
Wings of a Dove Christian Academy Elementary Handbook



**CHRISTIAN PREPARATORY
ACADEMY**

Revised 7/26/2016

Statement of Faith

Wings of a Dove Christian Academy is founded on the Holy Scriptures, as interpreted in the statement of faith of the Association of Christian Schools International (ACSI). The doctrinal position of Wings of a Dove Christian Academy:

- 1) We believe the Scriptures, both Old and New Testaments, to be the inspired Word of God, without error in the original writings, the complete revelation of God's will for the salvation of men, and the divine and final authority for all Christian faith and life (II Timothy 3:16-17; John 14:26; 16:12-15).
- 2) We believe in one God (Deut. 6:4), Creator of all things, infinitely perfect and eternally existing in three persons, Father, Son and Holy Spirit (II Corinthians 13:14; Matthew 28:19).
- 3) We believe that Jesus Christ is true God (John 1:1) and true man (Hebrews 2:14), having been conceived of the Holy Spirit and born of the Virgin Mary (Luke 1:34, 35). He died on the cross, a sacrifice for our sins according to the Scriptures (I Corinthians 15:3; 20:24-29), ascended into heaven (Acts 1:1-9), where He is now our High Priest and Advocate (Hebrews 7:25, 26; I John 2:1; Philippians 2:5-7). He will return in power and glory (Acts 1:11; Revelation 19:11).
- 4) We believe that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ (John 16:14) and during this age to convict men (John 16:8), regenerate the believing sinner (John 3:5-8), indwell (I Corinthians 12:13), guide, instruct (John 14: 26), and empower the believer for godly living and service (Ephesians 5:18-21).
- 5) We believe that man was created in the image of God according to scriptural accounts (Genesis 1), but fell into sin (Genesis 3) and is therefore lost (Romans 5: 12-21) and only through regeneration by the Holy Spirit can salvation and spiritual life be obtained (John 3:5-8).
- 6) We believe that the shed blood of Jesus Christ and His resurrection provide the only ground for justification and salvation for all who believe (Hebrews 9:22-28; Romans 4:25), and only such as receive Jesus Christ are born of the Holy Spirit, and thus become the children of God (John 1:10-13; 3:5-8).
- 7) We believe that the true church is composed of all such persons who through a saving faith in Jesus Christ have been regenerated by the Holy Spirit and are united together in the body of Christ of which He is the head (Colossians 1:18-22).
- 8) We believe in the bodily resurrection of the dead: of the believer to everlasting blessedness and joy with the Lord (I Corinthians 15:51-53; I Thessalonians 4:13-18), and of the unbeliever to eternal judgment. (Revelation 20:7-15)

ELEMENTARY HANDBOOK

KINDERGARTEN – 6TH GRADE



General Policies (Listed Alphabetically)

Access to Student Files

Parents and staff have access to student files but may not take them from the school office. Copies of items and records can be made for parents. All record requests will be available within three (3) business days.

Accidents

All accidents that occur during the school day or on any school sponsored trip will be reported to the office immediately. The staff in charge of the student at the time of the accident will complete a Student Injury Report Form that will be sent home with the child. Minor injuries will be treated in the office. Students with serious injuries will be taken immediately to the hospital and parents will be notified by phone. A Medical Release/Parental Permission form must be signed by a parent/guardian and kept on file in the office for each student. This form provides the school with emergency phone numbers and authorization of emergency medical treatment.

Admission Procedures

Wings of a Dove Christian Academy will not deny admittance to any student based on race, color, or national origin. Students must complete the admittance process outlined in the registration packet, return all specified forms with accompanying fees, and undergo the required screening before being considered for admittance. To begin Kindergarten, a child must be five years old on or before December 31. Any child whose birthday is after September 1st is subject to testing to determine if Kindergarten placement will be right for them.

Agendas

Each Student Grade will receive a Student Agenda. The Student's agenda will be used to record homework daily and to send any necessary messages home to the parent. Parents are asked to check and sign agendas every evening. Unsigned agendas will count against the students Classroom Preparation Grade.

Arrival & Dismissal of Students

Students must be checked in and in their class no later than 8:30 a.m. The school day is over at 2:30 p.m. Parent pick up is from 2:45 p.m. to 3:00 p.m. This will give each teacher sufficient time to follow dismissal procedures. More than 5 early dismissals within a 30 day period will be equal to 1 unexcused absence.

General School Day

Time	Activity
6:30-7:45	Before School Care Breakfast
8:00-8:15	Arrival of students
8:30-9:00	Morning Devotion
9:05	Academic Day Begins
11:30-12:15	Lunch
2:45	Dismissal K-4 TH Grade

Attendance and Tardy Policies

Punctual and regular attendance at school is a shared responsibility of the student and his parent(s) or guardian(s). Regular attendance prepares the student for the world of work and adult responsibilities. WOADCA expects all students to attend school, to be punctual to school and to classes, and to bring the appropriate materials with them. The school day begins at 8:30 am and ends at 2:30 pm. Each teacher takes attendance. Students arriving after 10:00 am or leaving anytime before 1:00 pm are counted absent **1/2** day and must sign in/out in the office.

Absences

If a student is absent from school, a parent or legal guardian must call the school office by 9:00 am. Failure to phone in within 24 hours with a valid excuse may result in an unexcused absence. If the parent knows in advance that a student will be absent, the office must be notified in writing prior to the day of absence (See Pre-Arranged Absences). Students can accumulate a maximum of 12 days of absences per semester. This includes excused or unexcused absences. A student will be given two days to make up homework for each day absent for sickness. Arrangements for schoolwork can be made through the main office.

Illness

If students become ill during the school day, they are to report to the main office. Students may not go home unless the school has contacted his/her parent or guardian.

Pre-arranged Absences

Parents are discouraged from taking students out of school for vacations or for non-school sponsored events. EVERY EFFORT SHOULD BE MADE TO SCHEDULE VACATIONS TO COINCIDE WITH SCHOOL

VACATIONS. However, if an absence is unavoidable, the following procedure must be taken:

1. A "Pre-Arranged Absence Form" must be picked up, filled out, and returned to the main Office 2 days prior to the absence.
2. The form must be signed by a parent or guardian.
3. If there is an emergency absence due to an illness or death in the family and a form cannot be completed, please call the school as soon as possible before the absence.

Pre-arranged Late Arrivals or Early Dismissals

The school does not encourage absences for medical or dental appointments, etc. during the school day and prefers parents or guardians to make such appointments after school or on the weekends. If it is not possible, a note must accompany a request for late arrival or early dismissal from a parent or guardian with the student's name, date, and the reason for the request.

Signing in and Out

Please sign your child in and out every morning and evening. It is very important that everyone picking up a student sign in and out. Your child must be escorted to his or her classroom.

Tardy Policy

A quality education is reinforced by punctuality. All students are expected to be at school on time or they will be counted tardy.

Birthdays

If children are having a birthday party and wish to hand out birthday party invitations at school, the entire class must be invited or all of the boys or all of the girls. If only selected students are invited, the invitations must be mailed and may not be distributed on school grounds. Parents may send birthday treats to school in celebration of their child's birthday. Please refrain from throwing your child's "party" during the school day. Birthday parties are considered non-school related functions, and should not conflict with the daily schedule. Please gain approval from the teacher about the treat.

Candy, Food, Drinks and Chewing Gum

Food and candy may be eaten only under the supervision of a teacher. Students are to leave chewing gum at home since they are not to chew gum at any time before, during, or after school in any part of either school building.

Daily Devotions

Daily Devotion will be held every morning as part of the school program. Devotion attendance is required of all students and may be used as part of the Bible grade. Devotion is designed to provide a positive, meaningful experience for all students at WOADCA.

Cheating

Cheating is stealing from other people and lying to the teacher that the work is yours. Therefore being involved in cheating is considered a very serious offense. Cheating on tests or homework will result in an F on the class work in question.

Communication & Family Partnership

It is the policy of Wings of a Dove Christian Academy to communicate educational and personal information about a student only with the custodial (enrolling) parent or guardian. It is the responsibility of the non-custodial parent to seek copies of this information from the custodial parent. In the event of joint custody, communication will be made with the enrolling parent. In the event that both joint custodial parents enroll the student, it is their responsibility to designate a primary contact.

In any organization there is potential for miscommunication and disagreements; nevertheless, it is God's will that we work in harmony with each other and that we strive for unity in the body of Christ.

Daily Communications. Daily notes from center staff will keep you informed about your child's activities and experiences at the center. Notes will be placed written in your child's daily agenda.

Bulletin Boards. Located throughout the center, bulletin boards provide center news, upcoming events, holiday closing dates, announcements, etc.

Newsletters. Quarterly newsletters provide center news, events, announcements, etc. These newsletters are available at the sign-in/sign-out desk for your taking.

Text Messages/Phone Calls. We encourage you to register your cell phone number to receive calls/text messages that will inform you of any announcements, event invitations, newsletters and general updates.

Family Visits. Family participation is encouraged. Visit our classrooms, volunteer, come along on a field trip, or eat a meal with your child. Signing in is required for the safety and protection of our children. Each visitor must wear a visitor's badge while on premises and sign-out upon leaving.

Conferences. Family & teacher conferences occur twice a year. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

Dress Code

It is the parents' responsibility to see that their child is dressed properly for school before leaving home each day. If there are any questions concerning a child's attire, parents are to contact the office prior to sending him/her to school wearing the item or style in question. It is the parents' responsibility to see that their child stays within the standards set by the school.

The dress code of WOADCA is to be observed each day during the school year including participation in school programs and performances outside of school, field trips, etc. unless the office has made specific written exceptions for special occasions and a note is sent home in advance.

The administration reserves the right to change or add to this dress code policy at any time throughout the school year and will notify parents if additional restrictions or changes become necessary.

Please adhere to Wings of a Dove's uniform guidelines.

DISCIPLE AND GUIDANCE

Guidance and discipline at Wings of a Dove Academy is very important and will be consistent with the age of the child. Physical punishment or mental abuse is not tolerated on the Academy premises by any employee.

If occasions arise when the teacher feels that there are any concerns regarding your child, you will be informed by word of mouth and/or in writing. The Director will be able to work with you to resolve any issues. Please work with the teacher and Director in finding resolutions peacefully.

If your child is experiencing changes or problems outside of school which may affect his/her behavior, please let the Director and/or the Teacher know. The situation will be handled accordingly.

Electronic Equipment

Students are not to bring audio or video (still or moving) equipment to school or take them on field trips unless a teacher has given permission and it is for an educational purpose. Items such as radios, walkmans, hand-held CD players, MP3's, iPods, game boys, pagers, cameras, etc. are not to be brought to school.

Emergency Closing

WOADCA will post closings on Fox 5 News as well as on myfoxatlanta.com when possible. Information regarding emergency closings (snow, heat, cold, fog and other problems) can be obtained from the school's outgoing voicemail (678)418-3209. The school will be listed as Wings of a Dove Christian Academy on Fox5.

Extended School Care

Before School

Care:

Before School care will be provided for students that need to be dropped off earlier than 8:00am. Our before school hours are between 6:30 a.m. and 8:00 a.m. Breakfast will be served to students between the hours of 6:30 a.m. and 7:45. **Breakfast concludes promptly at 7:45 a.m. Students arriving after 7:45 a.m. will not be served.**

After School Care:

After School care will be provided for students that need care after the conclusion of the regular school day. These hours are from 3:00 p.m. to 6:30 p.m. All students at WOADAC must be under appropriate authority at all times when at the school. Students will be supervised in an assigned area, and if weather permits, outside. Picking your child up after 6:30p.m. will result in an automatic late charge of \$5.00 for the first five minutes and \$1.00 per minute for each additional minute thereafter. This charge must be paid in cash at the time of pick up.

Fees-Mandatory

1. Student Registration Fees
2. Matriculation Fees
3. Tuition (See Finances-Tuition Policies or Application Packet)
4. Non-sufficient funds charges of \$35.00 per item for checks returned to WOADCA
5. Activity Fees
6. Graduation Fee (Kindergarten)

Field Trips

When students are enrolled, the signature on the application serves as a permission slip for all field trips except overnight trips (these require additional information and a separate form). All field trips will be announced to parents when they are planned by a note to the parent or through email.

Fire, Tornado and Emergency Drills

Our School is equipped with fire alarms and for the safety of the students. Practice fire drills will be held monthly, and tornado drills will be held quarterly.

Fundraising

In order not to have mandatory fundraising fees, every family is expected to participate in every fundraiser held by WOADCA. A portion of the expenses of educating each child is paid for through fundraising. Besides fees, tuitions, and donations there will be various fundraising activities sponsored by the school throughout the year. **It is our aim to keep tuition as low as possible and in order to avoid unnecessary tuition increases we need all of our families to participate in fundraising.**

Fundraising activities strengthen the relationship between the parents and the school as we come to feel a sense of ownership in the future of Wings of a Dove Christian Academy. We look forward to the day when the traditional types of fundraising are no longer a necessity. For now, fundraising is a reality and a necessary part of private school life and it is expected that all students and their families participate to the best of their abilities.

Grade Cards/Progress Reports

The school year is divided into two semesters. Progress reports are sent home every nine-week grading period. Look for these dates on the school calendar. Progress Reports and Report Cards must be returned with parental signature with the exception of the last report card which is available for pick-up in June.

Percent	Grade	Conduct/Participation Grades
97-100	A+	
94-96	A	E...Excellent
93-90	A-	S...Satisfactory
87 - 89	B+	
84 - 86	B	N...Needs Improvement
80 - 83	B-	U...Unsatisfactory
77 - 79	C+	
74 - 76	C	
70 - 73	C-	
67 - 69	D+	
64 - 67	D	
60 - 63	D-	
Below 60	F	

Handbook Revision Policy

Wings of a Dove Christian Academy reserves the right to change any policy or procedure in the Parent/Student Handbook at any time when, at the discretion of the board and the administration, it deems the change to be in the best interest of the school.

Harassment

Immunization certificates must be on file upon registration. Wings of a Dove Christian Academy is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. The school is prepared to take action to prevent and correct any violation of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion. Our policy prohibits Employee-Employee Harassment, Employee-Student Harassment, Student-Student Harassment, and Student-Employee Harassment.

Health Guidelines, Medication & Immunization Policy

All students will be required to fulfill the State of Georgia requirements concerning health examinations and immunizations unless a waiver has been applied for and granted.

A Parental Medication Permission Form must be signed by a parent/guardian and kept on file in the office for each student. The form contains permission for both prescription and "over-the-counter medication release option" that requires the names of medications that can be given and the quantity of each. If this is signed it will allow a student to receive Tylenol or Acetaminophen if needed and many other common "over the counter" medicines if the parent gives permission and/or provides them. No medications will be given to a student without written permission from the parent.

If your child should need to be on medication during the school year, we ask that only adults:

Bring the medication to the office in the prescription bottle (you may request 2 bottles from your pharmacist: one for home and one for school).

Be prepared to give in writing the date, name of the medication, dosage, and time of dose

If the medication is over-the-counter medication, bring the store bottle with your child's name clearly marked on the bottle. Please, no envelopes or baggies.

If your child is at school and it is determined that he has a fever, we ask that you arrange to have your child picked up within 30 minutes of notification. A child should not return to school unless he has been fever free, free from vomiting, and/or diarrhea free for 24 hours. **If your child has had a fever, vomiting, or has diarrhea the night before a school day, please keep your child home on the following school day.**

We have compiled the following information for your convenience so you will know our school's policy regarding these conditions:

1. **Chicken Pox:** All the chicken pox must have a dry scab and no new pox must have appeared for the last 3 or 4 days.

2. **Pinkeye:** Eyes must be clear with no redness or secretion and must be on medication for 24 hours. If not treated with medication, **the eye cannot be oozing.**
3. **Ringworm:** Contact the physician, present a doctor's statement to the school office that the child is receiving treatment (medication), and have the ring completely covered by a bandage. After 48 hours of treatment, it is not considered contagious.
4. **Strep Throat:** We must have a doctor's note and the child must be on an antibiotic for a minimum of 24 hours and be fever free for 24 hours before returning to school.
5. **Fever:** Once the office has determined a child has a fever, he must be picked up within 30 minutes and may not return to school until he has been fever-free for 24 hours. This will aid in preventing sickness from spreading among other children in the class.

6. If a child is **vomiting** or has **diarrhea** (even though he/she may not have a temperature), the parent will be required to pick-up the child within 30 minutes of our call. Also, if your child has been vomiting or has diarrhea during the night, before school, or on the way to school, he/she needs to stay home that day. He/She must be free from vomiting or diarrhea for at least 24 hours before returning to school.
7. **Food Allergy:** Students with severe and/or life threatening food allergies must register this information on the enrollment form. A procedure must be in place in case an allergic reaction occurs on school property.

Physician-Prescribed Medication:

1. Prior to administration of any regularly physician-prescribed medication by the school, Medication Permission Release forms must be completed and filed in the office.
2. A separate set of forms must be completed for each administration of a medication and whenever changes are made in the medication dose, or child's reaction. It is the parent's responsibility to insure that these forms are current and complete.
3. All medications must be brought to school in their original containers and stored according to physician request.
4. The school has the right to prohibit the administration of any drugs or procedures that appear to be beyond the ability of unlicensed school personnel (e.g. injections).
5. Emergency medications may be carried by the student when both the Physician Statement of Need and Parental Medical Permission Release have been completed and indicate the need for the student to have medication on his/her person at all times (e.g. asthma inhaler, epi-pen).

Homework Guidelines

Homework is assigned for the purpose of review and reinforcement, not for teaching. We encourage parents to support and guide their children with homework, but not to do their work for them. Homework can be a time for students to independently pursue assignment(s) in a creative and individual nature. Parents should be eager to examine papers that a child brings home from school to note their progress and assist with areas of difficulty.

Parents should also be willing to help children understand what is expected of them for homework.

Time spent on homework:

The amount of time spent on homework will depend on age, work habits and ability of each student. If a student is not doing daily assignments or is wasting time in class, homework may take a while longer than originally intended. If possible, no more than two tests will be scheduled on any one day.

Late Homework: Homework assignments not turned in when they are due will be considered late. Late assignments can lower the student's homework participation grade. Students who habitually fail to do homework will be referred to the Director for disciplinary action. It is the student's responsibility to see that homework is completed. The student is responsible to get his/her parent's signature in their agenda every day, and parents would then be responsible for checking the child's assignment(s) to confirm the assignment(s) are completed **before** signing the agenda.

Incomplete Homework-Emergencies:

Students are to turn in completed and properly written homework assignments on time. **A student's illness or an emergency (note signed by a parent) is the only acceptable excuse for homework not turned in on time, but this note may be accepted at the teacher's discretion.**

Honor Roll

Students achieving excellent or above average grades are deserving of special recognition of the highest nature and will receive awards.

The teacher averages the percent of final grades in all subjects. To be a candidate for all A Honor Roll a student must have earned all A's, E's, S's during the grading period. For a student to be a candidate for the Honor Roll he/she must have earned all A's, B's, E's and S's during the grading period

Inspections

Administration reserves the right to search student book bags, jackets/coats, at any time if reasonable suspicion exists that the student may be in possession of a weapon or improper materials or documents. Property owned by the school such as desks can be inspected at any time for any reason including enforcing neatness and cleanliness standards. If materials are found and determined to be offensive or inappropriate, they will be confiscated and the administration or teacher will communicate such with the parent. Appropriate disciplinary actions will be taken, if necessary.

Items in the Classroom

Items that are NOT to be brought to school include electronic equipment such as walkmans, CD players, iPods, etc. Generally students are not to bring toys to school. If a class is allowed toys temporarily (show and tell), students will not be able to keep them in their desks/table or on their person during class time.

Lost And Found

The School maintains a "lost and found". Please make sure all personal items are properly labeled. The school cannot be responsible for lost or stolen items. If "found" items are labeled they will be returned to your child, if they are not, after 30 days anything still in the lost and found box will be donated to The Salvation Army or Goodwill on a regular basis.

Lunch Program

School Lunch is included in the tuition payment for **Kindergarten Students**. The cost of School Lunch for students in 1st through 4th Grade is \$40.00 per month. Parents have the choice of either sending their students lunch or allowing them to participate in the monthly Lunch Program. If you wish for your child to participate in the School Lunch Program, fees will have to be paid no later than the 3rd of each month. For the month of August, the Lunch fee will have to be paid by August 11, 2010. Lunch fees are not adjusted for holidays or absences.

Music

It is the policy of our school to encourage wholesome and uplifting music. No sensual or suggestive music or music that suggests rebellion to authority will be used or allowed to be a part of any activities related to our school. Music is taught to students at WOADCA because we believe in its importance in serving God. Music as an act of worship and a sacrifice of praise is stressed. We

encourage students to give the best of their musical talents to the Lord. Music classes will be taught weekly.

Parent-Teacher Conferences

Parents may request a conference at any time with any of their students' teachers. All conferences are by prearranged appointments. Please contact the office if you must change or, due to an emergency, cannot keep your appointment.

Pick-Up (Emergency and Alternative)

Anyone that you would like to be able to pick up your child from school must be listed on their registration form. Alternative rides may not be arranged over the phone.

Pictures

Color pictures will be taken each fall by a professional photographer and are available for parents to purchase. The pictures days dates are listed on the school calendar. The office will send details home in advance.

Standardized Testing

Standardized achievement tests will be given during the month of April of each year in grades K-4. We give Stanford Achievement Tests yearly. Dates are listed in the calendar of this handbook. Test results are available to parents at the end of the 2nd Semester.

Physical Education

If a student needs to be excused from a physical education class, a note from the parent/guardian requesting this privilege and explaining the reason must be sent to school. For a student to be excused from physical education for medical reasons for more than 3 PE days or an extended time or for the year, the school requires a doctor's note stating the precise medical reason.

Supplies

Student supplies are to be purchased prior to the beginning of school. Lists of supplies are sent to parents in early July, are available in the office and in your registration packet.

Uniforms

All students attending Wings of a Dove Christian Academy are required to wear a school uniform. Uniform description is available at the front office.

Adherence to uniform policy will be strictly enforced.

Uniform Policy

- Wings of a Dove Logos must be on all shirts and sweaters
- Shirt tails are to be neatly tucked in
- No long sleeve undershirts are to be worn under short sleeve uniform shirts. Season appropriate shirts must be worn. Uniform sweaters are permitted with short sleeve shirts.
- Slacks/shorts must be belted at the waist.
- Belts must be worn with items having belt loop
- Skirts/jumpers/shorts should be no shorter than 3" above the bend of knee in back
- Uniform shorts must be walking length
- Biker shorts are permitted under skirts but must not be visible
- No flip flops, backless shoes or heels higher than 2 inches allowed
- Sweaters or jackets not part of the uniform should be left in cubbies or on the coat rack, except for recess
- Girls may wear small stud or tiny (no larger than 1 inch) loop earrings only; boys may not wear earrings
- Girls hair to be neatly groomed
- Boys hair to be neatly groomed
- Chains and non-traditional jewelry must be appropriate for the school environment

Repeated failure to adhere to uniform policy will result in a loss of privileges and/or parental involvement.

WINGS OF A DOVE CHRISTIAN ACADEMY

SCHOOL UNIFORM SELECTIONS

BOYS (ALL GRADES)

PANTS	Grey Toughskin Twill Pants
SHORTS	Grey Twill Shorts
SHIRT	Burgundy Short or Long Sleeve Pique Knit with School Logo or White Oxford Short or Long Sleeve Shirt with School Logo
TIE	Plaid #54 (Must be worn Monday – Thursday)
BELT	Black (No Braided Belts)
SOCKS	Grey or Black Socks
SHOES	Black Conservative Style Shoes (No Tennis Shoes)
SWEATERS	Burgundy Longs Sleeve Sweater or Burgundy Sweater Vest w/School Logo (These will be the only sweaters allowed to be worn in class or devotion)

GIRLS (ALL GRADES)

JUMPER	Plaid #54, Any Style
SKORTS	Plaid #54
SHORTS	Plaid #54
SHIRT	Burgundy Short or Long Sleeve Pique Knit with School Logo or White Peterpan Short or Long Sleeve Shirt with School Logo
SOCKS	White or Burgundy Socks
TIGHTS	White, Burgundy or Black (Black Tights not available at DoMaRo)
CROSS-TIE	Plaid #54 (Must be worn Monday-Thursday)
SHOES	Black Conservative Style Shoes (No Tennis Shoes)
SWEATERS	Burgundy Longs Sleeve Sweater or Burgundy Sweater Vest w/School Logo (These will be the only sweaters allowed to be worn in class or devotion)

FRIDAY - ATHLETIC WEAR (2YRS. – 4th GRADE) REQUIRED

Fall/Spring	
Shorts	Burgundy Mesh Shorts w/white logo
Shirt	Ash Grey T-Shirt w/burgundy logo
Winter/Spring	
Pants	Ash Grey Sweat Pants w/burgundy logo
Shirt	Ash Grey long sleeve T-Shirt w/burgundy logo or Ash Grey Sweat Shirt w/burgundy log
Shoes	Black or White Tennis Shoes

Visitors

Although we encourage parents to visit their students' classes, parental visitation to the classroom needs to be prearranged through the school office at least two days in advance. Parents

having pre-planned a classroom visit are to report first to the office to sign in and receive a visitor's badge. Visitors must be aware of the dress code and other school regulations regarding appearance and be in compliance with those while visiting the school.

Water Bottles

There are times when the weather requires that children drink more water to stay hydrated. Water bottles with closing caps will be allowed in the classroom as the student's specific teacher permits.

Website and E-mail

Wings of a Dove will send e-mail to the primary person on each child's account to inform you of upcoming events or important announcements. Information is available on our website at www.woadove.com.

Withdrawals

Withdrawals from the school must be done through the school office. Notice should be given one month in advance, if possible, for all withdrawals. There is a Student Withdrawal Notification Form that must be completed by the parent. Parents will need to contact the Administration to complete this form.