



# Warrensburg Christian School

## Parent Handbook

“All your children shall be taught by the Lord, and  
great shall be the peace of your children.” Isaiah  
54:13

Warrensburg Christian School  
612 E Young Ave  
Warrensburg, Mo. 64093  
(660)362-0075  
[www.wcswarrensburg.com](http://www.wcswarrensburg.com)

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## Welcome to Warrensburg Christian School

We are very pleased that you have chosen Warrensburg Christian School for your child's education. At WCS we provide our students with a Christ-centered, challenging curriculum in a positive and nurturing learning environment. It is our desire to foster not only a love of learning, but a love of faith as well through many avenues of access to God and religious experiences and teachings. Our focus is to help our students discover and achieve their full God-given potential in both their faith and academic abilities.

Please read through our parent handbook carefully. We want you to be well informed of our policies and procedures here at Warrensburg Christian School. If at any time you have questions or concerns about your child, please bring it to our attention immediately. We want your family to feel comfortable here at Warrensburg Christian School so we encourage open lines of communication to ensure that we address these.

Thank you,

Liz Fatka, Director

Jen Goubeaux, Administrator

### **School Administration**

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School Administrator: Jen Goubeaux

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### **School Hours of Operation and Student Supervision:**

- Academic School Hours: 8:20 am – 3:30 pm
- Early Dismissal Days: 8:20 am – 1:30 pm
- Before and After School Care: 6:30 – 8:15 am and /or 3:30 – 5:30 pm

## **Our Mission**

Warrensburg Christian School seeks to provide each child with quality care, as well as an opportunity to learn and grow in a nurturing, Christ-centered environment that promotes optimal individualized academic and spiritual development. It is our desire to inspire students to lead a life that honors and reflects God and family.

## **Our Vision**

The primary purpose of Warrensburg Christian School is to prepare and educate students spiritually, academically, and emotionally so that they can live a faith driven life to become Godly leaders in our society.

## **Our Story**

The Warrensburg Christian School, formerly known as ECOC/CCCS was started in 2008 in a modular trailer in the back parking lot of the Christ Episcopal Church with 13 children and 5 teachers. Within the first year, the program grew to 50 children when rooms were added in the Parish house. In 2010, we added a new building that held 80 children birth-5 years. We then expanded to our second location in 2012 which started our private school and before and after school care. In 2013, we tore down the Parish house and built another 4000 square foot building that attached to our current school. This added another 60 children and an indoor play area. In 2015 we became our own 501C3 non-profit business under the name "Christ Church Christian School" today known as Warrensburg Christian School.

With this change, we also became license exempt. We operate under licensing guidelines and are governed by a Board of Directors. We also purchased our first property at 610 E. Young Street. This added 150 children that included PreK, K-5th grade private school and before and after school care. We also closed the location on Mitchell that was the original start of the private school. With both locations, we were up to 300 children birth-5th grade and 65 staff. We then added on to our location on E. Young Street in the Fall of 2019 which joined the 2 buildings together and gave us 4 new classrooms, multi-purpose room, new kitchen and administrative offices. We have recently acquired additional property at our Young Street location which will enable us to provide classrooms to expand our private school into middle school.

We now have a Christian based Childcare and Elementary School Program for birth through 8th grade of almost 400 children and 75 staff. We are so excited and very thankful for our continuous growth over the years. God has surely blessed us!

Thank you for being a part of the Warrensburg Christian School family.

## **Warrensburg Christian School Statement of Faith**

### **COMMUNITY AND FAMILY**

Warrensburg Christian School is a private school providing a Christian-based education to a large, diverse community. Our school is comprised of many different families seeking similar academic and spiritual goals. We are a school and not a church. We do not intend to take place of one in our students' lives. Therefore, we do not promote the doctrines of any one church or denomination. Instead, we choose to center our education, activity, and behaviors on the beliefs that we share in common with each other. These beliefs are detailed in the statements below.

### **WE BELIEVE**

1. **IN THE BIBLE:** We believe that the Bible is the only verbally inspired, infallible, authoritative, inerrant Word of God. (II Timothy 3:16; II Peter 1:21)
2. **IN ONE GOD:** We believe that there is only one God, eternally existent in three persons: Father, Son, and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30)
3. **IN THE DEITY OF JESUS CHRIST:** We believe in His virgin birth, sinless life, miracles, vicarious and atoning death through His shed blood, His bodily resurrection from the tomb, His ascension to the right hand of the Father in Heaven, and His personal return in power and glory.  
(John 10:33; Isaiah 7:14; Matthew 1:23; Luke 1:35; Hebrews 4:15 & 7:26; John 2:11; I Corinthians 15:3; Ephesians 1:7; Hebrews 2:9; John 11:25; I Corinthians 15:4; Mark 16:19; Act 1:11; Revelation 19:11)
4. **GOD IS OUR CREATOR:** We believe that God created the heavens and the earth in six literal days, and that God created all life. We believe that mankind, though created in God's image, chose to sin. Hence, all persons are consequently lost sinners in need of salvation. (Genesis 1)
5. **IN SALVATION THROUGH GRACE ALONE:** We believe that Christ's blood, shed on Calvary, is the only Atonement for man's sin. We believe that salvation is a free gift of God for all mankind, and God does not pre-elect persons to heaven or hell. It is by grace, through faith, plus nothing, and believers will spend eternity in Heaven with our Savior; Salvation is received only by personal faith in the Lord Jesus Christ and His finished work. We affirm that the believer is called to a life of consecration which requires increasing in the knowledge of Christ and growing in grace. (I Peter 1:18–19; I John 1:9; John 14:6; Col. 1:10; 2 Pet. 3:18; John 15:4–5)
6. **TO LOVE GOD IS TO LOVE OTHERS:** We believe that in striving to be more like Christ, we must strive to show others the unconditional love that He has shown us. We believe that above all else, He has asked us to love Him and to love others. (I John 4:7; John 13:34-35; I Peter 4:8; Mark 12:31)

These six precepts are what Warrensburg Christian School (WCS) centers our behaviors and teachings upon. These beliefs are basic to the Christian faith and will eternally be enforced by our school and its staff. As our school grows, certain things may change; but these beliefs and our foundation in Christ will never be altered.

At WCS, we want to provide each student with an education based on their individual developmental needs. In order to ensure that we are able to meet this goal, we provide smaller classroom sizes to enable our teachers to focus on student needs. Students enrolling in Kindergarten must be 5 on or before September 1<sup>st</sup> of the current school year.

Warrensburg Christian School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities, generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of educational policies, admissions, policies, or other school administered programs.

The following forms must be completed and submitted prior to enrollment and the first day of class:

- Basic enrollment forms that include student and family information
- Birth Certificate
- Most current copy of immunization
- Request for school records (transfer students only)

Students will be given preference for enrollment based on:

1. Returning students
2. Teacher's children
3. Sibling's of returning students
4. According to the date they were added to the wait list

## **Returning Students**

Returning students may secure their spot by submitting a signed commitment for that will be provided to them during the Spring semester. Payment of the next year curriculum fee should be paid on or before the last day of school.

## **Transfer Students**

Warrensburg Christian School will accept new students from other academic institutions at any time during the school year assuming that the student is in good standing at their current school. Records will be requested from the previous school upon enrollment of the student into WCS.

## **Tuition**

WCS is funded primarily by tuition. This requires that parents/guardians keep their financial commitments current during the entire year for budgeting purposes. Tuition for the school year is \$6000.00. This can be paid all at once or in installments. We have a variety of payment options to include weekly, bi-weekly, monthly or per semester. There are 40 weeks in a school year so the payments per week are \$150.00. If you choose to enroll your child in our before and/or after care program, the additional charge is \$10.00 per week. Tuition is due on Mondays and can be placed in the tuition box located next to the office. If tuition is not received on time, a \$5.00 daily late fee will be assessed. We accept check, cash, automatic withdrawal, and credit/debit cards. There is a convenience fee of 1% for automatic withdrawals and a convenience fee of 3% for credit/debit cards. If a check is returned there will be a charge of \$25 on your account. You are able to access your account to view your invoices and make payments through our online system which can be accessed through the Useful Links section on our website. Failure to stay current on your account could result in dismissal from the program.

## **Curriculum**

WCS predominately utilizes Abeka Book for our curriculum. It is a challenging, comprehensive, and quality curriculum written from a Christian perspective. It allows for us to be able to expand upon the teachings to meet all learning and developmental needs. Abeka takes a spiral learning approach which provides purposeful repetition and reinforces all concepts taught. This curriculum, along with a multiple of other tools that our teachers use, help students achieve academic excellence and moral character to equip them for a productive and fulfilling educational journey. Our curriculum fees are listed below and are due at the beginning of the school year. Two school shirts are provided with this fee as well.

### **Curriculum Fees:** (per year)

|                                               |          |
|-----------------------------------------------|----------|
| Kindergarten and 1 <sup>st</sup> grade        | \$100.00 |
| 2 <sup>nd</sup> through 8 <sup>th</sup> grade | \$200.00 |

## **Testing and Assessment**

During the Spring, we test our 3<sup>rd</sup> through 8<sup>th</sup> grade students using the Iowa Test of Basic Skills. This assessment is closely aligned with the Abeka curriculum as well as the state standards. It helps us to determine our students' standings when compared to national reporting and brings to light any areas that need more focus. Our students continuously do very well typically scoring in the 95<sup>th</sup> to 98<sup>th</sup> percentile and above average in most areas. We also utilize DRA (Developmental Reading Assessment) testing to define the reading levels of each of our students starting in Kindergarten. This type of assessment helps us to pinpoint the areas of reading that we need to focus on with each individual student. We are consistently monitoring the progress of our students so that we can ensure that we are meeting their academic needs.

WCS strives to provide a well-rounded education for our students to include not only academics, but physical and fine arts classes as well. We also want to support and build a strong foundation for our students in Christian beliefs and principles. To do this, we offer physical education, Art, Music and Chapel time.

- PE - learn the basics of how to keep their body healthy and fit and also how to be competitive in a productive and sportsman like manner.
- Art – taught according to the standards for the different age levels. Explore a variety of mediums to display their knowledge of art and creativity. Student's work is displayed throughout WCS and is also featured at an end of year Art Show.
- Music – learn about various instruments and musicians as well as several musical techniques. Musical programs are conducted throughout the year to display student's talents.
- Chapel time is a time for our students to learn more about scripture and to make real world connections and ask questions that help them to understand and build their faith in God and to become strong Christian leaders. We further support their understanding by offering smaller group time with our pastor that addresses the individual questions and development of each grade level.
- Library – every other week the students at WCS visit the Trails Regional Library here in Warrensburg to check out books to take home and enjoy. If your child does not already have a library card, we will give you an application to obtain one.

### **Additional Services Offered**

Warrensburg Christian School partners with the Warrensburg School district to offer assistance for students who may need additional help in speech or other various areas. If a parent has a concern about their child's development in certain areas, they can ask to meet with their child's teacher to discuss their concerns. Likewise, if a teacher has concerns, they will ask for a meeting with the student's parent. The teacher and parent then determine if they would like to proceed forward with having the student evaluated. We then ask the district to perform an evaluation and observation. If it is found that a child needs additional support, a meeting is called between parents, staff at WCS and staff with the Warrensburg school district to determine a plan of action. During the meeting, the results of the evaluation and observations will be discussed and if additional services are needed, a service plan will be written. All services received will be conducted at a Warrensburg School District campus.

### **Lunches and Snacks**

Tuition covers lunch, a morning snack and an afternoon snack. We provide a lunch menu at the beginning of the month which covers the entire month. There might be certain occasions where we do have to adjust the menu but will try to provide prior notice.



Students are welcome to bring a snack and/or lunch from home. If a student has food allergies, please notify us so we can ensure that they don't receive items that may contain an allergen. At this time, we are not able to provide an alternate meal.

### **Birthday treats:**

We welcome students to bring special treats for their birthday. Please notify your child's teacher if you plan to do this so that if there is a student with a food allergy they have time to make arrangements.

### **Dress Code**

Students are provided with two collared shirts with the WCS logo. We do not require students to wear these everyday but do ask that they wear them when we leave the building as a school or class, for example on field trips and to the library. We expect our students to wear respectful attire while at school as well as weather appropriate clothing. We utilize every opportunity that we can to provide our students with outside time, so we encourage families to be aware of current weather situations. Throughout the year we offer school spirit wear available for purchase. If you are interested in viewing our available attire, please let us know.

### **Attendance Policy**

We believe that regular and punctual attendance at school is vital to a child's academic success. New concepts are taught every day and if your child is not present, it is difficult for them to stay caught up with their class. Our school day starts at 8:20. Please have your child here by that time. We strive to use all time that we have with the students to teach them. If they arrive to school late, they may miss out on valuable learning time. If your child will not be in attendance, please call the school. We understand that there are a variety of reasons that a student might be absent from school. We encourage consistent attendance and if your child will be gone for an extended amount of time, please consult with administration. If there is a concern by staff regarding the number of absences a student has, a letter will be sent home to notify you of how many absences your child has and a meeting with administration would take place to evaluate the students' continuance in the program.

#### Excused absences

If a child is absent for any of the following, it will be considered an excused absence:

Fever, vomiting, diarrhea, doctor's appointments, illness with a doctor's note, family emergency, or funerals.

#### Unexcused absence

If a phone call is not received, we will assume the absence is unexcused. These absences will result in the following:

- **10 Absences** = Meeting with school Administrator to discuss an action plan to improve attendance  
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- **15 Absences** = Meeting with school Director to discuss what must be done to remain in the program.

### **Regarding tardies:**

- **4 Tardies** = 1 unexcused absence and a letter home.
- **If there are more than 4 tardies in a two week span, the student will not be able to participate in the next out of classroom activity such as out of school trips or will have to stay after school.**

It will be the student's responsibility to make up any work missed while they are out. If the absence is preplanned, the student may ask their teacher for work ahead of time. We want your child to be able to have a fulfilling and positive academic experience. Regular and punctual attendance plays a huge part in that.

## **Illness**

Students suffering from a communicable illness should remain at home. Parents will be notified once their child becomes ill at school. If your child begins to feel ill at school, we will do the following:

- Take the child's temperature and report all the symptoms to the person in charge.
- Separate the child from the other children.
- Contact the parent and determine an appropriate course of action.

When asked to pick up your child from the school due to illness, please be sure that you are at the school within 60 minutes. Also, we will send a child home if we feel he/she is not well. This includes a temperature, diarrhea, vomiting, rashes, pink eye, earache, headache a pale complexion, or simply not participating in activities. In order to return to school, your child must be fever, diarrhea, vomit, or rash free for 24 hours. By following these guidelines, you will help to decrease the spread of contagious viruses.

In regards to Covid 19, if a student has been exposed to someone who has tested positive please monitor your child for symptoms. If a child tests positive for Covid 19 they will need to be absent from school for at least 5 days or until symptoms are no longer present. We will notify all parents if there is a positive case in a classroom.

## **Student Medication**

If your child needs to take medicine during the school day, please fill out a medication form and turn it into the office with your child's medication. These forms can be found on our school website as well as in the school office. Medication will be kept in the office and administered by an office staff. Please do not leave medications in backpacks where students can access them without adult supervision. From time to time, students

will develop a headache or have other pain throughout the day. We are able to administer Ibuprofen or Acetaminophen as long as the student is not exhibiting any other symptoms, such as a fever, and we have a signed form on file.

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## **Injury/ Accidents**

If your child is injured at WCS, the staff will provide initial care. For more serious injuries, staff will initiate emergency first aid as required by the condition and call for help. Parents will be notified immediately if the condition is severe and requires emergency care. Staff will record all injuries with an incident report which can be given to the parent at their request.

## **Discipline**

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

Proverbs 22:6

At WCS, guiding the behavior of students, fostering good relationships and respect of oneself and others, and building healthy character are important goals for our school and we strive to do this by using Christian views and principles. We want to help students to take ownership of their actions and learn and practice self-regulating and problem-solving skills. We work to accomplish this by talking through situations with students and setting up necessary limits and boundaries so unacceptable behavior patterns do not develop. We believe students are responsible for their own behavior and teachers and staff are here to provide support for students as they move toward self-discipline. Providing effective discipline and coping skills are necessary for the welfare of the student as well as the welfare of the school. We strive to be consistent in our expectations for all students and lead them to make choices based on a Christian foundation. The following are examples of what we feel are reasonable expectations for students both inside and outside the classroom:

- Being in your seat promptly with materials before class begins
- Speaking with respect to everyone – classmates, teachers, staff and administration
- Keeping hands and feet to yourself
- Respecting other people’s property
- Showing consideration of other’s opinions

The basic steps used for a violation of class or school rules will usually be a verbal warning, loss of recess, a note or phone call home, and/or visit to the office. We never use corporal punishment as a means of discipline.

If a student’s behavior has caused harm to another child or teacher, it will be documented on an incident report. It is then up to the director or administrator on whether that student is able to stay at school or be dismissed from school for the day. If a student is repetitively disruptive and is inhibiting the learning of other students,

removal from the program may be considered. Full cooperation is expected of students and parents/guardians in resolving classroom disruptions and addressing undesirable behaviors.

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## **Parent-Teacher Conferences**

Parent-teacher conferences will be held once a year in October. You will be notified of the date and time in a letter sent home by your child's teacher. If you are not able to meet at the time that you are scheduled for, please feel free to schedule a meeting any time during the school year. Parents are encouraged to voice opinions, suggestions, and other comments relating to their child's progress. All conferences will be scheduled before or after school. If at any time during the school year you would like to meet with your student's teacher to discuss their progress, please feel free to contact them by email or through our remind app to schedule a time to meet with them.

## **School/Parent Communication**

At WCS we strive to have open and consistent communication with our parents and students. We do this in a variety of ways.

- Remind app that can be easily accessed through your phone to provide quick communication about upcoming events, important information and just general need to knows.
- IGradeplus online system that enables parents to get up to date information on their students' assignments, grades and other information pertaining to the classroom. We are also able to email parents directly through this system.
- Facebook is another way that teachers communicate and share fun activities going on in the classroom. Each teacher has a private Facebook page that parents are encouraged to join at the beginning of school.

Open communication is very important to us and we want to stay connected with our students and parents. If you have concerns or questions, we encourage you to contact us either by phone or email. You are also able to contact your child's teacher by email as well.

If school is cancelled or postponed due to severe weather, we will notify parents as soon as the decision has been made through our Remind app.

## **Grades and Report Cards**

Grades and assignments can be accessed at any time through our online program [www.igradeplus.com](http://www.igradeplus.com). You can also find a link to this on our website, [www.wcswarrensburg.com](http://www.wcswarrensburg.com). Grading scales differ by class with Kindergarten using a 1,2,3,4 grading system, 1<sup>st</sup> and 2<sup>nd</sup> Grade use a 100 point grading scale and 3<sup>rd</sup> – 8<sup>th</sup> uses a sliding grading scale. Explanation of these grading scales can be looked up in igrade. Report cards go home 4 times a year.

While most of our work and learning is done at school, sometimes it is necessary to send work home to be completed or reviewed. It is important that this work is completed and returned to school so that we know that the students are able to comprehend the concepts

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that are being taught. It also helps us in determining the things that we need to continue to work on or give more attention to. If homework is not returned or turned in late, it inhibits the students' learning ability. Below is a list of penalties for late/no homework being returned.

### **Days late**

1 day = 5% off of grade

2 days = 10% off of grade

3 days = 0 grade for that paper

Consequences for late or no homework turned in will result in the loss of recess time to complete homework or deduction of points on that work.

## **Parent Involvement**

Fostering relationships between home and school is a very important part of a child's view on their education. The more communication and collaboration that happens between school and home, the more important school becomes to a child. It is proven that children learn best when their parents/guardians are significantly involved in their education and work with the school to support the needs of their child. Studies show that parent involvement in a child's education promotes a higher percentage of academic success compared to children whose parents are not involved. Experiences that children have, both in and out of school, help shape their sense that they are cared for and helps to form their feelings of self-worth, strengthens the building of confidence in their abilities, and gives them a sense of belonging. We strive to promote the home and school relationship by offering a variety of opportunities for parents to be involved in our school. We require that parents volunteer 20 hours per year in various activities. Some of these include helping with fundraisers, attending PTO meetings, helping with a classroom party, and helping with small tasks around the school as needed such as landscaping and building maintenance. Throughout the year we will post sign ups on our website or through Sign Up Genius for parents to fill out to volunteer for these tasks. If there are other ways in which you feel you can support our school, please let us know. By volunteering you not only help to support the school, but you make it possible for us to keep tuition costs lower. We are a non profit 501C3 school and rely solely on tuition to cover the costs of teachers' salaries, operating costs, and supplies. If each family volunteers just 20 hours per year, we are able to save approximately \$11,000.00 that we would have paid additional staff to complete those tasks. Your support directly affects the growth and success of our school, and it also helps your child to gain a positive view of their education.

## **Field Trips**

Throughout the year, WCS participates in a variety of field trips and activities outside of our school. We feel that field trips are a very important way to help students make connections

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between school and community and enhance concepts that are being taught in the classroom. Information pertaining to field trips will be sent home for parents to review and we welcome parent involvement on these trips. We transport students in our 10 passenger vans which are driven by staff members who maintain a Class E Chauffeurs license. The safety of all staff and students is our main concern when transporting them so there is a no tolerance policy for distractions or misbehavior in the vans. If we feel that the behavior of a student has become unsafe for the van, we will contact a member of administration to come and pick the student up and they will return with them back to the school.

## **School Year Calendar**

WCS observes the same holidays and early release days as the Warrensburg School District. We will also follow their school closings due to severe weather conditions. WCS will remain open for childcare during snow days as long as it is safe for our staff to travel to work. There are three main breaks from school that are taken during the year. The students have a week off for Thanksgiving break, two weeks off for Christmas break and one week off for Spring break. Please refer to the school calendar for additional days out of school.

## **School Security**

The safety of our staff and students is a priority and to ensure this, we take a variety of precautions. In order to enter the main building a code must be entered and this information is given to parents upon enrollment. If someone new is going to pick your child up from school they will be required to show ID and their name must be present on the enrollment paperwork as someone authorized to pick up. We do understand special circumstances come up where you might need to have someone pick up your child who is not listed so please notify administration of when this occurs. If someone comes to obtain your child and we have not received notification from you and they are not listed on the paperwork, we will contact you to verify that we may release your child to the individual. In addition, we have security cameras located in various locations around the school.

## **Scholarships**

Warrensburg Christian School will offer scholarships to families as funds become available. You may request to be considered for a scholarship by filling out the request form available in our office. Request forms should be submitted by May of the current

school year to be considered for the following school year. You will be notified in July if your request has been approved.

## **Concerns**

We welcome parent feedback and concerns. You may request a meeting with school administration and/or your child's teacher to discuss information or concerns that may arise at anytime during the school year.

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## **To Conclude**

Choosing the best fit for your child's education is one of the most important decisions that you make to set the foundation for their future learning success. At WCS we are guided by the principles of faith to encourage understanding both spiritually and academically. This sets the groundwork for our students to develop a love for God and learning. We want our students to become leaders led by their faith and love for others. We also strive to provide them with an exceptional and challenging learning environment to enhance their academic skills and reach their full God given potential. We value all of our students, staff and families and feel very blessed that you have chosen Warrensburg Christian School as part of your child's academic experience.