

2017-2018

**Grace Academy**  
**Preschool Handbook**  
*Serving ages 2-5*



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# Grace Academy Preschool Parent Handbook 2017-2018

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Dear Parent(s) or Guardian,

It is with great honor I welcome you to be a part of the ministry of Grace Academy. We are excited about the start of a new school year! I want to say welcome back to those students who are returning and add a special welcome to those who are new to Grace Academy. We look forward to the time we will spend together as we provide a Christian education and teach Biblical principles that will help guide your child in the years to come.

***Please read over the following pages of this handbook and policies that have been set by our administration and Academy Board. Read carefully pages 7 & 8 for enrollment requirements and financial information.*** We appreciate your interest and commitment to our school as we seek to fulfill our commitment to the education of your child. To accomplish this, Grace Academy is committed to providing a Christian education that is founded on God's Word as the basis for every academic discipline and extracurricular activity.

The faculty and staff are dedicated Christians who have committed themselves to the ministry of Grace Academy. We encourage parents to visit and ask questions as well as share suggestions. Understanding the absolute necessity of God's leadership and wisdom, we ask that you commit to pray for us and the ministry of Grace Academy. We look forward to having the opportunity to serve with you as we serve our Lord Jesus Christ.

For His Glory,

*David Clark*

Mr. David Clark- Executive Director  
[dclark@graceacademyrockwell.com](mailto:dclark@graceacademyrockwell.com)

*But Jesus called for them, saying "Permit the children to come to me, and do not hinder them, for the kingdom of God belongs to such as these". Luke 18:16*

G.A. Board Members:

Tom Correll – Chairman – e-mail: [thomkatand5@carolina.rr.com](mailto:thomkatand5@carolina.rr.com)

Pastor Joey Phillips – Administrator – e-mail [jphillips@graceacademyrockwell.com](mailto:jphillips@graceacademyrockwell.com)

Tommy Young – e-mail: [Tom@CECOFriction.com](mailto:Tom@CECOFriction.com)

Frank File – e-mail: [fbfile@bellsouth.net](mailto: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, substitute 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 Thess. 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?**

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, "The fear of the Lord is the beginning of wisdom, and the knowledge of the Holy One is understanding". (NASB) – Association of Christian Schools International

## **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 of 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 7 preschool classrooms ages 3-5. The elementary school started with 1 kindergarten class in 2004. We have added an additional grade every year since 2004 and currently have a full elementary school Kindergarten-5th grade. 2014 marked another new beginning in adding two year olds to our facility.

### **Purpose for the Program**

The purpose for the Preschool Program is to provide a safe Christian “home away from home” for the children whose parent(s) work outside the home and need year round care for their child. We offer a structured academic program, using the A BEKA curriculum. The program will provide your child with Bible lessons, scripture memory verses, songs and academics which include; phonics, reading, math, drama, poetry, games, and arts & crafts. Our desire is that your child’s time with us would be educational, fun and enjoyable. Our Summer Playschool also offers a structured learning environment using a theme based curriculum.

### **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.

### **Prevention of Shaken Baby Syndrome and Abuse Head Trauma**

We, Grace Academy, believe that preventing, recognizing, responding to, and reporting shaken baby syndrome and abusive head trauma (SBS/AHT) is an important function of keeping children safe, protecting their healthy development, providing quality child care, and educating families.

NOTE: Refer to student application Appendix B- Prevention of Shaken Baby Syndrome and Abusive Head Trauma Policy

### **Hours:**

- Full Day care is available from 7:00-5:30 M-F
- Half Day care is available from 7:00-12:00 M-F
- 3 Day care available MWF 7:00-12:00 OR MWF 7:00-5:30 K2 & K3 ages ONLY

**NOTE: ALL students are expected to be in their assigned classroom no later than 8:00am each day.**

### **Attendance**

**Attendance and punctuality are important factors in quality education.** In order for your child to gain the most from school he/she must attend class on a daily basis and certain designated programs. Please notify your child’s teacher if your child is out due to an illness, an emergency or for a vacation. **ALL students must be clocked in and out daily and should arrive by 8:00am to not miss daily academics.**

### **Appointments**

Parents are asked to make appointments for conferences with the teacher and/or director. 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 needs 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 usually be able to see parents the same week, or within a few days and will make every effort to meet as soon as possible. Contact the teacher or director via email or call the school office.

### **Visitors:**

Visitors **must** sign in and out at the preschool or school office. You will receive a visitor pass to wear for the time you are here. Parent volunteers are always welcome; however you must sign in if you are here for extended activities such as birthday parties, school activities or helping out in the classroom. Visitors include parent volunteers, physical & speech therapists, etc...

### **Arrival & Departure:**

Please use Rakes Rd. (Driveway) and pull around to the back parking lot of the facility. The Preschool Entrance is located under the awning to building by back parking lot. Sign-in/out table is located at the end of the preschool hall, just outside the “big room”. ALL students must be SIGNED in and out daily. When leaving the premises between 7am and 8am, please follow the blue traffic arrows to the left and use the designated exit only driveway. ALL parents are to follow the “orange” one way entrance and exit arrows. The exit will have a “right turn only” and a “left turn only” pattern to follow.

### **Inclement Weather Policy**

- In case of inclement weather or other emergency situations view RenWeb announcements, text alerts or visit channel 9 website @ [www.wsocvtv.com](http://www.wsocvtv.com) or view [Ch. 9 News](#). You can also check the school website @ [www.graceacademyrockwell.com](http://www.graceacademyrockwell.com) for possible closings or delays.
- **For Ch. 9 wsocvtv look for: [Grace Academy Preschool – Rockwell](#).** Please 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 Preschool “MAY” also be closed. We will make every attempt to remain open.

### **Field Trips for ages 3-5 years only**

- Field trips will be taken occasionally throughout the academic school year as well as during the summer. Chaperones will be needed for some of the field trips, excluding summer, and a signup sheet will be posted in your child’s classroom.
- Additional fees apply for all field trips. Parent and student cost is based on the facility selected.
- 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.
- **NO Field Trips off premises for 2 year olds.**

### **Snacks & Lunch:**

- Our Center will provide a hot, nutritious lunch daily. A lunch menu will be provided at the beginning of each month. Lunches will include an entrée, vegetable, fruit, bread and milk.
- Children also have the option of bringing a sack lunch from home. ALL lunches brought from home must contain an entrée, vegetable, fruit, bread, and milk.
- If your child has an allergy to any food product or cow’s milk, we will need a doctor’s note stating the allergy and what the replacement is to be, i.e. soy milk, almond milk or lactose free milk.
- The parent is responsible for supplying the substituted item.
- Water is available to children at all times of the day.
- **NO sippy cups are to be brought to preschool for any preschooler age 2-5 years.**

### **Birthday Parties & Special Occasions:**

- Must be approved in advance with the teacher and/or director. Must be simple and time efficient.
- Any and ALL food brought in for parties and celebrations **MUST** be pre-packaged & store bought.

### **Clothing / Nap Items:**

- Send a complete change of clothing for your child including; pants/shorts, shirt, underwear, and socks in a Ziploc Bag with the child’s name on the outside. These will be kept onsite for emergencies.
- Send a “small” blanket for nap time on the first day of the week. (Blanket will be kept at school during week and sent home on Fridays to be washed and returned on Monday) You may also send a “small” stuffed animal for nap time.
- Footwear: **MUST be Closed Toe**. Tennis shoes, sandals, or Croc’s. NO flip-flops or slip-on sandals.
- Please label all personal items such as sweaters, jackets, hats, clothing, blankets, and pillows, etc... with your child’s name.
- Pacifiers may be sent **with two year olds for nap time only**.
- Two year old’s while potty training will need to provide wipes, diapers/pull-ups, underwear and spare clothing.

### **Dress Code:**

- Grace Academy reserves the right to ban any extreme or offensive clothing. Clothing with offensive pictures, writing, or slogans ARE NOT allowed.
- Extreme hair styles such as Mohawks or hair dyes are not allowed.
- Head coverings, bandanas, hats, hoods or sunglasses are not to be worn in class unless otherwise stated.
- Boys are not allowed to wear earrings.
- No tattoos of any kind are allowed.

### **Emergency Procedures**

- All staff and students practice fire and tornado drills monthly.
- G.A. also participates in “lock down” safety procedures with the Rowan Co. Sheriff’s Dept.
- Each classroom has an emergency exit and is used for emergencies only.
- In the event of an emergency or practice drill, the children will line up, exit the room using the emergency door, and proceed to the picnic shelter behind the building.
- 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 center and in the classrooms.

### **Toys and Electronic Devices:**

- Game and music devices such as iPod’s, DS’s, Tablets, Game Boys, etc... are not allowed.
- The items listed above and other toys should not be brought to school unless it is for a scheduled “Show-n-Tell”.
- Grace Academy is not responsible for lost, broken, or stolen items.

### **Illness**

If your child becomes ill or injured at school we will notify you immediately and we will do our best to comfort him/her. A child who has become sick will be separated from the other children while waiting for parent pick up. We will record the students name, date, symptoms, and parent notified on a Health Notice and given to the parent.

To attend school your child must be well enough to function in a school/group setting.

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 nasal discharge.

In order to return to school, your child must be symptom free for 24 hours, without the use of Medication.

Note: We ask that Grace Academy be notified with a diagnosis as soon as possible, so the notification can be sent out to inform parents of contagious diseases.

### **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 Administrators office and is available for review at any time during normal business hours (Tuesday- Thursday 8:30- 5:30). The AHERA LEA Designee, Tammy Cale, is available to answer any questions you may have about asbestos in our building (704.279.6683).

## **G.A. Preschool Behavior and Discipline Management Policy**

One of the primary characteristics of Grace Academy is the maintenance of effective discipline. Teachers are essential to the school's discipline as the teacher is responsible for the care of the students. We give high priority to corrective discipline. The first few weeks of school are especially firm, as the classroom structure is being set for the entire year.

The best discipline is preventive discipline. Praise and positive encouragement of good behavior are important to effective discipline. We strive to be FIRM, FAIR, CONSISTENT, and LOVING.

Corporal punishment is not administered at Grace Academy. The teacher/director will inform the parent of serious or consistent behavioral problems and seek parental suggestions before taking further actions.

### **General Rules:**

We expect all our students to demonstrate the following general attitudes and behavior:

1. Respect and obedience to all school and staff members.
2. Reverence for God's word, the American flag, and the Christian flag.
3. Proper care of all school and church property.
4. Proper attire, speech, and actions.
5. Orderly, courteous conduct in the classroom and on the playground.
6. Show respect to classmates.
7. Chewing gum is not permitted on school grounds, in buildings or on buses.

### **Playground Rules:**

1. Students should walk to and from the playground in single file.
2. Swings and slides should be used by one student at a time.
3. Students should be seated when swinging or sliding.
4. Students are to go down the slides facing forward only.
5. Slide on bottoms only. After sliding, clear the space so others may slide.
6. NO swinging on the cross bars and NO jumping from the equipment.
7. Only one person should climb the slide ladder at a time.
8. NO playing with or throwing bark or rocks. Sand should stay in the sandbox.
9. NO climbing on the fence.
10. Students are NOT permitted to open the gate at any time.
11. No students are allowed behind the swings.
12. Use the picnic tables for sitting or eating.
13. Be gentle and courteous when touching others.
14. Do not imitate violent role models, i.e. Power Rangers, X-Men, etc...

### **General guidelines for administration of discipline following an offense:**

1. A direction is given to correct the behavior.
2. A privilege is taken away from the student or punishment is administered
  - a. Stand against the fence, wall or next to teacher.
  - b. Note sent home.
  - c. Special classroom privileges or activities withdrawn
3. Student is sent to Director's office and spoken to.
4. Student sent to Director's office again and parent called.
5. Suspension from Preschool for 1 to 3 days.
6. Expulsion from Grace Academy Preschool.



## **Enrollment Procedures: Preschool ages 2 - 5**

**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](http://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.

If you need assistance in setting up or using your RenWeb account please contact Mrs. Phillips at [sphillips@graceacademyrockwell.com](mailto: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.

**Your preschooler must turn 2,3 or 4 by August 31, 2017 to enter either K2, K3 or K4 program.**

**NOTE:** Two year old students will be beginning potty training during their K2 year. Our goal for your two year old is to successfully accomplish potty training prior to entering our three year old program.

**Three & Four year olds must be FULLY potty trained ("Pull-ups" are ONLY allowed for 2 year olds.)** Three to five year olds must be completely independent in the bathroom, without the help or presence of a teacher/assistant. It is our experience that some children who are trained at home may not be ready to use these skills consistently in the school environment. Our aim is to keep open communication with parents, and we will notify you if your child is having repeated problems in this area.

**Student Physical Exam and Immunization Records must be turned in within 30 days of child's first day of school; June 14, 2017 (Summer Playschool) or August 28, 2017(Preschool). 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 yearly 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 May 31<sup>st</sup> 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 10<sup>th</sup> 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 (5:30) 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

\* **Sibling Discount: 10% for 2<sup>nd</sup> child, 15% for 3<sup>rd</sup> child**

\* **Annual pay discount: 10% off – Paid August 1<sup>st</sup>**

\* **Semi-annual pay discount: 3% off – Paid August 1<sup>st</sup> and January 1<sup>st</sup>**