But they that wait upon the LORD shall renew their strength; they shall mount up with wings as eagles; they shall run, and not be weary; and they shall walk, and not faint.
Isaiah 40:31

Information Booklet
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The philosophy of Harvest Time Christian Academy is based on a God-centered view that all truth is God’s truth, and that the Bible is the inspired and the only infallible authoritative Word of God. God created all things and sustains all things. Therefore, the universe and man are dynamically related to God and have the purpose of glorifying Him. Because man is a sinner by nature and choice, he can only glorify or know God by choosing God’s free gift of salvation through His Son, Jesus Christ, thereby committing his life to the Lordship of Jesus Christ.

Our aim socially is to provide a Christian perspective on the total world view from which will come a balance personality and proper understanding and acceptance of a person’s role in life at home, at work, at play and at worship -- all grounded in the Christian concept of love.

This philosophy channels our energies to promote high academic standards while helping the students to achieve skills in creative and critical thinking using the best integrated curriculum available. Our curriculum is rounded out by daily devotions, academics in Bible (King James Version, only), and weekly chapel programs. Herein lays the foundation and key to a successful social life of devotion to God, service to man and commitment to the values of the Bible. The objective of our instructional program is to enable the student to pursue the post secondary education of his choosing, whether in college, university or in vocational training areas.

Our responsibility for the student encompasses the spiritual, mental, intellectual, physical, social, and emotional areas. These are inseparable and through them run the insistent thread of the spiritual. Therefore, it must be our aim to shun the tendency to teach the Bible compartmentally or on the intellectual level alone - - the scarlet thread must be woven throughout the total curriculum.

It is apparent then, that the types of activities we employ or permit in the classroom or school program will either facilitate or militate against our basic philosophy. The spiritual must permeate all areas, or else we become textbook oriented rather than student centered.

While the education of children is the responsibility of parents defined as legal guardian, the school functions as an agent for parents as teachers cooperate closely with them in every phase of the student’s development and both parties seek to cooperate with each other and improve the process of Christian education.

Choosing to send your child to HTCA is a choice of sacrifice. In addition, to a greater financial burden on your family, we ask for your personal involvement of time. Most importantly, we ask for your daily remembrance of HTCA in your PRAYERS. It is our faith that God will honor all sacrifices. The greatest reward, however, will be seeing your children walk in the Truth.

Yours in Christ,

Gene Shepherd
Gene C. Shepherd
Administrator
MISSION

The mission of HTCA is to train students, in partnership with families, to think, live, love, and lead as Christians through programs of academic excellence based upon a Biblical world view.

STATEMENT OF FAITH

1. We believe the scriptures of the Old and New Testaments are the inspired Word of God, the final authority for doctrine, reproof, correction and instruction in right living (King James Version).

2. We believe in the deity of our Lord Jesus Christ, fully man and fully God, only begotten Son of the Father. He was conceived by the Holy Spirit, born of the virgin Mary, and lived a sinless life. He was crucified, buried, and rose physically from the dead. He ascended to the right hand of the Father and will come again in power and glory.

3. We believe that for the salvation of the lost, regeneration by the Holy Spirit is absolutely essential and that this salvation is received through faith in Jesus Christ as Savior and Lord and not as a result of good works.

4. We believe that the Holy Spirit carries out this work in our lives, empowering us to grow in loving union with our Heavenly Father and to walk in obedience to His will.

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.

6. We believe in the spiritual unity of believers in our Lord Jesus Christ.

BACKGROUND

On September 2, 1996, HTCA began its first year of operation.

Our goal is to provide the community the opportunity to give their children academic excellence from a Bible-centered perspective.

HTCA is a 501(c)(3) non-profit organization and will be governed by a Board of Directors.
1. At least one parent of the applicant must give a credible profession of faith in Jesus Christ as Lord and Savior. Applicant and parent must attend a Bible-believing church (at least one service per week). Admission shall not be denied on the basis of color, race, or national origin.

2. Applicants shall give evidence of emotional stability, social adjustment and satisfactory behavior as determined by records, references and a personal interview. HTCA is not equipped to deal with students who exhibit persistent and destructive emotional instability, nor social adjustment which is damaging to the work of the school. Also, the school reserves the right to reject an applicant on the basis of the number of children with special needs already in the classroom.

3. An applicant must submit an application form, and participate along with his/her parents in an admission interview.

4. Children entering Pre-Kindergarten in August must be four (4) years of age by September 1. Children entering Kindergarten in August must be five (5) years of age by September 1, and must score at least 80% on the ABCs with Ace and Christi Reading Readiness Test.

5. In cooperation with and by the law of the state government, all children entering school for the first time, whether in Pre-Kindergarten, Kindergarten or in First Grade, must present a completed health record with all dates of immunizations (refer to immunization section). Health records are transferred with scholastic records when children change schools.

6. Parent must be willing to sign Parent’s Statement of Agreement, Conduct, Finances, Activities (attached).

7. HTCA reserves the right at any time to reject any applicant without explanation. Again, admission shall not be denied on the basis of race, color or national origin.

8. Students above the Sixth Grade level will not be accepted unless they agree that they want to be enrolled.

9. Students will be accepted in order of date of receipt of application.

10. For the following reasons a child will not be accepted, or if currently enrolled will be dismissed immediately (unless they have proven repentance since these behaviors). This includes before, during or after school, every day of the year, including days school is closed:
   - Who has been arrested or involved in any other illegal activity.
   - Who has been involved in any sexual misconduct.
   - Who has used drugs or alcohol.
   - Who has been involved with possessing any firearms or explosives with intent to cause harm; also includes threats.
   - Who smokes or has used tobacco for any period of time.
   - Who has ran away from home.
   - Who has been dismissed or expelled from any other educational institution.

11. The child must have a physical examination by a reputable physician and submit a Medical Form (attached).

12. Parents must present a report card of the previous term of school.
13. Request a letter of recommendation from your pastor, and have him send it to the school at the address located on page 12 of this booklet.

14. A birth certificate must be presented at the time of registration.

15. Both parents will be required to attend an Orientation Session in order to enroll their children before school opens.

### STEPS IN ADMISSION

1. Fill out an application form and submit it to school administration with a $10 application fee.

2. The school obtains necessary medical form, immunization records, and if applicable, records from schools last attended.

3. The school arranges for an admission interview with both parents and the principal.

4. The school either phones to the parent or mails to the parent a letter indicating either acceptance or rejection of the application.

5. Upon acceptance, student is required to participate in diagnostic testing in order for proper placement. A $50 registration fee is required at this time to provide materials for testing.

### PURPOSE

1. It is our conviction that God, the Creator of the family, has placed with the parents the overall responsibility for training their children (Ephesians 6:4). Therefore, we desire to establish a God-oriented school of high academic quality which will support and not undermine the training children receive in the home and church.

2. It is our conviction that the fear of the Lord is the beginning of wisdom (Psalm 111:10). Therefore, HTCA will promote reverence of the Lord and encourage inquiry into all areas of creation and culture from a scriptural perspective.

3. It is our conviction that the influence of the teachers as Christian role models is essential in the educational experience of children. Therefore, all faculty and staff will be individuals with a strong love for God with an evident witness of the Holy Spirit in their lives.

4. It is our conviction that Christian education would encourage the whole personal development of students who learn to love the Lord with all their hearts, souls, and minds (Matthew 22:37-38). Therefore, we desire that HTCA produce students who are committed to Christ and who are maturing in their ability to live the Christian life as salt and light in the culture and society in which God places them.
FEES
(Nine Month School Year)

APPLICATION: $10 (non-refundable or transferable).

REGISTRATION: Families enrolling students in HTCA for the first time will be charged a registration fee of $50.00 (non-refundable or transferable), due upon notification of acceptance (no later than August 15th).

TUITION:

<table>
<thead>
<tr>
<th>GRADES</th>
<th>YEARLY PAYMENT PLAN</th>
<th>TEN MONTH PAYMENT PLAN</th>
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<tr>
<td>Grades Pre-K - 12</td>
<td>2510.00</td>
<td>251.00 (for 1)</td>
</tr>
<tr>
<td>• 1st child</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• 2nd child</td>
<td>1610.00</td>
<td>412.00 (for 2)</td>
</tr>
<tr>
<td>• 3rd child</td>
<td>1360.00</td>
<td>548.00 (for 3)</td>
</tr>
<tr>
<td>• Each child after 3</td>
<td>1360.00</td>
<td></td>
</tr>
</tbody>
</table>

(*Updated 5/31/17)

PACEs are included in these prices. First tuition payment due August 20.

Discount prices to students attending and supporting Harvest Time Ministries.

The difference between tuition and the actual cost of operation will be made up by special offerings, donations, and fundraising activities. Please prayerfully consider what you can do to help the school in this area.

PACES: The average student will complete approximately 2 PACEs per week, some more -- some less. This fee will be collected monthly along with tuition.

Any student repeating a PACE will be charged a minimum of $20.00; the cost incurred for priority mailing another PACE. This charge will be placed on monthly statement, along with copy of shipping invoice.

LUNCH: Lunches are to be packed by the students Monday through Thursday for Pre-K through Twelfth Grades.

DEFACING OF SCHOOL PROPERTY: Students defacing any of the Lord’s property; such as chairs, student flag sets ($5), Readmaster student disk ($5), pews, pew cushions, windows, workstations, etc., will be charged for replacing this property and this charge will be placed on a monthly statement.

Parents should prayerfully consider how they can support the work of the school by volunteer help and financial contributions according to their abilities.
TERMS OF PAYMENT

Payment will be collected through the office. Payment will be due on the 20th of each month. A coupon book will be made available. There will be a $20 late fee to accounts not paid by the last day of the month. Non-payment of tuition and PACEs by the last calendar day of the month will result in suspension of the student. Students with delinquent accounts the last day of the school year will not receive awards nor be allowed to participate in the annual awards ceremony.

(Updated 4/29/17)

REFUND POLICY

Withdrawal of the student will not be considered until any balance due the school is paid in full. Any tuition prepaid will be refunded on a pro-rated basis up to the 15th of the month. Withdrawal after the 15th of the month will not receive a refund for that month’s tuition payment.

DAILY CLASS SCHEDULE

All students report by 8:00 am
(Faculty and Students assemble in Chapel on Mondays at 8:00 am prompt  {in classroom Tues. - Thurs.})
All Classes dismiss at 3:20 pm (Monday - Thursday)
(Students must be picked up by 3:30 pm (Mon - Thurs) or additional charge)

THERE WILL BE A CHARGE OF $1 PER MINUTE FOR LATE PICKUPS.
MONEY PAYABLE TO THE SUPERVISOR ON “AFTER SCHOOL DUTY”.
(Refer to the school calendar for vacation days, holidays, and teacher workdays.)

RELEASE OF RECORDS

HTCA will not release to any institution the records of any student whose tuition and fees are unpaid in any amount.

INSURANCE

As part of your tuition, a premium is paid by HTCA on a secondary injury policy of $25,000 per student.

SUPPLIES

1. Personal Bible (King James Version)
2. Dictionary (paperback acceptable)
3. Pencils; Mechanical pencils 4th grade up
4. Standard notebook paper for reports and composition
5. Erasers (pink pearl)
6. Ruler
7. Small box for supplies
8. Black ink pen
9. Kleenex boxes
10. Comb
11. Small trashcans
12. Protractor / Compass 6th grade up
13. Colored pencils 9th grade up
(Additional supplies may be requested as needed.)
ATTENDANCE POLICY - Updated 4/26/17

Regular attendance is essential to successful class work. Classroom attendance and participation is an integral part of the school experience. Regular attendance helps develop patterns of behavior necessary to success in life, both personal and business. Even though students make up work due to absences, they can never replace the educational, cultural and social contacts they would have experienced in the classroom. Therefore we expect the student to attend class each day. A pupil who is absent must bring a written excuse to his/her supervisor. The only acceptable reasons for school absences will be the following:

1. Illness or injury preventing student from being physically able to attend.
2. Isolation by the local health officer or the State Board of Health.
3. Death of an immediate family member.
4. Verified medical, dental, or optometrist appointments (requires excuse).
5. Court proceedings where the student is a witness or party of the court.
6. Religious observance with prior approval by the principal.
7. Valid educational opportunity with prior approval by the principal.

Any student who misses five (5) days or more per quarter, without a written doctor’s excuse, will not receive credit for that semester. If students are not in their classroom when the 8:00 a.m. bell rings, the student will be counted tardy. Five (5) tardies will be counted as an absence. Students who arrive after 11:20 a.m. or leave earlier than 12:00 p.m. from class will not be considered for perfect attendance.

After six (6) unexcused absences, a meeting will be called between the parents/guardians and the principal. After ten (10) unexcused absences, another meeting will be called with the parents/guardians to determine whether the parents/guardians made a good faith effort to comply with the rules. If not, the principal will notify the district attorney.

No student will be released to anyone unknown to the student or the administration except by previous notification by the parent. Student’s arriving later than 8:00 a.m. are required to sign in at the office. Students leaving prior to 3:20 p.m. are required to have the person picking them up sign the student out at the office.

North Carolina General Statute 115C-378 states “Every parent, guardian or other person in this State having charge or control of a child between the ages of seven and sixteen years shall cause such child to attend school continuously for a period equal to the time which the public school to which the child is assigned shall be in session. No person shall encourage, entice, or counsel any such child to be unlawfully absent from school. The parent, guardian or custodian of a child shall notify the school of the reason for each known absence of the child, in accordance with the local school policy.”

NC General Statute 115C-380 provides a criminal penalty for any parent or guardian violating the provision of the State Compulsory Attendance Laws and may result in jail time.

TRANSPORTATION

Because of the cost, and the widespread area from which students come, we are unable to provide transportation. Parents will be responsible for bringing students to school and picking them up in the afternoon. Students should not arrive at school before 7:45 am and must be picked up no later than 3:20 pm in the afternoon, unless prior arrangements have been made. There will be an additional charge for students who remain after 3:30 pm. This charge will be placed on a monthly statement.

CLOSING OF SCHOOL DUE TO BAD WEATHER

HTCA closings due to bad weather will generally correspond to those of the Wilkes County schools. Announcements will be made on 1240-WWWC, WKBC (AM and FM) radio and by Phone Tree. Please be sure we have an updated phone number.
**CHAPEL SERVICES**

Chapel services will be held once weekly and will be led by the Principal or selected speaker. Along with weekly chapel services, school will begin at 8:00 am each day with approximately 15 minutes of devotions, prayer and Bible verse, as well as the recitation of the Pledge to the American Flag, Christian Flag, and Bible.

**IMMUNIZATIONS**

All students attending HTCA must be immunized against the following diseases prior to admittance:

1. **Diphtheria, tetanus, and whooping cough (five doses):** three doses by age one year and two booster doses, one in the second year of life and the second on or after the fourth birthday and before enrolling in school for the first time. If the fourth dose was administered after the fourth birthday, the fifth dose is not required.
2. **Oral polio vaccine (four doses):** three doses by age two years and a booster dose on or after the fourth birthday and before enrolling in school for the first time. If the third dose was administered after the fourth birthday, the fourth dose is not required.
3. **Measles vaccine:** one dose of live vaccine by age two. Measles re-vaccination is required when a child was immunized even one day before one year of age.
4. **Rubella vaccine:** one dose by age two years.
5. **Mumps vaccine:** one dose by age two years.

Again, all students attending the school for the first time must have a medical examination from a physician (form attached).

**VISITATION POLICY**

We encourage parents and interested adults to visit. HTCA is your school, and we feel you should know what we are trying to accomplish. Please feel free to visit at any time, but make arrangements at the school office. Do not go directly to the classroom at any time. If you wish to talk to your child’s supervisor, please arrange for a private conference by calling the office. Do not meet the supervisor before or after school or detain the supervisor from his/her responsibilities. Supervisors are happy to arrange for conferences with parents at scheduled times.

Lunches, homework, books and other items may be left in the school office to be delivered to your child. School phones are for business only. Do not expect your child to tell the supervisor about any changes in his/her ordinary schedule. Always send a note or call the office for any change in the ordinary schedule.

Students are not to bring visitors without prior permission from the office. All school visitors must check in with the school office upon arrival.

**RELEASE FROM CLASSES**

When it becomes necessary for the parent to take the child out of class during the day, release of the student must be made through the office. No student will be released to anyone unknown to the student or the administration except by previous notification by the parent. Again, the person picking up the student will be required to sign the student out from the school office.
HTCA is best able to provide an enriching, enjoyable, and constructive experience for each student by maintaining a positive and disciplined learning environment where consideration is given to each person’s needs.

It is our responsibility to provide the proper learning environment for students. It is the student’s responsibility to make a commitment to live within the rules and regulations that are necessary for us to function together each school day in a God-honoring manner.

Discipline can be defined as control. In the well-disciplined classroom, both the supervisor and the students exercise self-control. A maturing child should sense the responsibility to control himself/herself as a mandate from God. As the pupils operate on this level of self-control, the supervisor is the authority figure who sets the positive and constructive tone for self-discipline and control in the classroom.

HTCA recognizes that it cannot meet the educational needs of all children. It is a school offering a high quality of Christian training, but is not designed to be a correctional institution for problems arising beyond those usually encountered in average school children. While we love delinquent and emotionally unstable children, the school is not equipped to meet their needs. Some children do not adjust to a disciplined academic environment and find excuses to criticize the policies and decisions of staff and administration. In such cases, the school reserves the right to dismiss any student who does not cooperate with the total educational process.

There is no way to have a successful Administration and curriculum without also a proper discipline and administration of it. The Bible says, “Let all things be done decently and in order” (I Corinthians 14:40). A person that is undisciplined learns very little; an undisciplined tongue destroys; an undisciplined body does not function well; a country that is undisciplined destroys itself.

The parent will be called to the school if at any time the student requires physical discipline from a paddle, and will be expected to perform disciplinary action at that time.

Parents must grant full discretion to the Supervisor, Monitor and Administrator in the discipline of their child by the Bible standards outlined by God’s word:

- **Colossians 3:20** Children, obey your parents in all things, for this is well pleasing unto the Lord.
- **Romans 13:1** Let every soul be subject unto the higher powers.
- **Hebrews 13:17** Obey them that have the rule over you, and submit yourselves.
- **Proverbs 19:18** Chasten thy son while there is hope, and let not thy soul spare for his crying.
- **Proverbs 22:15** Foolishness is bound in the heart of a child; but the rod of correction shall drive it far from him.
- **Proverbs 10:17** He is in the way of life that keepeth instruction: but he that refuseth reproof errth.
- **Proverbs 6:23** For the commandment is a lamp; and the law is light; and reproofs of instruction are the way of life.

High school students, in particular, because of their testimony before younger children, are encouraged in their training to adhere to the school’s philosophy and Christ-centered program. Such adherence includes abstaining from smoking, use of alcoholic beverages, use of narcotics, listening to secular or religious rock music, dancing, swearing, or any other questionable practices whether before, during or after school, every day of the year, including days the school is closed.
HTCA will maintain a discipline that is firm, consistent, fair, and tempered with love. Our staff will maintain standards of behavior in the classroom through kindness, love, and genuine regard for their students. However, when disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment and understanding. Humiliation of the child will be avoided.

Suspension, defined as a temporary absence from the school, will be used when other disciplinary methods are unsuccessful. Parents will be called by a faculty member to explain the reason for the suspension; they will also be notified in writing. Suspension will be immediate upon smoking, profanity, cheating, defacing school property or facilities used by the school, leaving school grounds without permission, and stealing. Students suspended from school are responsible to make up all work missed.
We, as parents who are accepting the challenge to “train up a child in the way he should go”, do state that this training will be carried on in the home and in attendance at church services of the parent’s choice. We shall place our trust in Harvest Time Christian Academy to extend that training more completely.

We pledge, that, we will faithfully support HTCA during the initial adjustment period (six weeks are required for most students) and the entire school year in all rules, regulations, school policies, and dress codes. We pledge not to download or buy any ACE material (Paces and Test) from any other source besides Harvest Time Christian Academy. We understand that by doing so our child will be automatically dismissed. We agree on all financial policies and by paying registration fees, Pace fees, and required tuition fees, regularly and on time. We understand that a $20 late fee will be charged on all monthly payments that are late. I will agree to do the above to avoid any debt that I cannot repay. I will agree to work with the administration on a regular schedule of payments as the principal deems necessary before withdrawal. This may be done in case of an emergency or a genuine hardship case.

We understand that Progress Reports and student transcripts will be withheld at the end of any report period if required payments are not paid in full. A $20.00 fee will be charged for all transcripts issued upon students transferring from HTCA, plus all fees must be current.

We hereby invest authority to the school to discipline our child as deemed necessary. We agree to come to the school to discipline my child/children in case of the need for corporal correction. We further agree that we will cooperate and discipline our child in the home as needed.

We understand that reasonable assessments will be made to cover damage to property such as window damage, chair, table, office, walls, etc. and will be added to the monthly fees.

We give permission for our child/children to take part in all school activities including athletics and school sponsored trips away from the school grounds, understanding that all such activities will have proper supervision by the school authorized personnel.

By signing this document I certify that I have read HTCA’s Handbook and Dress Code and will support the school in its entirety

(Parent’s Signature)   (Principal’s Signature)   (Date)
HARVEST TIME CHRISTIAN ACADEMY MEDICAL EXAMINATION FORM

Name: _______________________________ Parent’s Name: _______________________________

Birth Date: _________________________ Address: _______________________________________

History: Allergies ___  Chickenpox ___  Diabetes ___  Epilepsy ___  Measles ___  Mumps ___
Drug Sensitivities ___  Tuberculosis ___  Rheumatic Fever ___  Whooping Cough ___
Other ____________________________________________________________

Px  Head _________________________________________________________________

Eyes ___________________________________  Vision:   R - 20 / _____  L - 20 / _____

Nose ___________________________________  Mouth ___________________________________

Ears ___________________________________  Hearing _______________________________

Throat __________________________  Adenoids _______________________  Tonsils _____________

Heart ___________________________________  Blood Pressure _________________________

Lungs _________________________________________________________________

Abdomen ________________________________  Hernia ______________________________

Extremities _______________________________________________________________

Genitalia  __________________________________________________________________

Immunizations:

<table>
<thead>
<tr>
<th>Date Doses Given</th>
<th>Date Booster Due</th>
</tr>
</thead>
</table>
| DTP              | ___________________
| Polio            | ___________________
| Measles          | ___________________
| Rubella          | ___________________
| Mumps            | ___________________

Positive Findings:

Laboratory results when indicated:

Recommendations:

_________________________  Physicians Signature

Date: ________________________________

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