FCA
FOUNDATIONS
CHRISTIAN ACADEMY
A FALCON Center™

STUDENT & PARENT HANDBOOK

2026-2027

Welcome to Foundations Christian Academy Family!

We are delighted to extend a warm and heartfelt welcome to you, our cherished students and valued parents, to the heart of our educational community. At Foundations Christian Academy, we embark on a journey of nurturing young minds, fostering growth, and cultivating a deep sense of purpose by laying firm **FOUNDATIONS** for a bright and purposeful future.This introduction to our student and parent handbook serves as a glimpse into the very essence of our institution—a place where faith, learning, and individuality converge to shape exceptional futures.

Our school is not just a place of education; it is a haven where each student's unique journey is celebrated and embraced. We firmly believe that every student is endowed with a God-given potential waiting to be discovered and nurtured. With this unwavering belief as our guiding star, we have woven the fabric of our academy around the principles of compassion, support, and personalized growth.

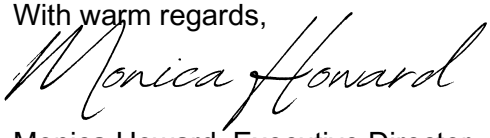
Recognizing that no two students are alike, we have dedicated ourselves to a holistic approach to education. In addition to academic excellence, we understand the profound importance of addressing emotional and spiritual needs. Our commitment to this holistic view is embodied in our small class sizes of 8 to 10 students, fostering an intimate and inclusive environment where each individual's voice is heard, valued, and understood.

What truly sets Foundations Christian Academy apart is our dedication to customization. We recognize that education is not one-size-fits-all; therefore, we craft personalized curriculums that align with each student's needs and passions. Through this approach, we instill a love for learning that resonates deeply and establishes solid **FOUNDATIONS** upon which successful futures are built.

As you explore this handbook, you'll find a comprehensive guide to our school's policies, procedures, and values. We encourage you to familiarize yourself with its contents, as it will undoubtedly serve as a valuable resource throughout your time at Foundations Christian Academy.

Welcome to a place where hearts, minds, and spirits thrive on strong **FOUNDATIONS**. We look forward to partnering with you in realizing your child's God-given potential and building a solid foundation for a future filled with promise.

With warm regards,



Monica Howard, Executive Director

OUR VISION AND MISSION

At Foundations Christian Academy we have an unwavering commitment to education that is embodied in our powerful Vision and Mission Statements. These statements encapsulate the very essence of who we are, what we aspire to achieve, and the profound impact we aim to make in the lives of our students.

VISION STATEMENT

Foundations Christian Academy believes all children, no matter their ability or socioeconomic status, be valued, respected and included receiving a high-quality education in a healthy environment tailored to their individual needs building strong biblical, educational and social foundations, creating meaningful opportunities and plans for a successful future.

MISSION STATEMENT

Foundations Christian Academy is a faith-based, K4-12 private academy providing an individualized, trauma-informed, therapeutic education for children with learning differences, empowering these children to achieve their God-given potential in a safe, inclusive and transformative environment.

PROGRAM OVERVIEW

Foundations Christian Academy is hereby referred to as FCA throughout the parent handbook. At FCA we strive to help your student acquire important skills that will help them throughout their lives. FCA will help your student develop self-confidence, self-acceptance and their special skills and talents while in our care. By hands-on-learning in small classroom settings FCA makes it possible for our students to overcome learning obstacles and succeed. We offer a balanced program of curriculum and structured activities. Activities are carefully planned to spark your child's imagination, encourage social skills and encourage positive values and skills.

Program components may include, but are not limited to, computer curriculum, classroom style curriculum, art, music, PE, recreation, social skills development, health enhancement, humanities, lunch, nutritional snacks and character learning. We want to ensure that children are given a mix of educational activities that focus on developmental assets, which are the building blocks that teach children how to be successful in our communities.

HOURS, DAYS AND MONTHS OF OPERATION

Regular school hours are 8:30 AM - 3:10 PM, Monday – Friday.
Extended hours are 7:30 AM - 8:30 AM and 3:15 PM - 5:30 PM

(THERE IS A FEE FOR EXTENDED HOURS. PLEASE SEE EXECUTIVE DIRECTOR FOR FEE SCHEDULE)

FCA generally aligns with local school district calendar but reserves the right to modify schedules, closures, and instructional days as necessary. Please see school academic calendar for specific dates.

ARRIVAL, DEPARTURE, AND RELEASE PROCEDURES

ARRIVAL The responsibility of FCA for your child begins when your child enters the FCA space and is checked in by an FCA staff. Do not leave your child unattended outside of the facility. Please wait with your child until an FCA staff has arrived. FCA is not responsible for your child until he/she has entered facility and checked in by FCA staff.

DEPARTURE AND RELEASE

Parents must enter the building's main office and inform FCA staff their child is leaving. The FCA staff will then sign your child out for that day. This ensures child safety and compliance with state licensing procedures.

Photo ID is required for the release of your child. The child will ONLY be released to his/her parent and/or those adults that the parent(s) specifically designate on the enrollment form. Amendments to the release section of the enrollment form must be submitted in writing by the parent or guardian who completed the form. If a parent is not allowed to pick up a child, the center must have a copy of the court order signed by a judge. Without this documentation, we
are obligated to release a child to either parent. FCA will only follow what the court order states.

HEALTH AND SAFETY

ILLNESS AND EXCLUSION CRITERIA

In orderto protect thehealth of allchildren in our care, please keep your child at home if you notice that he/she begins to show signs of an illness or contagious disease or if he/she feels too ill to participate in a group care setting.

Please let us know as soon as possible if your child has a communicable illness or infection. This will allow us to notify the parents of children attending our program. Children with communicable conditions may not return to FCA without a note from their physician.

Weather permitting, children go outside every day. We cannot keep one child inside due to illness.

Children with head lice will not be allowed to attend classes. FCA will follow the same guidelines as the public school in relation to head lice.

If your child becomes ill during the school day, we will contact you to pick him/her up. In the case of injury, parents will be notified immediately.

MEDICATION POLICY Regular mid-day medication can be administered on-site. For ongoing and emergency medication, please complete a medication form. This form requires you to note the specific dosage your child is to be given. All medications must be accompanied by prescription or written permission from the child's parent and must be in the original container with your child's name and all labels intact. Medication administration is subject to staff availability and school discretion.

MEDICAL EMERGENCY

In thecase of a medical emergency, we will call 9 1 1 and contact the child's parents/guardians. Responding emergency medical personnel will make any determinations as to if the child should be transported to a hospital. We will provide them with the information from your child's records as to your choice of hospital and physician. In the event this information is not specified, the child will be transported to the nearest available hospital.

PARENTAL NOTIFICATIONS Parent notifications may be made in writing via letters, emails, fliers and/or signage at front entrance, classroom doors or parent table if applicable. Notifications may also be made by phone calls or directly in person by FCA staff. Open communication is very important to the success of your child at FCA. Conferences may be requested at any time. Classroom and/or activity schedules, menu (if applicable) and other pertinent information will be available to you by FCA staff or parent table if applicable.

IMMUNIZATIONS, TB TESTS, HEARING AND VISION

Foundations Christian Academy does notrequire immunizations as a condition of enrollment. Families are required to provide either current immunization records or a signed exemption form, which must be updated every two years and kept on file with the School.

ENROLLMENT PROCEDURES AND NOTIFICATION OF POLICY CHANGES

Enrollment forms can be accessed onlineat the FCAwebsite orat FCA.All areas of the application must be completed in its entirety. Physician and hospital information must be completed and it is strongly recommended that you list three emergency contacts.

Please note that all paperwork must be submitted before your child can begin the program. Any policy changes will be provided to parent or guardian in writing.

FOOD SERVICE PRACTICES

SNACKS/LUNCH Each child is encouraged to bring 2 snacks to be eaten during the school day. A healthy snack like fruits or vegetables, pretzels, etc. are recommended. Please do not send items that require a utensil to be eaten.

An afternoon snack is provided for children who stay after regular school hours (extended hours). Water is available and provided during school hours, as well as extended hours. If you send an additional snack with your child, please make sure it does not contain any allergens posted as some children may be allergic.

Each child is to provide his/her own lunch daily. Lunch is not provided unless otherwise posted for events such as rewards, parties or otherwise noted. Written notice will be given and/or posted in regards to any changes to lunch. We encourage a healthy lunch meeting USDA requirements.

TRANSPORTATION

If your child is transported by FCA, we ask that you speak with your child regarding proper safety guidelines. All children must stay seated with their seat belts fastened while the vehicle is moving and until the vehicle is completely parked. Our primary goal when transporting children is to ensure their safety. FCA reserves the right to not transport a student if procedures and policies are not followed.

TRANSPORTATION RULES AND REGULATIONS

While children arebeing transported, theyareunder the direct supervision of the driver and must obey the driver at all times. The driver has the authority to assign seats to students for

safety and disciplinary reasons. Failure to follow the driver's rules will be considered an act of disobedience and may result in disciplinary action as determined by the School.

For the child's own protection, hands, head and arms must be kept inside the bus at all times. Feet and bags must be kept clear of the aisle. Conversations containing offensive language are not allowed and children should avoid any unnecessary, loud or boisterous talking.

Fighting or horse play is not permitted and will not be tolerated. General regulations pertaining to the restrictions of the use of tobacco, knives or other weapons, use of profanity, and obscene gestures apply to all children being transported.

Children are expected to help keep the vehicle clean, sanitary and orderly. Paper or other debris should not be left on the floor of the bus or thrown at other students. No materials should ever be thrown out of the vehicle windows or doors.

Tampering with emergency doors or any other controls on the vehicle is not allowed. Opening or closing the front door is prohibited by anyone other than the driver. No electronic devices are allowed to be brought on the vehicle without permission.

FIELD TRIPS

Written notice to parent or guardian will be provided and a signed permission slip will be obtained for any scheduled field trip. A copy of each child's medical insurance will also be needed in case of emergency. Notice will also be posted by FCA.

PARENT INTERACTION PROCEDURES

VISITING, COMMUNICATION AND CONFERENCES

Parents are welcome visitors to our program. Please check notices, fliers or other information about program activities. We appreciate input regarding program expectations, suggestions, ideas and comments on ways to improve our service to you and your family.

You may direct suggestions, concerns, compliments and complaints to the immediate staff or Executive Director of FCA.

PARENT PARTICIPATION IN PROGRAM AND VOLUNTEERING

Parents are encouraged to participate with their children in a variety of activities. Volunteers will need to check with Executive Director or staff on duty. Parents and volunteers are never left alone with a group of children and will have a staff member with them at all times.

TUITION AND FINANCIAL POLICIES

ACCOUNTING PROCEDURES

Tuition is an annual financial obligation and may be paid according to an FCA-approved annual, semi-annual, monthly, or other payment arrangement. Discounts may apply to certain payment options in accordance with FCA's published tuition schedule. Monthly tuition is based on ten (10) monthly payments (August–May), unless otherwise specified in the Enrollment & Tuition Agreement. Curriculum fees are due in July.

FCA's tuition billing periods are not based upon the number of instructional or attendance days occurring within a particular month. Therefore, monthly, semester, or other scheduled tuition charges are not prorated because the school year begins or ends during a partial calendar month.

If a student voluntarily withdraws from FCA, written notice must be submitted to the Executive Director at least two weeks in advance to allow time for processing withdrawal paperwork and preparing records. Voluntary withdrawal does not prorate or eliminate a tuition charge that has already become due under the family's selected payment plan. The Parent/Guardian remains responsible for amounts due in accordance with the signed Enrollment & Tuition Agreement.

Tuition and fees paid directly by the Parent/Guardian are non-refundable following voluntary withdrawal except where required by applicable law or an FCA-approved written exception.

WITHDRAWAL FEE - A $200.00 withdrawal fee will be assessed upon voluntary withdrawal prior to completion of the school year. The withdrawal fee is the direct financial responsibility of the Parent/Guardian and is due regardless of the student's selected payment plan or participation in TEFA, scholarship, financial aid, or other third-party funding. The withdrawal fee is separate from and in addition to any tuition, fees, or other amounts owed under the Enrollment & Tuition Agreement.

TEFA, SCHOLARSHIPS, AND THIRD-PARTY FUNDING -Texas Education Freedom Account (TEFA) funds, scholarships, and other third-party funding are sources of payment that may be applied toward tuition and eligible fees. FCA will administer funds received through these programs in accordance with applicable law and the rules and requirements of the applicable funding program.

The administration, adjustment, return, reversal, or availability of third-party funding does not independently alter FCA's tuition schedule or the Parent/Guardian's contractual financial obligations to FCA. Parent/Guardian financial responsibility is governed by the signed Enrollment & Tuition Agreement, subject to applicable law and program requirements.

If there is a conflict between this Handbook and the signed Enrollment & Tuition Agreement concerning tuition, fees, payment schedules, withdrawal, refunds, or financial responsibility, the Enrollment & Tuition Agreement will control, subject to applicable law and program requirements.

- **PAYMENTS** – Payments are made electronically through FACTS. No cash payments.

- **LATE PAYMENTS** – Payments are late after 3rd of each month. A late fee of $25.00 is added on the 3rd of each month. 30-day delinquent account, removal of student from classroom until account is rectified, unless other arrangements have been made with Executive Director.

- **FINANCIAL ASSISTANCE** – Financial assistance may be available through approved scholarship partners and may be applied for once per year. Partner scholarships are awarded at the discretion of the third-party provider and are not guaranteed by Foundations Christian Academy. Any financial assistance offered by the School is awarded on a case-by-case basis and does not guarantee continuation in future years.

- **LATE PICK UP** – Please call FCA if an unexpected emergency will cause you to be late picking up your child. FCA offers extended hours before and after school if needed. You must contact FCA if your child will be staying for these extended hours. Fee schedule does apply. In the event that a child has not been picked up within 30 minutes of the stated closing time and no contact has been made with parent or guardian, staff has been instructed to contact the Executive Director and Child Protective Services. In the event a child has been repeatedly left past the closing hour, FCA reserves the right to terminate enrollment in the program. Please call 281-984-7588.

FCA STAFF

The FCA Executive Director believes that staff training is essential to providing quality instruction and care. FCA will hold staff training a minimum of two days prior to the beginning of each new school year.

STAFF/CHILDREN RATIOS The Texas Department of Family and Protective Services requires a minimum of one staff member per 18-26 children (varies by age of child). FCA is proud to strive for one staff member per 10 children ratio during instruction times.

DRESS CODE

MINIMUM REQUIREMENTS Although FCA does not have an official “dress code”, we ask that your child wears items that would be accepted at a church facility. Out of respect for the facility we are in, we want to also be mindful of our appearance.

- No tank tops (boys and girls).
- Shorts must have at least a 3-inch inseam (when bent over, must cover buttock).
- No flip flops on PE days please. Even bringing shoes to change into causes delays and anxiety for some of our students.
- Additional dress code expectations may be included based on the discretion of FCA staff if deemed potentially distracting for the class.

ADDITIONAL POLICIES

WATER ACTIVITIES FCA programs do not have water activities as a part of routine activity. Written notice to parent or guardian will be provided if any such activity is planned. Permission slips will also be obtained for each student in order to participate.

EMERGENCY PREPAREDNESS PLAN Staff members are trained in basic emergency procedures. Necessary responses to issues regarding natural disasters (floods, tornadoes, hurricanes, etc.) and fire escape routes are addressed in staff training. Monthly fire drills are conducted. In the event of a gas leak, your child will be relocated and you will be notified immediately to come and get him/her. At all times, we will place an emphasis on keeping children safe.

In cases of inclement weather, FCA will follow specific school district recommendations. We also may add cancellations or delay of arrival in addition to school district recommendations. If the weather begins to worsen during the day, we will ask you to pick up your child as soon as possible so our staff may get home safely.

CHILD’S PERSONAL BELONGINGS Children should be dressed per dress code requirements. Items brought to FCA by your child should be labeled. Please educate your child to be responsible for their personal belongings as the staff at FCA also help the children with this responsibility. Personal toys, video games, iPad/Tablet and cell phones are not allowed for use during school hours unless specified by FCA staff. FCA cannot credit or compensate for lost, damaged or stolen items.

EXCELLENCE IN EDUCATION SCHOOL

AGE DISCIPLINARY ACTION PLAN

All staff and children must have respect, responsibility, honesty, caring and faith when interacting with one another. The student code of conduct has been adopted by FCA to provide information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline.

FCA cannot best serve our students when children display unacceptable behavior. FCA shall foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of other students and staff. There are no refunds for suspension or termination of enrollment.

The disciplinary responses below are general guidelines and may be modified, shortened, extended or bypassed at the discretion of the Executive Director based on the individual circumstances of each situation.

UNACCEPTABLE BEHAVIOR (includes but is not limited to):

- Foul Language
- Disrespect for another child or staff member
- Fighting
- Refusing to take instruction
- Ignoring or disobeying rules of safety
- Defacing property or vandalism
- Stealing from students or staff
- Damage or vandalize to property of others
- Refusing to accept discipline management techniques used by a teacher or Para-educator
- Threatening a student or school staff member

DISCIPLINARY ACTION - FCA prohibits the use of corporal punishment. Appropriate methods for discipline will be used, including but not limited to:

- Cooling-off time or “time-out”
- Behavior contract
- Counseling by teacher
- Intervention strategies such as peer mediation and conflict resolution
- Oral or written correction
- Rewards given or removed
- Suspension

STUDENTS STANDARDS OF CONDUCT

SCHOOL SAFETY PLEDGE Recognize that every student has the right to a safe environment where everyone is treated with respect, have a caring and positive attitude to other, and follow proper safety procedures at all times, including:

- Never opening the outside doors unless directed by FCA staff
- No fighting or using foul language
- No running in the school
- No playing in the bathroom
- No playing on or under desks or tables
- Using good table manners during lunch and snack time
- Respect for fellow students and staff
- Stay with group and listen to staff at all times

Students are expected to:

- Abide by the Student Safety Pledge
- Adhere to the requirements of the Student Code of Conduct
- Begin lessons on time and when instructed
- Cooperate with or assist the school staff in maintaining safety, order, and discipline
- Keep hand and feet to themselves at all times
- Respect the rights and privileges of other students and teachers
- Respect the property of others, school property and facilities
- Report any acts of bullying
- Report dangerous behaviors and/or dangerous situations immediately to staff
- Report threats to the safety of students immediately to staff
- Students may be subject to searches when deemed necessary to maintain a safe school environment, consistent with applicable law.

LEVELS OF STUDENT MISCONDUCT/DISCIPLINARY ACTION

LEVEL 1

Misconduct

- Refusing to follow classroom rules (participating in classroom activity,completing assigned work, etc.).
- Any other act that impedes the orderly classroom procedure or interrupts the orderly operation of the classroom.

Disciplinary Options

- Teacher/Student conference
- Behavior contract
- In-class action (verbalcorrection,time-out,etc.)

LEVEL 2

Misconduct

- Repeated violation cited in Level 1
- Exhibiting any unacceptable physical contact which could result in injury
- Throwing objects that can cause bodily injury or damage to property
- Unwanted touching of another (tapping, pulling hair, pinching, etc.)
- Verbally or physically taunting others

Disciplinary Options

- Administrator/Teacher/Student conference
- Campus community service assignment
- Withdrawal of various student privileges
- Note home to parents

LEVEL 3

Misconduct

- Any repeated violation cited in previous levels or chronic repeated instances of misbehavior
- Acts of disobedience or disorderly behavior that are detrimental to the school, other students, harmful to health or safety, or inhibit the rights of others such as, but not limited to:
    - Bullying
    - Harassment
    - Other behaviors identified as disorderly and detrimental to school or other students
- Disrespect toward school personnel or school visitors
- Exhibiting any unacceptable physical contact that could/does result in injury
- Failure to comply with assigned disciplinary consequences
- Fighting– Defined as physical conflict between two or more individuals.Student under attack should detach himself/herself from situation and immediately alert staff

- Refusing to comply with reasonable requests of school personnel
- Threats (oral or written) to do harm to another or property of another
- Using profane, obscene, indecent remarks, or racially or ethnically offensive language and/or gestures directed toward others
- Vandalism of school or personal property of others

Disciplinary Options

- Administrator/ teacher/ parent/ student conference
- Restitution and/or restoration as applicable
- School community service assignment
- Written and/or verbal apology
- Withdrawal of various student privileges
- Suspension and/or Expulsion

Any FCA staff who observes a student violating class rules may intervene and correct the student using methods stated.

Level 1 behavior violation and discipline options are not limited to those listed. Serious or repeated violations may result in a more severe response or referral to Level 2. Additionally, Level 2 behavior violation and discipline options are not limited to those listed. Serious or repeated violations may result in a more severe response or referral to Level 3.

Some infractions will result in immediate attention to the Executive Director. The disciplinary response depends on the offense, previous actions and the seriousness of the misbehavior.

The School is not required to follow a sequential or progressive discipline process in every circumstance.

In addition to these guidelines there are separate disciplinary guidelines for contact with any student whether “playing” or otherwise.

Any hitting, pushing, shoving, slapping or any contact with another student:

- Contact (“playing” or otherwise) with no injury will result in being sent home for remainder of day as well as:
    - First Offense- Minimum of one (1) day suspension at Executive Directors discretion
    - Second Offense - Minimum of three (3) day suspension or expulsion and parent conference at Executive Directors discretion
    - Third Offense - Minimum of five (5) day suspension or expulsion and parent conference.

- Contact (“playing” or otherwise) with injury will result in being sent home for remainder of day as well as:
    - First Offense- Minimal (3) day suspension with possible expulsion and parent conference at directors discretion
    - Second Offense- Minimal (5) day suspension with possible expulsion and parent conference at directors discretion
    - Third Offense- Expulsion for remainder of school year

ACKNOWLEDGEMENT AND RECEIPT OF PARENT/STUDENT HANDBOOK

I/We,_____,parent/guardian of _____, acknowledge that we have received, read, and understand the Foundations Christian Academy Student & Parent Handbook and agree to comply with the policies, rules, and procedures contained herein. I/We further acknowledge that tuition, fees, payment obligations, withdrawal, and financial responsibility are governed by the Enrollment & Tuition Agreement included in the enrollment packet.

_____ _____

Parent/Guardian Signature Date

_____ _____

Director Signature Date