

HERITAGE CHRISTIAN SCHOOL

Tim Hoak, Administrator

What is Heritage Christian School? What do we believe? Why do we do what we do? The pages that follow will hopefully answer these and other questions you may have about HCS. Please take the time to read carefully through this material. If you are new to our school family, this will help give you a good feel for who and what we are. If you are already a part of our “family” this is a good reminder to you of the principles that have made us and kept us an effective Christian school.

The material that follows includes general school information, enrollment information and a student handbook. Pay careful attention to the sections that apply specifically to our middle school. On the registration form there are two places for parents to sign indicating support of our policies and practices, and indicating intent for future enrollment. We want you to know that we take these signatures seriously, so please do read all of this information carefully. We look forward to serving you and your children!

Mission Statement

The mission of HCS is to provide an education for the whole child, built on the unchanging principles of the Word of God and focused on the core academic subjects in such a way that our students will become lifelong learners under the Lordship of Jesus Christ.

Heritage Christian School is a ministry of Heritage Baptist Church of Owensboro, Kentucky pastored by Ted Christman, Keith Maddy, Sam Waldron, Jonathan Christman and Mark Redfern.

HCS Board Members are the above elders and Tim Hoak, Administrator.

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GENERAL INFORMATION 2012-2013

Programs Offered

Preschool

Kindergarten

Elementary grades one through five

Middle school grades six, seven and eight

Enrollment Procedures

The following information outlines the procedure for enrolling your students in HCS. It is important for the timely enrollment of your children that you understand this process. Please call us with any questions.

Students registering for school will not be considered for enrollment until their specific registration period opens. No preference will be given to registration forms brought in ahead of time. If we have more registrations than available openings, final enrollment decisions will be made at the discretion of the administration by June 30. Anyone inquiring about enrollment needs to be aware of the following enrollment priorities.

First priority will be given to the members of Heritage Baptist Church since the school is operated as a ministry of the church.

Second priority will be given to present students.

Third priority will be given to siblings of present students.

Students who fall into the above categories should be registered by March 9th. After this date we will begin to consider registrations from new students.

Fourth priority will be given to new students. Registration for new students will open March 19. All new students and parents must have an interview with the administration prior to enrollment.

VERY IMPORTANT!!! It is important to reemphasize that if we have more registrations than available openings, final enrollment decisions will be made at the discretion of the administration by June 30. At every priority level, those students whose parents have not signed a letter of intent will be considered at a lower priority on a case by case basis.

- Registration forms will not be considered unless accompanied by one-half of the registration fee. This is refundable only if your child is denied enrollment in Heritage Christian School.
- Class size is limited to 20 students in preschool, kindergarten and elementary. Middle school class size is limited to 22.
- Enrollment of new students is subject to approval by the administration after parent/student interviews.

Admissions Policy

To enter the 2-Day (Tues/Thurs) preschool program, a child must be at least three years old by October 1, 2012.

To enter the 3-Day (Mon/Wed/Fri) preschool program, a child must be at least four years old by October 1, 2012.

To enter kindergarten, a child must be at least five years old by October 1, 2012. To enter first grade, a child must have completed a recognized kindergarten program.

No student will be denied entrance into Heritage Christian School on the basis of race, sex, or creed. However, Heritage Christian School reserves the right to refuse admission to or request the withdrawal of any student whose conduct, influence, attendance, or progress it regards as undesirable or unsatisfactory or who fails to conform to its rules and regulations.

Calendar

Heritage Christian School follows the Daviess County Schools calendar. We will make that information available to you as soon as possible.

Weather Related School Closings

Although we generally follow Daviess County on weather related school closings, please listen to the local TV stations (14 WFIE, 25 WEHT, 44 WEVV). In the past, if the county starts late, we have always started on time. That may not always be the case. Be alert to the fact that sometimes a delayed start changes to a closing. In the event DCPS announces a late start, keep checking the TV stations until 7:30 a.m. for the final word. If you do not see HCS specifically mentioned, we will be in session on our regular schedule. We will also send an e-mail to the school family with our current status. Please be sure we have an up-to-date e-mail address on file. If the public schools dismiss early due to weather, we will dismiss at our regular times. If parents are concerned about road conditions they are welcome to pick up their children early on those days.

Snacks and Lunch

All students will have a snack time at midmorning each day. They may bring their lunch to school each day or, if they prefer, they may purchase a hot lunch. Menus will be sent out at a later date.

Soft Drink Policy

In the interest of better health for our students, we are following a nationwide trend with regard to the availability of soft drinks. During the school day, only water and beverages that contain no more than 10 grams of sugar per serving (diet drinks) will be sold in the lunch room. After school hours, any soft drinks may be purchased.

Classroom Parties

Any classroom parties for holidays, birthdays, etc. must have their theme, decorations, favors, etc. approved by the classroom teacher in advance.

To avoid unnecessary offense, we ask that invitations given out at school for parties held after school hours include either the whole class or all of the same sex from that class. If you wish to issue more selective invitations, please do so apart from the school building.

Child Care

Child care will be provided on a limited basis for students enrolled in preschool or kindergarten and their siblings. The hours and services will depend upon the demand. For further information (fees, etc.), please contact the school.

Health Information

ALL students are required to have a birth certificate and a Certificate of Immunization on file with the school. The certificate must be signed by a physician and have an expiration date. Please be advised that health departments as well as private physicians may sign immunization certificates. All students enrolling for the first time in kindergarten and above must also submit a physical examination form. The medical exam must be within six months prior to or one month following admission to school. Standard school examination forms are provided by your

physician. Students entering the sixth grade MUST have a second physical examination.

These forms must be on file prior to the beginning of the school year. A student may not begin the fall term without the necessary forms on file. This is required by the State Department of Health and is not optional.

Heritage Christian School requests that any student with a contagious condition such as chicken pox, pink-eye, etc. remain at home until all possibility of contagion is past. Children should be fever free for 24 hours before returning to school. Any cases of head lice must be reported **immediately** to the school office even if you have already treated your child at home. Children should not return to school until they have been treated and are nit free.

Medications Policy

All prescription medication must come in the original container with the child's name, pharmacy, physician, medication, and directions for use on the label. All medication will be kept in the school office (or refrigerator, if necessary) and will be administered by the child's teacher or office personnel. The one exception to this rule pertains to asthma medications. If your child needs to have unobstructed access to their asthma medications, please contact the school office for the procedures that must be followed.

All over-the-counter medications (cough syrup, antacids, allergy relief, sinus medicine, headache remedies, etc.) will be kept in the school office and must be accompanied by a written note from the parent giving permission for the child to take the medication and indicating the proper dosage. All of these medications must come in the original container and must be provided by the parents. Cough drops may be kept in the child's classroom under teacher supervision.

A record will be kept of every medication dispensed from the office.

You have already indicated your desires concerning tylenol/ibuprofen on your child's registration forms. An additional note is not necessary for that. If your child takes tylenol/ibuprofen frequently, please send a bottle with his/her name on it.

Fund Raising

All proposed fund raising activities for a particular class, project, or the school generally must be approved in advance by the school administration. This includes all flyers, brochures, and letters used in fundraising activities.

Collections

It seems that every year the number of collections for worthy causes increases – to the point that parents are being asked to contribute to this or that fund frequently. This practice invariably embarrasses some families who may not be in a position to give to every cause that comes home from school. And as the number of causes increases, it does begin to put a real strain even on those families who can afford to give. In the interest of easing the burden on our school families, we are asking that no collections (e.g. birthday gifts) be made apart from approved fund raisers and Christmas gifts. You are certainly welcome to give on your own if you so desire. There may be special circumstances in someone's life that would warrant a special collection. If so, please check with the school office.

Discipline (School-Wide)

Heritage Christian School has always been known for two things: excellent academic instruction and character development. Of those two things we have always regarded the second as the most important aspect of all that we do. For that reason we have unashamedly called ourselves a Christian school, not simply a private school. The Bible is our basis for developing character marked by virtues like respect for authority, honesty, kindness, responsibility,

truthfulness, friendship, self-control, diligence, initiative and patience. These qualities have been and will continue to be a central part of every student's education at HCS.

Almost all of us have observed the movement of our society farther and farther away from the standards of godly character that once marked even public education. Through TV, movies, music, videos, advertising, T-shirt slogans and more, the attitudes of our children and teenagers are being shaped by disrespect, rebellion, selfishness, carelessness, violence and self-indulgence. It is also true that attitudes are extremely contagious. We cannot tolerate such attitudes and still maintain our commitment to the development of godly character.

In view of the direction our society is moving, the consistent application of the disciplinary philosophy that we have held since our beginning becomes a greater challenge each year. Therefore, we want to explain our policies in more detail to you, our school parents. We want you to know exactly what to expect. Our rules are not complicated and they are all designed to facilitate the learning process and aid in the development of godly character. In the interest of keeping Heritage Christian School true to what it was created to be, we will not be able to retain any students whose parents cannot, in good conscience, sign the statement on the registration form indicating your support of our disciplinary policies. We don't expect that every parent will always agree with every decision we make. And we welcome your questions and communication about any problem that may arise. But we do expect that you will support us in our disciplinary practice. We are seeing more and more the need for the clearest communication and the best cooperation between parents and the school.

General Guidelines

It would be impossible to detail every offense for which we might discipline a student. Let us outline some general

categories and what might take place. Respect for authority and simple obedience are critical. There is to be no running throughout the building, no talking without permission and no getting out of your seat without permission. Lying, cheating, stealing and fighting will not be tolerated. Any behavior that endangers the safety of another child is not allowed. Any type of disruptive behavior that hinders the learning process of the class cannot be permitted.

As a general rule, students are warned for the first offense. From that point on some type of punishment is usually prescribed. It may be as simple as a "time out," a mark on the board or a privilege forfeited. Persistent offenses may require a phone call or a note home to the parents, being sent out of the classroom, or the loss of a greater privilege for an extended period of time. We may also call the parents in for a conference with the teacher and student. At the middle school level a detention system is in place for various categories of offenses. (See the middle school student handbook for a description of the detention system.)

Corporal Punishment

If a student has been through the above procedures and continues to have a problem we may resort to spanking. Some offenses are serious enough that spanking may be administered immediately. This would be the case with lying, cheating, stealing, fighting and behavior that endangers another child. Spankings are always administered in private with one other teacher present as a witness. We explain the offense very carefully to ensure that the child understands the reason for the punishment. When we are through, we always assure the child of our love and have prayer with him or her. We always try to leave the room on friendly terms. Parents will always be notified if their child has been spanked.

In cases where problems persist after spanking, suspension is possible. A student who continues to be a problem at this point in the discipline process may be expelled. We are glad to be able to say that in

practically every case we have seen excellent results from our discipline. It does work! If you would like more detailed information on child discipline you may obtain a set of DVD's from a parenting class sponsored by Heritage Baptist Church. Just ask at the school office.

If a discipline problem should arise with your child, we hope that you will listen carefully to the teacher's explanation of what took place. We want to maintain the clearest lines of communication at all times. If there is ever a question, please feel free to contact the teacher.

Middle School Discipline Guidelines

Please refer to the student handbook section of this information packet.

Security, Entrance & Parking Policies

The back double doors (under the carport) will only be open until 8:45 am and will reopen at 2:30 pm. We no longer will be able to unlock these doors from the office.

Between 8:45 am and 2:30 pm, you must enter through the glass double doors by the school office. You will need to press the buzzer on the pad next to the doors and someone in the office will admit you. Parking is available in the lot in front of the gym. **When using this entrance, please do not park along the driveway in front of the building.**

During drop-off and pick-up times (when the back double doors are unlocked) **parents may not park in or leave from the front**

parking lot. For safety reasons, we do not want students and/or parents moving in the front parking lot area or using the office doors during drop off and pick-up times.

Example: If you are coming to the building for your child's party at 2:00 but plan to leave when school is dismissed at 2:45, you will need to park in the back parking lot (away from pick-up lines) but walk around to the office doors for admittance. That way, when you leave at 2:45 you will be leaving from the back parking lot.

Students have been instructed not to open the doors for anyone!

Your child's safety is the driving force behind our policies. We appreciate your cooperation!

Traffic Pattern and Pick-Up

Please follow the directions of the teachers on duty who are directing traffic, both in the parking lot and on the road. It is especially important that you avoid gaps in the line as you leave the parking lot. This makes it much easier to direct traffic on the roads as you exit the driveway.

Volunteers

Volunteers are welcome and encouraged to play an active role in the ministry of Heritage Christian School. There are many opportunities for service which are detailed in the packet you will receive prior to orientation. Our volunteers play a vital role in helping us to offer a quality program at a more reasonable cost.

The staff of Heritage Christian School is dedicated to making the 2012-2013 school year beneficial for your child and, as a result, for your entire family. To this end, we welcome questions and/or comments concerning any matter relating to our school. We invite you to call your child's teacher or the school office at any time.

HERITAGE CHRISTIAN SCHOOL
3585 Thruston-Dermont Road
Owensboro, KY 42303
(270) 685-4002

TUITION INFORMATION
2012-2013 Schedule of Payments

Preschool

	Registration/material fee	\$175.00	
2-Day (Tues/Thurs)	\$1290.00	(\$129.00 per mo/10 payments)	(3 year olds)
3-Day (Mon/Wed/Fri)	\$1520.00	(\$152.00 per mo/10 payments)	(4 year olds)

Kindergarten

	Registration/material fee:	\$225.00	
* Member tuition	\$1520.00	(\$152.00 per mo/10 payments)	
Non-member tuition	\$1890.00	(\$189.00 per mo/10 payments)	

Grades 1 - 5

	Registration/material fee:	\$300.00	
*Member tuition	\$2340.00	(\$234.00 per mo/10 payments)	
Non-member tuition	\$2830.00	(\$283.00 per mo/10 payments)	

Grades 6 - 8

	Registration/material fee:	\$350.00	
*Member tuition	\$2530.00	(\$253.00 per mo/10 payments)	
Non-member tuition	\$3040.00	(\$304.00 per mo/10 payments)	

* A member is designated as a parent who actively participates in and supports the ministry of Heritage Baptist Church. Member status will be determined at the discretion of the elders of HBC at the beginning of each school year.

Explanation of Fees

One-half of the registration and material fee is to accompany the registration form. The balance of the registration fee is due on or before orientation (August 2012) and is non-refundable. All registration fees should be in the form of a check made payable to Heritage Christian School.

Tuition is payable to SMART Tuition in ten equal installments, beginning August 20, 2012 and ending May 20, 2013. All tuition must be paid directly to SMART tuition through automated bank drafts or by mail.

Tuition may still be paid in full at the beginning of the year. However, Smart Tuition will be handling *all our tuition accounts* – even those who opt to pay in full. If it is your desire to pay in full, simply choose “invoice” as your payment option and send in the full amount to Smart Tuition with your first invoice.

If you are already enrolled through Smart Tuition (for last year’s 2011/2012 school year) you will not need to re-enroll. However, if you are registering as a new family for the 2012-2013 school year, the SMART tuition form must be filled out completely and returned to the school with your child’s registration form.

Discount Policy

A 20% tuition discount is granted to the second child who is in the first grade or above. A 30% discount is granted to the third child who is in the first grade or above. A 40% discount is granted to the fourth child who is in the first grade or above. The first child is always the oldest regardless of order of enrollment.