



# 2011-2012 BACK TO SCHOOL BULLETIN

WESTMINSTER ACADEMY®

## *Important Information for Parents and Students Concerning the Opening of School*

We are excited to begin a great school year! We are looking forward to hosting several meetings for parents and students which will be held during the opening weeks of school.

### **CLASS PLACEMENTS AND CLASS SCHEDULES**

All class schedules will be available on RenWeb the week of August 8.

### **NEW STUDENT ORIENTATION LUNCH (Gr. 6) -TUESDAY, AUGUST 9, 12:00 PM**

### **NEW PARENT ORIENTATION (GR. 6) - TUESDAY, AUGUST 9, 7:00 PM**

New Students Grades 6 - Kennedy Fellowship Hall

New Parents Grades 6 - Room 201

All new students and parents in grades 6 are invited to attend an orientation to discuss activities, policies, student schedules, first day issues, academics, lifestyle and spiritual expectations, and tour the classrooms.

### **NEW STUDENT ORIENTATION LUNCH (Gr. 7-12)- THURSDAY, AUGUST 11, 11:00 AM**

### **NEW PARENT ORIENTATION (GR. 7-12) - THURSDAY, AUGUST 11, 7:00 PM**

New Students Grades 7-12 - Room 201

New Parents Grades 7-12 - Band and Orchestra Room

All new students and parents in grades 7-12 are invited to attend an orientation to discuss activities, policies, student schedules, first day issues, academics, lifestyle and spiritual expectations, and tour the classrooms.

### **LOWER SCHOOL (Pre-k -5)**

### **MEET THE TEACHER - THURSDAY, AUGUST 11 - 5:30 PM (CLASSROOMS)**

### **ICE CREAM SOCIAL - THURSDAY, AUGUST 11 - 6:00 - 7:00 PM (WA GYM)**

### **ANNUAL CONVOCATION AND CHAPEL - MONDAY, AUGUST 15, 8:50 AM**

Join us on the first day of school, Monday, August 15th, for a special, all-school Chapel/Convocation. Students (grades 2-12), parents, faculty and staff will gather together as a united school family and lift up our school in prayer as we ask for God's blessings on the new school year. A "Back-to-School Coffee" from 8:00-8:45 a.m. in the Kennedy Fellowship Hall at Coral Ridge Presbyterian Church. The all-school Chapel/Convocation will take place in the church sanctuary from 8:50-9:50 a.m.

### **OPENING OF SCHOOL**

**Daily Schedule:** School begins Monday, August 15. The first day will be a full school day. All middle and high school students are to report promptly to the locations listed on their schedule. All pre-kindergarten and elementary students report to their classroom.

Pre-Kindergarten	(PK)	8:00 a.m. to 11:30 am or 3:00 p.m.
Elementary School	(K-5)	8:00 a.m. to 3:00 p.m.
Middle School	(6-8)	8:00 a.m. to 3:00 p.m.
High School	(9-12)	8:00 a.m. to 3:00 p.m.

## UNIFORM NEWS

We are a uniform school to encourage modesty, neatness, and an orderly environment for learning. Clothing, outerwear and footwear should always be neat, clean and in good condition. Just a reminder that as school begins, per our Family Handbook.

**ALL** students (pre-kindergarten through 12th grade) are to be in uniform on the first day of school. The official uniform supplier for WA is Sunshine School Uniforms, online at [www.sunshineuniforms.com](http://www.sunshineuniforms.com) or at Camino Real Square Shopping Center, 221 West Camino Real, Boca Raton, 33432 (Phone- 561.417.8065); or call the Davie store at 954.382.0951, as you can only place orders through that location. They do not carry stock. Uniforms can be purchased year round and are required to have the WA school monogram. In addition to the general guidelines listed in the *Family Handbook*, the following are included:

- **PE uniforms for boys and girls** (shirts and shorts) are to be purchased at the WA school store.
- **Pre-kindergarten - 1st grade girls** - Navy bike shorts to complement uniform dresses can be ordered from Sunshine School Uniforms.
- **Pre-K-12 grade footwear** - Footwear for boys and girls should consist of regular dress shoes (i.e. closed-toe with full back, not straps) or athletic shoes appropriate in design, color and condition that enhance the total uniform. Boys in grades PK-12 and girls in grades Pre-K-5 are to wear socks at all times in solid red, white or blue. Sandals, heelies, Crocs and flip flops may not be worn.

Pre-kindergarten through 1st grade girls will continue to wear WA dresses or culottes with polo shirts.

**UNIFORM BANK:** The Uniform Bank is available to any WA family wishing to purchase used uniform items. New families may also purchase uniforms from the Uniform Bank on Thursday, August 11, from 5:30-7:00 p.m. Uniforms are needed! Between now and then, you may leave your donated uniforms at the Lower School Office or the Main Reception Office before the sale.

## SCHOOL STORE

Our school store offers clothing, gifts and school supplies for all grade levels, including PE uniforms for grades 2-9, outerwear, NIV Bibles, etc. The store is located next to the lower school entrance in the southwest corner of the gym.

STORE HOURS:        Aug. 11 - 5:30 -7:00 p.m. (New Parent Orientation Night)  
                              Aug. 15 - May 24 Regular hours during school year to be announced

## INSURANCE NEWS

The school student accident insurance policy is a policy **intended to supplement your primary family coverage. All claims are to be submitted to your family carrier first.** The school policy will cover those amounts not covered by your family policy. In those cases where there is no family policy or in which the family policy does not pay anything on the claim, coverage will be considered primary.

## UPPER SCHOOL CELL PHONE POLICY

Grades 6-12 students may use their phones before and after school and during lunch. No earbuds, videotaping or photos are permitted while using phones. Parents, we appreciate your help with reminding students not to use their phones at any other times. Thank you.

## TEXTBOOKS

Upper school students may purchase required textbooks through the school's textbook partner, Akademos. Through the school's website, families can connect to Akademos (via [textbooksx.com](http://textbooksx.com)). The course list is available including departments, grade level, text titles and ISBN's. Each text is listed by course with a comprehensive marketplace survey of availability. This affords the family the opportunity to review all price points for the selected text. A reference book may be available in certain classrooms for the students who do not bring their book to class. It is the responsibility of the student to secure a copy of the required textbook within the first week of the commencement of classes. Any financial hardship issues should be brought to the attention of the school administration. Every effort will be extended to the family for assistance and will be dealt with on a case-by-case basis.

## IMMUNIZATION - SCHOOL ENTRY REQUIREMENT

1. No student will be permitted to begin classes without the proper health records being on file in the nurse's office.
2. **ALL children in the pre-kindergarten program (Pre-K through 1st grade)** must submit the following:
  - The HRS 3040 Medical Examination Certificate must be completed **every two years** from the date of entrance physical.
  - Certificate of Immunization (HRS 680 A or B form) appropriate for child's age **must be up-to-date**.
3. **ALL children in pre-kindergarten through 5th grade** are required to have the Varicella vaccine (Chicken Pox) unless he/she has already had Chicken Pox, then please disregard.
4. **ALL children entering kindergarten-6th grade** must have a second dose of Measles vaccine, preferably MMR, prior to the first day of school. (Please disregard if your child had a second MMR or second dose of Measles vaccine last year.)
5. **ALL children entering pre-kindergarten through 6th grade** must have completed the Hepatitis B vaccine series.
6. **ALL children entering 7th-12th grade** must have completed the following:
  - Hepatitis B vaccine series
  - Second dose of Measles vaccine, preferably MMR
  - Tetanus, Diphtheria booster
7. All **NEW incoming students** must have the HRS 3040 Medical Examination Certificate form and a Certificate of Immunization HRS 680 A form.
8. **Students transferring from other states** must submit a Florida Certificate of Immunization (Dept. of Health Form 680).

### EXACT DATES OF IMMUNIZATION ARE REQUIRED. All vaccine dates are to include the month, day and year.

DPT	(Diphtheria, Pertussis, Tetanus) <u>5 doses required</u>
OPV	(Polio) <u>4 doses required</u>
MMR	(Measles, Mumps, Rubella) 1 dose of individual vaccine or MMR combined form at age 12 months or older and a <u>second dose prior</u> to entering kindergarten through 12th grade
HEPATITIS B	vaccine series for pre-kindergarten through 12th grade.
VARICELLA	vaccine is required for ALL pre-kindergarten through 5th grade students unless the disease was previously contracted.

**EXEMPTIONS:** Temporary (DOH 680B) or permanent (DOH 680C) is permissible by law if a competent medical authority certified that the child should be exempt. Religious (DOH 681) is issued only by county health departments.

***Immunization can be obtained free of charge at the clinics below. Please call for an appointment.***

954.467.4943 Satellite Health Center                      954.788.6140 North Regional Health Center

954.985.4922 South Regional Health Center

9. If your child requires medication (prescription or over-the-counter, including Tylenol) during the school day, in order for the school nurse to dispense medication, the PHYSICIAN'S AUTHORIZATION TO DISPENSE MEDICINE form enclosed must be submitted to the nurse in advance and must be signed by a physician and parent or guardian. Please complete the form in full, including the amount of medication to be given and the times.

## FINANCES

All billed fees and tuition must be paid prior to the first day of school, August 15, 2011, in order for your student(s) to begin classes. Parents may pay the annual tuition and grade level fees directly to Westminster Academy® or select a payment option and enroll with FACTS Management Company. The FACTS Management Company will bill and collect all monthly tuition payments along with grade level fees on behalf of the school.

Grade level fees cover most incidental education expenses. However, some incidental charges may still be billed by the school as they are incurred. Examples are athletic fees, lunch charges, parking and after school care (CASA). ALL BILLINGS ARE DUE UPON RECEIPT and are subject to a 1.5% finance charge per month if not paid when due.

## FEE INFORMATION

Fees: To provide the necessary consumable and/or perishable materials essential to certain school courses and/or services beneficial to students, a fee will be charged for items unique to those particular courses or services in addition to the regular tuition. These fees will be included in the September or October billings or the monthly billing closest to the event. We have attempted to be comprehensive in the listing of the following fees, but future new courses/services could be provided that are not on this list.

<u>COURSE/SERVICE</u>	<u>FEE</u>
AP Testing	\$90 per course
Athletic Fee*	\$70 for one sport, \$125 for two sports and \$150 for three sports
Band, Chorus & Orchestra State Festivals	\$100 - High School; \$125 Middle School
Calculus and Pre-Calculus	Graphics calculator - Texas Instrument TI-83 series (approx. \$100)
Chorus Uniform Rental Fee	\$30/year
College Application Fees	First six applications, free; \$25 for each add'l, missed deadlines \$25 each
Directed Studies Program	\$200 per 9 weeks (Gr. 6-12)
Elementary Computer Club	\$45/semester
Instrument Rental	\$30/semester - Band; \$25/semester - Orchestra
Middle school end-of -year Rapids Trip	\$35 (approx)
6th Grade Spiritual Retreat	\$150 (approx.)
7th & 8th Grade Spiritual Retreat	\$150 (approx.)
Robotics, Regional	\$200 (approx.)
Robotics, National	\$400 (approx.)
Saint Augustine Trip, Grade 4	\$350 (approx.)
Sea Camp Trip, Grade 5	\$525 (approx.)
Senior Trip	\$900 (approx.) contingent on travel costs
Student Parking	\$125/year
Washington, DC Trip, Grade 8	\$800(approx)contingent on travel costs

Most of the fees and services that were billed in the past and listed in the Summer Letter have now been incorporated into the Grade Level Fees.

\*The athletic fee covers expenses incurred such as insurance, athletic trainer, officials, entry fees, coaches' compensation as well as costs related to the maintenance of the athletic complex.

## BUS NEWS

Westminster Academy® bus service will continue to serve the Weston, Boca Raton, Coral Springs, Parkland, and Lighthouse Point communities. If you are interested in bus service to any of these areas, please see the sign-up forms that are attached. For additional information, please email Janice Matthews at [matthewsj@wacad.edu](mailto:matthewsj@wacad.edu).

## BIBLES

All students in grades 2-12 are required to have their own copy of the New International Version of the Bible (including the Old and the New Testaments) by the opening day of school. The NIV comes in several editions and sizes.

Second graders will have their NIV Bible provided.