

**AVA VICTORY ACADEMY  
EARLY CHILDHOOD & ELEMENTARY  
HANDBOOK  
2009-2010**

School Board President.....	Butch McCleary
School Board Vice-President.....	Brian Thompson
School Board Member.....	Charlene Letsinger
School Board Member.....	Jack Schmidt
School Board Member.....	Mitch Jakusz
Administrator.....	Danny Letsinger
Principal.....	Teresa Bruffett
Assistant Principal.....	Judy Shields
High School Academic Advisor.....	Renee Potts

**WELCOME**

The primary objective and purpose of Ava Victory Academy is to train the student in the knowledge of God and the Christian way of life and to provide the student an excellent education. Ava Victory Academy operates on the premise that the school is an extension of the home and the church, and that there must be close cooperation between these three agencies if the goal of Christian education is to be achieved. The staff at Ava Victory Academy realizes the solemn responsibility before God in molding the life and character of their students. Therefore, we strive to lead each student to a saving knowledge of Jesus Christ in order to give each of them a good foundation for the future. This handbook is to foster that cooperation between home and school by providing a better understanding of the school program and ways in which the parents and teachers can work together. We seek only to honor and glorify God by a well ordered, combined effort to train the children in the nurture and admonition of the Lord. Ava Victory Academy operates not for profit.

**This information is a combination of the Early Childhood and Elementary Departments' handbooks; therefore, there are portions which apply only to particular grades. These areas have been labeled accordingly. If there are any questions concerning the materials, please consult the Department Principal**

**MISSION STATEMENT**

Ava Victory Academy is united with families in providing academic excellence from a Christian perspective for all students who are inspired to achieve their God given potential.

**VISION STATEMENT**

Ava Victory Academy will covenant with Christian families to provide an environment where their children can be educated in a manner consistent with their beliefs. We shall prepare students for post-secondary studies, equip them to share the gospel of Jesus Christ, to defend their faith, and to impact the world as leaders in their chosen profession.

**STATEMENT OF NON-DISCRIMINATORY POLICY**

Ava Victory Academy does not discriminate on the basis of race, color, or national/ethnic origin in the administration of its admissions policies, educational policies, or any school administered programs made available to the students.

**STATEMENT OF FAITH**

We believe the Bible to be the only inspired, infallible authoritative Word of God, and a complete revelation of God (II Tim. 3:16). We believe there is one God, eternally existent in three persons: Father, Son, and Holy Ghost (Matt. 28:19). We believe in the deity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious atonement, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal, visible second coming. We believe the ministry of the Holy Spirit is to glorify the Lord Jesus Christ; and during

this age to make all men aware of sin, righteousness, and judgment to come; regenerate, indwell, guide, instruct, and empower all true believers in Christ, and fill those yielded to God. We believe in the absolute necessity of regeneration of the heart and that the shed blood of Jesus Christ and His resurrection provide the only ground for salvation to all who believe, and only such as receive Jesus Christ are born of the Spirit and then become children of God. We believe that all that are saved are called into a Spirit-filled life; separated from all worldly and sinful practices; as well as to a life of service. We believe in the bodily resurrection and judgment 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 eternal damnation. We believe in the spiritual unity of believers in Christ.

*Note: Although denominational doctrine will not be promoted, discussions of diverse Christian beliefs will not be discouraged in the classroom, students will be encouraged to seek scriptural answers and further discuss these topics with their parents*

### **PHILOSOPHY STATEMENT**

At Ava Victory Academy, we believe children are a heritage from the Lord (Psalms 127:3, and that the educating and training of them is a great opportunity and responsibility with which we are entrusted. Our first and ultimate authority on training a child is found in the inspired, inerrant Word of God, the Holy Bible (11 Timothy 3:16-17). Without our sole dependency on the Bible for direction and guidance, our teaching would be in vain (Matthew 24:35). We believe that each child has a specific plan from the Lord (Jeremiah 29:11), and we intend to encourage and help nurture their God given potential. Teaching by example has a tremendous influence on our lives and so we feel that a teacher's life must reflect the love and inward joy that only comes through a personal relationship with Jesus Christ. Only then can we truly teach from a sincere heart. We believe in the (Isaiah 28:10) concept of line upon line and precept upon precept for academic and physical growth. Children participate in activities of repetition in group and individual settings. They are also given repetitive opportunities to achieve developmental milestones.

### **ADMISSIONS AND REGISTRATION**

Ava Victory Academy offers a program for students who desire an education in a Christian environment and who are capable of achieving a program dedicated to academic excellence. Although A.V.A. would like to be able to meet the needs of each applicant, the school recognizes that acceptance must be limited to students who can thrive within this institution.

#### **ADMISSIONS REQUIREMENTS**

1. Completed application form
2. Registration fee for new students paid (non-refundable)
3. Signed Statement of Agreement
4. **(Applies to Kindergarten – 4th grade)** Pass an entrance test
5. Birth Certificate. This is required of all new students to verify date of birth.
6. Immunization Record (all shots must be up-to-date).
7. Social Security Number

#### **ACCEPTANCE**

1. All admission requirements must be met.
2. If application requirements are satisfied, and it is necessary to place student on waiting list, acceptance is based on the date of application.
3. Acceptance will not be approved if there is an outstanding balance at Ava Victory Academy unless satisfactory arrangements have been made.
4. Acceptance will not be approved if there is an outstanding balance owed to any previously attended school.
5. **(Applies to Kindergarten – 4<sup>th</sup> grade)** Ava Victory Academy accepts only students that:
  - a. Are capable of academic success at A.V.A., as indicated by school records and admission test scores.
  - b. Have been promoted the preceding year or the parents/guardians are willing to have the student repeat if deemed necessary by A.V.A.
  - c. Have a positive record of discipline and emotional adjustment, have not been expelled, suspended or currently under disciplinary action from another school.

d. Do not have a court record; have not been charged with a juvenile offense, are not under investigation or in the process of being sanctioned by any juvenile authority or do not have a history of drug abuse, anti-social behavior or juvenile delinquency.

### **AGENDAS**

Agendas are the daily planner books provided for each student at the beginning of the school year. Students are required to bring their agendas to class every day. Classroom Teachers will check the student agenda planner each morning to ensure that the student brought it to class, a parent signed it for the previous day, and any notes from home have been acknowledged. We use the agendas as our number one means of communication between home and school. Please do the same and give feedback to the teacher as desired. If a student is without an agenda for 5 consecutive days, A.V.A. will issue a new agenda and add the cost of said agenda to the following month's billing.

**(Applies to 1<sup>st</sup> – 4<sup>th</sup> grades)** It is the responsibility of the students to clearly write all assignments, quizzes, and tests in their agendas each day. Parent signatures ensure that homework assignments are complete and correspondence from the teacher has been acknowledged.

### **BOOKS FROM HOME (Applies to 1<sup>st</sup> – 4<sup>th</sup> grades)**

Reading material for a book report or for use in the classroom must be approved by the classroom teacher.

### **BUS SERVICE**

The Academy provides a bus route within Ava and outside of Ava city limits. Please contact the office for fee rates.

We ask that you cooperate with the bus driver by teaching your child proper behavior on the bus. We reserve the right to refuse transportation to anyone who violates bus safety regulations. In such a case, parents will be notified and will be asked to transport their own children.

Students who ride the bus will be taken to the bus at dismissal time unless a written note or parent notification is received by the teacher. For safety reasons, we cannot rely on the word of the child.

### **DISCIPLINE POLICY**

It is in your child's best interest that we work together in relationship to his/her discipline. All classrooms at Ava Victory Academy follow the same three rules. They are:

- 1) Face forward
- 2) Speak only with permission
- 3) Leave seat only with permission

**(Applies to 1<sup>st</sup> – 4<sup>th</sup> grades)** The levels of disciplinary actions for disobeying these rules are:

- 1<sup>st</sup> infraction – verbal warning
- 2<sup>nd</sup> infraction – walking for half of recess
- 3<sup>rd</sup> infraction – walking all of recess – note home to parents

Infractions after recess will result in other discipline.

If infractions continue, the student will be referred to the Elementary Principal for further disciplinary action, and the parents are called.

**In our Early Childhood classes**, the children will have many opportunities during the day for play and socializing. Each day there will also be periods of structural learning time. Most children are eager to learn; and after a few weeks of getting used to the structure, are able to sit quietly when appropriate and participate in the classroom learning times. If a child has trouble adjusting to a structured environment and frequently causes disruptions or is violent towards other children or the teacher, we will contact the parents for help. We believe it is in the child's best interest for parents and teachers to work together in regards to discipline. Good social skills are necessary not only for school readiness, but also for adult life. If no improvement is made in the child's readiness for school, the parents will be given a two week notice to find an alternative Early Childhood provider.

We prefer positive reinforcement whenever possible such as verbal praise, hugs, stickers, special privileges, small

candy, prizes, etc. If a child does not respond to this type of behavior modification, the teacher will use age appropriate consequences such as loss of privileges, loss of play time, etc. Parents will be made aware of these by the teacher through notes in the agendas. If the child continues to receive checks on a daily basis, the Early Childhood Principal will then contact the parents in order to set up a conference. Yelling or spanking are not used as forms of discipline at Ava Victory Academy.

### **DISMISSAL POLICY**

Students will only be allowed to be picked up by either the custodial parent or anyone listed on the student's application pick up list. Anyone picking up a student must show picture ID until we know that individual by sight. The parent can make changes to the pick up list by informing the teacher. Once a student has been picked up, they must remain with that individual until they leave school property. All students that are not picked up by parents by dismissal time, will be escorted to extended care until an approved individual or parent picks up the student. If it becomes necessary for a student to leave school before the dismissal time, prior arrangements with the teacher is a courtesy much appreciated. Parents must first check in at the office, sign the student out, and wait in the office for their child to be released from class.

Dismissal times by grade are: K 3:15 1<sup>st</sup>-2<sup>nd</sup> 3:20 3<sup>rd</sup>-4<sup>th</sup> 3:25

**(Applies to 1<sup>st</sup> – 4<sup>th</sup> grades)** Students who leave before noon and do not return will be marked absent.

### **DRESS CODE**

Dresses, skirts and shorts must be no shorter than 2" from the top of the knee when standing.

Male students must also comply with this in regards to shorts.

Pants or skirts with holes and slits in skirts must be patched with no skin showing 2" above the knee.

Pants and trousers must be worn at natural waistline with no undergarments showing.

All shirts must have a shoulder strap that measures 2" or more.

All tops must be long enough to fully cover the torso when the child's arms are raised.

Arm holes must not be so big that undergarments or the torso can be seen.

Clothing with inappropriate messages will not be allowed.

Boys will not be permitted to wear an earring(s).

Body piercing of any kind is not acceptable with the exception of two earrings per ear allowed for girls ONLY.

Hats and sunglasses will not be permitted to be worn inside the school building.

Extremes in hairstyles or fashions may or may not be accepted at A.V.A.

**(Applies to 1<sup>st</sup> – 4<sup>th</sup> grades)** Shoes must have a back or back strap.

\* Dress code is to be enforced at school and school sponsored events, including summer school events.

### **EXTENDED CARE**

**ALL STUDENTS are required to be in the Extended-Day care if they are on the school grounds without a parent/guardian before 8:15 a.m. or after 3:30 p.m. for additional charges.** The school clock located in the hall, by the water fountain, will be the official school time. Please set your watches and clocks to the school time. The extended care provider will bill the parents for the time spent in the extended care. The provider must be given advance notice if a parent plans to bring a child for morning care. If a parent will not be bringing a child to early care after the parent has already scheduled the provider to be there, the parent is required to call and notify the provider in advance. If a parent has scheduled the provider for early morning care and then does not cancel or show up, the parent will be billed for the time scheduled. The provider has the same authority as our teachers and the student can expect disciplinary action if they do not abide by the rules.

Please see extended care provider for rates and billing information.

Please make all checks payable to the provider. Cash in envelopes with the child's name and labeled for "extended care" is appreciated. The provider's home phone number is on the bill if you ever have a question.

### **FIELD TRIPS**

Each class may take one field trip during the school year. We may not have permission forms for each trip since a general form is part of our enrollment process; however, parents will be notified prior to the trip. Admission fee and gas money may be required. If you do not wish your child to go, arrangements must be made for your child to stay home for that day. It is school policy that no siblings from other classes are allowed to attend unless their class is also part of the field trip.

### GRADES

Preschool and pre-kindergarten students will receive routine evaluation reports.

**(Applies to Kindergarten – 4<sup>th</sup> grade)**The following system is used to determine letter grades:

96 – 100	A	
90 – 95	A-	Excellent
87 – 89	B+	
84 – 86	B	Above Average
80 – 83	B-	
77 – 79	C+	
74 – 76	C	Average
70 – 73	C-	
67 – 69	D+	
64 – 66	D	Unsatisfactory
60 – 63	D-	
0 – 59	F	Failing

### Extra-Curricular Activities (3<sup>rd</sup>-4<sup>th</sup> grades)

All students who participate in an activity, such as Crusader Basketball, are expected to:

1. Maintain a cumulative average of 75% or higher in all core subjects combined
2. Not have a cumulative “F” in any single core subject
3. Not have ISS or OSS within a 5 school day period of the event
4. Be present in school the entire day of the event, unless prior approval has been obtained from the principal.

### HOMEWORK (Applies to 1<sup>st</sup> – 4<sup>th</sup> grades)

The ABEKA curriculum requires homework to be given to aid student progress in his/her studies. Therefore, each student is required to complete homework assignments and have them in on time. For homework not completed or not turned in on time, please refer to the following procedures:

\*First offense in a one week period

Zero in teacher’s grade book

Note in agenda to parents

Student completes homework assignment during recess

\*Second offense in a one week period

Same as above &

Student is assigned walking during remaining minutes of recess

\*Third offense in a one week period

Same as second offense & parent will be contacted for a meeting with the teacher

\*An offense constitutes each homework assignment missed

### LICE

Head checks for lice will be conducted the first two days of school. Parents need to check their child’s head for any evidence of lice or nits before sending them to school the first day. If any evidence of nits or lice is found on a child, the parents will immediately be contacted to pick up their child. The child may return to class after a minimum period of three days, if their head has been treated for lice and rechecked at the nurse’s office and no evidence of lice or nits have been found. This must be done before the child can return to class.

### LOST AND FOUND

Items found on the school grounds that do not have a name on them and cannot be identified will be kept in the

school lost and found container in the multi-purpose room for a period no longer than 30 days. After that time, if the item is not claimed it will be given to charity.

### **LUNCH**

Students may bring a nutritious lunch each day. We recommend the use of a sturdy, insulated lunch box with an adequate lunch. Please label the box with your child's name. Lunches will not be refrigerated or heated up. Milk or juice may be purchased at school by sending correct change in an envelope which states the child's name, the date milk/juice is to be purchased, and the amount contained in the envelope.

### **NO sodas are allowed.**

Students also have the option to order lunch from the school. School menus will be provided monthly. **School lunches or milk cannot be charged.** Please send lunch money on Mondays in an envelope. Fill out the front of the envelope to indicate what the child will be ordering on the appropriate days and enclose the correct amount of money in the envelope for the week's order. Parents need to send exact change in the envelope. If a parent or child needs to make change, they must stop by the office before school and have change made. Small checks for lunch are fine. There will be no reimbursement of change if the correct amount is not in the envelope. A parent may pay for several children's lunches with one check. If so, please give each child's teacher a lunch list and specify which child has the money.

### **MAKEUP WORK (Applies to 1<sup>st</sup> – 4<sup>th</sup> grades)**

It is the responsibility of the parents/guardians to initiate the makeup work for missed time from school. Upon request from the parents/guardians, the teacher will gather the student's books and assignments to be picked up after the school day ends to insure that the student does not fall behind. The student will then have the number of days absent to make up and turn in any missed work. Any work not completed and turned in within this time will result in a zero. The work can also be picked up before morning announcements are made, if prior arrangements have been made with the teacher.

### **MEDICINE**

Any medications will only be dispensed by authorized, certified personnel. These personnel will only be permitted to do so with written parental instructions. Prescription and non-prescription medication should be in the original container and labeled with the child's name, instructions for administration, including the times and the amounts for dosages, and the physician's name. Due to liability, the Academy will not dispense any medications not in the original containers. Medications will be kept in the office in a locked cabinet.

Please keep your child out of school if he/she complains of a sore throat, is vomiting, has contracted a contagious illness, or has a fever. Students must be fever free for a minimum of 24 hours before returning to school. If a student is prescribed an antibiotic from a physician for a contagious illness a Doctor's release stating when the student may return to school is required for re-admittance into class.

### **PARENTAL VISITS**

It is the desire of the administration and faculty to be of service to both parent and student. Therefore, each teacher welcomes a visit from a parent. Parents wishing to observe in a classroom should:

1. Schedule observation with the teacher
2. Check in at the office before entering the classroom to obtain a visitor's pass
3. Take a seat at the back of the room
4. Please refrain from conversation with the students and the teacher while class is in session

### **PLEDGES**

At Ava Victory Academy we teach devotion to Jesus Christ and patriotism to our country. Therefore, we start each day with pledges to the American flag, the Christian flag, and the Bible.

### **PHYSICAL EDUCATION (Applies to Pre-k – 4<sup>th</sup> grade)**

Students must wear tennis shoes and shorts or pants for their P.E. days. All students are required to participate in P.E. Non-participation will result in the lowering of their grade.

### **PROGRESS REPORTS (Applies to 1<sup>st</sup> – 4<sup>th</sup> grades)**

The school year is divided into two semesters of two quarters each. Grade cards are sent home each quarter, with progress reports being sent home mid-quarter.

These will be sent in the student test envelopes, at the appropriate time, with the contents clearly marked. The purpose of this report is to keep parents informed of their child's academic and behavior performance.

### **PROMOTION & RETENTION**

Promotion of students to the next grade is determined by satisfactory progress and development readiness.

**(Applies to Kindergarten – 4<sup>th</sup> grade)** Promotion will be based upon satisfactory completion of the core subjects: K – 2<sup>nd</sup> grades (Arithmetic, Reading, Phonics, and Writing), 3<sup>rd</sup> & 4<sup>th</sup> grades (Arithmetic, Language, Bible, History, Science, Health, & Reading).

### **RECESS**

We will be going outside for recess whenever possible. It is important that children be allowed to get fresh air and exercise throughout the day. We do have recess in the winter, so please send coats, gloves, etc., on cold days. We will not go outside when it is raining, snowing, or is below 36 degrees. As well, the students will not be exposed to the sun if the temperature is above 90 degrees.

### **RE-ENROLLMENT**

During the month of April, applications for re-enrollment of presently enrolled students will be accepted before new applications are processed. After May 1<sup>st</sup>, enrollment will be opened to new students. A \$35.00 fee is due for all returning students and a \$55.00 fee for all new students.

### **RELEASE OF RECORDS AND COMMUNICATION WITH PARENT**

In the case of students of divorced parents, A. V. A. will keep the custodial parent informed of all the upcoming school events, grades, and anything else that it would be in their interest to know. The custodial parent is defined as the parent that the child resides with during the majority of the school year. It is between the custodial parent and the non-custodial parent to work out a plan for the custodial parent to communicate the information to the non-custodial parent.

### **SCHOOL BOARD MEETINGS**

The A.V.A. school board meetings are held on the third Tuesday of each month, unless otherwise announced. Parents are encouraged to attend these meetings so that they might become better acquainted with the Board of Directors and the operation of the school. There is also a time during each meeting in which parents may speak to share ideas, concerns, or just make general comments about what has been discussed. However, if you wish to address the board with an idea or concern, please notify the principal one week in advance, so that you will be added to the meeting's agenda.

### **SCHOOL CLOSING FOR INCLEMENT WEATHER**

All school closings for snow will be announced on the local radio station KKOZ 92.1 FM and Springfield television stations. **Usually**, A.V.A. will close when the Ava public schools close for inclement weather. Occasionally, A.V.A. may hold classes when the public school is still closed.

If school was dismissed on a day, your preschooler was to attend, that day may be made up on another day. Please schedule with the teacher.

## SCHOOL HOURS

School hours are from 8:30 to 3:30. Doors will be open at 8:15 in the mornings. Students who are dropped off before this time need to be brought to the extend care provider. **\*Preschool parents only:** *please escort your children to their classrooms, and beginning at 3:00, you are welcome to pick your child up at the classroom. Prior to 3:00 please check in at the office to sign the student out.*

## SCHOOL/PARENT RELATIONSHIP

In order to ensure that the relationship between school and home will stay healthy, we require the following:

1. Parents should read the handbook thoroughly. Any questions about its contents should be directed to the principal.
2. Parents should read all correspondence from the school carefully and stay informed concerning activities and schedules.
3. Parents should demonstrate full support for school policies. Criticizing policies, or those in authority in front of students, encourages them to show disrespect and creates a rift between the family and the school.
4. Parents should regularly ask students about what is being studied at school and should show a positive interest in the accomplishments of the student. Students should be encouraged to achieve in a healthy way.
5. If there is a concern about policies or action taken by the school, the parents should withhold judgment until after contacting school administration.
6. School board members are not to be approached to solve school problems, but instead will refer the aggrieved person to the administrator so that the proper procedure can be followed. If a board member is approached, he/she is obligated to notify the administrator.

In the case of a dispute, all parties involved should maintain a positive attitude and give a good report at all times. They should also refrain from being critical or judgmental, and refrain from gossiping or discussing the situation with others who are not involved directly, as this only sows seeds of discord.

Conflicts between students sometimes occur within the school setting. **However, a parent must never approach another parent's child regarding a problem, without prior permission from that child's parent.** If there is a problem that needs to be addressed, the parent should ask the administration to handle the situation.

## SCHOOL RULES AND REGULATIONS FOR STUDENTS

1. Polite and respectful behavior towards fellow students, faculty, staff members, helpers, guests, and visitors is expected at all times.
2. Students should use "Yes, Ma'am or No, Ma'am; Yes, Sir or No Sir; Please and Thank You" in their speech when talking to an adult in authority on school grounds or at a school sponsored event.
3. In replying to or addressing a teacher or any other school authority present, the student should use the proper title Mr., Mrs., Ms., or Miss and the last name.
4. Students should come to school neat and clean.
5. Student's desks should be kept in a clean and orderly condition and should never be written on.
6. Trash must be put in trash cans only and not left on tables, floors, or school grounds.
7. Chewing gum is not allowed on school property.

8. Only walking and quiet talking are permitted in the halls and lunchroom.
9. No loitering in the halls or bathrooms.
10. A child may not make phone calls without written consent from the teacher and then only for matters of extreme importance. Parents should not call the student except for emergency cases.
11. The school has a zero tolerance for substance abuse which includes the use of alcohol, tobacco, and illegal drugs. The school reserves the right to require a drug test, if substance abuse is suspected. Discipline may include dismissal from the Academy.
12. The sprinkler heads in the hallway are **NEVER** to be touched in any way. Any child caught touching, bothering, or even pretending to touch a sprinkler head will be sent to the office immediately. If a child should tamper with the head of a sprinkler, with the result of setting the system off, the parent will be held responsible for any damage done. All parents should discuss the seriousness of tampering with sprinkler heads in any way.
13. No writing should be done in books or materials belonging to the school .
14. All students in the hallway during class time must have a written hall pass from a teacher or an authorized staff member.
15. If a student brings a cell phone, CD player, MP3 player, ipod, etc., it must be checked into the office before school begins, and it may be picked up after school is dismissed.
16. **No open food or drinks** allowed anywhere but the in the cafeteria. Closable plastic bottles, containing **water only**, are acceptable for use in the classroom.
17. Cheating, plagiarism, lying, defiance of authority, use of profane language, or fighting will not be tolerated.
18. Bullying will not be tolerated and will be dealt with severely. Bullying is defined as, “an action that appears or tends to establish an intimidating atmosphere that could result in fear or apprehension, to one or more persons, or is meant to provoke another person into disruptive behavior, create unrest, or generally disrupt the educational climate of a school environment.” Please note that as of August 1, 2007, the state of Missouri recognizes bullying as an incident to be reported to the proper authorities.

**NO WEAPONS OF ANY KIND**, including pocket knives, are allowed on Ava Victory Academy property, or at any school sponsored event.

#### **TARDIES AND ABSENCES**

1. Parents are invited to join us, or they may take their children to lunch, however; any kindergarten-4th student returning late from lunch will receive a tardy.
2. When a kindergarten-4th student returns after an absence, please include a note explaining the absence.
3. If a preschooler or pre-kindergartener misses a scheduled day, they may attend another day to make up. Please schedule this with the classroom teacher.

#### **TOY POLICY**

Toys are not allowed to be brought from home to school at any time unless, it is your child's show-and-tell day. Show-and-tell will be designated by the teacher. For grades pre-school through kindergarten, children may have a stuffed animal or doll to sleep with during naptime, with the understanding that it will be put away before and after nap.

### **TUITION POLICY**

A tuition schedule may be obtained from the office. Tuition is billed monthly on a 9 or 12 month schedule. One may pay the amount in full and receive a 10% discount on tuition. There will be a \$5.00 late fee assessed to all unpaid accounts after the 10<sup>th</sup> of each month and an additional \$5.00 for every 7 days thereafter that the account remains delinquent. Any account that becomes 30 days past due will result in the student being removed from class. We understand that on occasion, there may be circumstances beyond your control that delay your payment of tuition, we ask that you communicate any such problems to the Principal, and we will try to work with you. There will be a \$25.00 charge on all returned checks.

One may use the following services to make tuition payments: EFT (Electric Funds Transfer), Cash, Money Order, or Check.

Families will pay full tuition for the oldest child in the family that is enrolled in the Academy. The second oldest child in Kindergarten through Twelfth grades will receive a 25% discount on tuition. The third oldest child will receive a 35% discount on tuition. Any other younger children in the family will also receive a 35% discount if the family has more than three children in Kindergarten through Twelfth grades. The family discounts in 2-Year Old Preschool, 3-Year Old Preschool and Pre-Kindergarten will be 10% discount on tuition.

Please sign and return the following page.

### **HANDBOOK AGREEMENT**

This page must be signed, torn from the handbook, and turned into your child's homeroom teacher by the end of the first week of school.

I have read the "entire" student handbook and agree to abide by its policies and procedures and expect my child to do the same.

Student Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

