

**Busy Footprints Christian
Academy, LLC
Student Handbook**



2024-2025

Busy Footprints Christian Academy

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Busy Footprints Christian Academy LLC Introduction:

Busy Footprints Christian Academy, LLC provides a safe environment for children to learn in ways that fits them best. Each child learns differently and sometimes there are those that learn in the same manner. Preschool/pre-k students will be grouped by those whose learning styles are similar.

Preschool/ Pre-k is a 1 to 10 ratio, kindergarten/1st grade is a 1 to 10 student ratio. By providing a smaller class the children have more one on one time with the teacher. Busy Footprints not only teaches academically but also teaches about our Lord Jesus Christ, morals, problem solving skills, and other important life skills.

Mission Statement:

Busy Footprints Christian Academy LLC helps children grow in areas such as quality academic learning, morals, life experiences, problem solving, and social skills. The children experience a variety of learning methods that best suit them, including hands on and small group learning with a qualified teacher. Our facility provides a safe environment for all children.

Religious Activities

Busy Footprints is a non-denomination Christian academy. We respect the religious beliefs of every family. We will be celebrating all the true meaning of Christmas, Thanksgiving, and Resurrection Sunday (Easter), St. Patrick’s day, along with some non Christian holidays like the true meaning of Valentine’s Day, and Cinco De Mayo . The academy incorporates biblical morals and Bible stories into the curriculum. If you have any questions do not hesitate to ask.

Enrollment Policy

All preschool children must be at least 3 years of age by the first day of school. If your child turns three during the school year they can register for preschool once they are three years of age. Children must be toilet trained and able to use the restroom facilities independently. **(No pull ups allowed).**

Tuition and Fees: Please do not fall behind in tuition. Please come talk to me.

Registration form and fee is due to secure a spot for a child.

The registration fee is \$100

● **Tuition Late Fees:**

- A \$35 late fee will applied to the tuition on the 4th of each month

Preschool-Pre-K Monday –Thursday (4 days a week)

Tuition due on the 1st of each month, late fee applied on the 4th if not paid by then

- Monday-Thursday 8:00 a.m.-12:00 p.m.
Regular tuition \$295 (discount for second siblings \$225 a month)

Kindergarten-first grade: Monday-Thursday (4 days a week)

Tuition due on the 1st of each month, late fee applied on the 4th if not paid by then

- Monday-Thursday 8:00 a.m.-12:00 p.m.
Regular tuition \$295 (discount for second siblings \$225 a month)

● **Additional ABEKA Curriculum Expense:** approximate-- subject to change:

- Kindergarten: \$100.00 for the year Due by July 30th
- 1st grade: \$185.00 for the year Due by July 30th

Registration Fee: Registration for next school year is now open.

- \$100--Due at time of registration to reserve your child's place in the class (preschool-1st grade)

Late Pick Up: Please be on time:

You are allowed 5 minutes after the end of the school day to pick up your child. After which a \$1 per minute late pick up fee will be charged. Must pay that day when you are late picking up your child.

Returned Check Fee:

A \$30.00 fee will be charged for all returned checks

Payment:

Please make all checks payable to Busy Footprints Christian Academy, LLC--we accept checks and cash.

Withdrawal From School Notice:

A 30 day written notice is required if you wish to withdraw your child from attending Busy Footprints Christian Academy, LLC. Payment will still be required with a 30 day written notice.

Vacation/Illness and Absence Procedure:

In order to meet our budgetary needs, tuition is based on monthly and annual payments. Therefore, parents are required to pay tuition fees in each increment, regardless of the child's attendance.

Well-Child Policy:

- Busy Footprints Christian Academy is not able to provide school to children who are ill. Children with any of the following symptoms will not be permitted to remain in school while they are ill.
 - Fever of 100 F under arm or higher or who have one or more of the following:
Diarrhea, earache, signs of irritability or confusion, sore throat, rash
 - Vomiting on 2 or more occasions within 24 hour period.
 - Diarrhea-3 or more watery stool within 24 hour period.
 - Draining rash or green colored discharge from nose.
 - Eye discharge, or pink eye. Children can re-admitted after medication diagnosis to rule out bacterial or viral infection or 24 hours on antibiotics treatment.
 - Fatigue that prevents participation in regular activities.
 - Open or oozing sores, unless properly covered or 24 hours has passed since antibiotic treatment.
 - Lice and scabies

Medication Procedures:

If your child needs medication, prescriptions or non-prescriptions, we must have a written consent from you. All prescriptions medication must be in the pharmacy labeled container with child's name, medication, dosage, side effects, and date on it. Any other medications must be in its original container.

Release Policy & Emergencies:

Children will be released only to those whose names are listed on the pickup authorization form. Identifications will be required of persons picking up child. Parents are to advise the program coordinator in writing in advance if a person not listed on the pickup authorization form is to pick up the child. If there is any special custody situation please indicate this in your enrollment information. Please keep this information updated.

Reporting:

State Law mandates us to report to Child Protective Services any form of suspected child abuse and/or neglect. If your child has an accident at home and looks suspicious, please inform us of their injury as soon as your child returns to Busy Footprints Christian Academy, LLC to eliminate any possibility of a report in error.

Snack Information:

Students are responsible for their own snack on a daily basis. Please let staff know if your child has any food allergies.

Register with the State for Homeschool:

Parents must register their child for homeschooling with the state for ages 6-18.

Registration can be done at your local school district office. If you live in the county then you will need to register at the Three Rivers School District but if you live in the city then you will need to register with school district 7. Home school children must be tested in 3rd, 5th, 8th, and 10th grade. The parent is responsible to find testing. Go to for a list of names www.ohen.org or www.oregon.gov/ode/learning-options/homeschool/pages/default.aspx

If you have any questions, do not hesitate to ask.

Electronics/toys: Are not allowed at school, so please do not allow your child or children to bring electronics or toys to school. This way they do not get broken or taken by someone. Thank you

Testimonials:

“Simply put, April Love is the most gifted early childhood educator I have seen. I have three children; 10, 7, 5. My two oldest attended preschool out of state, however, my 5-year-old son is currently in her class. He is a very active and rambunctious little boy and LOVES school. He begs to go. At 5 years old, April has him adding, reading, and diagramming phonics. He loves school because April nurtures his love of learning, and his 5-year-old creativity and imagination. Our family LOVES Busy Footprints Christian Academy. “ *Sarah Craven*

“Busy Footprints has provided our child with an opportunity to grow and learn in a fun and loving environment. He has been able to overcome learning challenges and socially mature with the help of great teachers and the one on one nurturing he needed. April and Donna are excellent at knowing when a child needs a little extra help learning a skill and being able to challenge those students who are above average. Our family has been so blessed to have known and have our children taught by these teachers for 20 years.” *Rachel*

“First of all, know I am very particular where I send my son to school. He loves getting up for school each day, and is excited to go to bed at night knowing he will be able to go again. He has advanced academically in all areas. Busy Footprints Christian Academy is amazing. April is wonderful with the children. She is fun, innovative and pours her whole heart into her work with them. She meets the child where they are and works with them there--not holding them back so others can catch up, but instead takes advantage of their eagerness to learn. In doing this, she also makes it fun and memorable for them. She is a child magnet and is a good example to the children of the love of our Lord. I am excited to have my son attend Busy Footprints Christian Academy again next year for Kindergarten. If looking for a school for your child, I highly recommend Busy Footprints Christian Academy.” *Tina Mee*

Communication:

If any parent needs to contact me, they can call 541-659-9763 and ask for April.

Bullying:

Bullying is not allowed at Busy Footprints Christian Academy. If a child is caught bullying, the owner April Love will talk to the parent and will work on a problem solving skill with the child and parents.

Attendance/Arrival time:

Attendance is very important; however at Busy Footprints we know that there will be family trips, sick children, or something may come up, but it is the parent's responsibility to make sure their child gives them any work they missed and take it home for homework. The teacher will

provide a due date for the student to turn in their assignments.

Class arrival: Preschool and Kindergarten/first can be 5 minutes early due to state regulations. This will allow time for the teacher to prep their classroom. Please be sure your children arrive to school on time so they do not feel unprepared when they walk in the classroom because they are late and class has already started. Busy Footprints understands when a child has a doctor or other appointment, over sleeps, etc. Please call if you are going to be late or absent for the day. If the family is going on vacation please let the school know so the teacher can prepare their school work to take with them.

Clothing and Personal Possession Policy:

Children should wear play clothes that can be worn for messy projects, floor activities, water and sand play. Clothing should be appropriate for weather. Parents are requested to bring their child extra clothing. Accidents do occur from time to time. Please replace clothes the following day if your child has an accident. If personal items are brought, they need to say in cubby or backpack.

Daily Schedule Sample: sample of daily schedule/subject to change

Pre-School & Pre-K

8:00-8:15	Morning table time
8:15-8:35	Jobs, calendar, weather, letter or word of the week, teach time, addition, subtraction, Pledge of Allegiance, Pledge to the Christian flag, and Bible and prayer
8:35-9:25	Exploration (play time)
9:25-9:40	Snack
9:40-10:35	Learning group (sometimes goes longer) in the elementary classroom
10:35-10:50	Story, music time
10:50-11:30	we will have Recess or P.E. (outside weather depending)
11:30-12:00	Bible story & worship

Kindergarten/1st

8:00-8:15	Table work (educational worksheets)
8:15-8:35	Welcome, Pledge of Allegiance/prayer/weather/
8:30-9:25	Language arts
9:25-9:40	Snack
9:40-10:45	Math plus sometimes Social Studies or Science
10:45-11:30	classroom play/outside/P.E./or music
11:30-12:00	Bible in elementary classroom/ Library time

Calendar 2023-2024 All dates are tentative
and is subject to change.

2023 School closures

- Veterans Day
- Thanksgiving we are off the whole week
- Christmas break

2024 School closures

- Martin Luther King Jr. Day
- President's Day
- Spring Break
- Memorial Day