

2017-2018

Grace Academy

Elementary Handbook

"Home of the Lions"



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Grace Academy Elementary Parent Handbook 2017-2018

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Dear Parent(s) or Guardian,

Our school is approved by the State of North Carolina, Division of Non-Public Education and a member of ACSI (Association of Christian Schools International). Grace Academy is dedicated to bringing all students to their highest potential academically, socially and spiritually. We are currently serving Kindergarten through fifth grade.

We appreciate the opportunity you've given us in providing a challenging education for your child. We look forward to our time together to teach principles that will help guide them in the years to come. A Christian school alone cannot guarantee that every student will achieve academic excellence and Christian character. However, the right Christian school can vastly improve the odds. We encourage you to visit us, ask questions and make suggestions to benefit you and our school.

This handbook is for informational purposes and guidance throughout the school year concerning our policies and guidelines. Handbook instructions are given to help with any questions you may have regarding our school. We trust you will understand and appreciate our school policies as we work together in providing a quality environment for your child during these important years of his/her life.

If you have any questions or comments, please call the school office at 704-279-6683. We thank you for partnering with us in providing the best for your child(ren) in a safe and nurturing environment.

Working together in Christ,

David Clark

David Clark, Executive Director
dclark@graceacademyrockwell.com
704.279.6683 EXT. 1004

G.A. Board Members:

Tom Correll – Chairman E m a i l : thomkatand5@carolina.rr.com

Pastor Joey Phillips –Administrator jphillips@graceacademyrockwell.com

Tommy Young E m a i l : Tom@CECOFriction.com

Frank File E m a i l : fbfile@bellsouth.net

STATEMENT OF FAITH

Grace Academy is a ministry of Grace Bible Church. The basis of our ministry comes from the same Statement of Faith.

We believe:

- In the word-by-word inspiration, divine revelation and final authority of the Holy Scriptures. 2 Tim3:16
- In one God eternally existing in three persons: Father, Son, and Holy Spirit. Matt. 28:19
- In the Lord Jesus Christ as true God and true man; His virgin birth, sinless humanity, substitutionary death, bodily resurrection, present advocacy, and His personal, imminent, bodily, visible, pre-tribulation, and pre-millennial return for His church. John 1:1, Luke 1:34-35, Heb. 4:15, 1 Cor.15:3-4
- God created man in His image; in the fall of man by sin, resulting in his complete and universal separation from God and his need for salvation. Gen. 1:26, Gen. 3:6, Gen. 2:17, and Gen. 3:15
- In the personality of Satan. Matt. 4:1, Job 1:6
- That the Lord Jesus Christ shed His blood and died as a sacrifice for the sins of the whole world. 1 Cor. 15:3-4, Heb. 10:11-12, Luke 24:46-47
- That salvation is a free and everlasting gift of God by His grace, entirely apart from works; that every person is responsible to receive salvation by personal faith in the Lord Jesus Christ; that a soul once saved can never be lost. Eph.2:8-9, John 3:16-18
- That the Holy Spirit regenerates with divine life and personally indwells the believer upon his faith in Christ for salvation. Titus 3:5, 1 Cor. 6:19
- Any moment Jesus Christ may return for His church (rapture) before the tribulation and the personal pre-millennial second coming of Christ. 1 Thes. 4:16-17
- In the bodily resurrection of both the saved and unsaved. In the unending life of the saved with the Lord, and the unending punishment of the unsaved in the lake of fire. Rev. 20:13-15
- In the responsibility of each believer, motivated by the love of Christ and empowered by the Holy Spirit, to witness for Christ and to live sacrificially for the proclamation of the Gospel unto the entire world. 2 Cor. 5:14-15
- In believer's baptism by immersion, and partaking of the Lord's Supper which are the two ordinances of the church in remembrance of Him. Acts 2:41-42

Why a Christian Education?

"The purpose of Christian schools is to present to our children, as clearly as possible, the truth about God, about life, about our world and everything in it, and to present the Word of God as the authoritative source upon which to build a life that has purpose and meaning." -- James Carpenter ("Today, Private Schools Span Diverse Range." Education Week, October 6, 1996.)

As parents and educators, it is important to realize that the intellectual and spiritual formation of our children must go hand-in-hand. If they do not, we have neglected to nurture and educate the "whole child." Every preschool child as well as every high school teen must have an age-appropriate understanding of Proverbs 9:10, which says, that "the reverence and fear of God are basic to all wisdom. Knowing God results in every other kind of understanding." -- Association of Christian Schools International.

To truly know God is to obtain wisdom and knowledge. Christian schools are teaching students how to personally know God and at the same time obtain wisdom and knowledge, resulting in a Christian worldview. -- Association of Christian Schools International.

Why choose Grace Academy?

Grace Academy is dedicated to bringing all students to their highest potential academically, socially and spiritually. We provide the best in helping develop necessary skills for reading, mathematics, fine arts, physical education and science. Students also participate in art, music, library, chapel, Bible time and computer time. Community outreach, special programs, and presentations throughout the year also make Grace Academy a great place to be a part of. And better still, it's affordable. For less than the cost of daycare your child will get a quality education that will carry them through a lifetime of excellence. "The number one reason parents choose private schools is the belief that smaller classes, individualized learning, and a sense of community add up to a better education."

Who We Are . . .

"In Christ are hidden all the treasures of wisdom and knowledge." Colossians 2:3

"Christian schools at their best are essential extensions of the local church's ministry to help young disciples grow intellectually, socially, emotionally, vocationally, and spiritually!" -- Leroy Bartel

"God wants us to grow up to know the whole truth and tell it in love. We take our lead from Christ, who is the source of everything we do. He keeps us in step with each other. His very breath and blood flow through us, nourishing us so that we will grow up healthy in God, robust in love." Ephesians 4:15-16 (the Message).

Mission Statement

Grace Academy is a non-denominational Christian school, and a ministry of Grace Bible Church. Our goal is to provide a quality Christian education consistent with Biblical principles (2 Timothy 3:16). Grace Academy is committed to providing students with an opportunity to discover their individual gifts and develop spiritually, socially and intellectually beginning in preschool through their preteen years.

History

Grace Academy started as Grace Preschool in August 2001. Preschool started as a half day program with two classes running from 8-12 daily. The first year we were in operation we had 19 children. By the third year (2003) we went to a full day program with the operation hours of 7:00am -5:30pm. We currently have seven preschool classes ages 2-5. The elementary school began with one kindergarten class in 2004. We have added one new grade every year since 2004 and currently have a full elementary school Kindergarten- 5th grade. We have also added a two year old program.

Purpose for the Program

Grace Academy Christian School is an educational ministry of the Grace Bible Church of Rockwell, North Carolina. Our mission is to provide an environment where students can achieve academic excellence while learning in harmony with God's Word. Dedicated Christian teachers strive to nurture within students the desire for responsible citizenship, leadership, and service to the community, to the honor and glory of Jesus Christ. GA is committed to the education of our students through a Christian curriculum and activities which are based upon the Word of God. Although the responsibility of educating children lies with the parents, GA seeks to work closely with the parents in meeting the needs of their children. GA is to assist, not replace, the home or the church. We recognize that educational training is an ongoing process of which GA is one integral portion.

Notice of Non-Discrimination Policy

Grace Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities made available to the students of our school. Furthermore, it does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies or school administered programs.

Child Abuse & Neglect

Abuse occurs when a parent or caregiver injures or allows another to injure a child physically or emotionally. Abuse may also occur when a parent or caregiver puts a child at risk of serious injury or allows another to put a child at risk of serious injury. Neglect occurs when a child does not receive proper care, supervision, medical care or discipline, or when a child is abandoned. By law we are also required to report more than 10 absences from school. **North Carolina law requires any person who suspects child abuse or neglect to report the case to the county department of social services.** In addition, any person can call the Division of Child Development at 919-662-4499 or 1-800-859-0829 and make a report of suspected child abuse or neglect in a child care operation. Reports can be made anonymously. A person cannot be held liable for a report made in good faith.

Grace Academy is required by the state of North Carolina to report any suspected child abuse or neglect. Rowan County Department of Social Services will be notified and a written report will be made. A copy of the report will be placed in the child's file and remain at the center. All steps will be taken to ensure the safety and well-being of the child.

Asbestos Notification

The US Environmental Protection Agency's (EPA) Asbestos Hazard Emergency Response Act (AHERA) requires all schools to inspect building materials for the presence of asbestos. AHERA excludes schools from the inspection requirement if the school was constructed after October 12, 1988, and has a signed statement from the architect or project engineer responsible for constructing the building housing the school stating that no asbestos- containing building materials were specified for use in its construction. Grace Academy has been provided with such a statement, and is, therefore, exempt from the requirement to conduct an asbestos inspection.

The EPA requires us to annually notify you that we are aware of the AHERA regulation, and that we are in compliance. The Management Plan is filed in the Administration Building and is available for review at any time during normal business hours (Tuesday-Thursday 8:00- 5:30). The AHERA LEA Designee, Mrs. Tammy Cale, is available to answer any questions you may have about asbestos in our building (704.279.6683).

Office Hours

Grace Academy Finance Office hours are Tuesday through Thursday- 8:00a.m. to 5:30 p.m. Closed on Mondays and Fridays. Grace Academy Secretary's Office hours are Monday through Friday – 8:00 a.m. to 2:30 p.m.

Operation & School Hours

1. **First day of School** for the 2017-2018 school year is scheduled for **August 28th, 2017.**
2. Grace Academy operates Monday – Friday and the school day begins at 7:55am (8:00 tardy) and ends at 2:20 for Kindergarten-5th grade. Students can arrive as early as 7:30am but not before. If you need care before 7:30am, before school care is available. Apply online or contact our admissions office to add to your enrollment.
3. Elementary runs on a similar calendar as Rowan-Salisbury Schools.*There are a few exceptions.
4. Elementary School parents may use the drop off line between 7:30am and 7:55am. Parents wishing to bring their child

in please park in the side parking lot and follow the flow of morning traffic. (One entrance – Rakes Rd. and one exit). Front doors will remain locked at all times.

5. Elementary School parents please use side entrance to our Family Life Center when picking students up. Doors will be unlocked at 2:20pm.

NOTE: If parents or students arrive any other time than listed above, you must check in with the office to receive a pass to class or tardy slip.

All Day Camp(ADC)

- For those not registered in after school program and needs all day camp for their child, the fee will be \$30.00 per day, per child. Please register online at www.graceacademyrockwell.com
- All Day Camp hours are from **7:00 am until 6:00 pm**. Please see below for dates of ADC.
- We will operate an All Day Camp schedule for most Teacher Workdays. Students should bring a bag lunch & drink for the day. Please include a cold pack in your child's lunch box and **DO NOT send foods that need to be heated.**

Days we will Operate ADC

- October 30
- January 22
- March 29

Early Release Days

There are eight early release days for the 2017/2018 calendar year. Dates are as follows:

- September 29
- October 27
- November 21
- January 19
- February 16
- March 28
- April 27
- June 8

Note: Dates are subject to change by the NC General Assembly

Appointments

Parents are asked to make appointments for conferences with the teacher and/or directors. Appointments will ensure that you will have uninterrupted time with the teacher and/or director in private. Appointments also give the teacher and/or director time to gather all information that he/she might need for the conference. These appointments may be made through the teacher (for teacher conferences) and/or through the director. The teacher and/or director will make every effort to meet with a parent as soon as possible after the request has been made. Email addresses can be found on our website at www.graceacademyrockwell.com

Visitors

All parents are welcome to visit the school. Please come by the secretary's office to sign in and obtain a visitors pass. **DO NOT GO DIRECTLY TO THE CLASSROOM.** If you wish to talk to your child's teacher, please arrange for a private conference and do not detain the teacher from his or her responsibilities during school hours.

Emergency Procedures

All staff and students will practice fire and tornado drills as well as lock down drills monthly. In the event of an emergency or practice drill, the students will line up, exit the building to a safe designated location. In the case of a "real" emergency, parents will be notified immediately. If the parent cannot be reached the next emergency contact person will be notified. Emergency evacuation plans are posted throughout the school. G.A. also participates in "lock down" safety procedures with the Rowan County Sheriff's Department.

Inclement Weather Policy

In case of inclement weather or other emergency situations view RenWeb announcements, text alerts or visit channel 9 website at www.wsocvtv.com or view **Ch. 9 News**. You can also check the school website at www.graceacademyrockwell.com for possible closings or delays. **For Ch. 9 wsocvtv look for: Grace Academy Elementary – Rockwell.** Check for updates often. If Rowan County Schools are delayed or closed due to inclement weather (i.e. Snow, Ice) or other emergencies, Grace Academy Elementary "MAY" also be closed.

Attendance and punctuality are important factors in quality education. Attendance at a Christian school is both a privilege and a responsibility. In order for your child to gain the most from school he must be regular in attendance. Attendance is required at all daily sessions and certain designated programs. Excused absences are given for sickness and for emergencies. Occasionally, an absence may be excused for other reasons, but these must be presented in written form and must be cleared in advance with

the director and student's teacher. All attendance records are kept up with quarterly and reported to the administrator. Note: If a student receives 10 or more absences or excessive tardiness or if there is a cause for concern, Grace Academy is required by law to report to DSS.

Absences

If for any reason a child is absent from school, parents are asked to call the school secretary at 704.279.6683 ext. 0. Absences from school must be accompanied by a written note. Any excuse not for sickness or emergency will be an automatic unexcused absence, unless advance approval is granted by the director. Prepare ahead of time. An unexcused absence will result in the student not receiving credit for that day. It is the responsibility of the student and parent to make arrangements for work missed. If a student is absent 20 days or more per year, the student may be retained in the same grade the next year.

NOTE: *Also see Attendance for DSS notice due to absences.

* Please read tardy guidelines. Five tardies equal one day absent.

State law permits absences for the following reasons:

- Quarantined illness as diagnosed by a physician or health department.
- Medical, dental or eye services rendered.
- Attendance at a funeral of immediate family member (1 day)

Tardiness

Tardiness is a serious matter. We should train our children to be on time. Any work missed for unexcused tardies will result in a zero for the work (unexcused means not prearranged or not real emergencies).

NOTE: FIVE UNEXCUSED TARDIES WILL RESULT IN AN ABSENCE. EXCESSIVE UNEXCUSED OR EXCUSED ABSENCES OR TARDIES MAY RESULT IN A STUDENT ATTENDANCE REVIEW WITH THE BOARD.

Early Dismissal

Students who leave class early must have a note indicating the time for dismissal. A student is counted absent for the day if he leaves before 11:15am or arrives after 11:15am. If you are going to pick your student up before regular dismissal time, you must come to the school office and sign your child out. The office will call your child out of class to be dismissed at the office. Persons not on the student's pick-up authorization will not be allowed to take the student unless there is a written, signed note from the parent. Early dismissal will only be granted occasionally due to the fact they will miss out on valuable instruction when they dismiss early.

Make-Up Work

It is the responsibility of the student and parent to acquire and complete all work to be made up for each excused absence. He/she will be given a zero for the assignment unless the work is made up. A student will be given **two days** for each day absent to make assigned work up. Make-up work can be picked up from the teacher or school secretary.

Electronic Devices

Items such as cellular phones, IPod's, Tablets, music devices, etc., are not allowed. If any electronic device is seen on a child he/she will be sent to the office and the device will need to be picked up by a parent. Grace Academy is not responsible for such devices broken, lost or stolen.

Before School Care

We offer a Before School Care program for students needing care before 7:30am and attending Grace Academy. We also offer before school care for Shive Elementary, Faith Elementary & Erwin Middle. If you need Before School care, please contact our admissions office. Before school care opens at 7:00am.

After School Care

After School care is available Monday thru Friday from 2:30pm-6:00pm. Pick up application form and receive more information from the Administration Building. Apply online or download from the school website.

Lunch

Students may either **pack a sack lunch each day or purchase a hot lunch.** Sack lunches need to consist of a main entrée, fruit, vegetable, juice box or milk. Please try to keep "junk" food to a minimum and make sure the lunch contains a nutritious, balanced meal. **SODA IS NOT ALLOWED. Monthly lunch fees are due by the 5th of each month and you will receive a bi-weekly lunch statement. Daily charge for lunch is \$3.25. Please DO NOT send cash in daily. We ask that you make a monthly lunch deposit and turn all monies in to the finance office.**

Parties/ Socials

All parties and social events must be approved in advance by the teacher and director. All parties are to be kept simple, scheduled and are to not excessively distract the classroom learning environment. Bakery or Store bought baked goods only.

DRESS CODE

The Word is clear that our dress should be modest (1 Timothy 2:9) and not too elaborate (1 Peter 3:3-4) and that we should do all things for the glory of God (1 Cor. 10:31). This meaning our clothing and the way we wear it should show our desire to please God. Students are expected to dress appropriately for school every day.

Currently Grace Academy does not require uniforms but has put in place the following guidelines.

GIRLS & BOYS: Students are to wear nothing that advertises illegal substances, alcoholic beverages, antisocial activities, violence, gang related or vulgar messages. Under-garments should be worn at all times and should be worn with modesty.

BOYS PANTS: No sweat pants or “baggy style” pants of any kind will be allowed. No pants with holes or slogans of hate or violence. No cut off shorts. No underwear is to be showing above pants or below shorts.

BOYS SHIRTS: GA allows casual dress for students. Students may wear polo style shirts, button up shirts, pull- over or tee-shirts without slogans or cartoon style pictures. T-shirts, Polo shirts or Sweatshirts with hate, offensive or crude pictures, writing or slogans are not allowed.

BOYS AND GIRLS FOOTWEAR: Shoes and socks must be worn to school. Gym or tennis shoes along with any close toed shoes are recommended. Rubber bottoms are best. **Gym/tennis shoes are required for P.E.** Flip-flops are not acceptable footwear for school. Sandals with a strap around the heel are acceptable footwear during warmer months. Shoes must not fall off of student’s feet when running or walking. Students may not wear shoes with electronic devices, athletic cleats, beach shoes, or retractable roller blades.

JEWELRY: Boys are not allowed to wear any earrings or body piercing at any time. Girl’s jewelry and hair accessories should be kept to a minimum and not cause distractions. No tattoos of any kind for boys or girls.

GIRLS PANTS: No very low-rider pants will be accepted. No pants with holes. No sweat pants. No cut off shorts or Soffe cheerleading style shorts. No short shorts or skirts - must be at least fingertip in length. No skin is to show between the shirt and pants (backs or bellies). **Leggings and tights may be worn under a skirt or shirt-dress of appropriate length.**

It is not acceptable to wear leggings or tights as pants. NO tight fitting clothes.

GIRLS SHIRTS: Same as boys, with the exception of no spaghetti strap, tight fitting, low cut or mid drift shirts are allowed. Modest tank tops with at least three finger width in straps (not showing under-garments). No lace or see through shirts.

HEAD & HAIR: (Boys & Girls) Hair should be kept clean and well groomed. Beauty products should not be brought to school. Students may **not** wear colored hair extensions or colored hair spray in their hair. No excessive hair styles such as Mohawks or punk rock styles. No hair dyes of unnatural colors. Head coverings, bandanas, hats, hoods and sunglasses are **not** allowed during school. Bandanas worn as a head band is acceptable.

- **All clothing must be clean and in good repair. Clothes with holes are not acceptable.**
- **Students may purchase School Spirit Wear (sweatshirts, shirts and jackets) from the Finance Office.**
- **Grace Academy reserves the right to send a child home or provide additional clothing when he/she is not abiding by the dress code. Parents will be notified by phone, email or in writing if this should occur.**

Hall Lockers

Appointed grade level elementary students will be assigned a locker for the year. (Locks required) Valuables should be left at home. GA is not responsible for lost or stolen items. Misuse or tampering with a locker may result in loss of locker privileges. If a student causes breakage to the lockers they will be held responsible for repair. The lockers are the property of the school and are subject to random searches by administration.

Rules for Lockers:

Exterior: Students **may not** decorate outside of lockers. Permanent markers **may not** be used inside or out. Interior: Students **may not** place stickers inside lockers. Pictures of friends or family may be placed inside with magnets. Locker mirrors may be used. Any inappropriate items found will result in loss of privileges.

Discipline Code

It would be impossible to make rules to govern every type of infraction. Good behavior must come from the heart in love and obedience to Jesus Christ and should not be merely conformity to man-made regulations. Proper attitude is a measure of a person’s spiritual life. Listed below are some general items of conduct.

- a. Respect for authority at all times.
- b. Use of proper speech: Adults should not be answered disrespectfully. Any type of vulgarity, boisterous action and talk will not be tolerated. Col.3:8 – “But now ye also put off all these: anger, wrath, malice, blasphemy, filthy communication out of your mouth.”
- c. Destruction of property that belongs to the school, church, fellow students or staff will not be tolerated.
- d. Modest dress should be maintained at all times.
- e. Chewing gum is not permitted on school grounds, in buildings or buses.
- f. Any student caught cheating will automatically receive a zero for that assignment or test.
- g. Any other rules considered necessary by the school will be enforced.

SEE DETAILED LIST, GUIDELINES AND CONSEQUENCES IN REGISTRATION PACKET

Curriculum

Grace Academy uses ABeka Curriculum. ABeka curriculum is not only the most highly regarded among Christian schools; but is recognized as a leader in its field. Your child will learn to read at top levels in a relatively short time through intensive phonics. The repetition, the hands-on learning, and high expectations incorporated in our program make our students successful in their learning journey. Grace Academy continues to look to improve our curriculum choices and materials we use. In the event we select another curriculum choice, you will be notified.

Report Cards

Report cards are a necessary part of your child's education. We believe in a fair grading system and we have worked hard to develop one that accurately reports your child's progress in relation to our standards. Grades are calculated on a point scale for students in Kindergarten - 2nd grade and on a weight scale for students in 3rd - 5th.

A (93 – 100)	Excellent	Writing will be graded by:
B (85 – 92)	Above Average	V – Very Good
C (77 – 84)	Average	G- Good
D (70 – 76)	Below Average	S- Satisfactory
F (69-below)	Failing	U- Unsatisfactory

We encourage our parents to call for a conference anytime you have a question about your child's grades or progress. A progress report will be sent out midway through each quarter grading period (see school calendar). This will provide an indication of the student's progress. If you note a weakness in any area, please contact the teacher immediately. Please note on the progress report if a conference is requested with the teacher. If so, please contact the teacher via email or call the school office to schedule a conference as soon as possible. **After School tutoring is available. Please contact our office for more information.**

Bullying Policy

The staff at GA is committed to promoting a safe, positive, nurturing environment. Bullying is an act of aggression that causes another person embarrassment, pain, or discomfort. Bullying can be physical, verbal, extortion and/or exclusion. It can be done by a single person or by a group. Bullying is an act of disrespect toward others and will not be tolerated.

Illness

If your child becomes ill or is injured while at school, we will notify you immediately so you can make arrangements to pick your child up. A child who has become ill will be separated from the other children and we will do our best to comfort him/her.

To attend school your child needs to be well enough to function in class.

If your child exhibits any of the following symptoms, he/she must be excluded from attendance:

- Has or has had a fever at or above 100.6°F within the past 24 hours, regardless of its cause.
- Is vomiting or has an upset stomach accompanied by diarrhea.
- Shows evidence of a communicable disease, such as chicken pox, strep throat or pink eye.
- Has an undiagnosed rash.
- Has been diagnosed with head lice.
- Has discharge from eyes, ears, and/or a profuse colored nasal discharge.

In order to return to school, your child needs to be free of all symptoms for 24 hours.

We ask that you notify Grace Academy with a diagnosis so that a notification can be sent out to other families if the children have been exposed to a contagious illness.

Medication

Prescribed medicine must be in its original container bearing the pharmacist's label which lists the child's name, dosage and the name of the medicine, dated and signed by the prescribing physician.

Patent medicines, such as cough syrup or aspirin, shall be administered as authorized in writing by the child's parent not to exceed amounts and frequency of dosage specified in printed instructions accompanying the medicine. The parent's authorization must give the child's name, name of the medicine, dosage, instructions, parent's signature and the date signed.

Extracurricular Activities

Students have the privilege of being a part of extracurricular activities as organized during the school year.

NOTE: Students participating in extracurricular activities must have no grades lower than a C on their report card or progress report and remain in good academic standing. Any student falling below a C grade will be placed on academic probation until next reporting time.

Sports

GA works with the YMCA and all sports offered there (Basketball, Soccer & Baseball). Our students are also offered opportunities with YFL sports including youth football and cheerleading. Note: We are always looking into more opportunities in this area.

Chapel

Grace Academy students will participate in Chapel each Wednesday. Parents and grandparents are welcome to attend. Chapels are led by the Pastors, the students, teachers and/or special guest.

Field Trips

Field trips will be taken throughout the year. Additional fees apply for field trips. Chaperones will be needed for selected field trips and a signup sheet will be posted by your child's classroom. Chaperones will need to have their own transportation and cannot ride the G.A. bus. Staff and students are to wear their Grace Academy t-shirts on all field trips. Field trip fees must be paid at the finance office or dropped in the payment box by designated due date or your child will not be able to attend the trip and you will need to make other arrangements for that day. Parent and student fee will be based on the event selected.

Withdrawals/ Transfers

Withdrawals from school must go through the Finance Office. Parents need to complete withdrawal forms in order for records to be sent to the receiving school. Students transferring to another school and having attended one or more days of any month will have tuition pro-rated. **No records will be forwarded unless the school account is paid in full & a withdrawal form is completed.** Please give us a **2-week written notice prior to your child being withdrawn** from any program. **Upon withdrawal, records or information will not be released until the account is paid in full.** Please give 24-48 hours after withdrawal form is signed to pick up students belongings/curriculum. These items can be picked up in the finance office. Upon dismissal, neither records and/or curriculum will be released until the account is paid in full. Records can only be mailed to requesting school by written request form.

Enrollment Procedures: Elementary Kindergarten-5th Grade

Enrollment is first open to all returning students, their siblings, GBC members and then to the public.

1. Complete online enrollment by visiting our admissions page of our website at www.graceacademyrockwell.com. There you will create an account in RenWeb to apply and pay application and other fees.
2. Complete student physical exam, and attach a copy of current immunization record and turn in to the Finance Office.
3. If you wish to pay fees by check or cash please visit our Finance Office.
4. Student acceptance will be determined by criteria established by the administration and board. Applicant will be notified in writing and/or by phone of acceptance or denial.
5. If you need assistance in setting up or using your RenWeb account please contact Mrs. Phillips at sphillips@graceacademyrockwell.com

All accounts within Grace Academy must have a \$0.00 balance prior to acceptance of application. Grace Academy reserves the right to decline a student application due to delinquent accounts.

Kindergarten and New Student

Physical Exam, Immunization Records and birth certificate must be turned in within 30 days of child's first day of school; August 28, 2017. If forms are not turned in by a timely manner a student may lose their spot.

G.A. TUITION RATES & FEES:

MONTHLY TUITION & BOOK FEES:

The annual tuition amount for each program is divided into 10 equal installments and charged at the beginning of each month from August through May. Therefore, the first monthly tuition for the 2017-2018 school year will be charged on August 1, 2017. Payments are due by the tenth of the month. **A late fee of \$25 will be applied to your account after the tenth.** Book Fees must be paid no later than August 1st or at time of enrollment. **Please see admissions page of our website for full schedule of current rates & fees.**

FINANCE FEES:

Late Tuition Payment: \$25.00 (assessed on the 10th of each month).

Returned Check Fee: \$35.00 (NSF checks and fees should be taken care of in cash within one week of being returned).

Late Pick-up Fee: \$5.00 per child will be charged for each 5 minutes past closing (2:30) and at ½ day pick-up (12:00noon)

Collection Notice: Any account that becomes severely delinquent is subject to being turned over to a collection agency. Once any account reaches this status, a correspondence regarding payment of the debt will have to be made with the collection agency.

PAYMENT METHODS (Payment Drop Box - located on the wall just outside the executive director's office)

1. Cash: Use an envelope for cash payments; write the child's name, dollar amount and what you are paying for on the outside of the envelope
2. Checks: payable to Grace Academy, include child's full name on memo line
3. Debit/Credit Card: payments made in finance office or by phone
4. PayNow: RenWeb parents page
5. Auto Draft: monthly tuition can be set up to automatically come out of your checking or credit card account. Pick up form in finance office