



Parent Handbook 2018-2019

Vision

The vision for The Academy is to become a fully accredited K-12 school, complete with competitive sports and vibrant student life activities. Our students will be challenged by rigorous academic standards and will grow in their character and spiritual foundation. We will provide Kindergarten, 1st Grade, 2nd Grade, and 3rd Grade for the 2019-2020 school year and will add at least one grade per year.

Program Information

2019-2020

Days and Hours of Operation

Monday-Friday

7:00am-8:00am Before School Care (Optional Add On)

8:00am-3:00pm School Day

3:00pm-4:00pm After School Care (Optional Add On)

We follow the Allen ISD school calendar. Allen ISD typically releases their calendar for the upcoming school year in March.

Ages

Kindergarten: 5 Years Old by September 1st, 2019

1st Grade: 6 Years Old by September 1st, 2019

2nd Grade: 7 Years Old by September 1st, 2019

3rd Grade: 8 Years Old by September 1st, 2019

**An exception can be made for September birthdays based on a one on one Director evaluation.*

Enrollment Fee

All registration fees are non-refundable and are due at the time of acceptance into The Academy at Church Eleven32.

\$500 New Students

\$400 Returning Students

Tuition Fees

Monthly Tuition payments are due on the 1st of each month and become past due on the 15th. You may choose to pay your tuition annually, on a 9 month payment plan (Jul-March), or an 11 month payment plan (July-May).



Kindergarten - \$6,500/year

1st Grade - 3rd Grade - \$7,500/year

Before School Care – 7:00am-8:00am

5 Days per Week (Monday – Friday) - \$95/month

***These rates are in addition to your monthly tuition

After School Care – 3:00pm-4:00pm

5 Days per Week (Monday – Friday) - \$95/month

***These rates are in addition to your monthly tuition

A \$15 late fee will be charged for any payments made after the 15th. Payment is expected for all children enrolled, whether present or not. We do not adjust your tuition if your child does not attend, nor will any refunds be given for missed days due to inclement weather or illness. Please remember that you are paying for the space reserved for your child, not your child's attendance.

Tuition can be paid online using your family's personal link to our tuition portal. You will receive this link one month before your first payment is due.

Application Process

The Academy at Church Eleven32 is a Christ centered school that values partnership with families. Our admissions process is designed to give you all the information you need to make a decision about enrollment in our school, and to give us all the information we need to determine how we can be of help to your child and your family. We do require at least one parent to be a Christian, and value involvement in a local church body.

Step 1: Attend an Academy Interest Night or on-site tour with our Administrator

Step 2: Submit Online Enrollment Application - \$50

Step 3: Submit Documents to theacademy@churcheleven32.com - Birth Certificate, Immunization Records, and Previous School Records as well as any additional educational or diagnostic testing results (for new 1st Grade-3rd Grade students only)

Step 3: Individual Student Assessment

Step 4: Family Interview

Step 5: Acceptance Decision

Registration

The Academy at Church Eleven32 does not discriminate in enrollment or dismissals on the basis of race, color, sex, national origin or handicap. Registration is open first to members of Church Eleven32, and then to the public. If you are enrolled with a permanent position in the current school year, you will have priority in enrolling the



next school year. Our currently enrolled families are given the opportunity to register their children for the upcoming school year in the beginning of January. At this time a new enrollment application must be completed and a new Enrollment Fees collected. Enrollment is then opened up on January 15th on a first come, first serve basis. When classes are full, applicants will be placed on a waiting list.

Please note when creating our class lists we do not place children in classes from parent request for teachers, friendships, etc. You are welcome to make a request but we cannot guarantee it will be granted.

Financial Information

Enrollment Fee

An enrollment fee is charged each year and is due upon acceptance into The Academy, or in June for current students. This fee covers the following costs: entrance testing, Achievement testing, processing of application, and setting up permanent records for each student, as well as specific classrooms supplies and curriculum.

Enrollment fees are not refundable. They will only be refunded if the student is being denied admittance, or if there is documentation presented that a family is being relocated over a 50-mile radius away from the school before the school year begins.

New Student Enrollment Fee: \$500

Current Student Re-Enrollment Fee: \$400

Tuition

Kindergarten Tuition: \$6500

1st Grade – 3rd Grade Tuition: \$7500

Tuition is paid online and families can choose to pay on a 9 month payment plan (July-March) or an 11 month payment plan (July-May). There is a 5% discount for paying the full year's tuition by August 1st. A sibling discount of 10% will apply on the second child enrolled.

9 Month Payment Plan from July 2019-March 2020

\$722/month for Kindergarten

\$833/month for 1st Grade – 3rd Grade

11 Month Payment Plan from July 2019-May 2020

\$590/month for Kindergarten

\$681/month for 1st Grade – 3rd Grade



Tuition does not include all costs which may be incurred by the family. Examples of such costs: field trips, uniforms, and school supplies.

Delinquent Accounts

The Academy at Church Eleven32 reserves the right to terminate the attendance of any student when payment of tuition is more than one month past due. If you have a special situation regarding your income, please talk to the Director. Because the school depends on tuition to operate, ALL parents must keep tuition current. The following procedure is used in dealing with delinquent accounts.

Step 1: Tuition is due on the 1st of the month

Step 2: Tuition is late after the 15th of the month (an email will be sent from our administrator)

Step 3: You will receive a call from the Director to discuss payment arrangements if your payment has not been received on the 20th of the month

In the event that payment is not received in full by the 25th of the month, the child(ren) may be removed from the school unless parents make other arrangements in writing with the business administrator. The terms and conditions for payment must be fully and promptly met.

Daily Policies and Procedures

Curriculum

The Academy at Church Eleven32 exceeds all requirements outlined by the Texas Education Agency. Our Curriculum Coordinator holds a Bachelor's Degree in Education and has over 10 years of experience in the public education arena. She creates a plan for each grade using the Texas Essential Knowledge and Skills with the anticipation of our students working on the next grade level by the end of the second semester. Our small class sizes enable us to have plentiful one-on-one time with each student as well as the ability to individualize lesson plans when necessary. Our reading curriculum has a strong phonics base which is beneficial for the development of reading skills. We will use phonics games, sight words, and take home readers to encourage the development of strong readers at The Academy at Church Eleven32. Our math curriculum involves many hands-on thinking activities. Pattern blocks, cubes, tiles, buttons, and attribute blocks are used to explore math concepts. This hands-on approach involves and engages the students with math in a creative way. The curriculum is designed to think about mathematical relationships and concepts and to explore the "why" not just the "how". It is our goal as a school to build towards having a true STEAM (science, technology, engineering, arts, math) emphasis in each of our classrooms by Fall 2020.

Uniforms

Students are required to wear uniforms everyday. In an effort to provide our students with modern functional uniforms we do not use just one single uniform store. The Uniform Basics document will be updated every July and will give parents the specific information they need to know about uniforms for that school year. Uniform tops (polos, cardigans, dresses, etc.) are ordered directly through the school at the beginning of July. Parents are responsible for ordering the correct uniform bottoms (skirts, pants, shorts, etc.) personally from the links provided in the Uniform Basics document. Every September we will also debut a Fall Line with uniform options that are on trend. You are not required to purchase any items from the Fall Line, it is meant to be fun and give more freedom to our uniform guidelines. Black, grey, or white dress shoes or nice tennis shoes must be worn each day. Girls may wear black leggings or tights underneath their skirts, however, no patterned leggings or socks are allowed.

Peanut Free Classroom

The Academy at Church Eleven32 is a peanut free zone. Please be mindful of any food items you send in your child's lunchbox and ensure that they do not contain nuts of any kind.

Snacks

Parents must provide a nutritional snack to be served at snack time. If your child is enrolled in Before School Care and/or After School Care please provide an additional snack. Animal crackers will be served in the event that a snack is forgotten.

Lunch

The Academy at Church Eleven32 does not supply children with lunches. Children need to bring their own lunch with a water bottle. Please note food allergies on your enrollment form. Please send nutritious foods that do not need to be heated or refrigerated. Send a prepared lunch that your child can handle easily. Follow these simple rules when packing a lunch:

- We suggest that the lunch be made up of primarily finger foods that can be served with little assistance.
- Pack any utensils needed in their lunch (i.e. spoon, fork).
- Please be sure your child's name is on his lunch box, cup and all other containers.
- We understand that children sometimes go through picky phases. Please do your best to pack healthy and nutritious foods to fuel your child during their

day at school. Some suggestions include: rolled up lunch meat, cheese sticks, strawberries, grapes, carrot sticks, bell peppers, yogurt squeeze tubes, whole wheat crackers, toast, veggie chips, apple chips, etc.

Supplies Required

We will email a school supply list at the beginning of August. Parents will be instructed to bring their child's school supplies with them to Meet the Teacher night. All other classroom supplies will be provided.

Items To Bring To School

- Backpack large enough to hold multiple items
- Lunch, snack, and water bottle
- Take home folder
- Weather appropriate change of clothes (Kindergarten)
- Small jacket during cold weather months
- All necessary school supplies

Toys

The Academy at Church Eleven32 cannot be responsible for lost or broken toys or games brought from home so we ask that personal toys not be brought to school. From time to time we will have "Show and Tell" days where it is appropriate for your child to bring one of their favorite items to school.

Birthdays

We would love to share with you in celebrating your child's birthday! Please inform your child's teacher one week ahead of time if you would like to provide a special treat. We ask for one week's notice so we can inform parents of children with food allergies and/or dietary restrictions and give them an opportunity to send their child with an alternate snack for that time.

Change of Address

A change of address or phone number should be reported immediately to the school office. Change of employment or "in case of emergency contact" phone numbers should also be reported immediately.

Confidentiality

The Academy at Church Eleven32 knows and understands the importance of trust between parents and teachers/Directors. Our door is always open to you and we encourage you to schedule a conference with the teacher or the Director should a situation arise that needs to be discussed.

Homework Policy

The Academy at Church Eleven32 does assign homework to students in every grade to promote responsibility, parent involvement, and sharpening of student's academic skills. Homework may include nightly reading, at home skill practice, or work that was not completed in class. Homework should not take the student more than 30 minutes to complete. If homework is habitually not done/forgotten a parent/teacher conference may be called.

Attendance Policy

Regular school attendance is required by law and is necessary for quality education. A student's success in school relates directly to class attendance. For that reason, regular and punctual attendance is expected and required at the Academy. Parents are teaching their children to accept responsibility when they help them arrive on time and be in regular attendance.

Absences

Please call the school or email theacademy@churcheleven32.com by 8:15am if your child is going to be out of school and give the reason for their absence. Please provide a parent note or Doctor's note upon their return to school or the absence will be marked as "unexcused". Tardies and absences will be recorded in your child's profile. If your child has too many excused/unexcused absences a family meeting with the Director may be necessary.

Absences are excused for the following reasons:

1. Legitimate illness
2. Illness in family that requires the student to be absent from school
3. Death or emergency in immediate family
4. Medical appointments

Any other absence will, unless approved by the administration two school days prior to the absence, will be considered unexcused. Because of the education importance of class participation, students are strongly discouraged from class absences due to trips or family vacations. If a student is habitually absent, a parent teacher conference might be called. A compulsory attendance notification will be sent to the parent if a student has unexcused absences on 10 or more days or parts of days within a six-month period or three days or parts of days without an excuse during a four-week period.

Make-Up Work

It is the responsibility of the student to make arrangements with the teacher about work that was or will be missed during the absence. Parents must call the school

office by 9:00a.m. in order to pick up your child's work on the day of his absence. A student must make up his or her work in the same number of days missed unless special permission has been granted by the teacher. If a test or other work was assigned while the student was in school, the student must be prepared to take the test or turn in the work on his or her return. In cases of emergency or extreme illness, the teacher may allow additional days. If the student was absent when the test or assignment was made, the teacher will allow for a rescheduling of the test or work.

Health and Wellness

The Academy at Church Eleven32 assumes and requires that parents do not send a child to school if he/she shows any sign of illness. This is not only for the protection of your child, but also for the protection of the other children and teachers. Sick children will not be accepted. If your child has a fever, diarrhea, vomiting or other type of symptoms, **they need to be symptom and/or fever free (without medication) for 24 hours before returning to school.** Please be aware that the classroom teacher and Director are responsible for making the decision to accept or turn away children due to illness.

Medical Plan Procedures

If a child becomes ill while in our care, we must:

1. Contact the parent to pick up the child. The designated person responsible for pick up will need to do so within one hour of the time called.
2. Care for the child apart from the other children.
3. Give appropriate attention and supervision until the parent picks the child up.
4. Wash and sanitize the classroom if the child has diarrhea or vomiting.

If critical illness or injury requires immediate attention of a physician, we must:

1. Contact emergency medical services or take the child to the emergency room.
2. Give the child first aid treatment or CPR when needed.
3. Contact the physician identified in the child's record.
4. Contact the child's parent.
5. Ensure supervision of all other children in the group.

Please make sure that we have ALL emergency phone numbers on file.

Please notify the Director if your child has been exposed to a contagious illness such as chicken pox, pink eye, strep throat, head lice, or Hand Foot Mouth. Informing the office helps us keep other parents aware of the situation and lets them monitor their own children for early signs, which can lead to a quicker diagnosis and recovery. If

an outbreak occurs of a serious contagious illness, we will post the outbreak, along with symptoms and treatment recommendations.

Procedure for Dispensing Medication

If your child needs medications administered at school, the following conditions must be met:

1. Prescription medication will be accepted only if it is in the original container and hasn't reached its expiration date.
2. Nonprescription medication may only be administered by following the manufacturer's recommendation on the label. Medication must be in the original container and accompanied with a copy of the information given to you by the pharmacy.
3. Before any prescription or nonprescription medication can be administered, including sunscreen and insect repellent, we must have permission in writing by the child's parent or guardian. Please fill out the Medication Form and enter instructions into the Medications Log. Please bring a copy of the information given to you by the pharmacy if applicable.
4. Medication will need to be picked up after the last date that the medication is administered.

Please do not send medicine in your child's backpack.

Accident/Incident Report

Normal bumps and bruises will occur as a child is learning to develop new skills and his/her curiosity and courage increases. However, incidents in which first aid (cuts, scrapes, etc.) was administered will be documented in writing ("Accident/Incident") and given to parents to sign then placed in your child's personal file.

Hand Washing

Children and staff will wash hands with antibacterial soap and warm water several times throughout the day in order to prevent the spreading of germs which could lead to illnesses or communicable diseases. Hand washing will take place before lunch, after toileting, and when coming in from outdoor play (and as a necessary in interim).

Labeling

Please make sure everything your child brings is clearly labeled with their name. That includes backpacks, lunches, coats, hats, cups, water bottles, etc.

Immunization Records

The child's immunization record must be kept current at all times. If your child goes to the physician and receives another required immunization, you must resubmit the



most current records. Your child must have a current immunization record or notarized State of Texas Affidavit of Exemption in order to begin class. Please contact the Director if you have any questions regarding this policy.

Hearing and Vision

The Special Senses and Communication Disorders Act, Texas Health and Safety Code requires a screening or a professional examination for possible vision and hearing problems for children in Kindergarten. Most pediatricians will perform a hearing and vision screening at your child's well check, just be sure to request it.

Safety Procedures

Entering the Building

For safety reasons, please park in the parking lot and walk your child into the building.

Arrival Time

Children are to arrive no earlier than 7:50 AM and be picked up by 3:00 PM. All children need to be in class at 8:00am or they will be considered tardy.

Dismissal Time

The Academy at Church Eleven32 dismisses for the day at 3:00 PM. Picking up your child on time should be top priority. Late fees may be applied in cases of habitual tardiness. Children will be picked up from school using the carpool line in front of the building.

The Academy at Church Eleven32 will only allow individuals the parent authorizes to pick up the child. The authorized individual must check in with the child's teacher, and must have picture identification (i.e.: driver's license). If a parent has sole custody, a copy of the court order MUST be on file in the office showing the other parent is legally NOT authorized to pick up the child. The parent or authorized individual must sign the child out of his/her classroom.

Emergency Procedures

Parents are responsible for keeping current emergency numbers on file at the school. Please keep these records current.

In an emergency, The Academy at Church Eleven32's first responsibility is the safety of the children. They will be moved to a designated safe area where staff members will supervise them until their parents are notified. In order to assure that our school is a safe place for all children, we have adopted the following policies and procedures:

1. Staff members are responsible for the children in their care at all times.
2. An emergency evacuation plan for fire and severe weather is posted in each classroom.
3. The Academy at Church Eleven32 has a fire drill every month and severe weather and lockdown drills every three months.
4. The Academy at Church Eleven32 will follow all directions required by the Allen Fire Dept. regarding appropriate evacuation procedures.
5. The Director will be responsible for calling the appropriate emergency personnel. Our Facilities Operator will turn off any needed gas, electricity or water lines.

Parents may obtain a copy of the Emergency Preparedness Plan from the Director.

Relocation Plan

In the event of an emergency requiring evacuation of our building we will take all children and staff to Rivercrest Private School, 603 Rivercrest Blvd, Allen, TX 75002. Each teacher will be responsible for bringing medical release forms, parent contact information and student roster. Children will walk next door and the teachers will take a head count before leaving our building and upon arrival at Rivercrest Private School. Staff cell phones will be used to contact parents.

Bad Weather

If Allen ISD is not in session due to inclement weather, The Academy at Church Eleven32 will NOT have school that day. If Allen ISD has a delayed start of 2 hours then The Academy at Church Eleven32 will have a delayed start of 2 hours as well. You can check online at allenisd.org or the Allen ISD Facebook page to see the status of school closings. The Director will also send out a mass email notifying of our closing. We will not refund tuition on school closings or delayed starts.

Reporting Child Abuse

Texas State Law and Licensing requires us to report immediately to the police or Child Protective Services (CPS) any instance where there is reason to suspect an occurrence of physical, sexual, or emotional child abuse. Our staff receives annual training on recognizing and preventing abuse and neglect.

The staff may not notify parents when the police or CPS is called about possible child abuse, neglect, or exploitation, except on the recommendation of CPS or the police when they are called.

Some examples of abuse and neglect are: leaving a child in a vehicle unattended, not securing a child in a seat belt or booster seat, unexplained marks or bruises on opposite sides of the body, and child hygiene issues.



If you suspect a child is being abused or neglected, please report it by calling the Texas Abuse and Neglect hotline at 1-800-252-5400. The website is www.dfps.state.tx.us. Parents may obtain a copy of the Child Safety Policy from The Academy at Church Eleven32 Director.

Miscellaneous

Withdrawal/Dismissal

The Academy at Church Eleven32 has financial and contractual agreements with faculty, staff, vendors, etc., which are made before the beginning of each school year. These obligations and commitments require The Academy to mandate that all families commit financially for the entire school year. Therefore, we do not offer a refund on any tuition and/or fees for any reason including but not limited to: job relocation, change in parents' decision for student to attend, etc. If for any reason an enrolled student fails to attend or to continue in attendance at The Academy for the contracted school year, 100% of the tuition is still due and will be paid in full.

The Academy at Church Eleven32 reserves the right to dismiss a child for serious behavior problems, non-compliance with our policies, or non-payment of fees. Written or verbal communication will be given before a dismissal notice is issued. All necessary means will be pursued to resolve the problem before any child is dismissed from the program.

Parent Information Changes

Anytime there is a change of address, email address or telephone number at home, work or cell, the parent needs to notify The Academy at Church Eleven32 immediately. Any change of information on the child's original paperwork must be done by the parent only.

Parent Notifications

Open communication with parents is very important to a child's success. The Academy at Church Eleven32 has multiple ways of communicating with parents. In some situations, parents may be asked to sign documents acknowledging that communication has taken place. Listed are ways that The Academy at Church Eleven32 may communicate with parents: email notifications, through Tadpoles, written memos placed in your child's folder, verbal communication with the child's teacher and/or director, and phone calls.

Parent Involvement

We encourage parent involvement and have provided a form in your child's Enrollment Packet to let us know what areas interest you. Please notify the Director if



you would like to help in an area that is not listed. Every parent volunteer will need to submit a background check before being allowed in the classroom for an extended period of time.