

# The Schools @ St. Andrew's



## Student Handbook

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[www.blessedbeginningsschool.com](http://www.blessedbeginningsschool.com)

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[www.sacsokc.org](http://www.sacsokc.org)

Start children off on  
the way they should  
go, and even when  
they are old they will  
not turn from it.

Proverbs 22:6

# Welcome to The Schools @ St. Andrew's

We are pleased to have you and your student as a part of our school. We are eager to get to know your family and enjoy many wonderful experiences with you at Blessed Beginnings Preschool and St. Andrew's Christian School. We value your participation and involvement and believe it is one of the most valuable gifts you can provide for your student. Throughout the year we hope to join with you to provide a wonderful school experience for your family. In an effort to help you understand our program better, we would like you to become familiar with our handbook. You will receive a form stating that you will read and follow our policies and procedures. Please sign and return this to your student's teacher.

We look forward to a great year!

Blessings,

*Heather Ward*

Director  
Blessed Beginnings Preschool/  
St. Andrew's Christian School

## **Mission Statement**

The mission at Blessed Beginnings Preschool (BBP) & St. Andrew's Christian School (SACS) is to make early disciples of Jesus Christ by encouraging the spiritual, academic, social and physical development of each student in the framework of His love.

We at The Schools @ St. Andrew's believe the education and training of a student are a parental responsibility, and our purpose is to assist parents with this responsibility. We must work together in guiding, teaching, loving, disciplining and directing the students to love and serve God.

## **Organization**

The Schools @ St. Andrew's is a ministry of St. Andrew's Community United Methodist Church. A School Board oversees, directs, establishes and implements policies for the school.

## **Enrollment Information**

Students are placed in classes based on a first come, first served basis with a \$150 enrollment/curriculum fee per student for preschool and Kindergarten, and \$200 Enrollment fee and \$200 Curriculum fee for 1st grade and up. An enrollment form/tuition agreement must be completed at the time of enrollment. The enrollment form includes a medical authorization release. By signing the form, you are authorizing The Schools @ St. Andrew's to seek medical care in case of an emergency.

## **Tuition**

Tuition is based on a yearly cost divided into nine equal months paid by monthly installments, bi-yearly, or paid in full. Payments are due the first school day of each month, beginning in September and ending in May. There are three payment options. Plan A: two payments (due September & January) Plan B: nine monthly payments (due September-May) and Plan C: one payment in full (due September).

Tuition payments not received by the tenth (10th) day of each month will be considered late and a \$25 late fee will be added to the amount due. If tuition remains unpaid, the school has the right to request that the student be withdrawn from school. All insufficient check fees must be paid in full.

## **Termination of Enrollment**

At least two weeks notice is required when withdrawing your student from the school. Parents will be responsible for the current month's tuition.

## **Teachers**

The Schools @ St. Andrew's has your student's safety as our first priority. All of our teachers and substitute teachers have passed an O.S.B.I. background check and have been certified in CPR and First Aid.

## **Days & Hours of Operation**

BBP: provides a 1-day program on Wed, 2-day program on Tues & Fri, and a 3-day program on T, W & F.

Kindergarten program offers a 3 (T,W,F) or 4 (T-F) day option. Classes meet from 9:45 a.m. to 2:45 p.m.

SACS: offers a four-day program (with a 5th optional enrichment day on Monday for 3rd grade and up). Classes meet from 9:30 a.m. to 3:45 p.m.

## **Arrival & Departure**

**Regular and punctual attendance is important for every student. Please make it a priority to arrive on time to drop off or pick up your student. Arriving late or leaving early on a consistent basis can negatively impact a student's success. If there are any necessary reasons for your student to be absent consistently, please discuss this with your child's teacher and/or the Director.**

### **BBP:**

There are two entrances to the preschool/kindergarten building. They are located in the glass connector between the gym and main church building and the north side of the C.L.C./gym.

The doors will open at 9:40 a.m. and 2:40 p.m. Students will be signed in and out at their classroom door. Students cannot be sent out of the classroom alone or with another student's parent to a waiting vehicle. They will only be released to individuals listed on the enrollment form. If someone other than those listed on these forms will be picking up the student, The Schools @ St. Andrew's must be notified in advance. The individual will be required to show proof of identity with a photo ID. It is important that your student arrives and gets picked up on time each day. If students have not been picked up by 2:55 p.m. each day, they will be taken to the director's office until parents arrive. There will be a late fee of \$5 for every ten minutes after 2:45 p.m.

## **SACS:**

Parents will line up for drop off on the road East of the SACS campus. Parents will pick up in the location designated to each grade. First through third grade will be picked up at the road east of the SACS campus. Fourth through sixth grade will be picked up behind the church, at the MTC glass doors. Teachers will help unload and load at each vehicle. Teachers will be outside by 9:30am & 3:45pm each day. It is important to be on time.

Drop off time is at 9:30am. If you arrive after 9:40am, please park and walk your student to the SACS office on the west side of the building. Sign them in at the office and an office staff will walk them to class. Arrival 9:40am or later will be considered a tardy. Three tardies will equal one absence. If a student needs to be checked out before 3:45pm, please check them out in the SACS office.

Students are allowed 8 unexcused absences per semester. If a student reaches eight unexcused absences before the end of the semester, a meeting will be required with the student's teacher and the Director. Excessive absences could result in the failure of that grade and the student's need to be retained. If a student has an excused absence, please communicate with the child's teacher and send the proper documentation to the SACS office.

Excused absences include: doctor appointments, death in the family, and/or family emergencies. For any absence, make up work will be available on the first day the student returns to school.

## **Supplies Needed**

Every student will need a full size backpack and lunch box.

### **BBP:**

The students in the two year old classroom will need to bring a nap mat, blanket and pillow. These items will travel to and from school with the student. Each student will also need to bring a full change of clothing (appropriate for the weather) each day.

Please label all personal items with your student's first and last name (lunch boxes, coats, mats, backpacks, etc.)

All classroom supply lists can be found on the websites.

### **Parking**

To ensure the safety of your student, we ask that you refrain from parking in the fire lanes when dropping off or picking up your student. Please remember to lock your car doors when you exit your vehicle.

Parents may not leave other students/children unattended in their vehicle while picking up a BBP/SACS student. Parents must monitor their student(s) while in the parking lot/loading zone. Parents must maintain a speed of 5 mph or less in the parking lot/loading zone. Parents will indemnify and hold harmless the school if they fail to adhere to these rules.



## **Dress Code—Neat, Clean and Modest**

Students are to be fully dressed when they arrive at school. All students should be dressed comfortably for physical activity and appropriately for the weather. We go outside as often as we can. **Tennis shoes** are the best footwear considering our playground filler and physical education activities. Clothing should cover the student's undergarment area, midriff (even when arms are extended overhead), and chest at all times.

**Please consider physical activity** of sitting, stretching in P.E., playing on playground equipment, etc. when choosing clothing. Shorts must be worn underneath dresses and skirts. Consider the length of shirt worn with leggings to maintain appropriate level of modesty. Tank tops are acceptable but please no spaghetti straps. Clothing (and/or accessories) with offensive writing, hate speech, suggestive slogans, words or logos that pertain to drugs, alcohol, or tobacco, or promote violence is not permitted. Headgear is only to be worn on special dress up days as designated by the school and/or classroom teacher.

**BBP:** Please pack an extra set of clothes in a Ziploc baggie each day in case of accidents.

## **Behavior and Guidance Philosophy**

Behavior and guidance is an on-going process. Methods are determined by the student's understanding and their stage of development. Generally, our procedure is to first try to redirect the student, talk to the student about what limits are and what is not acceptable. At no time will a student be subjected to physical or emotional punishment, verbal abuse, or humiliation. We feel students are best helped by a firm-but-gentle, calm, matter-of-fact, and consistent approach.

The school recognizes the stages of cognitive, social, and emotional development of students. However, there are occasional instances of persistent behavior by students in a group setting. These persistent behaviors, as measured by the teachers and director, will be addressed by, but not limited to:

- Teachers using methods of natural and logical consequences, re-direction and limit setting.
- The teachers meeting with the director and developing strategies to help the student with the behavior.
- Teachers notifying the parents concerning the methods being used to handle the misbehavior. Consistency in guidance strategies is highly encouraged between home and the school.
- If the misbehavior persists, consultation will take place between the teacher, parents, and director.
- Parents who do not wish to work with us cooperatively and follow our philosophy will be asked to leave our school within 10 days of written administration notification.
- **Aggressive Behavior:** In the event that the student acts in an inappropriate manner or is exhibiting behavior that poses a danger to other students or staff, the Director will require that the student be picked up from school immediately. If the behavior continues, the student will be asked to withdraw from the program.

## **Biting**

BBP:

We try to make every effort to eliminate the biting behavior quickly and to balance our commitment to the family of the biting student and to that of other families. Only after we feel we have made every effort to resolve the biting issue do we consider asking a family to withdraw a student.

## **Dismissal From School**

If remaining in our school program creates an unhealthy environment for the student, the parent, the teacher or the school, the Director reserves the right to terminate the student's enrollment immediately.

## **Potty Training**

BBP:

All three-year-olds must be potty-trained to attend BBP. If a student (age 3 +) has more than 3 accidents in a one month period, the student will be asked to take a two week break from school to potty train at home (the student's spot in the class will be reserved, and tuition is still due.) After the two weeks, if the student continues to have accidents, the student may be asked to withdraw from the program.

Teachers will use verbal guidance with students in the bathroom, but are limited in ability to physically assist in toileting. In the event of an accident during class time, the change of clothes from the student's backpack will be used, and the parent may be called.

## **Illness**

Students who have any of the following conditions will not be allowed to attend school until the student has been symptom free for at least 24 hours:

1. Fever of 100° or more— students will be sent home with a fever of 100 degrees or more, and may NOT be re-admitted until fever-free, without medication, for 24 hours.

2. Vomiting and/or diarrhea with or without fever—diarrhea/vomiting will be considered contagious. Students with diarrhea or vomiting cannot be readmitted until the symptoms are gone for 24 hours.

3. Any communicable disease or condition—head lice, chicken pox, strep throat, flu, COVID, measles, impetigo, MRSA, pin worms, roseola, Fifth's disease, scabies, conjunctivitis (pink eye), sore throat, tonsillitis, open sores, Hand, Foot, and Mouth, rash, etc. Any student with these listed conditions cannot be re-admitted to The Schools @ St. Andrew's without a doctor's statement determining the illness is not contagious.

If a student develops any of the listed conditions while at school, the parents will be notified and required to pick up.

### **Allergies**

All reported allergies must be accompanied by a doctor's note along with a treatment plan. The Schools @ St. Andrew's will make every effort to reduce the risk of exposure, but it is never possible to achieve a completely allergen-free environment in any service that is open to the general community. If an EpiPen is required for a student's allergy, an EpiPen must remain in the facility along with a doctor's note.

### **Medication**

Parents are advised to give medication at home and on a schedule other than during school hours. Teachers are not allowed to administer medication or vitamins unless it is an emergency situation. Please notify teacher if student has started new medication.

## **Emergency Care**

In the event of an emergency, staff will attempt to contact the parent(s), or emergency persons listed. If it is not possible to contact the parent(s) or any other person listed above, all efforts will be made to transport the student to the nearest hospital if needed. Should the student need immediate care, he/she will be transported by car and/or ambulance (subject to the condition of the student which is determined by the administration) and taken to nearest emergency room/urgent care. All attempts will be made to contact the parent(s) at the numbers provided.

## **Lunch**

Students are required to bring their lunches which should include a drink (preferably water). The Schools @ St. Andrew's cannot heat or refrigerate any items for the students. All lunches must be fully prepared at home and in easy to open containers or packages. Each class has a limited amount of time for lunch and the teachers cannot open and prepare lunches for each student in that timeframe.

**SACS:** Students will have the opportunity to order hot lunches from MACU on designated days.

## **Snacks**

**BBP:** Each BBP classroom has a snack card or bag which is sent home with each student on a rotating basis. The snack card/bag is a reminder for you to supply a healthy snack (i.e. dried fruit, cheese cubes or sticks, pretzels, popcorn, crackers, etc.) for your student's class the following school day. We ask that snacks come to the school in the original store packaging. The teachers will advise you if there are any food allergies or other restrictions within your student's classroom which must be taken into consideration when supplying the snack.

## **Birthdays**

Birthdays may be celebrated with a special snack or lunch. You may include special napkins, cups, and plates if you wish, but please **no** favors, prizes, balloons or “parties.”

Please do not send birthday party invitations to the school unless all students in the class are invited.

## **Personal Belongings**

Students should not bring items to school that are not part of the educational program, unless specifically requested by the teacher. This includes no toys, games, balls, scooters, trading cards or collectibles.

Any personal property brought to school for any reason is the responsibility of the student who brings it. The school is not responsible for any loss or damage to personal items brought to school. Parents are urged to put names on all personal belongings including backpacks, coats, hats, etc.

## **Cell Phones/Devices/Watches**

We discourage students from bringing cell phones to school. This includes wearable items that can be used as a phone, two-way communication or gaming device. However, if it is necessary to have a phone, it must be turned off and kept in the backpack or teacher designated place. Student cell phone/devices will not be allowed to be used or charged during the school day, including lunch or recess. If the phone becomes a distraction during school hours, it will be confiscated by school personnel and will be held until parent/guardian is able to retrieve them. Students who choose to bring cell phones or devices to school do so at their own risk. The Schools @ St. Andrew’s assume no liability for lost, stolen or damaged devices.

## **Photography Policy**

There is a form given during the enrollment process to give permission for us to photograph your student. The Schools @ St. Andrew's withholds the right to grant authorization to a professional photographer of our choosing to meet our photography needs. We do not give authorization for any parent or staff member to photograph the students of The Schools @ St. Andrew's for profit. Cameras and video recorders at performances may be used at The Schools @ St. Andrew's for personal use only.

## **Student Custody**

For parents who are separated or divorced, The Schools @ St. Andrew's must have a copy of any legal document, ON SITE, concerning the visitation/custody and any subsequent change in that status. The Schools @ St. Andrew's strive to exercise reasonable control in not turning the student over to someone who has no right to the student. The custodial parent MUST INFORM The Schools @ St. Andrew's of visitation rights or changes in the legal document.

## **Solicitation**

Blessed Beginnings Preschool/St. Andrew's Christian School does not allow solicitation of any kind through the school or on church property unless approved by The Schools @ St. Andrew's.

## **Inclement Weather**

We will follow Moore Public Schools (MPS) guidelines for inclement weather. Announcements of closings will be posted on local television stations, social media and classroom communication apps.

## **Virtual Days**

Should MPS designate an inclement weather day as a “Virtual Day,” this will be an at home learning day for The Schools @ St. Andrew’s for students K-6th. Teachers will communicate assignments with their grade level. These assignments are considered regular school work, and as such are required to be completed per the teacher’s instructions, and will count towards final grades. Failure to complete assignments could result in an unexcused absence for that day.

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Follow God's  
example, therefore,  
as dearly loved  
children.

Ephesians 5:1



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