

Welcome to Chisago Lakes Baptist School

MESSAGE TO PARENTS

Dear Parents,

We extend to you a hearty welcome to Chisago Lakes Baptist School. As we look forward to a new school year, we do so with both gratitude and expectancy. We are grateful to the Lord for all that He has done for us. As we look to the future, we are expecting even greater things and trusting the Lord for His continued guidance and leadership in the days ahead.

Please remember, however, that the Christian school is but an extension of the Christian home and that the primary responsibility of spiritual and other training is yours. *“You shall teach them diligently to your children, and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up.”* (Deuteronomy 6:7)

The purpose of the Parent/Student Handbook is to help you better understand the working of the school, its philosophy and its requirements. Please read and study the handbook carefully. If there is any question about any statement in the handbook, please come to the administration for clarification.

We hope this will be a wonderful school year for you.

Sincerely yours,

Mr. Alan J. Hodak
Administrator

MESSAGE FROM THE SCHOOL COMMITTEE

Dear Friends,

God has richly blessed the ministry of Chisago Lakes Baptist Church through the years.

It is our purpose

- to provide young people with the opportunity to receive a Bible-centered education that is conducive to spiritual, mental, physical and emotional growth.
- to provide a curriculum and programs of high academic excellence within a Christ-centered learning environment.
- to build character by stressing the importance of a Godly life, love for our country, self-control and a desire for excellency in every pursuit.
- to teach respect for God, parents, others, the church and the government.
- to strive to produce mature Christians who will be examples of Christ to the world.

Believing that God’s desire is that we might *“walk worthy of the Lord, fully pleasing Him, being fruitful in every good work and increasing in the knowledge of God;”*

(Colossians 1:10), we encourage our students and their parents to evaluate all areas of life from God's viewpoint. Philippians 4:8 sets the standard for our lives. *"Finally, brethren, whatever things are:*

true just lovely
noble pure of good report
if there is any virtue and if there is anything praiseworthy—meditate on these things."

We look forward to working with you in the ministry of Christian Education.

Sincerely in Christ,

Chisago Lakes Baptist School Committee

STATEMENT OF FAITH

We believe and teach these basic principles:

- A. That the Bible is the Word of God, inspired by the Holy Spirit, and our rule of faith and life.
- B. That there is one living and true God, eternally existing in three persons, Father, Son and Holy Spirit.
- C. That Jesus Christ was conceived by the Holy Spirit, born of the virgin Mary, lived a sinless life, died for our sins, rose bodily from the grave, ascended to heaven, and will be personally and visibly returning to this earth at the end of this age.
- D. That all men are sinful by nature and practice. Thus they must receive Jesus Christ by faith to be delivered from sin and its penalty, to have eternal life, and to become a child of God.
- E. That every child of God should be growing in grace and knowledge of the Lord Jesus Christ, living a life of righteous works, and being a witness of His saving grace to others.
- F. As a vital ministry of CLBC, CLBS functions as an arm of the church. CLBC is a non-ecumenical non-charismatic ministry that seeks to honor all Truth God has revealed for this age. Our convictions are enumerated in greater detail in our doctrinal statement. If you would like a copy feel free to contact the school office.

MISSION

Our mission is to provide a quality education in a Christ-centered environment that allows us to train disciplined disciples for Jesus Christ.

OBJECTIVES

We will strive to:

1. Assist each student to develop his total personality in the Biblical pattern: “in WISDOM (academically); in STATURE (physically); in FAVOR WITH GOD (spiritually) and WITH MAN (socially.)”
2. Assist each child in the discovery and development of his God-given talents and abilities.
3. Promote self-discipline by training the student to be consistent, respectful, appreciative, responsible and thorough.
4. Assist each child in seeking God’s purpose for his life.
5. Help each child learn to overcome failure and strive for success.
6. Motivate students to become heavily involved in a local church, either full or part time.

FACULTY STANDARDS

Chisago Lakes Baptist School is a ministry of Chisago Lakes Baptist Church. The faculty of Chisago Lakes Baptist School is selected for their spiritual and academic qualities. All faculty members are born-again Christians, dedicated to serving the Lord through the ministry of teaching young people. All teachers at Chisago Lakes Baptist School are active members of Chisago Lakes Baptist Church. (Exceptions considered on an individual basis; e.g. a seminary student serving in another church of like faith and practice.)

General Information

Chisago Lakes Baptist School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. However, we are not able to provide for mentally or severely handicapped students.

Chisago Lakes Baptist School reserves the privilege of setting and maintaining standards of conduct, dress, cleanliness, and scholarship. The school reserves the privilege of refusing admittance to anyone it so chooses without defining reasons, and to suspend, or expel anyone who violates the standards or spirit of the school, or anyone uncooperative with the overall purpose and program of the school. The administrator shall determine when and how to discipline offenders of both written rules and the general spirit and/or direction of the institution.

School Office Hours: School Year 7:30 a.m. to 4:00 p.m.
 Summer 9:00 a.m. to 2:00 p.m.

K-4 Class M/W/F

Hours: Opening 8:00 a.m. to 8:30 a.m.
 Closing 11:30 a.m.

CURRICULUM

At Chisago Lakes Baptist School we give your children a Christ centered education. We want to give your child every opportunity to excel. We also design our program to meet each child's individual needs.

The curriculum for the Kindergarten Readiness Program is published by *A Beka Book Inc.* This is the same curriculum used in all elementary grades at CLBS and should facilitate an easy transition from the Readiness Program to the five year old Kindergarten class.

The curriculum provides a variety of learning experiences and our trained personnel will strive to use every opportunity to teach your child new and interesting things.

There will be play times and activity times to assist the children in developing social skills such as respect for one another and respect for each other's property.

Each day will have a Bible time to develop the children's awareness of creation and the character of God.

MON/WED/FRI Morning Schedule for Four Year Old Kindergarten Readiness

Room 102

8:00 – 8:30 Arrival, preparation, quiet time
8:30 – 9:30 Calendar, Lesson time/Weekly theme activity
9:30 – 10:15 Snack time/free play – indoor or outdoor time/bathroom break
10:15 – 10:45 Learning center activity time
10:45 – 11:15 Bible/Reading time
11:15 – 11:30 Closing time

ADMISSION POLICY

- A. K-Readiness students should be 4 years old by September 1 of the school year for which application is being made.
- B. Students must be potty trained.
- C. An application should be filled out and turned in with the \$75 application fee.
- D. An interview will take place with the parents and the Administrator.
- E. Membership in the student body of Chisago Lakes Baptist School is a privilege, not a right. If at any time, in the opinion of the administration (Pastor, School Administrator, Deacons of CLBC) it is determined that a student (or the student's family) is not in congruence with the goals and ideals of the school, he/she may be asked to leave or not be invited to return the following year.

Upon completion of the Application for the Kindergarten Readiness Program and acceptance into the program, parents will be asked to complete the following forms:

- Parent/Student Handbook Agreement
- Emergency Information Form
- Immunization Record or Exemption Form
- Authorization to Administer Medication

EMERGENCY AND ILLNESS POLICY

In case of an emergency the parent/guardian or designated emergency contact person will be notified. If the parent/guardian or designated emergency contact person is not available the family doctor will be called for further instruction. We will continue to call the parent/guardian or designated emergency contact person.

All injuries will be recorded in our medical/accident book that is located in our office. We use the Fairview Lakes Hospital as our emergency facility. The teacher will also fill out a sheet for the parents to take home for any minor injury that their child may encounter. Medications will also be recorded in the record book and a sheet will be filled out for the parents.

Children with any of the following symptoms should not be brought to our facilities. If the child begins any of these symptoms his/her parents will be notified and asked to pick their child up:

Headache, earache, toothache
Profusely running nose
Sore throat
Fever
Vomiting
Undiagnosed skin eruption
Intestinal disturbance and/or diarrhea

DISCIPLINE

Good behavior is encouraged through positive reinforcement. This makes the child feel good about his/her behavior and serves as an example to other children to act in such a way as to receive this praise. Asking a child to stop and think about his/her wrong behavior enables that child to work at self-control.

Rules will be established at the beginning of the year. The rules will be about safety, treatment of self, others, and property. Children will also learn the importance of respect for authority.

The child may be removed from the group for a “time out” period if he/she is being disruptive to the rest of the group. The teacher will take time to talk to the child about what happened and discuss the appropriate consequence for his/her action. Should this

procedure not solve a behavior problem, the child may be sent to the school office to see the Administrator. The Administrator may choose to call the parent for help in discipline.

Communication home, in the case of school discipline issues, is a key to a positive result in correcting misbehavior.

SCHOOL CLOSING

In the event of a school closing for inclement weather or some unforeseen difficulty, the time and special circumstances will be broadcast over the following stations:

WCCO-TV	4
KSTP-TV	5
KMSP	9
KARE-TV	11

Announcement of school cancellations will usually be given to the radio stations by 6:00 AM. Parents are responsible for learning this information from one of the previously mentioned stations. **PLEASE DO NOT CALL THE SCHOOL OR SCHOOL PERSONNEL FOR THIS INFORMATION.**

SOLICITATIONS

Solicitation is forbidden at CLBS without the permission of the Administrator. It is discouraged at any time. This includes the selling of tickets, candy, the distribution of political materials, the circulation of petitions, handing out event flyers, etc.

VISITING SCHOOL

All parents are welcome in the school at nearly any time. A call requesting a visit is appropriate. ***When coming to CLBS, please report to the school office first and sign in. NO ONE IS TO GO DIRECTLY TO ANY OTHER DESTINATION IN THE SCHOOL.***

Classroom visits by parents and students are welcome. Student visitors should either be a visiting relative of a student, a student from another Christian school, one who is potentially interested in enrollment at Chisago Lakes Baptist School, or alumni. All visitors should come by the school office to secure permission from the principal. Advance arrangements are desired.

We do request that any parent visit to a classroom be made by definite appointment with the office, and that any parent-teacher conference be scheduled at a convenient time after-school hours.

YEARBOOKS

Annual yearbooks are produced through a private company. Patrons and local businesses through advertising largely support the yearbook. Alumni, parents, and other interested persons may purchase the yearbook. One yearbook will be given to each enrolled student as part of the book fee. Yearbooks for the 2009-2010 school year will be given out the September following the school year (September of 2010).

PARTY INVITATIONS AND TREATS

Children hosting a party may bring invitations to school if there is an invitation for every child in the classroom, or if all the same gender is invited to the party. Invitations that do not include every class member should be mailed out.

Birthday treats are appropriate if approved by the teacher. They will be served with permission by the teacher.

PLAYGROUND

The playground is for use during school hours and before and after church services. Students will not be allowed to play on the playground before or after school.

FIELD TRIPS

A permission slip is required each time a field trip is taken. They are intended to be educational and beneficial to the student. On occasion the school bus will be used for transportation. On other occasions parents will be asked to drive and chaperone. The teacher will then give a form to the parent to fill out concerning license and insurance information. The form will be kept on file in the school office for use during the year. The form is filled out each year. A fee is paid in the tuition that covers part of the cost of field trips for the year.

Financial Policy

TUITION

Tuition fees are reviewed annually. Tuition fees are necessary to provide a quality program. It is expected that parents who enroll their children will meet their financial obligations to CLBS by paying tuition on time.

Tuition charges may be paid in a lump sum amount or on a 10-month installment plan, which runs from September through June. Payments are due by the 10th of each month. Payments received after the 10th will be assessed a penalty of \$10.00 per month. Failure to maintain the agreed upon payment schedule places the privilege of attendance in jeopardy. All academic records will be retained at CLBS until all financial obligations are met.

Application Fee	\$ 75.00
Curriculum Fee	130.00 (includes color yearbook, student accident insurance, curriculum materials, field trips)
Yearly Tuition	1,300.00 (Mon/Wed/Fri program, 8:30 a.m. – 11:30 a.m.)

Tuition may be paid in 10 monthly installments of \$130 each, September 1st through June 1st.

Snacks will be provided and are included in the Tuition Fee.

TUITION COLLECTION POLICY

- A. Accounts not current by the 10th of each month will be mailed a reminder, which will include a \$10.00 late fee.
- B. Accounts not current by the 10th of the succeeding month will have an additional \$10.00 late fee assessed. A letter will be sent home stating that no student will be allowed to continue in school if the account is more than 45 days in arrears.
- C. No child may re-enroll the following year without the previous school year's account being current.
- D. Any check returned due to insufficient funds will be assessed a \$10.00 penalty.

CHISAGO LAKES BAPTIST SCHOOL

Parent/Student Handbook Agreement

We, the undersigned, signify that we have read the "Parent/Student Handbook" and agree to support the school by requiring our child to obey all school policies and requirements. We also acknowledge that failure to maintain the agreed upon payment schedule places the privilege of attendance in jeopardy.

Date: _____ Signature of Parent(s): _____

STUDENT NAME
