

STUDENT HANDBOOK

K4-12th Grade

336.884.5661

INDEX PAGE NUMBER

GPCA STUDENT HANDBOOK

1. STATEMENT OF FAITH 4

2. SCHOOL PURPOSE 4

3. OBJECTIVES IN EDUCATION 4

4. BIBLE CURRICULUM 5

5. TEACHER STANDARDS 5

6. ADMISSION PROCEDURE 5

7. THE SCHOOL DAY 6

8. REGISTRATION FEES 6

9. INVESTMENT 6

10. LUNCH PROGRAM 7

11. BOOK FEES 7

12. STANDARDS OF CONDUCT 7

13. TRANSPORTATION AND TRAFFIC CONTROL 10

14. DISMISSAL PROCEDURE 10

15. DISCIPLINE 11

16. SUSPENSION OR DISMISSAL 12

17. WITHDRAWALS 12

18. TEACHER COMMUNICATION 13

19. ABSENCES 13

20. TARDIES 14

21. MAKE-UP WORK 14

22. SENIOR POLICY 14

23. REPORT CARDS 14

24. HOMEWORK 15

25. CELL PHONE POLICY 16

26. INCLEMENT WEATHER 16

27. LOST AND FOUND 16

28. SEARCH AND SEIZURE 16

29. SCHOOL DRESS 16

30. GPCA UNIFORM DRESS CODE GUIDELINES FOR GRADES K4-12 17

33. AFTER SCHOOL CARE 18

34. VISITORS 19

INVESTMENTS & FEES 20

STATEMENT OF COOPERATION AND AGREEMENT 21

INDEX PAGE NUMBER

ACA PRESCHOOL HANDBOOK

1. STATEMENT OF PURPOSE 27

2. OUR HISTORY AND FACILITIES 27

3. CHARGES 28

4. CHILD DROP OFF AND PICKUP 28

5. DISMISSAL POLICY 29

6. MEDICINE POLICY 29

7. FOOD POLICY 29

8. CLOTHING POLICY 30

9. TOY POLICY 30

10. ABSENCES 30

11. AFTER SCHOOL CARE (AFTER THE BELL) 30

12. LATE FEES AND OTHER CHARGES 31

13. INFANT AND TODDLER 31

14. POTTY TRAINING 31

15. INCLEMENT WEATHER 31

16. PERSONAL SAFETY 32

17. BEHAVIOR MANAGEMENT TECHNIQUES/DISCIPLINE 32

18. BITING POLICY 32

19. ILLNESS GUIDELINES 33

20. PRESCHOOL FEES 34

GRACE POINT CHRISTIAN ACADEMY (GPCA), in addition to being an institution of education, is a channel through which the Lord Jesus Christ can be more clearly revealed. However, in this context, it is necessary for us to present a clear statement of our faith in the Lord Jesus Christ and the Holy Bible. We should combine with that statement a substantive and definitive school purpose.

# **1. STATEMENT OF FAITH**

* 1. We believe the Bible to be the inspired, the only infallible Word of God.
	2. We believe that there is only one God.
	3. We believe in the deity of our Lord Jesus Christ, in his Virgin birth and His sinless life, in His miracles, in His vicarious death through His shed blood, in His ascension, and in His personal return in power and glory.
	4. We believe that for the salvation of lost and sinful men, there must be a plan. Three parts are included in this plan of salvation: 1) repentance, 2) water baptism (in the name of Jesus and for remission of sin), and the 3) infilling of the Holy Spirit. (Acts 2:38, John 3:5)
	5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
	6. 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.
	7. We believe in the spiritual unity of believers in our Lord Jesus Christ.
	8. We believe in the power of prayer. (Philippians 4:6-7)

# **2. SCHOOL PURPOSE**

Our school purpose is to offer a Christ-centered program which will effectively instruct the student in our basic Christian heritage, lead him/her to a personal knowledge of Jesus Christ as our Lord and Savior, and help him/her develop the qualities of Christian character and Christian leadership. A superior academic program with emphasis on the subjects, meaningful experiences, and problem solving is offered at GPCA. A strong reading program is maintained. Careful attention is used in curriculum planning, using the ABeka Book Inc. Our curriculum and standards each year reflect age-appropriate challenges that prepare our graduates to be admitted to college upon graduation. Our curriculum plan exceeds standard school requirements. Classes such as Physical Education, Bible, and Arts are included in their general studies.

# **3. OBJECTIVES IN EDUCATION**

Our objectives in the education of your children are as follows:

* 1. Prepare children spiritually by instilling in them an understanding of salvation and to create a personal relationship with Jesus Christ.
	2. Prepare children to successfully live in a democratic system helping them to develop a sense of responsibility as a citizen and a Christian.
	3. Offer an instructional program that meets the academic needs of children, one that encourages them to think clearly, logically, and independently, achieving mastery in the tools of learning and communication.
	4. To develop moral, ethical, and spiritual senses.
	5. Provide them with opportunities to develop an understanding of, and an appreciation for their own personal worth and that of others.
	6. Provide opportunities to develop skills necessary for making a living.
	7. Offer opportunities to participate in wholesome forms of recreation.
	8. To intensively prepare all graduates for college entry.

# **4. BIBLE CURRICULUM**

Bible study is recognized in Grace Point Christian Academy as a fundamental requirement for all students. It augments the subjects of Math, English, History, Social Studies, Science, and Health. Without Bible study, a student can hardly be called educated in the true sense of the word. The Bible says, “The fear of the Lord is the beginning of knowledge.” The Bible offers the best guide for this life and the only hope for the life to come. There is no book that can enrich and influence the minds and the hearts of children like the Bible. It is with this in mind that we use a curriculum, which will take the student systematically and progressively on his/her grade level through the Word of God.

# **5. TEACHER STANDARDS**

The Administration of GPCA approves all the teachers of GPCA academically, morally, and spiritually before they join the faculty. The foremost requirements for teachers of GPCA, are an unselfish dedication to Christian education, a sincere love for children, and a complete devotion to the Lord Jesus Christ. Now you see why our teachers are highly esteemed and valued at GPCA.

# **6. ADMISSION PROCEDURE**

* 1. Application forms are to be filled out and returned to the school office. These forms are a means of supplying basic information concerning the student as it would relate to his/her educational experience and general background. The registration fee must accompany each application form. Parents must sign the statement of cooperation.
	2. An appointment for an interview by the principal or administrator with the student and parent will be requested. This interview may include informal questioning of the student and the parents to establish a foundation of understanding for home and school relationships. In the case of an application for re-admission, the principal may feel an interview with the returning student and his/her parents may be productive for the student and the school.
	3. Final registration is only complete when we have: (1) the child’s complete registration forms, (2) health records, (3) the registration fee, (4) previous school records, (5) and the signed statement of cooperation. There is a two-business day processing period on all student applications submitted. Students will not be admitted to class until applications have been processed.
	4. No new students will be admitted after February 1.

GRACE POINT CHRISTIAN ACADEMY (GPCA), as a private institution, reserves the privilege of setting and maintaining its own standards of student conduct, dress, cleanliness, and scholarship. The school maintains the right to refuse admittance to anyone it so chooses and to suspend or expel anyone who violates the standards or rules of conduct as defined by the school.

# **7. THE SCHOOL DAY**

The school day at GPCA begins at 8:00 a.m. and dismissal is 3:00 p.m. Please have your child/children arrive no earlier than 7:30 a.m. or remain no later than 3:15 p.m. Any student who is not picked up by 3:15 p.m. will be charged $15 upon pickup. If this is not paid by the Monday following, then a late fee of $10 will be added. For security purposes, after 8:00am, please ring the bell located by the school entry door to be admitted into the building.

# **8. REGISTRATION FEES**

Upon acceptance, the registration fee ensures a place in the classroom for each student and is non-refundable and is payable with each application yearly. Early registration is offered April-May and a 10% discount is offered. General registration is June-July. Late registration begins August 1 and a $25 fee will be added. Registration prices are as follows: one student: $145, two students: $160, three students: $175, four students: $190.

# **9. INVESTMENT**

Investments are set up on a ten-month payment plan for your convenience, and the first payment is due August 1. Payments must be made monthly and are due on the first of each month. If payment has not been received by the 5th of the month, a late fee of $25 will be charged and the student will not be allowed to attend class until the investment is paid current. There is also a service charge for returned checks. Post-dated checks cannot be accepted.

Accounts must be current before anyone will be allowed to pre-register. All delinquent accounts must be paid in full before the start of a new school year. If an account becomes delinquent at any time during the school year, the student will not be allowed to attend classes until the investment is paid current. If a grading period should end and an account is not current, report cards will be withheld until the investment is paid current. Parents whose accounts are not current will be notified and no report cards, diplomas, or other records will be given until the amount owed is paid in full.

# **10. LUNCH PROGRAM**

Students may opt in for the lunch program each month. Lunches will be prepared by GPCA. Lunch fee will be accessed by number of school days per month. The lunch fee is $4 per day. The lunch fee will be charged weekly and must be paid in advance the Friday before. If you fail to pay by the Friday before, your child will not partake in school lunches the next week. If your child is not a part of the lunch program, he/she must bring a lunch. Food for parties must be cleared through the administration office a day in advance.

Students may have a container with water in the classroom. No soda or drinks without a sealable lid will be allowed in the classroom. Students are not allowed to use microwaves. Absolutely **NO** energy drinks will be allowed by students on the GPCA campus.

# **11. BOOK FEES**

All book fees are included into your yearly tuition. In the event a student loses his/her textbook, he/she will be charged a book replacement fee. Each student must provide his/her own supplies. We suggest that supplies not be purchased until the students have an opportunity to find out the supplies required.

# **12. STANDARDS OF CONDUCT**

Any Christian school must provide an environment conducive to the spiritual growth and development of its young people. We believe that Christian students should avoid practices which causes the loss of sensitivity to the spiritual needs of the world and the loss of the Christian’s physical, mental, or spiritual well-being (Romans 23:1-2). In order to allow spiritual growth, GPCA has adopted the following standards for students in attendance while they are at school and at home.

12.1 Refrain from swearing, smoking, using indecent language, gambling, dancing, participating in occult activities, use of intoxicating beverages, experimenting with illegal drugs, or promiscuous conduct (being sexually active).

12.2 If your child needs medicine, a handwritten note must be signed by the parent before GPCA can administer the medication. The child will NOT be allowed to hold on to their medicine, the medicine will be stored in a locked cabinet. If a new drug/medication is brought in by the parent, a new handwritten note must accompany it. We adhere to this rule for the safety of our students.

12.3 Maintain high standards of courtesy, kindness, morality, and honesty.

12.4 Be dressed appropriately and modestly. No shorts or skirts above the knee will be allowed at GPCA.

12.5 Be kind and helpful to young children and always respect those in authority.

In this atmosphere of definite and positive Christian standards of conduct, there

are opportunities for the development of strong and stable Christian character. Students found to be out of harmony with the GPCA ideals of work and life may be requested to withdraw whenever the general welfare demands this.

12.6 Social Media & Apps - Posting negative comments regarding GPCA, GPCA staff, etc. on social media sites will not be tolerated as it is out of harmony with GPCA standard of conduct. Failure to comply with this policy may result in withdrawal of student. Students should refrain from visiting websites and using other social media tools or apps that are out of compliance with GPCA standard of conduct.

In order to best fulfill the goals of the discipline process, Grace Point Christian Academy has established a Code of Conduct that defines expected student behavior and establishes the procedure and process for addressing disciplinary matters. Please be aware that student conduct and behavior outside of Grace Point Christian Academy can affect a student’s standing at GPCA as well as the reputation of GPCA, therefore, it is the expectation of the administration that students adhere to the Code of Conduct at all times.

It is therefore also understood that violations of the Code of Conduct both inside and outside of school, including breaks from school, may be addressed as a disciplinary concern by the administration. Students are specifically considered to be under school jurisdiction at any time at which they are under the direct supervision of Grace Point Christian Academy and its employees, including when riding a bus or attending a school function or activity.

 Students are expected to demonstrate the following behaviors and characteristics:

 • Integrity in the keeping of one’s word, speaking the truth, doing one’s own work, carrying out responsibility (doing assignments adequately and on time) and respecting authority.

• Respect for self, Grace Point Christian Academy and its employees and students, and the property of others.

• Courtesy extended in all relationships – student to student or student to teacher/staff.

• Stewardship of the property, supplies, and equipment of Grace Point Christian Academy, as well as wise stewardship of personal items

• Preparation for class and readiness to learn

• Students are to display a Christ-like attitude in all they do and say.

**Prohibited Activities**

In order to inform our GPCA family the following prohibited in-school activities, for which disciplinary penalties will be assessed, are provided. While the actions described below represent a cross section of activities, no compilation can be all inclusive and students are expected to refrain from behavior that would be characteristic of the areas mentioned below.

**Prohibited Items/Weapons**

• Tasers

• Knives

• Vapes

• Drugs

• Guns or play guns

• Lasers

**Attendance Parameters**

• Unexcused tardiness to school or class (3 unexcused tardies will result in one absence) \**Drivers may be subject to lose driving privileges*

• Leaving school campus without permission

• Being in locations where students are not allowed

• Excessive time out of class

• Failure to sign out when leaving early

• Unexcused absences

• Skipping class

• Skipping school

**Dress Code**

• Failure to conform to GPCA’s dress code (*Please make yourself familiar with dress code provided in the student handbook*)

**Academic Expectations**

• Not being prepared for class

• Failure to meet classroom responsibilities

• Failure to employ good study habits after repeated warning (not keeping a notebook, not taking notes, not keeping an assignment notebook, etc.)

• Failure to return documents by due date

**Careless Behavior**

• Running in the halls or in the classroom

• Purposely holding door to classroom closed, or slamming doors; horseplay

• Throwing or shooting objects in the building

• Reckless driving on school property or at any school event

• Careless behavior in bathrooms

**Classroom/School Etiquette**

• Disruptive behavior that impedes the educational process

• Insubordination to the teacher

• Dishonesty in all manner while quizzing and testing

• Disrespect to peers and teacher

**Inappropriate Behavior**

• Inappropriate public displays of romantic affection (i.e., holding hands, kissing, excessive hugging)

• Bullying in all manner is strictly prohibited and will be dealt with severely.

• Language and/or gestures that are vulgar, obscene, offensive, derogatory, or disrespectful will result in disciplinary action. The believer’s talk should build up, not put them down. (Freakin, that’s so gay, etc)

• Students who use language referring to or insinuating homosexuality is strictly prohibited. Students who act/portray in a non-biblical manner is strictly prohibited. Whether it is in a joking manner or not, GPCA has a zero-tolerance policy, and will result in immediate administrative action, and be subject to expulsion from GPCA.

**Dishonesty**

• Dishonesty in any form, including lying, theft, cheating, and plagiarism (note: indication of cheating on any assignment will result in a zero. Parent contact (BY PHONE) will result for first offense, and possible suspension thereafter.) This guideline applies to the person copying as well as to the person knowingly supplying the material to be copied)

• Forging signatures or altering documents

• Altering report cards

**Disrespectful Behavior**

• Rebellious or disrespectful attitude

• Flagrant disrespect and disobedience

• Littering

• Disturbance or rude behavior in chapel services

• Defacing of any kind of school, student, or faculty property

• Non-compliance with regulations pertaining to driving to school

• Direct disobedience to any teacher or administrator

• Deliberate destruction or damage to school, church, student, and/or faculty property

• Disrespect by word or action toward any faculty, staff member, or student

• Display of any advertisements of items in whatever form (e.g., posters/stickers on books, or on any personal possessions brought into the school) that are in conflict with the values of the school as stated in our objectives.

# **13. TRANSPORTATION AND TRAFFIC CONTROL**

The speed limit across the school parking lot is 5 miles per hour. The safety of the children is put at risk when a vehicle fails to follow the posted route. “No Parking” and “Fire Zones” must be heeded at all times. Vehicles may be cited for parking violations. Parking behind of the school or gym building is not allowed. Dismissal traffic will become jammed if the parents park in the pick-up line. All parents must drive through the designated line. Students will not be sent to a car parked in the parking lot or to a parent who walks up to dismissal door. If business needs to be conducted, please park in a designated parking spot and enter in the school building side after dismissal, 3:15pm. No parent/teacher meetings will be hosted unless scheduled in advance. No parent/guardian will be permitted in the classroom area or be allowed to enter through the school side door during drop-off and pickup.

# **14. DISMISSAL PROCEDURE**

All student drivers must provide the office with written information on the make, model, color, and license number of their vehicles, along with parental permission to drive to school. Students leaving school with another student must provide GPCA written consent from the parents of both the passenger student and the driving student. All students must park to the side of the building. Students will be dismissed together from the gym/sanctuary building.

# **15. DISCIPLINE**

While discipline is basically positive training in the right directions (Proverbs 22:6), there is a negative side of correction and adherence to rules. The teachers and administration are given full discretion in the discipline of students. This may include various forms of positive reinforcement or the issuing of detention, suspension, or expulsion from the school.

Several areas of infractions should be noted:

* 1. Disrespect to teachers or students.
	2. Disorderly conduct in the classroom, in chapel, or on the school grounds such as: communicating without permission, interrupting the class, throwing objects indoors, chewing gum, running in the building, or cheating of any kind.
	3. Not completing assigned work.
	4. Destroying or defacing school property.
	5. Meddling in other student’s property or taking personal things without permission.
	6. Fighting or pretending to be fighting.
	7. Leaving the school grounds without permission.
	8. Believing that discipline is necessary for the welfare of the students, as well as the entire school, each teacher is given the authority to enforce disciplinary procedures.
	9. Detention will be served from 2:30pm-3:30pm on designated days.

**DISCIPLINARY PROCESS:**

**Level I Category** — Classroom Management. Disciplinary action will be taken for infractions of school policy and rules. Most disciplinary issues are managed by the teacher in the classroom, and the process can involve any of the following, separately or in combination as appropriate.

• Student conference with the teacher

• Notification of behavior problems to parents (sent via ClassTag or phone call)

• Student conference with the Administrator

• A parent-teacher-student or parent-teacher-administrator conference

• Detention

 **Level II Category** — 2 detentions, 2 hours of community service on GPCA grounds. 2-page paper (topic to be given by administration)

**Level III Category** — In-School Suspension. Number of days to be determined by administration.

**Level IV Category** — Out-Of-School Suspension. (Administration will determine the amount of time given and terms to return back to school) Student will not be able to return until a parent/student/administration conference takes place.

**Level V Category** — Upon the last result, if student refuses to change behavior pattern, and all measures have been exhausted, it will result in expulsion from Grace Point Christian Academy.

Restitution and restoration can be confirmed with visible student behavior and pastoral counsel and recommendation; reinstatement on probation can occur as well.

A formal report to record all infractions will be retained within the student’s school file outlining the nature of the infraction, how the issue was addressed and the action plan to address resolution. Follow up steps will be amended to the initial report.

Disciplinary probation is sincerely intended as an intermediate step for the student to “get his or her act together.” If there is no progress in attitude, behavior, or general academic achievement, the student will be asked to withdraw from the school or he or she will be expelled by action of GPCA Administration.

# **16. SUSPENSION OR DISMISSAL**

A student may be suspended or dismissed from school at any time he is found out of harmony with the rules and policies of GPCA. In the case of suspension, the opportunity of make-up work will not be granted and there must be a conference between student and administration before the student will be allowed to return to classes. Decisions in these matters are the full responsibility of the administration and further reviews or appeals will not be considered.

GRACE POINT CHRISTIAN ACADEMY (GPCA) expects full cooperation from both student and parents in the education of the student. If at any time GPCA feels that this cooperation is lacking, the student may be requested to transfer.

# **17. WITHDRAWALS**

Withdrawals from school must go through the administration office. Students transferring to another school should do this at the end of a grading period. Tuition will be required to be paid-in-full, even if your child is transferred/withdrawn early. Report cards and other records will not be issued to a transferring student whose account is not current.

# **18. TEACHER COMMUNICATION**

Please feel free to consult with the school administration about any problems or questions concerning the welfare of your child. It is the desire of GPCA to be of service to both parents and student. We must ask that visits be made by appointment with the teacher at a convenient after-school hour. No parent is allowed in the classroom during the school day. **GPCA policy is that teachers do not communicate with parents** **concerning school issues by text message during teaching hours.** Our teachers will only be allowed to communicate with parents during designated hours – before school, during lunch, or after school up until 3:45pm.

# **19. ABSENCES**

In case of absence, the parent or guardian must call Sister Lewis at (336) 688-5217 by 9 a.m. to explain the absence.

**When the student returns to school, he must bring a** **note from a parent or guardian informing us of the absence.** This note is for our files. Students arriving after 12:00pm without a doctor’s note will be counted as absent for the entire school day.

Excessive absences may result in dismissal from school. No refunds on tuition is made because of absences. Any student that misses 15 or more days per year, excused or unexcused, will automatically receive zeroes on every assignment for each day missed following. GPCA will accept 5 days absence per year on parent’s note and 10 days absence per year on doctor’s note. After 5 days on a parent note, the student must have a written doctor’s note to be admitted back to class. The State of North Carolina recognizes the following as excusable absences:

19.1 Sickness of the student whose attendance would endanger his health and the health of other students.

19.2 Serious illness of a member of the student’s immediate family, which would necessitate absences.

19.3 Death in the family may be excused for a reasonable period of time.

19.4 Pre-approved absence by the principal.

**Absences will be assessed by their class and 3 tardies = 1 absence**

When absences are excusable, the teacher will permit the student to make up missed assignments. Videos will not be assigned for students who miss any amount of days. If an absence is anticipated, the student must secure permission to be absent and therefore, make up assignments. We strongly urge that dental and medical appointments not be made during school hours. Please schedule your family vacations during school vacation days or holidays.

**After 5 absences in a quarter, parents may be required to meet with GPCA Administration.**

After exceeding days of absences for the year, the student must complete course recovery work from missed days to be re-admitted to Grace Point Christian Academy.

# **20. TARDIES**

A student arriving after 8:00 a.m. shall be considered tardy and must be signed in from their parent before they will be admitted to class. A student leaving early after 11 a.m. will be treated as tardy. Students arriving after 12:00pm without a doctor’s note will be counted as absent for the entire school day.

**Three** **tardies within any grading period will be assessed as one unexcused absence. Students may not exceed 10 tardies per semester. After 8 tardies in a semester, parents will be required to meet with GPCA Administration.**

If a student rides to school with someone other than their parents and is tardy, the student will be required to contact their parent by phone with their teacher by their side. Student drivers that are tardy will be required to contact their parent by phone with their teacher by their side. Excessive tardies may result in dismissal from school. Student drivers with excessive tardies will lose driving privileges. If a student is late to class, the teacher will document the tardy.

# **21. MAKE-UP WORK**

The responsibility of initiating make-up work belongs to the student and parent.

Students will have an equivalent number of days missed to make up work. For example, if three days were missed, then the student will have three days to complete any missed assignments, take quizzes or make up tests. If a student misses class on a day that a test is scheduled, or an assignment is due, then the student must take the test and/or turn in the due assignment on the first day he/she returns to school.

# **22. SENIOR POLICY**

A student who is enrolled in school and becomes 20 years of age within the school year is not eligible to attend. Our graduation ceremony is generally held the on a Friday in May at 6:00 p.m. Each graduate will need to prepare for the following their last month of school:

22.1 Student will need to submit pictures from childhood through current school year to the school office. All pictures must be in harmony with GPCA standard of dress and conduct.

22.2 Graduation Fee (Covers diploma, cap, and gown cost)

# **23. REPORT CARDS**

The purpose of our report system is to give parents and students an indication of the progress, or lack of progress being made. Each child’s ability, attitude, and application are considered in grading. The teacher will be using a number grade when issuing the report card.

Our faculty consistently endeavors to know each of the students and to help each student to experience academic success. It is our firm belief that when a student experiences academic success, learns a skill, he/she is pleased, thus enhancing a healthy self-concept. However, if a student lacks academic motivation and does not respond to instruction, the academic progress will not be realized. Our observation has been that academic success produces more academic progress in the non-motivated student.

Our grading system may not be the same as other schools and should not be used for comparison. We encourage our students to work hard and to develop good study habits and to work up to his or her capacity.

Letter Grade System:

A+ = 91-100 (4.0)

A = 93-96 (4.0)

A- = 90-92 (3.7)

B+ = 87-89 (3.3)

B = 83-86 (3.0)

B- = 80-82 (2.7)

C+ = 77-79 (2.3)

C = 73-76 (2.0)

C- = 70-72 (1.7)

D+ = 67-69 (1.3)

D = 63-66 (1.0)

F = 0-62 (0.7)

Grading:

Homework/Seatwork – 30% of Overall Grade

Quizzes – 30% of Overall Grade

Tests – 40% of Overall Grade

# **24. HOMEWORK**

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid the student to advance in his/her studies. Therefore, each student is required to complete his/her homework assignments. Homework will be 30% of the student’s overall grade. Homework is given for the following express purpose:

24.1 For practice. It is given so that the material will be mastered.

24.2 For remedial activity. As instruction progresses, various weak points in a student’s grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.

24.3 Teaches the student responsibility to finish unsupervised tasks.

Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention, particularly on the junior high and senior high levels.

Delinquent homework will result in a zero. Incomplete homework will be given a grade based on percentage of the work completed. The only way a student will receive a zero is if the student made NO effort to do their work. Students are given class time to work on assignments when time is allowed. Assignments not completed in class will be assigned as homework. Four homework grades are dropped throughout the school year (1 per quarter). We do request parent’s full cooperation in seeing that the assignments are completed.

# **25. CELL PHONE POLICY**

Students will not be permitted to have cell phones in their possession throughout the school day. All cell phones must be left in the student’s vehicle or in a holding bin in the classroom during the school day (7:30am-3:00pm). Failure to do so will result in confiscation of the cell phone. A parent or legal guardian must retrieve the cell phone from a staff member. The second violation will result in the parent being asked to sign a contract stating that the third violation will result in the student being banned from having any cell phone on campus. After the third offense, if the student is caught with any cell phone, it will result in 2 days of suspension. Apple watches, any other smart watch devices, or AirPods/Bluetooth headphones are not permitted during the school day. Students should keep them in their vehicle or in a holding bin in the classroom. If a student is wearing their device during school hours, it will be taken and put away for a parent/legal guardian to pick up. GPCA and its employees will not be held responsible for lost, damaged, or stolen property. The school is not obligated to investigate the loss or damage of a cell phone. Should a student’s cell phone be confiscated, it will only be returned when a parent/guardian comes to the school to retrieve it. **There will be absolute ZERO TOLERANCE on cell phone use.**

# **26. INCLEMENT WEATHER**

In case of bad weather conditions, we sometimes follow the Randolph County School cancellation schedule. If Randolph County schools are closed or delayed, GPCA may be closed or delayed also. Please be on the lookout if we send a message regarding school delays or cancellations. **Do not rely on the Randolph County School schedule if we haven’t sent out a message regarding cancellation/delays.**

# **27. LOST AND FOUND**

Lost and Found will be cleaned out each Friday by 3:15. All students need to label their uniforms/jackets. Lost and found will be tagged and disposed of in 5 days.

# **28. SEARCH AND SEIZURE**

Grace Point Christian Academy reserves the right to search desks, vehicles, or personal belongings for objects or materials deemed noncompliant with school rules or which threaten the safety of the school or the students. Confiscated property will be returned at the discretion of the school administration.

# **29. SCHOOL DRESS**

Boys shall have their hair cut neatly above the ears and collar. Facial hair, including sideburns below the earlobe, mustaches, etc. are not permitted. Modest pants, GPCA shirts/tops, and shoes are required. No extreme fads in dress or hair (including dying of hair), nor sloppiness will be allowed.

Girls shall wear skirts/bottoms that cover the knee. No shorts are allowed. Sleeveless or brief cap sleeves are not permitted. Only GPCA shirts/hoodies will be allowed to wear on campus as far as tops are referred. No extreme fads in dress or hair (including dying of hair), nor sloppiness will be allowed. The wearing of jewelry and makeup is not permitted.

The dress code is to be followed at all school functions. This includes orientation, special services, ceremonies, meetings, and programs. GPCA upholds the biblical standard of modesty. Since modesty is subject to interpretation, the school reserves the right to define modesty in situations not covered herein.

If your child is out of compliance with the school dress code, he/she will be sent home or parents will be required to bring appropriate clothing.

# **30. GPCA UNIFORM DRESS CODE GUIDELINES FOR GRADES K4-12**

* All clothing must be clean and neat. Clothing should be free of strings, frayed edges, holes, and tears.
* Students must wear clothing that fits appropriately: no skintight clothing.
* Only GPCA school logo and emblems will be allowed on clothing.
* All skirts/bottoms must cover the knees completely (even when seated).
* Outerwear worn in the classroom, such as coats and jackets, must have a GPCA logo on them, or they are to remove outerwear while in the classroom.

**31. GIRLS DRESSCODE**

31.1. Turtlenecks

1. Must be worn under another uniform garment only.

31.2. Sweater/Cardigan

1. Must be worn with a GPCA shirt only
2. A GPCA emblem must be showing at all times

31.3. Sweatshirts or Hoodies Worn inside the Building

1. **Solid colors ONLY**
2. School logo is required
3. No hoods are allowed during school hours

31.4. Casual Shoes

1. All shoes must be school appropriate
	1. No heels of any sort are permitted; Ceremonies/assemblies are excluded
	2. Closed-toe shoes are suggested for everyday wear
	3. Tennis shoes/sneakers are required for P.E. days

31.5. Leggings, Socks, Tights or Hose

1. Leggings, tights, or hose must accompany a skirt that reaches at or below the knee

31.6. Outerwear

1. All coats must have a GPCA logo if worn in the classroom
2. Coats without a logo are only permitted when outside during P.E. or recess hours

**32. BOYS DRESSCODE**

32.1. Pants

1. Pants should be free of strings, holes, and tears
2. No shorts will be permitted
3. No skintight pants

32.2. Shirts

1. Colors – Solid **ONLY**
2. **ALL** shirts must have the GPCA emblem on them
3. T-Shirt or Long Sleeves are permitted

32.3. Sweatshirts or Hoodies Worn Inside the Building

1. **Solid colors ONLY**
2. School logo is required
3. No hoods are allowed during school hours

32.4. Casual Shoes

1. All shoes must be school appropriate
	1. Closed-toe shoes are suggested for everyday wear
	2. Tennis shoes/sneakers are required for P.E. days

32.5. Outerwear

1. All coats must have a GPCA logo if worn in the classroom
2. Coats without a logo are only permitted when outside during P.E. or recess hours

# **33. AFTER SCHOOL CARE**

Students 4-17 years of age are given the opportunity to be a part of the After School Care Program provided by Mrs. Julia Harris. The hours are 3:15pm-5:30pm during the school year. There will be no care on early release days or on days when GPCA is closed. Homework assistance, healthy snacks, and physical activities will be provided. The cost will be $45 per child, per week. To register or ask any questions, please email GPCA at gracepointgpca@gmail.com.

# **34. VISITORS**

All persons entering the school campus must report to the front door and must be greeted by one of GPCA’s staff members. You will then sign-in via our sign-in sheet and you will receive a visitor’s pass for your visit. All visitors will be required to sign in and out. The visitor pass must be worn while in the building. Parents will need to write a note of permission for a person to visit their child. Arrangements must be made 48 hours prior to the visit. No visitor is allowed in the building without authorization.

**Grace Point Christian Academy**

# **INVESTMENTS & FEES**

**2022/23**

**Tuition Fees & Tuition Payment Plan Options**

**GPCA Tuition is billed monthly.** Please see the GPCA “Payment Plan Options” as listed below. Please note that all tuition payments are non-refundable.

**Annual Tuition Rate**

**Monthly Tuition Rate**

**Payment Plan Options**

**Enrollment Programs**

**TUITION**

|  |  |  |  |
| --- | --- | --- | --- |
| **K-4 – 11th Grades** | 1 Student: $3,0002 Students: $3,8003 Students: $4,6004 Students: $5,400 | 1 Student: $3002 Students: $3803 Students: $4604 Students: $540 | 1. **Paid in Full – Due 8/1/22**

*5% Tuition Discount* for accounts paid in full by the 1st Day of School**.**1. **10 Monthly Payments – Due on 1st of the month.**

**(**August – May) with grace period through the 5th. *Late payment fee of $25/week applied to unpaid accounts after the 5th of each month.* |
| **12th Grade** | **Yearly tuition is the same as above.***A graduation fee of $100 is applied for each senior prior to graduation.* | **Monthly Tuition is the same as above.** |

**School Fees**

**School & Enrollment Fees are non-refundable.**

**Due Dates & Important Information**

**K-4 – 12th Grades**

**ENROLLMENT**

***(Non-Refundable)***

|  |  |
| --- | --- |
| 1 Student: $1452 Children: $1603 Children: $1754 Children: $190 | Enrollment fees due **in full** with enrollment application (New & Returning). Enrollment fees include 1 yearbook. If you are paying for more than 1 child, it will only include 1 yearbook. You will be able to purchase extras if desired. *This fee is still required, even if you have a scholarship.****Note****: All applications (new & returning) are reviewed by the principal before students are approved for enrollment.* |
| **Cost Varies****K5**See specific supply list for your student’s grade. | **Supplies Due the 1st Day of school,****Monday, August 15th.**All supplies are necessary and are due on the first day of school**.** |
| **Cost Varies****K5**See “GPCA Uniform Guidelines” in our handbook for more info. | **Students Must Arrive in Full Uniform on the 1st Day of School and Every Day After** |

**SCHOOL SUPPLIES**

**SCHOOL UNIFORM**

**Registration Fee:** Early (April-May) 10% discount given, General (June-July) \*see enrollment fees above\*, Late (August) an additional $25 will be added to general registration/enrollment.

*\*Registration fees are non-refundable.*

\*GPCA has done its best to estimate the investment and fees for the upcoming year. However, all fees are subject to change and any unforeseen fees may be added at any time.

\*Registration fees and investments are nonrefundable.

# **STATEMENT OF COOPERATION AND AGREEMENT**

 1. Payment Procedures

 Tuition is paid in ten monthly installments from August 1 – May 1.

\* See Tuition and School Fees chart above for yearly/monthly cost. \*

 ***\*Registration fees and tuition are nonrefundable.***

2. Since the fees do not cover the actual cost of educating our child/children, we

 recognize that participation is needed in prayer and service. In order to properly

share in his/her training, we also recognize that prompt consistent payment of our account is extremely vital to the school and will handle our business relationship with the school accordingly.

3. All new students are accepted on a six-week trial basis. To satisfactorily complete this trial program a student must maintain a (C) grade average and exhibit a cooperative attitude with our school program.

4. In full cooperation with the school, I sincerely pledge my loyalty to the aims and

 ideas of the school and will bring any and all questions and criticism directly to

 the administration so that those in authority may properly consider them.

5. The teachers and administration are hereby given full discretion in the discipline of my child/children. This may include various forms of positive reinforcement or the issuing of detention, suspension, or expulsion from the school.

6. I also give my permission for my child to take part in all school activities, such as

 physical education activities and school sponsored trips, etc. In case of accident

 or serious illness, I request the school personnel contact me. If they are unable

 to reach me, I hereby authorize them to call my physician, and to follow his/her

 instructions. If it is not possible to contact his physician, the school personnel

 may make the necessary arrangements.

7. I understand that no student will be accepted by **GRACE POINT CHRISTIAN**

 **ACADEMY** who has experimented with illegal drugs, or participated in occult

 activities. I understand any use/experiment of contraband drugs will result in

 immediate expulsion with no right to appeal. I understand that students of **GPCA**

are expected to keep high standards and to have high moral conduct. No student sexually active will be admitted to **GPCA.** I further understand that any violation of this rule will result in expulsion. **NOTE:** Parents/guardians of the student named above, has he/she ever been disciplined by any other school for the use of drugs or for promiscuous behavior? **YES \_\_\_\_\_ NO \_\_\_\_\_**

 If yes, when and what action was taken?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. I further agree to hold the school and its agents harmless for the liability to my

 child or any guardian or parent thereof because of any claims on behalf of my

 child against the school or any agent thereof because of any injury or alleged

 injury to my child. Should legal action, for any reason, be taken against GPCA

or any employee or agent thereof, on my child's behalf and

 the school or its' agent not be found at fault, I agree to pay any attorney fees,

 court fees, damages or other cost that Grace Point Christian Academy or its' agent

 should incur to defend itself against such action.

9. I understand that the tuition for my child/children attending GPCA is arranged on and is due on the first of each month, August through May. Furthermore, it is

 understood that if payment has not been received by the 5th of the month, a

 late fee will be added and my child/children will not be allowed to attend class

until the tuition is paid current. I also understand that report cards will be withheld until the past due amount is paid and that the annual offer of discounted

 pre-registration will not be available to any delinquent account.

10. **Maintaining the integrity of the learning environment is the top priority**

• Students will NOT be permitted to have cell phones in their possession throughout the school day.

• Students MUST leave their cell phones in their vehicle or in the assigned area in their classroom during the school day; cell phones shall cause no disruption.

**If a cell phone is not left in their vehicle or in the assigned area in the classroom, disciplinary action will include but is not limited to confiscation of the phone.** Additionally, student abuse of this policy will result in the student losing the privilege to be able to carry a cell phone permanently, or for a period of time determined by an administrator.

* **The first and second confiscation of the phone will only be returned when retrieved by a parent or guardian.**
* **The third offense will result in student being banned from having any cell phone on campus.**
* **After the third offense, if the student is caught with any cell phone, it will result in 2 days of suspension.**

**There will be absolute ZERO TOLERANCE on cell phone use.**

 This is a contract regarding my student’s possession of a cellular telephone on

 campus. On the third offense, your child will not be able to have any cell phone on

 campus. If he/she is caught with any cell phone, it will result in two days of

 suspension. Furthermore, I understand that the school and its employees are in

 no way responsible for any theft or damage of my child’s cellular phone while on

 school grounds. The school is not obligated to investigate the loss or damage of a

 cell phone. Should my student’s cell phone be confiscated, I understand that it will

 only be returned when I come to school to retrieve it.

11. 1) I understand that Plagiarism constitutes theft and fraud.

 2) I have been educated about the meaning of plagiarism and

 understand the terms "plagiarism," "quotation," "paraphrase," and

 "source acknowledgment.

 3) I specifically know that copying words from the **internet** without

 crediting the source constitutes plagiarism.

 4) I have learned ways to avoid plagiarism by always acknowledging the

 source of any **borrowed** passage, sentence, or key idea that I use in my

 own writing. I will put language copied from any source (including

 electronic sources) into quotation marks and acknowledge the author. If I

 paraphrase published language, I will give credit to the author, even if I

 change the words.

 5) I will never ask anybody to write a term paper for me, and I will not

 buy an essay online and claim to have written it myself.

 6) I understand that if I plagiarize, despite this agreement, I will face

 the following disciplinary consequences:

 a) Any essay that plagiarizes will be considered an F**,** even if it is a draft.

 b) A written report of the plagiarism incident will be submitted to the GPCA administration.

 c) I may be allowed to write another paper to make up for the

 plagiarized paper, but the grade of the second paper will be

 considered an F.

 d) If plagiarism reoccurs in another assignment, I will fail the

 course.

Parent/Guardian Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_



PRESCHOOL HANDBOOK

Six Weeks-K4

336.884.5661

# **1. STATEMENT OF PURPOSE**

A growing church in a growing community has a responsibility to offer a service of civic as well as spiritual leadership. Realizing that in these swift moving times, situations often call for both parents to be away from home for several hours at a time; thus creating a need for competent understanding childcare. It is for this purpose that First Apostolic Church is sponsoring APOSTOLIC CHRISTIAN ACADEMY.

Our aim is to provide educational facilities on a child’s level in a wholesome, home-like atmosphere. We also provide adequate educational toys, books, and supplies as well as qualified supervision, which will be conducive to a child’s mental, physical, and spiritual growth.

A unique program of learning prepared by the Pensacola Christian College of Pensacola, Florida, and the curriculum, ABeka Book Publication, is designed with enthusiastic and interesting lessons. The format will encourage the children to learn and to enjoy the lessons.

Through the use of sight and sound, each child can develop at his own rate without adult pressures. Our curriculum is systematic with consistency and includes a variety of activities which will encourage the child’s creative talents. Proper periods of rest and relaxation including naps are programmed into each day.

Wholesome meals and snacks are served at regular intervals. A daily record of each child is kept to record any points of interest relating to the child’s development, health, and behavior (for infants and toddlers).

When a child is registered, the parents will pay a registration fee and a book fee. These fees are paid yearly.

If you have any questions after reading this handbook, please ask. We are here to serve you and to give your child the best possible care while he/she is in our charge. We love children and appreciate your letting us share in their formative years.

# **2. OUR HISTORY AND FACILITIES**

In the spring of 1995, Apostolic Christian Academy Pre-School opened its doors. We have a fully equipped kitchen, carpeted classrooms, and each child has his own sleeping mat and clean linens furnished by Apostolic Christian Academy Pre-School.

Our staff loves children and loves the Lord. Each staff member is a Christian. They are dedicated to teaching love and loyalty to God and to country. Our staff has been trained to teach children and to lead them. Our teachers attend seminars to better qualify themselves and Apostolic Christian Academy Pre-School for caring for your child.

# **3. CHARGES**

The charges for preschool at Apostolic Christian Academy Pre-School are weekly. If your child is present five days or only one day during the week, the charge will be for a full week’s preschool. If your child is absent a full week, a holding fee will be due (except the infant & toddler classes). The children in the infant and toddler classes will be charged full week daycare fees if the children are present or absent. These classes will be eligible for one vacation week after they have been here past their anniversary date (one year). Monday through Friday is considered a full week at ACA Pre-School. All fees are due in advance on Monday and should be paid in the office. If for some reason no one is in the office when you wish to pay, please place your payment in the drop box inside the office. The registration fee is paid yearly as well as is the book fee. The registration fee becomes a materials fee after the first year. The office will send you a statement when these fees are due.

A late fee will be charged for any child left after 6 p.m. (5:30 p.m. for infant/toddler classes). There is a flat charge the first 15 minutes; then the rate increases every 5 minutes. Please make arrangements for your child to be picked up by their appointed time.

# **4. CHILD DROP OFF AND PICKUP**

For security purposes, our building is locked at all times. All parents will be given a code to get in the building during business hours Monday through Friday. Anyone without a code will need to ring the bell to be let in. Bring your child to the reception area and check them in on our Child Care Manager before you take them to their classroom. The Child Care Manager is our electronic sign in & out system that makes it easy and quick to drop off and pick up your children. When you enroll your child, we will ask you for a four-digit number that will identify you as an authorized person to pick up your child. Each person that will be authorized for pick up will need their own four digit number before they will be allowed to pick up. We will help you set up your pin numbers in the office when you enroll.

To help your child adjust to his surroundings, please do not linger when dropping him off. When you return to pick them up, come to the reception area and sign them out before you pick your child.

If anyone other than the child’s parents will be picking him up, the office must be contacted in advance. This may be done either by phone, note, or in person when the child arrives in the morning. They should be prepared to offer some identification the first time they come. If they will be picking up the child on a regular basis, establishing their identity will not be necessary after the first one or two times and a pin number will be assigned to them.

ACA staff will not release a child to anyone who may be in a hostile state of mind. If our staff has reason to believe that the person picking up a child may be intoxicated, we will call the local law enforcement authorities.

Due to the amount of traffic through the office, we ask that no parent telephone and request their child be waiting in the office. We must know with whom each child is leaving and when. If other parents are in the office or the office personnel is otherwise engaged, a waiting child may leave and the staff fail to notice their departure. It is best for the parent and the child to leave the building together.

Please do not smoke in the building. This includes pipes. In keeping with our modest dress rule, we ask that anyone picking up children not to wear swimsuits, see-through clothing or other brief attire that we deem immodest into the building.

# **5. DISMISSAL POLICY**

ACA Pre-School takes every child on a 2-week trial basis. If for some reason your child does not adjust to our preschool and must be dismissed, ACA will reimburse the child’s registration fee. If the parent or guardian decides to withdraw the child, there will be no reimbursement for the registration fee.

# **6. MEDICINE POLICY**

The State of Tennessee requires that any medicine to be given at pre-school must be accompanied by a written note from the attending physician or a telephone call from his office. This applies to refilled prescriptions also.

No over-the-counter medicine will be given. This includes aspirin and cough medicine, etc.

If your child becomes ill during the day, we will contact you at once. If your child has a fever, please do not bring him to school. If he becomes feverish during the day, we will call you to come for him. We cannot keep a sick child in the preschool. **All children must be fever free for 24 hours without medication before returning to school.**

For the welfare of all children, any child who is sick needs to be kept at home. The parent must give all medication. If your child has been vomiting during the night or early morning, he should not come to school that day. Children with water-like diarrhea should not attend preschool until the stool becomes normal.

# **7. FOOD POLICY**

Apostolic Christian Academy Pre-School serves hot and nutritious lunches daily and our menus are planned to appeal to youngsters while giving them a balanced diet. We ask that no food be brought from home.

If your child eats breakfast with us, he must be at school by 6:45 a.m. The kitchen stops serving breakfast at 7:00 a.m. The office will send you a statement on Monday for the previous week’s charges.

Our lunches are catered daily and we must have our lunch count by 8:45 a.m. If your child will be here later than 8:45, please call the office and advise us so we can include your child in our lunch count. If your child should arrive after 8:45 a.m. and the office has not been notified, they will be served a microwave meal.

If you would like to send something special for your child’s birthday, please notify the teacher or the office a few days ahead of time. Parents may send cake, ice cream, cupcakes, etc. The choice of treats is up to the parents. Due to allergies, we request that you do not send treats with nuts or peanut butter.

Parties are very special at ACA. Your child’s teacher will send you a note informing you of the date of the party and what she would like for you to send.

# **8. CLOTHING POLICY**

When a child is enrolled in ACA Pre-School, his parents should bring a backpack with a complete change of clothing in case of accidents. Please check this clothing periodically as little bodies have a way of outgrowing pants and dresses very quickly. If your child has an "accident" and his change of clothing does not fit or there is not an extra change of clothing, we must call you to bring a change for your child.

APOSTOLIC CHRISTIAN ACADEMY PRE-SCHOOL does not have a dress code for our pre-school boys and girls; however, the students who attend ACA for extended care (After The Bell) must adhere to the same dress code as the students of Apostolic Christian Academy. Due to physical activity, children will need to wear tennis shoes or rubber-soled shoes.

# **9. TOY POLICY**

Each year ACA spends several hundred dollars on toys and playground equipment. We also have a large number of children to share these toys. It is impossible for our teachers to keep each child’s personal toys from being lost, broken or misplaced. **We ask that no toys be brought from home unless it is a small stuffed animal that your child likes to have at nap time.**

# **10. ABSENCES**

If your child will not attend school because of illness or other reasons, please contact the office at 983-4927 or 982-4901 by 9:00 a.m. This will help us in our lunch and snack count as well as staffing.

# **11. AFTER SCHOOL CARE (AFTER THE BELL)**

After The Bell is our interactive afterschool program that provides after school care for students who attend Apostolic Christian Academy as well as area public schools. Our program consists of a variety of activities which includes sign language, music and art as well as organized games including soccer, basketball and volleyball. The charge for this service is charged weekly. In case of snow or in-service days, there is an extra charge for your child staying all day. When school has early dismissal because of in-service, the only extra charge to you is for his/her lunch. When there is no school because of a scheduled break such as Christmas or Spring Break, the charge changes to full time fees. If there is no school for three or more days during any week due to the weather or other circumstances, then the full pre-school fee is charged; if school is out one or two days only during a given week, then you pay extended care charges per day. We will never charge more than the current preschool rate at any time. Students 5-10 years of age are given the opportunity to be a part of the After School Care program provided by Apostolic Christian Academy. The hours are 3:15pm-6:00pm during the school year. Drop off and pick up times are 6:30am-6:00pm (Summer). We do not allow any electronics in our After Care program. This includes cell phones, personal iPads, school iPads, laptop computers, and gaming devices. Standard afterschool fees apply. To register call the preschool office at 865.982.4901.

# **12. LATE FEES AND OTHER CHARGES**

Since pre-school fees are to be paid in advance at all times, a late charge will be added to any account that has not been paid by Tuesday, 6 p.m. of the current week. Any account that is not paid by Friday of the current week will be regarded as delinquent and the child/children may not be allowed to attend school the following Monday. By allowing any account to become delinquent, we are doing the parents and the child a disservice.

A service charge of $30 will be charged for returned checks. A repeated history of returned checks may result in cash payments being required.

# **13. INFANT AND TODDLER**

For sanitary reasons, all items sent for your child must be labeled with their name or initials (bottles, cups, pacifiers, spoons, etc). All bottles, cups and eating utensils will be rinsed and sent home daily for you to wash and sanitize. We will use your baby wipes after lunch and snacks for your child. If you would prefer for us to use a washcloth, please send a clean cloth daily in a plastic baggie. Please keep at least one change of clothes in their diaper bag and be sure your bag is restocked daily with items needed for your child.

When your child begins eating baby food, you will need to provide the spoons and bowls if needed. Once your child is eating off of our menu and no longer eating baby food, we will provide the eating utensils with the meal. When your child is drinking from a cup, please send a **spill-proof sippy cup** **each day**. Please do not send breakfast with your child once they are eating off of the menu.

# **14. POTTY TRAINING**

We will help you potty train your child at 24 months. (When we begin working with your child, it is vitally important that you follow through with the training at home). When your child begins potty training, your child must wear pull-ups with **Velcro sides** until completely potty trained. Please continue to send wipes along with the pull-ups until they are completely potty trained. Children will need to go two weeks without accidents before wearing regular underwear. Encourage your child to become independent in caring for himself in the restroom (pulling down and pulling up his own underpants, etc.) Consistency at the pre-school and at home will help your child achieve success more quickly. Children must be potty trained and wearing regular underwear in order to go in the K3 Class.

# **15. INCLEMENT WEATHER**

ACA Pre-School will always try to be open during bad weather. However, if the weather makes it impossible for us to get to the school, we will send out a group text as well as notify the TV Stations WBIR and WATE. If you have any questions, please check for our closing on their websites. Just a reminder that there is an “Apostolic Christian School” and “Apostolic Kiddie Academy” in Knoxville. Our listing will be Apostolic Christian Academy/Maryville if we are closed. If circumstances beyond our

control cause us to close early, we will notify you of the situation by these television websites and/or by phone call.

Since our fees are weekly and not daily, there will not be a price adjustment should circumstances beyond our control cause us to be closed.

ACA has an Emergency Disaster Plan in place should an emergency arise that we would need to vacate our building and/or property. All staff has been trained in emergency procedures should this situation ever happen.

# **16. PERSONAL SAFETY**

As recommended by the State, children ages three and older are taught personal safety. This twelve week session is taught once each year by a trained staff person. If you wish to view the entire curriculum, it is available in the office for your viewing. Every six months our staff receives child abuse training and at least once a year, we receive a 2 hour abuse training put on by the Advocacy Center.

# **17. BEHAVIOR MANAGEMENT TECHNIQUES/DISCIPLINE**

Discipline is often confused with punishment. Discipline is teaching through example, while punishment is negative reinforcement for breaking rules. We prefer to use the positive approach in dealing with children’s behavior problems. Initially, teachers are encouraged to redirect. However, when children continue to break rules, and deliberately hurt another child, we use “Sit & Watch” or “Time-out” as discipline. Behavior problems will be discussed with parents by the Director. If the behavior problem still continues, the Center reserves the right to dismiss any child if he/she seems unable to follow rules with their classroom experience. We will ask for a parent/teacher conference if behavior is consistent.

# **18. BITING POLICY**

1.If your child bites three times in one day, they will be sent home for the remainder of

the day.

2.If your child bites again, upon returning the next day, they will be sent home for the

remainder of the week.

3.If your child continues to bite, further action will be taken up to expulsion from the

Center.

Not every child is meant for our center; sometimes they need a less structured or more structured environment. Being released from our program is the last option for a continuous biter and by no means want this for any family unless it is best for all parties involved.

# **19. ILLNESS GUIDELINES**

**Childhood Diseases May return when:**

Chicken pox and hand, foot, and mouth...................................after all lesions are crusted

Diarrhea...................................................................................................when stool is firm

Fevers..........................................................................................when fever free 24 hours

 (Infants 3 months and under considered to have a fever at 100.5)

Lice............................................................after medicated shampoo and all nits removed

Impetigo..........................................after all lesions are crusted or covered with bandage

Measles.......................................................................................5th day after rash appears

Mono...............................................................................must have written doctor release

Pinkeye......................................on medication 24 hours and without release of discharge

Pinworm...............................................................................after two doses of medication

Rashes (unknown origin)..........................................................when rash has disappeared

Respiratory syncytial virus..................................when cough and runny nose has stopped

 (usually 5 to 7 days)

Ringworm..................................after medication for 24 hours/then area covered until gone

Roseola....................................................................................................when rash is gone

Rotavirus...............................................................................................after diarrhea stops

Rubella...............................................................................fifth day after rash first appears

Scabies...........................24 hours after treatment and with written permission from doctor

Strep throat...........................................................................after medication for 24 hours

APOSTOLIC CHRISTIAN ACADEMY

# **PRESCHOOL FEES**

**1331 William Blount Drive**

**Maryville, TN 37801**

**(865) 983-4927**

Registration Fee: $55.00 (yearly)

Weekly Fee: $195.00 6 weeks – 36 months and until potty trained

 and is promoted to K3 class

 $165.00 K3 & K4

$165.00 Kindergarten (if not picked up at noon when

 dismissed)

Holding Fee: $15.00 week if child is absent for entire week. 6 Weeks – K4 class & Summer School Age Program

 **(1 per calendar year)**

 **Holding fee applies after 1 year anniversary**

Book Fee: Yearly (prices vary)

Daycare Hours are Monday – Friday 6:30 a.m. – 6:00 p.m. for K3 & K4 classes

Daycare Hours are Monday – Friday 7:30 a.m. – 5:30 p.m. for 6 weeks – 36 months

We also offer before and after school care: $65.00 weekly – 1 child

 $75.00 weekly – 2 children