

DAILY OPERATIONS

ADMINISTRATION DAILY SCHEDULE

Reid Temple Christian Academy administrative offices are open Monday through Friday from 7:45 a.m. until 4:00 p.m. Our aftercare is open until 6:00 p.m. Parents are encouraged to call the Academy during these hours. All calls outside of normal business hours will be properly routed to a staff members' voicemail and will be addressed within 48 hours.

Administration Office
Reid Temple Christian Academy
(301) 860 – 6570

ARRIVAL AND DEPARTURE PROCEDURES

School Arrival (Pre-Kindergarten 2 – Grade 8)

Students should be dropped off in the carline between 8:00 a.m. and 8:15 a.m. to meet their respective homeroom teachers. Students that arrive after 8:15 a.m will be marked tardy and should remain in their vehicles until a RTCA staff member or teacher comes to receive the student at the Academy door.

Attendance and Tardy Policy

Punctuality is a part of the Responsibility and Being Ready to Learn core values at Reid Temple Christian Academy and Reid Early Learning Center. Children who are tardy not only miss instruction, but also distract other students during instructional time. Additionally, tardy arrivals are noted on student transcripts. Please note that excessive late arrivals can adversely affect academic growth for students.

Reid Temple Christian Academy students' carline arrival is between 8:00 am - 8:15 am.

At 8:16 am, students are considered late. Students who are tardy are expected to wait with an adult in a car until an RTCA or RELC staff member opens the door to receive them.

The late student pick-up times are as follows: 8:20 am, 8:45 am (end of first period), and 9:05 am.

No student will be picked up after 9:05 am unless the parent notified the main office in advance of the doctor's appointment. Please note that all tardies will be unexcused if they are not accompanied by an explanatory note (doctor's note).

If a student misses more than 10% of the total enrollment days (180 = 18 tardies), and the absences are not the result of a documented illness or other extenuating circumstances, the student may be removed from the Academic program or retained in the current grade.

Pre-Kindergarten 2 through Pre-Kindergarten 3 School Departure

Faculty members will escort children outside for carline dismissal at 3:30 p.m. and bring students to their parents when they are called via carline. Parents are required to download the Pikmykid app to announce their arrival for dismissal. Parents need to pick students up by 3:45 p.m. unless they are enrolled in aftercare.

Any student remaining after 3:45 p.m. will be assessed a late fee at the **rate of \$1.00 per minute and \$5.00 per minute after 20 minutes. The fee will be charged on your FACTS account the following month.** Parents will receive notification about the late fee directly from FACTS. Any disputes should be directed to The Academy's Business Office at businessoffice@reidtempleacademy.com.

Early Departure

When a student needs to leave early during the school day, parents should email info@reidtempleacademy.com, send in a note, or call in advance to arrange a designated time to pick up your child from the Administrative Office. Parents should wait in the church lobby for a staff member to escort your child down from the Academy. Students will be allowed to leave campus only with a person whose authorization from the parent has been verified. Early departure concludes at **2:30 p.m.**

Absences

Students are required to report to class every day unless a legitimate parental excuse is provided. Parents are required to contact the school immediately when a student will be absent at the following e-mail address: info@reidtempleacademy.com. If your child is suffering from a communicable illness that is causing the absence (i.e. COVID, conjunctivitis, flu, etc), please

include that information in your email. Students displaying any symptoms such as fever, cold, nausea, or diarrhea should not report to school. Extra precautions should be taken in determining if your child is well enough for school. RTCA will monitor students' temperatures throughout the day to ensure that no one was sent with a fever. Students who miss more than three consecutive days due to illness must present a doctor's excuse upon their return to school. Parents are encouraged to work with teachers to obtain any missed assignments their child needs to complete.

Aftercare

The RTCA aftercare program is from 3:45 p.m. until 6:00 p.m. for students in Pre-K 2 through grade 8 and enrolled in the Reid Temple Academy and the Early Learning Center. Students must enroll for the aftercare program for the entire year. The aftercare activities include homework assistance, computer time, free play and other enrichment activities.