rest Time: Minimum licensing requirements set forth by the Arkansas Department of Human Services require all children staying in a program for more than five hours per day be provided an individual mat, bottom sheet and cover for use during rest time. Some children may need sleep; others rest. While sleep is not required, the child must not disturb others.

Lunch/Snack: Parents will need to provide their child with a nutritious food snack each day they attend. If the child is enrolled in the after school program an additional snack will need to be sent. Per USDA regulations, milk will be offered with the child's food. Children will need to bring their own lunch to school. Children's lunches must be prepared in child size portions, cut/sliced/peeled and in non-breakable containers for easy and safe eating. All lunch boxes and bags should be labeled with the child's name. The Arkansas Department of Human Services also has nutritional guidelines that must be met. **We ask that you not send candy, gum, or soft drinks to school.** If your child is allergic to certain foods, please notify his/her teacher.

Hot Lunch or Take-Out Days: After the start of the academy year, a schedule will be established of 3-4 days per week when an optional "hot lunch" from an outside source will be made available for purchase. All payments including prepaid lunch accounts must be made through FACTS Management. This will help prevent any confusion or misplacement of payments. Parents will need to, set up and put money on the pre-paid lunch account through FACTS.

Lunch visitors: Every aspect of a student's day at MHCA revolves around learning. Lunch time is no exception. We request that lunch visits take place on Fridays. Visitors will need to check in at the Early Ed office, obtain a visitors pass and wait in the office to be admitted to the classroom. There are specific times set aside for lunch. Each class must stay on schedule, therefore we ask you to help us with the following:

- Your visit must take place during your child's specific lunch time.
- We ask all our visitors exit the classroom 5 minutes before lunch ends to insure that the teacher/students have ample time to clean up and prepare for the next learning segment.

Conferences: Please feel free to schedule a meeting with your child's classroom teacher or director when you feel there is a need. If you need to do so, please schedule a time when the teacher can talk with you without interrupting the learning process. It is the MHCA policy to maintain the highest degree of cooperation and communication between parents/guardians and school staff members.

Bringing Articles to School: PK3/K4 students should only bring their MHCA tote bag, folder and lunchbox daily. No backpacks please. Items of special interest to the class are always welcome. The items should relate to the unit for the week. **Please do not allow your child to bring toys, candy or gum to school.** We cannot accept responsibility for damage to or loss of any item brought from the child's home. Your child may only bring an item to school on a designated school day or by checking with the classroom teacher first. K5 students will receive instructions from their teacher(s) concerning backpacks, show & tell, etc.

Emergency Drills: Fire and tornado drills are a part of classroom safety and are introduced to the children during group time at the beginning of each school year. MHCA EE program participates in safety drills and conducts fire and tornado drills each month. Records are kept on file.

Policy Changes: MHCA EE program reserves the right to change or supplement its procedure and regulation in accordance with government and considerations that would benefit the education of children and better the program.

Newsletter: Classroom newsletters will be sent home on a weekly basis. School Newsletters will also be sent home. We encourage parents to read the newsletters carefully for information regarding their child's class. Parents are responsible for knowing information that is published in the newsletter.

Volunteer Opportunities: Support is vital in the overall success of MHCA. Some opportunities to volunteer include:

- Assist on "Work Days" with maintenance and clean up
- Assist the teacher in the classroom
- Lead a group of children in music, PE, etc.
- Read to a class
- Get involved in P.A.C.E. (Parents Advancing Christian Education)
- Chair or sit on a committee (Fundraising, P.A.C.E., special events, etc.)
- Submit articles about the school to the Baxter Bulletin or other media sources
- Assist with the yearbook

Parents are encouraged to discuss volunteer opportunities with your child's teacher and/or the school administration. A volunteer packet is available in the school office. Once the packet is received and approved, the school office will notify you. Volunteers should sign in at the office.

Parents Advancing Christian Education (P.A.C.E.): The P.A.C.E. group meetings are scheduled regularly on the first Tuesday each month. These meetings are vital to strengthening relationships and communication with parents, teachers, and Board members, so that they might work together more effectively to support the academy and provide the best education for each child. It provides the opportunity for parents to participate in projects and fundraisers that are essential for the development and progress of our academy.

Academy T-Shirts/Car Decals: Academy T-shirts and car decal are available for students and their families to purchase. We request that our students and their families wear MHCA t-shirts to academy functions and field trips. Car decals and t-shirts promote MHCA in the community to show academy spirit and pride.

House System: The House System at MHCA was developed to foster healthy competition and encourage students to live up to a high standard of excellence in Christ Jesus. It is our hope and prayer that the House System will develop unity to a fuller measure. Within a Christian environment, we hope to encourage a sense of community where students are not in school just to look after themselves, but also each other. It raises the standard of accountability and calls for responsibility on each student's part. The house system is implemented

once the school year is underway.

- **House system basics:** We have established four Houses, each House being named after missionaries who were incredible men and women of faith. Currently, the Houses are: Amy Carmichael (Red House), Jim Elliot (Yellow House), George Mueller (Green House), and Hudson Taylor (Blue House). These may change to facilitate learning about additional missionaries student enrolled at MHCA is assigned to a House and siblings have been assigned to the same House so they can look out for each other as well as not have the home divided. Each House will be prayerfully appointed a Captain (student), Vice-Captain (student), and House Parents (teachers).
- **Point System:** One aspect of the House System is the point system. Throughout the year points will be awarded or deducted to students based on their character, academic achievements and competitions held at school. Being awarded or deducted points will help students learn that each one of them has a role to play and that their lives affect one another. The class teachers will maintain records of points awarded or deducted. Individual student points will be tallied up in their respective Houses and each month a running total will be maintained to show how each House is doing, and the leading House will be rewarded. House Captains and Vice-Captains have a unique role to shepherd other students in their house. If students in their house have done well. Therefore earning points, the Captains and vice-Captains can commend and encourage them for their effort. If students in their house have not done well, therefore earning negative points, the Captains and Vice-Captains can come alongside, encourage, and hold them accountable to strive towards growth. At the end of the year a trophy is awarded to the House who has accumulated the most points. House Captains, Vice-Captains, and House Parents are encouraged to be creative in how they choose to motivate and reward their House throughout the year to make this an exciting and rewarding endeavor.

Academy Support Opportunities:

Fundraising: Fundraisers are held throughout the year. Families are encouraged to participate to help the academy acquire additional education resources that would benefit our academy.

Contributions: All contributions to MHCA are tax deductible. Please pray regarding how you may contribute. Some areas of need are MHCA building and grounds, furnishings, playground and sports equipment, scholarships, office supplies... We welcome contributions from friends, family, businesses, churches, Sunday school classes, civic groups, etc.

Mountain Home Christian Academy Commitment to Excellence Form 2019-2020

Student Commitment:

I fully commit to MHCA in the following ways:

- I will arrive at MHCA every day by 7:55 a.m. (Mon. - Fri.)
- I will remain at MHCA until 3:05 p.m. (Mon. - Fri.)
- I will abide by the Guiding Principles of MHCA.
- I will always work, think, and behave to the best of my ability, and I will do whatever it takes for my fellow students and me to learn.
- I will complete my homework every night, and I will call my teachers if I have a problem with my homework or a problem concerning school.
- I will raise my hand in class if I do not understand something.
- I will always tell the truth and accept responsibility for my actions or mistakes.
- I will show respect for all individuals.
- I will abide by the MHCA Honor code.
- I will follow the MHCA dress code at all times.
- I have read the Parent/Student Handbook and understand that I will be accountable for my actions while at MHCA.

Failure to adhere to these commitments can cause me to lose various MHCA privileges.

Signature: _____

Parent/Guardian Commitment:

We fully commit to MHCA in the following ways:

- We will make sure our child arrives at MHCA every day by 7:55 a.m. (Mon. - Fri.)
- We will make arrangements so our child can remain at MHCA until 3:05 p.m. (Mon. - Fri.)
- We will always help our child in the best way we know, and we will do whatever it takes for him/her to learn.
- We will check our child's homework every night, and we will carefully read all papers the school sends home.
- We will always make ourselves available to our child, the school, and any concerns they might have.
- We will notify the school if our child is going to miss school, and we will make sure all make-up work is completed.
- We understand that our child must follow the MHCA policies to remain a student at MHCA and to protect the safety, interests, and rights of all individuals within the school.
- We will make sure our child adheres to the Academy dress code at all times.
- We, not the Academy, are responsible for the behavior and actions of our child.
- We have read the Parent/Student Handbook and will abide by the rule set forth by MHCA.

Failure to adhere to these commitments can cause me to lose various MHCA privileges.

Signature: _____

PLEASE RETAIN THIS PAGE IN THE PARENT/STUDENT HANDBOOK,
AND SIGN AND RETURN THE ENCLOSED MHCA COPY TO THE ACADEMY OFFICE

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MHCA COPY - please sign and return. Thank you!