

## SHARON BAPTIST ACADEMY

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Port Allen, LA 70767  
[225-627-4145](tel:225-627-4145)

Website : [sharonbaptistacademy.com](http://sharonbaptistacademy.com)

Dear Parents,

Our 2011/2012 School year officially begins August 12, 2011. Your child(ren) is registered to attend from 7:55am until 2:45pm. Please refer to the school manual for tardy and attendance rules (available at orientation). If there has been any change of plans about your child's enrollment, please contact the office as soon as possible at 627-4145. **If July Payment is not received by the 10th, we will assume you are not attending and drop your child from the roll.** Tuition payments will be due monthly for 9 months beginning July 1, 2011 and will end March 1, 2012. Please see rate sheet for tuition fees for your child(ren). Payment will be considered late after the 10<sup>th</sup> of the month. A \$30.00 late fee will be assessed (No Exceptions). If you pay your tuition in full by **July 1st**, you receive a 5% discount. (No Exceptions) Please make sure we have all correct contact information in the office. We will be contacting parents by **email** instead of notes home. Please get into the habit of checking your email daily.

Orientation for the 2011/2012 school year will be held on Thursday, August 11th at 6:30 pm. All parents are strongly urged to attend. You may bring school supplies on orientation night. Pertinent information will be discussed in a general assembly. Afterwards, parents may tour their child's classroom and meet teachers. Please make sure we have all **shot records, social security cards and birth certificates on file. There have been some changes to administering medication to children in the handbook.**

After school care is \$148.00 a month for K4 to 8<sup>th</sup> grade. It is from 2:45pm until 6:00pm. These fees are to be paid from July to April. The late fee applies to after care also.

Please make separate checks for tuition and lunch. Tuition goes to the office and lunch goes to the cafeteria. **When paying in cash, you must have exact cash. No cash is kept in the office to make change.** Please do not send tuition or lunch money to the classroom to the teacher or hand anything to the duty teacher in carpool line. Please park and bring money inside and put it into the white box by the office or mail it to the office.

Uniform requirements were given out at time of registration and can be found on the webpage. Revised Handbooks will be available at orientation. All children must be in proper uniform. Emblems may be purchased in the school office for all uniform tops @ \$4.00 each.

Pre Kindergarten and Kindergarten will be served a morning snack to be provided by those class parents. The teachers of these classes will inform you of snack choices and schedules. Older students may purchase snacks from the snack machine at .50 - .75 cents or bring them from home.

Any hot or cold items for lunch must be in a thermos. Teachers will NOT heat any lunch items. Hot Lunches are served daily at a cost of **\$4.25** per day (this includes juice or milk). The lunch personnel will send a lunch menu out monthly. We are using **Pre-Paid Lunch Tickets**. They will be pre-purchased in the office at \$42.50 a ticket. This is enough for 10 lunches per ticket. No separate lunches may be purchased by the day. When a lunch ticket is down to 2 lunches, we will try to send a reminder home. Please keep track of the days your child eats at home on a calendar also, in case the note does not make it home. If a child has no lunch ticket and no lunch for the day, **the parent will be called to bring the child a lunch.** August's menu will be posted on the website as soon as it is ready. Juice/Milk tickets may also be purchased for \$15.00 for 20 juices/milks to use when your child brings lunch from home. You may send these fees with your July tuition.

The school receives a 2% refund on any LA Express purchases (Port Allen, New Roads, or Erwinville). Please save all of your receipts and turn them in to the school. A box is located in the hallway by the office for these receipts. Receipts must be turned in monthly to receive the credit. Receipts over 30 days old cannot be accepted (except the summer months). Also, save your Community Coffee Labels and Box Tops for Education.

**Drop off policy remains the same. All Children will be dropped off at the new building.** Bring your child in the morning no earlier than **7:40 am**. Two Cars at a time may pull under the portico. Cars must travel from

west to east only. Enter through the entrance by the old church and exit from the exit past the new building. A duty teacher will be posted at the front door by 7:40 and will assist young children from cars. **Please do not let your child get out of the car until the duty person arrives at the car.** A second duty teacher will assist and monitor students in the multi-purpose room. No child should be left before the duty teacher is present at 7:40. Only teachers and staff are allowed past the front entrance. Parents are not to enter the multi-purpose room with their children. Any parents visiting the school must check in at the office and receive a visitor pass. Much stress and confusion can be avoided by bringing your child on time. At 7:55 am the initial bell rings, and the teachers bring their children to their respective classes. **Once the 7:55 bell rings, all children must be signed in at the office and receive a pass to class.** The office will determine if a child is tardy or not (Refer to Handbook on tardies). A student is not tardy until 8:01am but parents must still sign children in at the office. Other than the exception noted, parents should only enter the building by appointment and must check in at the office first.

To avoid confusion in the classroom, students should not be checked out for appointments until after 9:00am or before 2:15pm. If you need to have your child before 9:00, simply keep them until after their appointment. For afternoon appointments, the student must be checked out before **2:15pm** or wait until the **2:45 pm** bell.

These conditions are important for several reasons. First, the security of our children is important. Secondly, our teachers need to give their full attention to the children and do not need to be distracted by parents. Third, punctuality is part of responsibility, and we want our children to learn responsibility. Finally, the start of a class is most important as it sets the tone for the instructional day. Smooth starts and smooth finishes with few interruptions help maximize the student's learning potential, and we want them to have the opportunity to do their best.

There will be a school calendar and supply list on the web page as they become available. The school office is open Monday through Friday from 8:00am to 12:00pm for the summer, if you have any questions.

Please be sure to list any possible names that may pick your child up on their registration papers. No child may be released to any adult without signed permission. In case of emergency, a parent may call the office and give permission for another person to pick up their child. If you are interested in **carpooling**, please let the office know so that we have permission to release your name and number to any interested parties.

We are very excited to have your child and family a part of this vital and growing ministry. The staff, teachers and membership of Sharon Baptist Academy and Church will do everything possible to grow your child physically, mentally and spiritually in the coming school year.

Thank you and may God bless you and your family this summer.

Sharon Baptist Academy