

TOPICS LISTED ALPHABETICALLY

ADMINISTRATION/TEACHER-PARENT CONFERENCES

When conferences are requested and/or needed with administration, please email thetimothyministry@yahoo.com for an appointment. Every effort will be made to schedule mutually convenient appointments.

Teacher-Parent conferences cannot take place during class transition time or during teaching time. If you need to schedule an appointment, please contact the teacher via phone or email (email address is posted on class page).

Parents may observe a class as long as (1) prior approval has been obtained from administration in room B201; (2) they are not a distraction to the class.

ARRIVING / DEPARTING FBCW CAMPUS

Do not park along the curbs or in undesignated parking areas. If you walk your student to his/her first class, park your car in a designated parking area, and then walk your student to his/her first class. All K5-2nd graders must be walked to his/her first class and picked up at last class by an adult or a sibling 16 years or older.

CLASSES

Classes are offered to students in kindergarten (age 5) to 12th grade. A student must turn 5 by the start of the session in order to participate in classes for that session.

DANCE

Dance classes are offered by Dance For His Glory on the FBCW campus at the same time as Timothy Ministry classes on Tuesdays. If your student takes a dance class and is in grades K5-2nd, the parent is responsible for transport to and from dance and TM classes. Timothy Ministry does not transport students to and from dance classes.

Dance classes are listed in your Timothy Ministry schedule as a placeholder so that we know the location of your student while on campus. Should there ever be an emergency, we would know the location of your student. Therefore, to register for dance classes, you must FIRST register through the Dance For His Glory website: <https://www.danceforhisglory.net/>

DISTRIBUTION OF FLYERS/BROCHURES/ANNOUNCEMENTS

Distribution of any flyers/brochures/announcements to the student body is not permitted without prior approval from administration.

FIELD TRIPS / SERVICE PROJECT TRIPS

Prior approval must be obtained from The Timothy Ministry staff. The student should be taken and picked up by the parent to any off-campus activity or service project participation.

GYMNASIUM

The gymnasium is not to be used if class is in progress. Siblings (those not registered for the gym class) of students in gym class will not be permitted in the gymnasium to play. There is NO open gym on Tuesdays during Timothy hours.

IDENTIFICATION TAGS

Mandatory for K – 5th grade: each student should have a backpack with a “bag tag” on at all times. The “bag tag” should include parent’s name and cell number, student’s name, class name/class time/room number. These are available at Wal-Mart in the school supply section or luggage section OR you may make your own.

Be sure that your middle and high school students have a copy of their schedule with room numbers.

*** SUGGESTION TO PARENTS: In addition to making sure your students have their schedules with room numbers, as a parent, you need their schedule on you at all times in case of emergencies. **TAKE A PICTURE of your child's schedule or bag tag with your CELL PHONE.** That way it is with you at all times.

LIBRARY

The FBCW Library is open to all Timothy Ministry families. You do not have to be a FBCW member. It is located at the main entrance of the A-building to the right. Tuesday Hours: see door.

LICE POLICY

If a student has had lice, a note prior to your child's return to classes needs to be brought to the office (room B201) from a doctor/pharmacist/nurse or clinic, etc. that your child has been checked and is free and clear of lice. If you are unable to acquire a note, one of our staff members that's a nurse will check. We keep this private and confidential.

LOST-AND-FOUND

Located in room B201. Items are kept for approximately four weeks and then donated to the CARE Ministry of FBCW. There is also a lost-and-found in the W-building next to the First Aid Room on the main floor.

LUNCH AREAS & LUNCH RULES OF CONDUCT

The Solid Rock Café is open for business between 10:30am and 2:00pm (menu and prices posted on our website). Drink/Snack machines are located in the B-building foyer (main level and second floor) and in the breezeway between A and B buildings. **Students need to bring their own lunch if not purchasing from the cafe.**

Students in grades K5 – 5th grade that are signed up for Lunch Bunch must bring their own lunch (see Lunch Bunch info below).

The designated eating areas for Timothy Ministry students are: B-building foyer, picnic tables in breezeway between A and B buildings, and the Fellowship Hall in the A-building. Students are not permitted to eat in the hallways or stairways. We must respect the FBCW campus at all times.

- Lunch is 30 minutes
- Any student in grades K5-5th grade must be accompanied by a watchful ADULT during lunch (or assigned to Lunch Bunch if not eating lunch with an adult).
- Student drivers MAY leave campus for lunch with parent's permission (but NOT drive other students) – must be denoted on their Medical Consent Form, page 3.
- Before leaving their table, students will clean their table area and pick up any trash.
- No running or horseplay will be tolerated.
- Inside voices are to be used.
- Students and parents must respect the church property and others in your area while eating. This includes noise and activity that can take place with young children. Children are not permitted to run and play in the indoor eating areas.

LUNCH BUNCH

Lunch Bunch is provided for students in K5 – 5th grade. If a student in these grades is not eating lunch with an adult, he MUST be assigned to a Lunch Bunch group.

- Parent must provide lunch for student.
- If a parent decides at any time during the session to have lunch with their student, they must let the lunch bunch monitor know and can then have lunch in any of the other designated areas. There just isn't enough room in the Lunch Bunch rooms to add more.
- Snacks: please notify your lunch bunch monitor one week prior to sending snacks/birthday for the entire group. If your child is in the PEANUT FREE room, all snacks must be peanut free.

Lunch Bunch will provide a safe and controlled environment for students in grades K5 - 5th grade to eat lunch without their parent having to be there every week, but with a watchful adult. Your child will be assigned to a monitor and a particular room. Students are expected to stay with their assigned monitor during their entire lunch

break. For friend requests, check with your friend and made sure you register your children for the same room number.

MEDICAL CONSENT FORM

- Must be completed and e-signed on our online registration system.
 - a. New form is needed every school year.
 - b. If you have student driver, please don't miss #13 on page 3.
 - c. **Registration cannot be completed without this form completed.** We will be collecting this form in the line where you wait to go to a computer.

REPORTING TO CLASS

Students are to report to their classes with all necessary books, materials, or instruments. They are expected to be seated and ready for class at the top of each hour. A student found roaming the halls, stairways, bathroom, etc. after class has started without a legitimate excuse is considered to be skipping and will be written up for a CLASS II offense (see Student Discipline).

SAFETY PRECAUTIONS

1. Never leave children unattended — DO NOT leave children in cars unattended.
2. Early Elementary guidelines:
 - 1) Parents are responsible to transfer students to AND from DANCE class
 - 2) K5-2nd grade students:
 - * will only be released at the end of their class(es) to parents/guardian or sibling over 16 years old.
 - Most all classes are on same hallway. It **is the parent's responsibility to familiarize their child with how to get from classroom to classroom on that hallway, but monitors will be available to assist. Please be sure to put their schedule on a bag tag on their backpack.**
3. Be prompt in picking up your children (late is considered 10 minutes or longer after class time).
4. Students in grades K5—4th grade must be accompanied to the restroom by a teacher or staff. Procedure for entering restroom: Observe the restroom to make sure that no one is present, prop the door open, and then allow the children to enter while you wait at the door.
5. Your student in grades 6th-12th must be in study hall if he/she has more than ONE free hour in his schedule, unless he/she is with his parent or a guardian assigned by the parent who is 21 years or older.
6. Clean up after yourselves and your students.
7. Siblings that are not attending Timothy Ministry classes cannot "hang out" on campus during operation hours unless accompanied and supervised by another adult. Siblings and friends cannot attend classes with other siblings and friends unless they are registered and paying for the class.
8. If a parent is requested by a teacher or staff to assist their student in the classroom, and you have younger siblings, you must seek childcare for the younger sibling during this time.
9. Students with gaps in their schedule must be with a parent or assigned to study hall if they are 6th grade and up. Students who are K5-5th grade and have a gap in their schedule must be accompanied during that time by a parent.

SICK POLICY

For the protection of our children in *The Timothy Ministry*, parents cannot bring a child to class who appears to be ill. Children who have had the following symptoms within the last 24 hours should not attend class and will not be permitted into a classroom.

- Fever
- Vomiting or diarrhea
- Green or cloudy, runny nose
- Runny or pink eyes
- Inflamed throat or mouth
- Croup, coughing, or sneezing
- Any skin infections such as boils, unexplained rash, staph, ringworms, or impetigo
- Symptoms of childhood diseases (scarlet fever, mumps, chicken pox, or measles)

No medication will be dispensed by a teacher; however, *The Timothy Ministry* Administration can distribute any emergency asthmatic or allergic type medications per the medical consent form previously signed by parent or legal guardian.

If a student is dismissed from class due to illness, the student is to be taken home. The parent cannot return the student to any classes within the same day after said illness.

If a student is diagnosed with an infectious illness, please bring a doctor's release note to Timothy Ministry administration upon return.

STUDENT DRIVERS (Amended 9/27/2015 due to issues with students driving students without permission)

STUDENT DRIVERS: If you will have a student driver, please be sure to read #13 on page 3 of the medical consent form. There is a new section on the form for you to let us know if you want to allow your student driver to leave during lunch. Student drivers are only allowed to transport siblings to/from lunch.

Student drivers ARE NOT allowed to transport any other TM student off campus.

If a student driver leaves the campus for lunch or free time, he/she needs to sign out with the monitor before leaving campus.

If a student driver is caught transporting another TM student, both the driver AND the passenger will be suspended from Timothy Ministry for one week.

We take the safety of our students very seriously and believe that allowing student drivers to transport other students is a liability for this ministry and for our families.

Parents, please communicate this new policy with your students AND the seriousness of not following the policy.

STUDY HALL

There is a designated room for study hall each session. All students will be required to be in this class when they have an open hour other than lunch. There will be a monitor in this room at all times and attendance will be taken.