



**FAITH**  
COMMUNITY ACADEMY

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

*Proverbs 22:6*

**PARENT/STUDENT HANDBOOK  
for School Year 2024-2025**

**Faith Community Academy Elementary**

Berea Baptist Church

15421 Pouncey Tract Road, Rockville, VA 23146

804-736-0577

[FCA.Elementary@bereabaptistva.com](mailto:FCA.Elementary@bereabaptistva.com)

**School Hours**

8:30 a.m. – 3:00 p.m.

Monday – Friday

**Office Hours**

8:00 a.m. – 3:30 p.m.

Monday – Friday



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## WELCOME BACK TO SCHOOL

We are blessed to have you here at Faith Community Academy Elementary and take very seriously the choice you made to partner with us in Christian education for your child this school year. This **Handbook** contains information you will find helpful throughout the year. We recommend you keep it handy for quick reference.

The 2024-2025 school year is August 21, 2024 – May 30, 2025. The school week is Monday through Friday from 8:30 a.m. until 3:00 p.m.

As part of the registration paperwork, you signed that you would work in partnership with the Academy for a successful school year. Here's to a wonderful year of learning!

### School Year Communications

A school calendar will be given to all families at the start of the school year with important dates to remember and important activities planned for each month. Please refer to that calendar throughout the year for more specific dates and information. Also, please check your child's backpack DAILY for notes. Please review their schoolwork for offering praise, assistance, and encouragement. Teachers will also communicate through a printed newsletter and by email as needed.

### Drop-Off

Drop off begins promptly at 8:30 a.m. for all students. Students are expected to be in their first class by 8:40 a.m. as class begins promptly at 8:45 a.m. For safety, pull into the FCAE car loop for unloading and loading from the passenger side of the vehicle. Check your child in via Kid Check using your phone or an iPad (someone will be there to assist you). Students will enter the building and go directly upstairs to their classrooms.

### Tardy to School

School begins at 8:45 a.m. After 8:45, parents must park and walk students to the school door and press the buzzer and with the child for a response.

- After 2 tardies to school in one quarter, parents will receive an email notification.
- After 4 tardies to school in one quarter, parents will be required to meet with the Director.

*Important: Tardies and absences will be considered when determining student retention.*

Medical and dental appointments that result in the student arriving late will be considered excused.

In cases of widespread inclement weather or unusual traffic conditions that affect many students, an excused tardy will apply without penalty.

### Pick-Up

Please arrive promptly at 3:00 p.m. to pick up your child. If for any reason you know you will be late, **please call the Academy**. If you arrive late and the pick-up line has ended, please park, walk to the school door, press the buzzer, and wait.

If you cannot be reached and are not at pickup, we will call your emergency contacts. Repeated late pick-ups will be discussed and a late fee could apply.

### Visitors

Faith Community Academy is a closed campus and only currently enrolled FCA students are allowed on campus during the school day, including lunch time. Visitors are limited to a student's immediate family and requests for visiting during the school day must be submitted to the Director in advance.

## Daily Schedule

8:30 am - 8:45 am	Arrival
8:45 am - 9:00 am	Morning Meeting
9:00 am - 10:30 am	English Language Arts
10:30 am - 11:00 am	Bible
11:00 am - 12:00 pm	Math
12:00 pm – 1:00 pm	Lunch/Recess
1:00 pm – 2:00 pm	Social Studies/Science
2:00 pm – 3:00 pm	Resource Rotation
3:00 pm	Dismissal

## Dress Code

- Please dress your child each day for school in comfortable clothing that is appropriate for school activities. Please do not send your child to school in open-toed shoes or shoes that slip on and off too easily.
- Please understand we will be going outdoors (unless it is raining or severely cold) every day. If your child is unable to go outside due to illness, please do not send them to school. Please send your child to school in appropriate clothing based on the weather conditions.

## What to Bring to School

- Your child will need their book bag each day. They will be bringing home their precious works of art and communication from teachers and the school. Please label your child's book bag. Please check it daily.
- School supplies - Your child's teacher will provide you with a list of the needed basic classroom supplies.
- Your child will need their lunch box (and lunch) each day. Please also include a healthy snack and drink. The lunchbox will also need to be labeled with your child's name.
- Do NOT bring toys to school unless a teacher has instructed you to do so for show and tell.

## Cell Phone Use

Emergency messages for students must be phoned directly to the school, NOT to the student's cell phone. Students in PreK- 6th grade are not able to use or access their cell phones during the school day.

## Field Trips

Field trips are a great educational tool. These trips are carefully planned as an integral part of the education process. **These trips are considered regular school days. Students are required to participate in all school trips.** Students who are unable to attend a field trip may be assigned additional work to make-up for the missed learning time on the trip. Safety procedures and careful supervision will always be used. Proper behavior during the trip will be of utmost importance. For any student unable to follow directions, parents will be notified. In severe cases, the parent will be requested to come and provide transportation home for the student.

## ABSENCE POLICY

**If for any reason your child will be absent,  
please call the Academy at  
804-736-0577  
AND email your child's teacher.**

### Making Up Missed Work

After an excused absence, the student is given an opportunity to complete missed work.

- Teachers arrange for the student to make up any missed tests, quizzes, or homework.
- A general rule is that a student will be given two days to make up every one day's absence due to illness, death in the family, or other unforeseen/unplanned event.
- The exception occurs when a student misses only the day of the test, he/she is expected to make up the test on the day he/she returns.
- Students with a pre-approved absence for a family outing or vacation must get assignments prior to leaving. Students are to be prepared to turn in all missed work the first (1st) day they return.

### Illness – Home and at School

We ask that parents help us in our efforts to keep all the children and the teachers healthy during our school year. Please do not send your child to school if he/she:

- Has had a fever (100 or higher) in the last 24 hours.
- Has had an upset stomach, vomiting, or diarrhea in the past 24 hours.
- Has heavy nasal discharge.
- Has a constant cough.
- Is not well enough to participate in all activities, including going outside.
- Just in general does not feel well or isn't him/herself.
- Has head lice. Children must be treated, and nits must not be present before a child can return to school (please notify school if your child has this condition as we will want to alert other parents).
- Has an infectious or contagious condition (please notify the school as we will want to alert other parents). If antibiotics are prescribed, they may return to school after their third dose.

**FCAE will notify parents if your child  
becomes ill while at school.  
You must pick up your child promptly.**

### Medication

Faith Community Academy will **NOT** administer any medication. All medication, sunscreen, etc. must be given/applied outside of school.

## CURRICULUM

Faith Community Academy Elementary will meet and exceed Virginia state standards with a Biblical worldview. We do not focus on SOL testing. We focus, instead, on what students need to know in the subjects of English, Math, Science, Social Studies, Bible, Enrichment Resources, and even recess.

### Screening

At the start of school, our teachers will complete an initial screening with each student. This screening will have no impact on your child's acceptance with FCAE. The screening is simply to assess each child on their current level based on the subjects in which they will be attending FCAE. We wholeheartedly believe God has made each of us unique—each with special gifts and talents. We also recognize that not every child learns at the same pace. This screening will simply help our teachers to better prepare for the different levels of each student in their classroom for the upcoming school year.

### Special Needs

The Academy is not equipped to take care of any medical special needs. However, developmental special needs can be evaluated on a case-by-case basis. In the event a child with special needs requires a one-on-one assistant to participate in classroom activities, parents are responsible for providing a trained assistant, approved by FCAE, at their own expense.

### Library

Students will have access to the library during the school day. All books students check out are due back in one week. If a book is damaged or lost, the parents may be billed for the replacement cost of the book.

## Report Cards/Grades

End-of-quarter (nine weeks) report cards will be sent home with students for parents to review and sign. Midterm progress reports will also be sent home with your child.

A diligent attempt will be made to provide parents and students an evaluation of a student's progress that is meaningful and consistent. Student grades may include test scores, quiz scores, classwork, homework, notebook/supplies checks, projects, reports, and classroom participation.

The grading scale, as reflected in each nine-week report card, is as follows:

Grading Scale		
A	Excellent	100% - 90%
B	Satisfactory	89% - 80%
C	Progressing	79% - 70%
D	Needs Improvement	69% - 0%

**Students must earn a C or above to pass a core class.**

Any student who performs below age/grade level expectations in a core class will be considered for retention. The final authority rests with the Director.

### Honor Roll

To encourage academic excellence, students can earn a place on the **A Honor Roll**. Honor Roll awards will be distributed at the end of each quarter. To earn the **A Honor Roll** recognition, the student must have earned all A's for that quarter.

## **Upper Grades Student Leadership**

Students in the upper grades, primarily fifth and sixth grades, will be given various student leadership roles throughout the year.

The purpose of this effort at Faith Community Academy Elementary will be to provide guided leadership opportunities that demonstrate the responsibilities of the individual within the community. Demonstration of leadership is accomplished by the following:

1. Advising the administration of the school in matters directly or indirectly related to the welfare of students of the school community as a whole.
2. Establishing greater unity in the school by encouraging cooperation and understanding between the student body, the teachers, and the Director.
3. Promoting the general welfare of the school, safeguarding its reputation and preserving its tradition.
4. Facilitating the development of attitudes and practices in good citizenship and Christianity.
5. Helping to improve school morale and spirit.
6. Establishing and providing orderly direction for certain school activities.

## EXPECTATIONS

### Student Expectations

- Treat adults and fellow students with courtesy and respect—at all times. Students are expected to listen and obey their teachers, and not disrupt class. If a student repeatedly disrupts or disrespects the teacher, they may be suspended.
- Respect property of the church facilities—inside and out.
- Students must come to class on time, be prepared to learn and participate, and complete any assigned work by the teachers. No cheating or plagiarism allowed.
- Students must be dressed modestly and appropriately (see *Dress Code*).
- Please do not allow your children to bring toys, iPads, laptops, games systems, cell phones, etc. that would distract during class times. If your child carries a cell phone, it must be silenced and kept in a backpack—no texting or phone usage is permitted during the school day. If a cell phone is used or taken out during class, the teacher will take the phone and it will be returned at the end of the day.
- There will be no hitting, wrestling, shoving, teasing, criticizing, name calling, bullying, etc. We expect children to be courteous and respectful.
- If a disciplinary problem arises, guidelines from the Student Behavior Management section will be followed.

### Parent Expectations

- Parents are ultimately responsible for their child's academic success. Our goal is to support you, not replace you.
- Parents must address any behavioral concerns regarding their child.
- Parents must phone the Academy AND email the student's teacher in the event of an absence.
- Parents are responsible for keeping abreast of all communication. This includes but is not limited to the following: grades, behavior reports, emails/messages, school and class news, etc.
- Parents are responsible for ensuring that students have all required materials for class, including any books or materials that were sent home to complete.
- Parents are responsible for making tuition payments by the last day of each month – August 31 through April 30 -- unless another payment plan has been approved by the Director. (see **Financial** for details.)
- If emergency contact information changes, you must email the new information to [FCA.Elementary@bereabaptistva.com](mailto:FCA.Elementary@bereabaptistva.com)
- Parents are expected to remain in their cars during instruction time OR to be completely off-site during the class instruction time.

### Education Expectations

Although Faith Community Academy provides full-time academics for the students, we expect parents of students to be actively involved in their child's education. Our children learn a lot by observing our actions as parents and what we view as important. Learning conversations need to be continued at home, in addition to at school, to encourage our children to be life-long learners.



## Student Behavior Management

Discipline begins at home. Please talk with your child about appropriate behavior before coming to school.

**Under NO circumstances will corporal punishment be used by our staff.** Faith Community Academy Elementary will use positive reinforcement by:

- Setting realistic limits
- Modeling appropriate behavior
- Treating all with respect
- Offering praise and encouragement

If discipline measures are needed, they will be:

- Redirection to more appropriate behavior
- Verbal reprimand
- Time out
- A talk with the Director
- Note home to parents
- A phone call to parents
- Privileges revoked

Behaviors that cannot be tolerated are:

- Aggressive behavior toward other children or staff (kicking, biting, hitting, verbal, etc.)
- Destruction of property
- Continued disobeying of instructions, policies, or procedures

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**Statement of Faith** - Submission of the enrollment registration conveyed your agreement with the following:

1. We believe the Bible to be the inspired, infallible, authoritative, inerrant Word of God.
2. We believe there is only one God, eternally existent in three persons—Father, Son, and Holy Spirit.
3. We believe in the deity of Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His resurrection, His ascension to the right hand of the Father and His personal return in power and glory.
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved.
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. Salvation involves the redemption of the whole man and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. There is no salvation apart from personal faith in Jesus Christ as Lord.
6. We believe in the spiritual unity of believers in our Lord Jesus Christ.
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
8. We believe marriage is the original and foundational institution of human society, established by God and described in Scripture as a one-flesh, covenantal union between a natural-born man and a natural-born woman that is intended to be life-long (until separated by death), exclusive (monogamous and faithful), and procreative in nature (designed for bearing and rearing children). It is to reflect the relationship between Christ and the Church. We believe that God intends sexual intimacy to only occur between a natural-born man and a natural-born woman who are married to each other. This definition of marriage is intimately connected to other foundational matters of our faith as described in our Statement of Faith.
9. Based on our Biblical beliefs, any attempt to alter one's birth gender does not align with our Statement of Faith.

## SCHOOL CLOSINGS

### Inclement Weather

**For snow and ice and other inclement weather**, Faith Community Academy will follow the lead of Hanover County Public Schools. For example:

If Hanover County Schools have a **1-hour weather delay**, Faith Community Academy will have a 1-hour weather delay.

If Hanover County Schools have a **2-hour weather delay**, Faith Community Academy will have a 2-hour weather delay.\*

*\* For a two-hour weather delay, please note the 2-year-old through kindergarten program here at Berea, will instead be CLOSED rather than observing a two-hour weather delay.*

If Hanover County Schools are **closed due to WEATHER**, Faith Community Academy will also be closed due to weather. FCA will NOT close if Hanover County Schools close for reasons other than weather.

If Hanover County Schools decide to **close early due to WEATHER**, Faith Community Academy will also close early due to weather with the same closing time. FCA will NOT close early if Hanover County Schools close early for reasons other than weather.

### Make-Up Days

Make-up days will be added to the Faith Community Academy Elementary school calendar AFTER the first THREE days missed. How days will be made up will be at the discretion of the Director.

### School Holidays

Please see the Academic Calendar for the dates of all planned school closures for each school year. The Academic Calendar is available on the school website at <https://bereabaptistva.com/1-6-grades/>

# FINANCIAL

## Tuition Schedule

We are pleased to share that the tuition for the 2024-25 school year has been **significantly reduced** for a school year savings of over \$1,000 per child compared to the 2023-2024 tuition. In addition to these significant savings, we are also offering a NEW multiple-child discount for families enrolling more than one child. Further, we will be offering parents/caregivers the opportunity to earn up to a **FREE month of tuition** per family through our new volunteer program (please see the *Parent/Caregiver Volunteer Tuition Discount* section for more details).

### 2024-2025 Full Tuition – \$4,995 per child

**2024-2025 Multiple Child Discount** – an academic year discount of \$495 will be applied for each child a family enrolls in addition to their first child, for a Multiple-Child Tuition rate of \$4,500 per child for all subsequent children with the first child at the Full Tuition rate of \$4,995.

**PAYMENT** – Tuition is due in FULL by August 31<sup>st</sup> for the school year. To assist our families with their budgets, we are happy to instead bill tuition in 9 equal amounts according to the following schedule:

EDUCATION MONTH	AMOUNT DUE	BILLING DATE	DUE DATE	LATE DATE	PER CHILD LATE FEE
August & Sept 2024	\$555	8/10/24	8/31/24	9/8/24	\$20
October 2024	\$555	9/10/24	9/30/24	10/8/24	\$20
November 2024	\$555	10/10/24	10/31/24	11/8/24	\$20
December 2024	\$555	11/10/24	11/30/24	12/8/24	\$20
January 2025	\$555	12/10/24	12/31/24	1/8/25	\$20
February 2025	\$555	1/10/25	1/31/25	2/8/25	\$20
March 2025	\$555	2/10/25	2/28/25	3/8/25	\$20
April 2025	\$555	3/10/25	3/31/25	4/8/25	\$20
May 2025	\$555	4/10/25	4/30/25	5/8/25	\$20

**NOTE:** For subsequent children, the per child monthly amount will be \$500 rather than \$555 with the same above stated dates and late fees. The \$555 monthly amount will still apply to your first registered child.

Payments are due on the **last day of each month** as defined in the above Tuition Schedule. A per child late fee of \$20 will be charged for each monthly payment not received by the above indicated late date. Payments are to be made by check.

**CHECK PAYABLE AND MAILED TO:** FCAE  
PO BOX 280  
Rockville, VA 23146

## Other Fees and Discounts

Returned Check Fee:	\$30
Monthly Late Fee:	\$20 per child; please see the <i>Tuition Schedule</i> section
Academy Full-Time Employee Discount:	50% off each child's tuition; contact Academy for openings
Sibling Discount:	see <i>Tuition Schedule</i> section
Earned FREE Month of Tuition:	see <i>Parent/Caregiver Volunteer Tuition Discount</i> Section
Late Pick-Up Fee:	see the <i>Pick-Up</i> section

## Parent/Caregiver Volunteer Tuition Discount

New for 2024-2025 we are excited to provide an opportunity for our Academy families to earn one **FREE** month of tuition per family. With a contribution of 25 volunteer school hours to the Academy performed between 8/21/24 and 3/31/25, a family will receive a \$555 credit for their May tuition! This credit will appear on their 4/10/25 statement for their May tuition bill.

Volunteer hours will be earned at a tuition credit rate of \$22.20 per hour for a 25-hour total of \$555 and will need to be properly logged at the direction of the Academy Director. Background checks will be required for all volunteers as coordinated by the Academy Director. To provide an equal opportunity for all families to participate, tuition-credit volunteer hours will be capped at 25 hours per family.

## Rolling Registration

Registration for the current school year remains open throughout the year. If you know of someone seeking a Christian education for their child, regardless of the month, please direct them to call us and to visit our website. Thank you for supporting our mission!

## Giving to FCAE

Tuition alone does not cover the cost of a child's education at FCAE. The school is dependent upon a variety of other sources to help make up the difference. The giving of individuals and businesses is crucial to the school program. All gifts are tax-deductible and greatly appreciated. Please indicate your check as a donation.

Donations can be made by check payable to Berea Baptist with FCAE Donation on the "for" line. Mail donations to:

Berea Baptist  
ATTN: FCAE DONATIONS  
PO BOX 280  
Rockville, VA 23146

## MISSION AND LEADERSHIP

### Mission Statement

Faith Community Academy provides a giving and caring environment, geared to reach each child with God's love. Our teachers minister to the emotional, physical, intellectual, and spiritual growth of the children in our community. We strive to help children form habits of respect, courtesy, self-confidence, responsibility, cooperation, and independence as life-long learners.

### Faith Community Academy Elementary Director

**Director Jennifer Gailey** - A native of North Carolina, Jennifer graduated from Campbell University with a bachelor's degree in mathematics and a Secondary Mathematics Teaching Certification. She has lived in Virginia since 2002, serving as the Preschool Sunday School Director for almost twelve years at her home church and teaching in Hanover County Public Schools as a High School Math Teacher and Homebound Instructor for six years. Jennifer is a passionate educator with an unwavering commitment to helping students achieve their fullest potential. She is dedicated to building and supporting a Christ-centered educational program at Faith Community Academy, where students can grow as disciples of God's Word and teachers are empowered to provide quality instruction founded on Biblical principles.

### Faith Community Academy Elementary School Board

Faith Community Academy Elementary is governed by a School Board that represents both God and the moral owners of our school. Moral owners include parents, faculty, and members of the greater Christian community who share the vision for the school and have a vested interest in its success. The Board is responsible for the school's long-term

mission and vision. The Board hires the Director and advises on teacher hires. The Board does not involve itself in resolving conflicts, and we respectfully ask parents not to call Board members into school-related issues. By practicing problem resolution in this manner, positive relationships develop among teachers, students, and parents and future problems are minimized and more easily remedied. Current members of the Faith Community Academy Elementary School Board are:

*Reverend Mark Jenkins* - Mark is well seasoned in serving the Lord and bearing witness of the Good News of our Lord Jesus Christ.

*Lindsey Tompkins* - Homeschool parent, Academy parent, and serves as a Berea Deacon.

*John Dawson* - Former Director of a Christian school and serves as a Berea Deacon.

*Norah Pence* - A beloved teacher at Faith Community Elementary Academy with 8 years of teaching experience and a member of the Berea Choir.

*Curtis Price* - A parent with 22 years of successfully homeschooling his own four children. In addition to his service on the Academy School Board, Curtis serves Berea in IT and technology.

*GayDonna Vandergriff* - A former university instructor with a MBA to guide our financial decisions. In addition to her service on the Academy School Board, GayDonna and her husband John have taught Berea's 4<sup>th</sup>/5<sup>th</sup> grade Sunday School class.

*Alexis Lewis* - A former director of Faith Community Academy Elementary and the current Children's Ministry Director for Berea Baptist Church. Alexis brings her previous middle school teaching experience and love of Christ to the children of Berea.

*Tracy Cronin* - Financial Director for Berea Baptist Church and Faith Community Academy Elementary.

