



# Fellowship Christian School

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## PRESCHOOL HANDBOOK

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*It is expected that all parents read this handbook, familiarize themselves with the contents, and support the policies of Fellowship Christian School. FCS reserves the right to modify this handbook, as necessary.*

Version: 2022

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*18901 WARING STATION ROAD*

*GERMANTOWN, MD 20874*

*PHONE: 301-540-3110*

*FAX: 301-540-3115*

*EMAIL: [NCFC SCHOOL@GMAIL.COM](mailto:NCFC SCHOOL@GMAIL.COM)*

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Visit Us: [fcsmaryland.com](http://fcsmaryland.com)  
Facebook: [www.facebook.com/ncfcschool](http://www.facebook.com/ncfcschool)

Fellowship Christian School does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs.

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## ABOUT OUR SCHOOL

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### MISSION

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*Fellowship Christian School is committed to providing a **Christ-centered** environment, delivering **exemplary education** for the positive development of every child, and empowering students to become servant **leaders** that live according to a biblical worldview.*

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### EDUCATIONAL PHILOSOPHY

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Fellowship Christian School seeks to work with parents in raising children from a biblical perspective. The parents are the first teachers to each student. The teachers and school will help support families and their mission to raise godly children. The Christian church and wider community that your child is exposed to should continue to reinforce values and morals taught in the each home.

#### *...“Christ-centered”*

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**COLOSSIANS 2:6, 7** - “SO THEN, JUST AS YOU RECEIVED CHRIST JESUS AS LORD, CONTINUE TO LIVE IN HIM, ROOTED AND BUILT UP IN HIM, STRENGTHENED IN THE FAITH AS YOU WERE TAUGHT, AND OVERFLOWING WITH THANKFULNESS.”

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FCS is committed to:

- Providing a teaching staff dedicated to the Lord and His children
- Worshipping Jesus Christ daily through Bible lessons, prayer, and songs with all students
- Implementing a curriculum that integrates Christian beliefs and understanding in all areas
- Directing our faith in action through service, love, and kindness
- Creating an atmosphere where each student feels love, care, and respect
- Encourage parents and church school leaders to pray and actively support the students
- Assist parents in teaching their children within the framework of our stated purposes

We will aim to strengthen the intimate relationship that children can have with God through His Son Jesus Christ. We believe that every child can learn and experience God’s great love for them. All of our

curriculum will be biblically-based as we shepherd the children to understand they are loved by all-powerful and loving God.

### *...“exemplary education”*

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**2 CORINTHIANS 8:7** - “BUT JUST AS YOU EXCEL IN EVERYTHING – IN FAITH, IN SPEECH, IN KNOWLEDGE, IN COMPLETE EARNESTNESS AND IN YOUR LOVE FOR US – SEE THAT YOU ALSO EXCEL IN THIS GRACE OF GIVING.”

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FCS is committed to:

- Providing a stimulating curriculum that challenges and excites students to learn and explore
- Integrating subject matter across the curriculum with practical application
- Leading the exploration of new concepts and ideas
- Developing critical thinking skills for learning and understanding

Fellowship Christian School seeks to equip students by caring about and ministering to the whole child working toward spiritual, intellectual, physical, emotional, and social development. The teacher, by example as well as through curriculum, teaches students the knowledge, skills, and attitudes necessary for development into responsible Christian adulthood. FCS strives to equip students to influence the world for Christ and develop leaders with well-trained intellects subject to righteous character (Proverbs 4:5, 18).

### *...“leaders of biblical perspective”*

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**EPHESIANS 6:13-17** - “THEREFORE PUT ON THE FULL ARMOR OF GOD, SO THAT WHEN THE DAY OF EVIL COMES, YOU MAY BE ABLE TO STAND YOUR GROUND, AND AFTER YOU HAVE DONE EVERYTHING, TO STAND. STAND FIRM THEN, WITH THE BELT OF TRUTH BUCKLED AROUND YOUR WAIST, WITH THE BREASTPLATE OF RIGHTEOUSNESS IN PLACE, AND WITH YOUR FEET FITTED WITH THE READINESS THAT COMES FROM THE GOSPEL OF PEACE. IN ADDITION TO ALL THIS, TAKE UP THE SHIELD OF FAITH, WITH WHICH YOU CAN EXTINGUISH ALL THE FLAMING ARROWS OF THE EVIL ONE. TAKE THE HELMET OF SALVATION AND THE SWORD OF THE SPIRIT, WHICH IS THE WORD OF GOD.”

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FCS is committed to

- Teaching the Word of God in depth and applying it daily to help children form a biblical perspective
- Helping students discover spiritual gifts and talents to be effective for God’s Kingdom
- Challenging students to improve academically, spiritually, physically, and emotionally
- Teaching character development and important basic etiquette
- Teaching students and families that prayer empowers believers for God’s work
- Building a firm foundation on the Gospel to strengthen the body of Christ
- Providing students and families with the resources to grow in the knowledge of being saved to serve

- Training students to live in this world according to the standards and commands of God

By putting an emphasis on character development and basic Christian principles, Fellowship Christian School hopes to give our students the inspiration, character, and knowledge to thrive as effective leaders into today's society. By strengthening the children through the message and application of the Word, we endeavor to help each child stand out as well-equipped individuals.

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### **MOTTO: "CONNECT, EQUIP, AND LEAD"**

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Our mission, vision, and core beliefs are encapsulated in the words: "**Connect, Equip, and Lead.**"

- ❖ **CONNECT:** Students *connect* in a nurturing learning environment where healthy relationships are built. FCS strives to provide a close-knit community where students and their families are brought closer to each other and to God in Christ Jesus our Lord. The three swooshes on our logo symbolize church, family, and school being Christ-centered in the bringing up of a child in the way of the Lord. It takes a whole community to raise and nurture a child.
- ❖ **EQUIP:** Students are *equipped* to excel in character, spiritual, and academic development in order to stand out in this world as true, spiritual, and intellectual Christians. In an ever-shifting society, it is the school's strong hope that children are raised up with the Gospel and with a biblical worldview. We seek to partner with parents in *training* up their children in the way he should go so that when they are old, they will not depart from it (Prov. 22:6).
- ❖ **LEAD:** Students are given the opportunity to discover who they are, develop skills to be lifelong learners of biblical perspectives, and build upright character so that they can *lead* as effective and impactful spiritual leaders. We do not only want children to be equipped with a wealth of knowledge, but more importantly, we desire to help students know how to live life following God's ways and not man's ways. Students will be given the opportunity to understand giving, leading, community service, and putting spiritual principles into practice while practicing spiritual virtues: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.

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### **STATEMENT OF PURPOSE**

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Our purpose is to partner with the families in this community to help them fulfill their God-given responsibility to educate their children, thereby strengthening the Body of Christ and equipping them to fulfill their God-given calling in life.

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**DEUTERONOMY 6:4-7** - HEAR, O ISRAEL: THE LORD OUR GOD, THE LORD IS ONE. LOVE THE LORD YOUR GOD WITH ALL YOUR HEART AND WITH ALL YOUR SOUL AND WITH ALL YOUR STRENGTH. THESE COMMANDMENTS THAT I GIVE YOU TODAY ARE TO BE

ON YOUR HEARTS. IMPRESS THEM ON YOUR CHILDREN. TALK ABOUT THEM WHEN YOU SIT AT HOME AND WHEN YOU WALK ALONG THE ROAD, WHEN YOU LIE DOWN AND WHEN YOU GET UP.

**EPHESIANS 6:4** - FATHERS, DO NOT PROVOKE YOUR CHILDREN TO ANGER, BUT BRING THEM UP IN THE DISCIPLINE AND INSTRUCTION OF THE LORD.

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## STATEMENT OF FAITH

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*(As stated in the New Covenant Fellowship Church Statement of Beliefs)*

1. God has revealed himself to be the living and true God, perfect in love and righteous in all his ways; one in essence, existing eternally in the three persons of the Trinity: Father, Son and Holy Spirit.
2. The Bible, both Old and New Testaments, is the inspired, infallible Word of God. It is, therefore, our final authority in matters of our faith, practice, and conduct.
3. God, by his word and for his glory, freely created the world from nothing. He made man and woman in his own image, as the crown of creation, that they might have fellowship with him. Tempted by Satan, they rebelled against God. Being estranged from their Maker, yet responsible to him, they became subject to divine wrath, inwardly depraved, and, apart from grace, incapable of returning to God.
4. The only Mediator between God and humankind is Christ Jesus our Lord, God's eternal Son, who being conceived by the Holy Spirit and born of the Virgin Mary, fully shared and fulfilled our humanity in a life of perfect obedience as true God and true man. By his death in our stead, he revealed the divine love and upheld divine justice, removing our guilt and reconciling us to God. Having redeemed us from sin, the third day he rose bodily from the grave, victorious over death and the powers of darkness. He ascended into heaven where at God's right hand, he intercedes for his people and rules as Lord over all.
5. The Holy Spirit, through the proclamation of the gospel, renews our hearts, persuading us to repent of our sins and confess Jesus as Savior and Lord. By the same Spirit we are led to trust in divine mercy, whereby we are forgiven all our sins, justified by faith alone through the merit of Christ our Savior and granted the free gift of eternal life.
6. God graciously adopts us into his family and enables us to call him Father. As we are led by the Spirit, we grow in the knowledge of the Lord, becoming transformed into Christ's image, and endeavoring so to live in the world that all may see our good works and glorify our Father who is in heaven.

7. The true Church is composed of all such persons who through saving faith in Jesus Christ have been regenerated by the Holy Spirit and are united together in the body of Christ. The church is summoned by Christ to offer acceptable worship to God and to serve him by preaching the gospel and making disciples of all nations, by tending the flock through the ministry of the word and ordinances and through daily pastoral care, by striving for social justice and by relieving human distress and need. For such work, members of the Church are to be a vital and committed part of a local church. And further, that every local church has the right under Christ to decide and govern its own affairs.
8. Water baptism and the Lord's Supper are the ordinances to be observed by the Church during this present age. They are not regarded as means to salvation.
9. God's redemptive purpose will be consummated by the visible, glorious, imminent return of Christ to raise the dead, rapture the church, to judge all people according to the deeds done in the body, and to establish his glorious kingdom. The wicked shall be separated from God's presence, but the righteous in glorious bodies, shall live and reign with him forever. Then shall the eager expectation of creation be fulfilled and the whole earth shall proclaim the glory of God who makes all things new.

### ***School Administration***

The governing body of FELLOWSHIP CHRISTIAN SCHOOL is known as FCS, Inc., which oversees the operation of FELLOWSHIP CHRISTIAN SCHOOL and consists of the Board of Directors of FCS determining the parameters of all direction of FELLOWSHIP CHRISTIAN SCHOOL. The Board will convene to discuss the high-level activities of the school regarding administration, education, and other areas of concern. The Principal and Director will serve as the day-to-day decision-maker for the administration, employees, and students/families of the school.

### **ENTRANCE REQUIREMENTS**

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*FELLOWSHIP CHRISTIAN SCHOOL admits students of any race, color, national origin and 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 origin, and ethnic origin of its educational policies, admission policies, and athletic and other school-administered programs.*

Age requirements for the school

- P-2.5:** 2 years old before May 1st of the current school year and toilet trained by the first day of school. A short, 1-month grace/adjustment period will be allowed for toilet training, but only when the child is wearing training pants (pull-ups). If after a reasonable period of time the child is not toilet trained, we reserve the right to withdraw the student. The student may be placed on the waiting list until he/she has successfully completed toilet training.

**P-3:** 3 years old before September 1<sup>st</sup> of the current school year and completely toilet trained. No exceptions with toilet training.

**P-4:** 4 years old before September 1<sup>st</sup> of the current school year.

All immunization forms and health forms must be current and completed for each child. No child will be admitted to class on the first day of school without these forms.

There is no entrance test for 2, 3, and 4-year-old students. However, it should be understood that the program we offer is academically-oriented. The 3 and 4-year-old curriculum requires that children be ready to respond to periods of instruction as well as be able to adjust to a structured routine. If the child appears to be significantly developmentally-delayed in any area, we may recommend the child be evaluated for supplemental support.

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## **PRESCHOOL ACADEMICS**

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An early academic foundation stressing the "3 R's" along with basic skills, study habits, and motor development is most essential. Christian citizenship and character development, as well as academics, play an important role in our preschool. Each school day is started with prayer and pledges to the American and Christian flag, and the Bible. A Bible lesson and chances to memorize Scripture are part of every classroom.

The Abeka Book curriculum, which includes Bible, phonics, reading, social studies, language, handwriting, spelling, mathematics, poetry, and science is utilized in each classroom. The Abeka program teaches students to read through a superior phonetic approach, while math concepts are learned starting from one-to-one recognition, gradually advancing to a broader understanding through a hands-on, visual, and versatile approach.

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## **EVALUATION OF STUDENTS WITH DIFFICULTIES**

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A child who exhibits significant learning or behavioral problems, upon recommendation of the teacher, will be evaluated by a committee. If the child show signs of developmental delay in any area, we may recommend that the child be referred to county services through Child Find for supplemental support. The school committee will determine whether FCS is capable of meeting the child's academic needs.

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## **GRADING SCALE**

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**P (Proficient)**  
**I (In Progress)**  
**W (Needs Work)**  
**N/A (Not Applicable)**

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## **ARRIVAL AND DISMISSAL PROCEDURES**

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Children should be dropped off in carline between 8:30-8:50am unless the child is enrolled in Before/After-Care. Before-Care starts at 7:00 am and school starts at 9:00am. Preschool Half-Day classes dismiss at 12:30 pm and Preschool Full Day classes dismiss at 3:00pm. After School programs end at 4:20 pm. After-Care ends at 6:30pm.

Please be prompt in picking up children at dismissal time. In the case of an emergency, a parent or carpool

driver should contact the school to confirm when the child will be picked up. Please notify the school in writing if your child should not leave with a particular parent because of a divorce, legal separation, etc. Please inform the office in writing if your child will not be going home with the regular driver. Children may not linger in the facility or on the school grounds after dismissal.

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### GUIDELINES FOR PARKING

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- Only park in areas that are lined for parking. Do not double-park.
- Never allow children to cross the parking lot alone.
- Do not leave other children unattended in the car when you are picking up or dropping off your child.
- Follow the one-way signs when driving. Drive cautiously and give pedestrians the right-of-way.

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### DROP-OFF PROCEDURES

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All children must be signed in when they are dropped off.

1. Before Care: Walk your child to the Before-Care classroom.
2. All Parents: A staff member will be available to meet your child in car line from 8:30 – 8:50am.
3. Late arrivals: If you arrive after 9:00 am, please take your child to the office and office staff will escort your child to the classroom.

\*Please do not linger during drop-off or pick-up times.

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### PICK-UP PROCEDURES

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1. Half-Day Students: Pick up your child at car line. Your child will be escorted to the office after 12:40pm. Late fees will be assessed after this time.
2. Full-Day Students: Pick up your child at car line between 3:00-3:10pm. Your child will be escorted to the office after 3:10pm. Late fees will be assessed.
3. After-School Program until 4:20: Students enrolled in the After-School Program will be escorted by their teacher to their After-School classroom at 3:10pm. and the program will end at 4:20pm. Pick-up between 4:20-4:30pm. Students will be escorted to the After-Care classroom at 4:30.
4. After-Care until 6:30: Pick up your child from the After-Care classroom. Remember to sign out your child from the After-Care program every day. Late fees will be assessed and should be paid directly to the after-care teacher at the time of late arrival or to the office within three days.

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### AUTHORIZED PICK-UP PERSON

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Only a parent, legal guardian, or those designated by them will be able to pick up students from school. If there is a change in who will pick up your child, the school office must have a prior note or phone call from the parent/guardian. That person may be asked to show identification before the child will be released.

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### EARLY PICK-UP

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Please give sufficient notice to the school office prior to picking up your child early. The student will be sent to the office to be picked up by a parent at the designated time.

## **BEFORE-CARE, AFTER-SCHOOL, AND AFTER-CARE PROGRAMS**

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Before-Care begins at 7:00am and ends at 8:35am. Before-Care breakfast is served at 8:00 am. Breakfast is included in the Before-Care tuition. After-School begins at 3:15 pm and ends at 4:20pm.

Any child remaining in the After-School program after 4:30pm or After-Care program after 6:30 p.m. will be charged at the rate of \$5.00 every 15 minutes. This fee can be paid directly to the staff member or given to the school office the next day. Before-Care, After-School, and After-Care arrangements should be made in advance.

## **DISCIPLINE POLICY**

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The Fellowship Christian School staff has the goal of providing a Christian environment throughout the school in which children will feel safe and secure and have a maximum opportunity to develop spiritually and to learn (Psalm 33:5). In order to maintain this goal, we have a school-wide discipline policy (Proverbs 10:17; 12:1; 15:32; 29:17; Hebrews 12:4-11) for all students.

These rules include the following:

1. Respect and obey the adults who are in authority – follow their directions the first time they are given. (Romans 13:1-2; Hebrews 13:17)
2. Be kind and courteous to others. (Proverbs 20:3; I Corinthians 13:4-7; Ephesians 4:32)
3. Use appropriate language at all times. (Matthew 12:36; Ephesians 4:25-30; 5:4)
4. Respect the property and equipment of school, church, and others. (Exodus 20:15; Matthew 7:12)

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## **DISCIPLINARY MEANS**

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Fellowship Christian School will incorporate a “gentle, yet firm” discipline policy. Teachers will offer children opportunities to learn from their actions through positive affirmation or consequences throughout the day. Children will learn through godly discipline and training to make wise choices. Teachers will be firm in enforcing the classroom and school-wide policies and behavioral expectations to students through positive reinforcements and consequences. We will use disciplinary symbols like stoplight colors or some other visible and easily understood means to indicate the child’s behavioral performance in the classroom.

The school may also employ a means of correction when the student’s behavior is unsatisfactory. Some of the options that might be used are the following:

- Give a verbal warning.
- Separate the child from the other children temporarily.
- Have the child miss part of recess.
- Send the child to the office.
- Dismiss the child from class with or without action by the principal.
- Have the student removed from school for a day or part of a day through in-school or out-of-school suspension.
- Ask the parents to obtain help from a professional counselor.
- In extreme cases, the Board of Directors, on recommendation of the principal, may expel a student.

***The summary of the school's general discipline practices are as follows:***

- Positive discipline, with an emphasis placed on the definition of discipline - training.
- Redirection will be used when appropriate.
- Choices will be given to the child in order to help him/her develop a sense of self-control and self-confidence, understanding the benefits of a wise choice.
- Discipline appropriate to the child's level of development and understanding.
- Use of positive methods of guidance that encourage self-direction.
- Brief, supervised separation from the group may be needed for a child to gain control.

The Administration of Fellowship Christian School reserves the right to suspend or expel any pupil.

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## **PARTIES**

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### **BIRTHDAY CELEBRATIONS**

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The children are allowed to have birthday celebrations in their classrooms. Notify the teacher in advance if treats will be provided for your child's special day. Send in items such as store-bought cupcakes, brownies, and cookies.

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## **UNIFORM POLICY AND PROCEDURES**

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### **PHILOSOPHY**

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Appearance expresses attitude and personality, and influences behavior. FCS's dress code expresses seriousness and a positive attitude that suggests a readiness for learning. A wholesome appearance that honors God is marked by neatness, modesty, and appropriateness, avoiding extremes and fads that could compromise a Christian's witness. School officials, staff, and parents view uniforms as a positive way to reduce discipline problems and increase school safety.

The potential benefits include:

- Putting the focus on academics rather than clothes and fashion
- Helping students differentiate between a learning environment and a play environment
- Instilling a sense of discipline
- Helping students and parents reduce peer pressure.

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### **DRESS GUIDELINES**

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The uniform is a white, yellow, or navy polo shirt with khaki or navy pants, shorts, skirt, or jumper.

Students enrolled in P2.5 should wear simple, neat shorts or pants (no skirts or dresses, please). All pictures and slogans should be appropriate for a child's atmosphere and non-offensive.

Students should wear appropriate footwear for recess activities and playground play. In the winter, students should dress warmly and be prepared for outdoor play. Shorts or tights must be worn when girls are wearing

jumpers or skirts. Hats may not be worn inside the building. Put your child's name on all jackets, sweaters, coats, etc. If a child is not in accordance with the dress guidelines, he/she will be sent to the office until the problem can be remedied.

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## SCHOOL UNIFORM POLICY

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Students enrolled in P3 and P4 are required to wear uniforms. There will be casual dress days throughout the year designated by the school. Parents will be informed well in advance regarding special dress days, such as Spirit Week. New students to the school will have seven school days in which to purchase and begin wearing uniforms. A change of clothing should be brought to school for students. The change of clothing does not need to be a uniform.

### GENERAL APPEARANCE GUIDELINES

*Socks* Crew socks, knee socks, or tights may be worn.

*Shoes* Only dress shoes or sneakers are allowed in school. Open toed shoes are not allowed at any time during the school year. No flip flops or sandals may be worn.

*Shirts* Shirts must be yellow, navy, or white polo style.

*Jumpers/skirts* Shorts or tights/spandex must be worn under jumpers and skirts.

*Hats* Students may not wear hats inside the building.

*Jewelry* The wearing of jewelry is limited to necklaces, watches, and post earrings.

*Hair* Hair should be off the collar and ears for boys. Hair should be cut/colored/styled so as not to be a distraction to others in the learning environment.

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## MISCELLANEOUS INFORMATION

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### FIELD TRIPS

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Field trips are part of the instructional program at Fellowship Christian School. Parents will be notified when and where these trips will take place and what fees will be charged to cover the expenses. Preschool parents may be asked to chaperone or accompany your child on the trip. Field trips are weather-permitting and may be cancelled without rescheduling. There is no alternative care for students who choose not to attend.

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### HOMEWORK

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Homework is suggested, but not mandatory, for preschool students. Homework helps your child to develop work and study habits. It is means of reviewing and reinforcing the lessons taught in school. To assist your child in developing a routine that will help in completing homework assignments:

1. Ask your child if he/she has homework. By asking your child about homework, you are helping him/her to remember that there is an assignment to be completed. Homework is generally assigned each Friday.
2. Show interest in your child's homework by asking him/her to explain the homework to you when it is completed. This reinforces the importance of homework and helps your child understand that you are interested in his/her progress. Looking at your child's homework also keeps you informed of his/her progress and work habits.
3. Do not do the homework for him/her. If your child has trouble with an assignment and is unable to complete it, write the teacher a note. Homework should be your child's work, not yours.
4. Help your child set a routine by scheduling a particular time and place to do homework and to remain with that commitment. Free him/her of other activities at that time.

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### **SECURITY**

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The safety and welfare of students, parents, and staff is very important. We also want to prevent theft and vandalism from occurring in our facility and on the parking lot. Please adhere to these guidelines:

1. Never leave small children alone in the car.
2. Never leave valuables (including purses) in the car, especially in plain sight.
3. Do not share the security code with others, including your children.

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### **SCHOOL PROPERTY**

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Students are to show respect for school property, i.e. the classrooms, hallways, bathrooms, the front of the school, and the playground areas.

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### **TOYS FROM HOME**

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Toys should not come to school unless specified by the teacher or school for activities such as "Show and Tell". Objects should be put in a bag with the child's name on it. Please do not send expensive or irreplaceable toys, games, or electronics.

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### **GIFTS AND FUNDRAISING**

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Tuition and other fees do not cover all of the expenses of operating Fellowship Christian School. Therefore, it is necessary to employ other means to meet the needs of the school. Fundraising programs will be conducted during the year. Parents and students are invited to cooperate and support the programs. Tax-deductible contributions to Fellowship Christian School are encouraged. A living memorial offering to a special loved one may also be given to help support the ministry.

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### **PARENT/TEACHER CONFERENCES**

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Parent-Teacher Conferences will take place during the school year. Parents may schedule additional formal conferences with teachers as needed. The principal may sit in on conferences if requested by the parent or teacher.

## HEALTH AND SAFETY

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Do not send a sick child to school. If a child becomes ill during the day, you will be notified by the school office and will need to make arrangements to pick up the child.

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### COMMUNICABLE DISEASE REGULATIONS

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When a child has a fever of 100.4 degrees or more, a parent will be contacted and asked to take the child home. The child should not return to school until he is free of fever for 24 hours.

When the child returns to school after being sick, please make certain that he is dressed appropriately to play outside during recess time. All children will go outside for recess. A child may not stay inside due to cold weather; bring warm clothing. Children with severe allergies may be allowed to stay indoors only with the written request of the parent.

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### INJURIES

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Any serious injury that occurs at school will be reported to parents immediately. Any minor injuries that occur at the school will be reported to the parents on an accident report form placed in your child's bookbag.

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### MEDICATIONS

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1. Medications may not be sent to school with a child for self-administration, and students may not carry on their person over-the-counter drugs such as pain relievers (Tylenol, etc.), inhalers, cough drops, etc.
2. All prescriptions and over-the-counter drugs must be administered by the school personnel.
3. Before any medication may be dispensed, the school office must have on file a completed Medication Administration Authorization Form (available in the FCS Office). The medication must be in an original bottle that comes directly from the pharmacy.
4. The first full day's dosage of any new prescription should be administered at home.

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### IMMUNIZATION REQUIREMENTS

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Two health forms are required for new enrollments: Health Inventory and Maryland Immunization Certificate. These forms are available in the school office and must be completed and signed by a physician and returned before the student comes to school.

#### **Required Immunizations for Children Entering P2 through P4:**

- 4 doses of DTP/DtaP (diphtheria and tetanus toxoid with acellular pertussis vaccine)
- 3 doses of Polio
- 1 dose of Hib (at least 1 dose after 12 months of haemophilus influenza type B vaccine)
- 1 dose of MMR (measles, mumps, and rubella combined vaccine)
- 1 dose of PCV7 or by the brand name Prevnar will be required for children enrolled in preschool programs.
- Varicella (chickenpox and Hepatitis B vaccines will be required for children entering preschool programs through ninth grades.)
- Upon record review a vaccine dose given less than or equal to 4-days before the minimum interval or age may be counted as valid.

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## LUNCH AND SNACK

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Children should bring their own lunch and snacks from home unless the child has purchased lunch through the school. Please label the lunch and snack bags with student's name. All children should be provided with a water bottle.

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## SCHOOL OFFICE

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### SCHOOL DELAY/CLOSING POLICIES

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Fellowship Christian School will follow the Montgomery County Public Schools regarding weather-related school closings, early dismissals, or late openings. A delayed opening or early dismissal will apply to the extended care program as well as the academic day unless otherwise noted. All announcements are typically made by 6:00am via email or our website. FCS daycare may not be offered during weather-related closings.

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### ADMINISTRATIVE AVAILABILITY

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The school office hours are 8:00 a.m. until 4:00 p.m. Monday through Friday, except for holidays.

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### FEE PAYMENTS

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All lunch fees, late fees, program change fees, registration fees, field trip fees, or other assessed activity fees should be paid by:

1. Cash/Check/Money Order payments will be accepted with no additional charge.
2. Credit Card payments will be charged an additional 3.6% convenience fee.

Checks should be made to "Fellowship Christian School" or "FCS". The registration fee is due at the time of enrollment and is non-refundable unless the program cannot be offered due to low registration or no space.

The textbook and resource fee is non-refundable after August 1. Tuition payments are considered nonrefundable on a monthly basis after they have been paid. This includes the initial payment at the beginning of the school year, regardless of the date of withdrawal.

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### FINANCIAL POLICY AND AGREEMENT

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Fellowship Christian School's financial policies as outlined below:

1. 10-month tuition only covers the academic school calendar. Additional fees will be charged if child attends daycare offered during holidays, professional days, or summer.
2. For those who pay tuition monthly, if three consecutive attempts by ACH fail to collect a monthly payment due to insufficient funds, the student(s) may be dismissed from Fellowship Christian School unless extenuating circumstances are presented in advance by the signer and approved for delayed payment by the Fellowship Christian School administration.
3. Should an account fall into default status, the state's legal maximum interest or 1.5% monthly may be assessed. In addition, Parent/Guardian agrees to pay the FCS all collection agency and attorney fees

incurred in bringing account current. Act of default accelerates payments to be due immediately as credit is no longer extended.

4. Early withdrawal of student is subject to a pro-rated tuition plus an additional 10% of the remaining tuition.
5. A \$25.00 fee will be assessed for non-sufficient funds (NSF).
6. Program Change Fee: Any changes made during the year (add or move) will require a \$35 processing fee.

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### INSURANCE

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Parents are required to provide medical/dental insurance coverage on their children for accidents and injuries that may occur at school and during school-related activities. If you are not certain that your insurance provides this kind of coverage, inquire and make certain that it does. If you do not have insurance coverage for your child, contact the school office to find out where you might obtain this type of insurance. The school does not carry special insurance on individual students.

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### RE-ENROLLMENT AND ENROLLMENT

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Re-enrollment for the following school year is NOT automatic. Students must register for the next school year in accordance with the guidelines below. (Early registration/re-enrollment will be given a discount.)

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### ADMISSIONS PRIORITY

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When the number of applicants exceeds the available spaces, the following priority will apply:

1. Presently enrolled students who re-enroll during January.
2. Siblings of current students who enroll by the end of January for the following school term.
3. New applicants who are current NCFC members who enroll between February 1-14th for the following school term.
4. New applicants to Fellowship Christian School beginning February 15<sup>th</sup>.

*\*To receive this priority registration benefits for those that fall under #1, #2, or #3 above, you must be a current member of NCFC or be a current student/sibling of FCS at the time of registration. NCFC and FCS family members may not sign-up their relatives, friends, or other **non-immediate** family members.*

Re-enrollment information will be done online in January using the parent ID and password. Re-enrollment process must be completed each year and submitted with the registration fee online. **After January, re-enrolling students will not be given priority placement although they may still apply.**

Available placement is given on a first-come basis, subject to fulfilling all of the policies and requirements of the school. All applications are time-stamped when received in the school office; however, FCS reserves the right to exercise discretion. All placements are subject to the student meeting the admissions requirements and receiving school approval to enter the requested grade. Re-enrollment or application priority does not guarantee acceptance.

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## **WITHDRAWALS AND TRANSFERS**

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Parents deciding to withdraw their children from the school are requested to notify the school office at least **ONE MONTH** in advance. Refunds or credit will be prorated weekly if the school has been given sufficient notice, minus 10% of annual tuition from the time of withdrawal. Records will not be released until the account is current. Yearly fee refunds will be prorated on the same basis.

## HANDBOOK AGREEMENT

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We, the parents of \_\_\_\_\_, have read and agree to follow the rules and standards outlined in this handbook, as well any future policies and procedures developed at Fellowship Christian School that we are made aware of, to the best of our abilities.

We agree to reinforce the school's expectations with our child and to do our best to be cooperative with the school administration, staff, and teachers. We understand that failure to comply with the school's policies could result in warnings, fees, or the dismissal of our child from Fellowship Christian School. We understand the school's desire to carry out a Christ-centered, educationally-rich environment for all students, and will consistently strive to prayerfully support the children, teachers, and staff.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date