

***Praise Academy's  
Kindergarten Handbook  
2015-2016***



4052 Hiram Lithia Springs Road  
Powder Springs, GA 30127  
770-943-2484 Option 2  
[www.praiseacademy.com](http://www.praiseacademy.com)

Dear Parents,

Welcome to Praise Academy! We are honored to have you as a part of Praise Academy; which has become known for its family atmosphere and a place where faith inspires love, life, and learning. We are growing disciples to make disciples through Christian education (Matthew 28:19). Our philosophy is anchored by three distinct pillars: Christ (Colossians 2:3, 6-10), Self-Worth (Psalm 139:13-16; Jeremiah 29:11), and Academics (Colossians 2:3; Proverbs 4:5, 7; Proverbs 9:10). Our unflinching mission is to partner with Christian families by providing a Christ centered educational system where students can achieve academic excellence, a lifelong commitment to Christ, and a passion for success.

At Praise, you will find a commitment to high academic standards built on a foundation of biblical principles that have attracted both faculty and staff with a love for God and others, high academic credentials, and years of professional experience. Yet, we believe that you will find in them, above all else, not only people who were simply trained and prepared to teach, mentor and serve, but people who are called to this place, people who truly care about your children and their future.

Praise Academy has outstanding programs, wonderful facilities, and an exciting mission and vision, but it is our people who make us truly great. Our administration, teachers, and support staff provide an inviting and safe environment where students can grow spiritually, academically, and socially. It is a new day at Praise Academy because God grants each one of us the opportunity to serve Him and others every day.

I invite you to experience a new day at Praise Academy. We believe that each person should love God and love others... It is our goal at Praise Academy to demonstrate the love of God through a lifestyle of love and caring for each other. We believe in the family as the most important institution that God has created. It is our goal at Praise Academy to partner with our parents in the education of their children. We believe that the Bible is immutable, inerrant, and infallible. That all education should begin with God's Word as its foundation. It is our goal to teach all subject matter from God's point of view ... a Biblical Worldview.

Because this handbook is revised annually, it is important that you take the time to carefully read over these policies and guidelines, as some have changed. You will also benefit by reacquainting yourself with our expectations for you and your classmates.

Please keep this handbook throughout the year so that it can be used as a reference. Kindergarten Handbook is also available on our school website. The official and most current Parent/Student Handbook will be on [www.praiseacademy.com](http://www.praiseacademy.com).

**Please see the last page of the handbook for required parent signatures. Please sign and return copy to your child's teacher by August 31, 2015.**

L. Joe White  
Administrator

Georgia White  
Principal / Academic Dean

## **STATEMENT OF FAITH**

- We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
- We believe there is one God, eternally existent in three persons—Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
- We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved (John 3:16–19, 5:24; Romans 3:23, 5:8–9; Ephesians 2:8–10; Titus 3:5).
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28–29).
- We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12–13, Galatians 3:26–28).
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13–14; 1 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18).

## **VISION STATEMENT**

“Growing Disciples to make Disciples through Christian Education” (Luke. 2:52; Matthew 28:19)

## **MISSION STATEMENT**

Partnering with Christian families to provide a Christ centered educational system where students can achieve academic excellence, a lifelong commitment to Christ, and a passion for success.

## **PHILOSOPHY STATEMENT**

Christ First (Colossians 2:3, 6-10)

Self-Worth (Psalm 139:13-16; Jeremiah 29:11)

Academics (Colossians 2:3; Proverbs 4:5, 7; Proverbs 9:10)

## **CORE VALUES**

**Love:** We believe that each person should love God and love others as they love themselves. It is our goal at Praise Academy to demonstrate the love of God through a life-style of love and caring for each other.

**Family:** We believe in the family as the most important institution that God has created. It is our goal at Praise Academy to partner with our parents in the education of their children.

**Biblical Worldview:** We believe that the Bible is immutable, inerrant, and infallible. That all education should begin with God's Word as its foundation. It is our goal to teach all subject matter from God's point of view ... a Biblical Worldview.

**Kingdom Education:** “A life-long, Bible-based, Christ-centered process of leading a child to Christ, building a child up in Christ, and equipping a child to serve Christ!” (Glen Schultz, *Kingdom Education*, 1998)

## **ADMISSIONS POLICY**

The family should agree without reservation with the Statement of Faith, Vision, Mission, Philosophy, and Core Values of Praise Academy.

Praise Academy requires the family applying to be faithful to a local church and to be a follower of Jesus Christ.

Enrollment is not finalized until the following requirements have been satisfied:

An interview with the school principal – by appointment only (kindergartener must be at the interview)

Admission packet completed

- Complete Student Application
- Certified copy of student's Birth Certificate. Students entering K3 (must be 3 years of age), K4 (must be 4 years of age), K5 (must be 5 years of age), or 1<sup>st</sup> grade (must be 6 years of age) before September 1st to enroll in the appropriate Kindergarten program.
- ***All Kindergarten students must be potty trained before attending class!***
- Copy of student's Social Security Card
- Georgia Certificate of Immunization - Form #3231 (K3, K4, K5)
- Georgia Certificate of Ear, Eye and Dental Exam - Form #3300 (K5)
- Pastor Recommendation Form
- Administrator / Counselor Questionnaire
- K – 12<sup>th</sup> Grade Student Agreement Form
- Emergency Information

Registration Matriculation fees are paid (fees are not refundable)

Praise Academy admits students of any race, national origin, and gender and does not discriminate on these bases in its educational policies, financial aid, athletics, and other school-administered programs.

## **PHILOSOPHY**

The purpose of PA well-balanced program is to meet children's physical, intellectual, emotional, social, and spiritual needs. It is our belief that the family is an institution ordained by God. In order to compliment your family, it is our desire to provide a loving and nurturing atmosphere as an extension of your family unit.

## **HOURS**

- K3 & K4: 8:20 – 12:00 (Half Day Program)
- K3, K4, K5: 8:20 – 3:00 (Full Day Program)
- Extended Care:
  - Early Morning Care: 7:00 am - 7:30 am
  - After School Care: 3:00 pm - 6:00 pm
- Children should be dropped off under the canopy between 7:30 a.m. - 8:20 a.m. (Children will be escorted to the lunchroom by the Safety Patrol). Before 7:30 a.m. parents should take their child to the lunchroom to be signed in for early care. Before school staff will sign in your child. After 8:20 a.m. parents should go to the school office to get a tardy pass. Parents please do not park and bring your child into the school unless it is after 8:20 am.

## INSPECTIONS

The Praise Academy Kindergarten Program meets all state regulations for church-run Christian schools. Building, fire, sanitation, health and safety guidelines are inspected on a regular basis. Fire drills are conducted once a month.

## FINANCIAL POLICIES

Grades	Hours	Registration	Matriculation	Tuition (1 <sup>st</sup> child rates applies to oldest child in family)				
				1 <sup>st</sup> Child	2 <sup>nd</sup> Child	3 <sup>rd</sup> Child	4 <sup>th</sup> Child	5 <sup>th</sup> Child
<b>K3 &amp; K4</b>	8:20-12:00	\$150.00	\$450.00	\$3286	\$3122	\$2958	\$2465	\$1643
<b>K3 &amp; K4</b>	8:20-3:00	\$150.00	\$450.00	\$4638	\$4407	\$4175	\$3479	\$2319
<b>K5</b>	8:20-3:00	\$150.00	\$500.00	\$4691	\$4457	\$4222	\$3519	\$2346

- Tuition is due on the first and late after the 5<sup>th</sup> of each month. There is a \$10.00 late fee after the 5<sup>th</sup> day of the month.
- Student(s) will not be allowed to attend class if that month's tuition is not paid by the 16<sup>th</sup> day of the month.
- All Registration and Matriculation Fees are NON-REFUNDABLE.
- \$500.00 Early Withdrawal Fee for any student withdrawing during the school year.

**Please note:** The 10-payment plan is for the convenience of parents who wish to make monthly payments. This does not mean that a parent is paying for a particular month of the school year.

**2014-2015 Tuition 10-month plan begins July 1, 2015 and ends April 1, 2016**

- **K5 must pay a \$50.00 graduation fee by March 1, 2016.**
- No school records will be released if any outstanding tuition or fees.
- 5% Discount if tuition for next year is paid in full before August 1, 2015.

Before and After School Care		
Program	Time	Per Child / Per Day
Early Morning Care	7:00 am – 7:30 am	\$4.00
After School Care	3:00 pm – 6:00 pm	\$10.00 (\$8.00 for other siblings)
Extended Care accounts are to be paid in full each week. A \$1.00 per minute late charge for every minute after 6:00 pm.		

## SICK/ILLNESS POLICY

We know how much your child will enjoy coming to school and never want to miss a day, however, in the event that your child becomes sick, please let the school know by either calling the **770-943-2484** or emailing the school office at [jane.mitchell@praiseacademy.com](mailto:jane.mitchell@praiseacademy.com).

A child that has a fever, diarrhea, unexplained rash, runny nose of “green or yellow” (this usually means an infection), infectious diseases, any viral symptoms, or is vomiting will not be allowed in school or Extended Care until the child has recovered. A child with a fever that consists of 100 degrees or more will need to be fever free for twenty-four hours before returning to school. If your child is sick during the night, he should not attend school the following day. Please do not give medication to simply control the symptoms. In most cases, the child will run a fever after the medication wears off and is still contagious to the other children and teachers. If your child becomes sick while at school, you will be called and asked to pick them up immediately. Children may return after they have been symptom free for 24 hours.

### Keep Your Child At Home If ...

- I'm vomiting (two or more times in 24 hours)
- I have a rash, lice or nits (body rash, especially with a fever or itching)
- I have diarrhea (2 or more watery stools in 24 hours)

- I have an eye infection (thick mucus or pus draining from the eye)
- I have a sore throat (with a fever or swollen glands)
- I'm just not feeling very good (unusually tired, pale, lack of appetite, confused or cranky)
- I have a fever (temperature of 100° (F) degrees or more without medication.)

### **Health concerns which should keep a child home from school**

- Children too ill to participate in normal school activities should not be at school. Not only are they unable to benefit from education when ill, they also may infect other children and staff.
- **A child with a temperature greater than 100 degrees orally should stay home until the temperature has been normal for 24 hours.**
- If a child does not appear ill, but has a temperature above 100 degrees orally, the temperature should be checked again after the child has rested quietly for 20 minutes in a room with a comfortable temperature.
- **A child who has vomited at least twice in 24 hours or is unable to tolerate normal food and drink should stay home until the vomiting has stopped for at least 24 hours.**
- **A child with diarrhea (3 or more watery stools in 24 hours) should stay home until the diarrhea has stopped for at least 24 hours. A child with persistent diarrhea should be seen by a doctor.**
- A child with a known or suspected communicable disease should stay home until a doctor approves his return to school, (in writing) or the symptoms are no longer present. (Examples of communicable diseases: strep throat, chickenpox, shingles, herpes simplex, hepatitis A, impetigo, fungus skin infections, head lice, scabies, reddened eye with thick mucus or pus draining from it. When a child is diagnosed with such a disease, the school health office should be alerted.)
- A child with a rash of unknown cause should stay home until seen and released by a doctor as being not contagious, or until the rash is gone.
- A child who has undergone a medical procedure requiring general anesthesia should stay home for at least 24 hours following anesthesia.
- A child with upper respiratory infection (symptoms: persistent nasal discharge that is discolored, elevated temperature, productive excessive cough) should stay home until symptoms are improved at least 24 hours, or school attendance is approved in writing by a physician.
- A child without fever, but with a mild cough, runny nose, and nasal congestion may be at school with the approval of the school office.
- A child who has been receiving antibiotic medication for at least 24 hours, and is without fever and otherwise well, may be at school.
- If a child needs to take medication while at school, written physician and parent approval, along with medication in a pharmacy labeled container, is required.
- **In addition to the conditions listed above when a child vomits, has diarrhea, or has a fever of 100 degrees or more at school, the child will be sent home from school.**

### **MEDICATION**

Each student is required to have an emergency information form in the school office. No medical assistance can be provided without that information.

All medicine must be brought into the office and kept during the school day. A note must be sent from home indicating dosage and time for medicine to be administered. The office cannot dispense medicine without written consent from the parents. Over the counter drugs must be maintained in the original container.

Prescription drugs must be in original container, bearing the name of patient, the name of physician prescribing the medication and the name of the pharmacy filling the prescription. NO medicine will be allowed to remain with the student during the school day.

## **OUTSIDE PLAY**

Except in intense heat or inclement weather, children will have an outdoor time each day. If your child has been absent due to illness, he will still be expected to go outside for fresh air and sunshine but will be encouraged not to run or overdo it. Make sure your child has appropriate wear for outside activities. Please send a note if your child has special needs about outside play.

## **FOOD**

Students should bring an afternoon snack.

### **Lunchroom Guidelines**

**FOOD ALLERGIES:** Please notify the school office and lunchroom staff in writing, if your child has food or drink allergies.

### **LUNCHROOM GUIDELINES FOR WARM UPS:**

- Students may bring their lunch from home (brown bag style only ... no warm ups allowed)

#### **Meal Cost:**

- Kindergarten through 6th Grade \$4.00 and include a daily entrée, salad, or wrap options, with a selection of side items and a beverage.
- K5 - 4th: Lunch: 11:15-11:50 (Monday – Friday) ... Snack: 1:35-1:50 (M – F)

## **PERSONAL ARTICLES**

Children are not to bring toys, games, etc., unless they are listed on their activity calendar or the teacher has given special permission. PA cannot be responsible for any article brought from home that is lost or damaged.

## **BIRTHDAY PARTIES**

Parents are welcome to provide cupcakes, donuts, or cookies for their child's birthday. These items will be served during the children's snack time. Parties that include invitations, visits from clowns, etc., should not be held at school. **Invitations to private after school parties can be given out only if all students in the class receive an invitation.**

## **PARENT COMMUNICATION**

Teacher/Parent Conferences will be held as needed. The parent, as well as the teacher, may request them. Any minor problems that may arise should be directed to the teacher before bringing them to the attention of the administrator. If you believe there is still a problem after talking with the teacher, please contact the school office. Teachers will strive to keep parents well informed of a child's development. Please check your child's book bag each day for announcements, and remove papers from your child's bag daily so we can be sure you have seen all papers.

***RenWeb/ParentsWeb is the official source*** for information about Praise Academy events, policies, grades, homework, parent announcements, and communication between parents and teachers. Parents should notify the school office if they don't have internet access. Parents should let teachers know as well.

If we post something on [www.RenWeb.com](http://www.RenWeb.com), we consider that to be proper notification of important events and policies, so please refer to it often. You can access ParentWeb via the school's website [www.praiseacademy.com](http://www.praiseacademy.com).

## **ARRIVAL/DEPARTURE**

Children should be dropped off under the canopy between 7:30 a.m. - 8:20 a.m. (Children will be escorted to the lunchroom by the Safety Patrol). Before 7:30 a.m. parents should take their child to the lunchroom to be signed in for early care (fee apply). Before school staff will sign in your child. After 8:20 a.m. parents should go to the school office to get a tardy pass. Parents please do not park and bring your child into the school unless it is after 8:20 am.

### **Student Drop-Off and Pick-Up**

**Early morning care** (\$4.00 per day per child) is available from 7:00am to 7:30am. Students may be dropped off after 7:30am at no charge.

### **Student pick-up in the afternoon will be as follows: (Full Day Kindergarten)**

**K3 - 4th Grades:** line up in the car line. Students are dismissed at 2:55 pm.

**7<sup>th</sup> - 12<sup>th</sup> Grade:** line up in the car line to the far right lane until 3:20 pm. Students are dismissed at 3:20 pm.

**If you have students in lower and upper levels to pick up, please line up in the far right lane and pick up both age children at the same time after 3:20 pm. If you pick up a K5 - 6<sup>th</sup> student before 3:20pm and have a 7<sup>th</sup>-12<sup>th</sup> student to pick up as well, you will be asked to circle back around the line until 3:20 pm. We ask that all parents please follow these guideline and be patient and courteous.**

### **PLEASE, DO NOT PARK & PICK UP YOUR CHILD ... PLEASE STAY IN THE CAR LINE!!!**

Students will not be allowed to cross the line of traffic in the parking lot. We ask that all parents stay in the car line to pick up their child. This will provide safety to all students. Parents of K3 through sixth grade will be issued a gold ID card for pickup. ID cards must be placed in clear view when going through the car line. If you have limited time and must pick up your child early you must come in the school office and sign your student out by 2:45. Students will not be dismissed before 3:00 for elementary and 3:20 for 7th – 12th grades without parental sign out. Please do not park in the student parking spaces. They will be numbered numerically.

## **INFORMATION CHANGE**

Any changes that occur on your child's application or health forms must be turned into the school office as soon as possible.

## **VISITATION**

### **Visitors**

All parents and visitors to the school must check in at the school office to receive a visitor's badge. Prior permission must be obtained from the school before parents or visitor can spend a significant amount of time in the classroom or on school campus.

## **DRESS STANDARDS**

**Girls:** All clothing must be modest in appearance. Clothing with insignias, pictures, or slogans promoting unwholesome themes may not be worn. Girls may wear modest dresses, shorts, slacks, jeans, or wind pants. The hemline should be such that the undergarments are not seen. Also, tank tops or spaghetti straps are not allowed.

**A change of clothes in a large plastic bag should be kept in the child's book bag at all times in case of an accident.**

Hair should be neat and fad hairstyles are not permitted.

## **Boys:**

Hair shall be neat and well-groomed of a conservative style. (Note: Determinations as to what is considered, "Neat and well-groomed of a conservative style" will be left to the judgment of the school administration)

No radical hairstyles or cuts are permitted. Haircuts which are unusually shaved or spiked are not allowed. No bushy hair styles, braids, or tails are allowed. No unnatural two tones dying of the hair is permitted. No unnatural hair colors are allowed.

## **New Shoe Requirements for K3, K4, K5, & 1st - 4th Grade.**

**All students in grades K3, K4, K5 and 1st - 4th grade that do not know how to tie their shoes should wear shoes with Velcro strap style shoes. Closed shoes or closed-toe sandals are to be worn. Please purchase shoes that are not marking to the floor. We suggest students wear regular tennis shoes.**

**The following shoes are not permitted:**

- flip-flops
- athletic sandals
- no "heelys" ... no shoes with a heel
- any type of "open toe" footwear
- any shoe without a back

## **DISCIPLINE POLICY**

We believe consistent, loving discipline is essential in contributing to a good program. The basic responsibility for discipline resides in the home; therefore, parents will be informed when unusual circumstances arise. It is almost impossible to be of any real help to your child unless you are in active support of what we are attempting to do. Proverbs 3:12, and 19:18, will be of some help in this area. Sometimes a child will persistently have a behavioral problem such as, hitting, biting, or some other form of disobedience. We usually handle these situations by talking with the child, separating him from the rest of the group, or taking away a privilege and making him apologize for his actions. For problems that continue, the parent is asked to come to school for a conference to discuss the child's behavior. We do not administer corporal punishment.

## **CORPORAL PUNISHMENT**

We do not administer corporal punishment.

## **PHYSICAL EXAMINATIONS**

The State of Georgia requires all children to have their immunizations up to date. Please complete the appropriate form in your enrollment packet.

## **PROGRESS REPORTS**

Progress reports/report cards are issued each quarter. Parents of all Kindergarten and Pre-school children may consult teachers and staff regarding the progress and behavior of their children at any time.

## **INCLEMENT WEATHER**

### **Emergency School Closing Procedure**

School closings will be communicated by an email alert via Renweb/Parentweb. If there is a possibility of inclement weather which may affect school openings, parents should check their email and/or listen/view the news on ABC, NBC, OR CBS for specific announcements regarding Praise Academy (Total Learning Center) inclement weather closings. PLEASE DO NOT CALL THE SCHOOL STAFF REGARDING SCHOOL CLOSING.

## **PARTIES**

*Scheduled class parties are:*

Harvest parties

Christmas parties

Valentine parties

End of school

parties

Parents will be given an opportunity to help with class parties. Your child's teacher will contact you concerning class party arrangements.

## **POTTY TRAINED STUDENTS**

Children must be potty trained to enter our Kindergarten and Extended Care programs. Each student is accepted on a six-week basis. Any potty accidents occurring during the six-week time frame will be considered an adjustment period. After six weeks, a maximum of three accidents will be allowed during any thirty-day period. Should any accidents occur after the three allowed, the student will be placed on a two week withdrawal period for further potty training by the parents. After the two-week period, the student may re-enter the school without any additional fees. A new thirty-day period will be in effect at that time. Parents will be called to the school when a student has a bowel movement to change and clean the child. The student is encouraged to change him/herself for wetting accidents. Pull Ups cannot be worn to school or extended care. Always have a clean complete set of clothes in a large plastic bag in the event of an accident. If an accident occurs, the soiled clothes will be sent home. Please put new clothes in bag.

**PLEASE SIGN AND RETURN THIS PAGE TO YOUR HOMEROOM TEACHER OR THE SCHOOL OFFICE BEFORE WEDNESDAY, AUGUST 31, 2014.**

**Parent Pledge:**

I have read the Parent/Student Handbook. I understand the expectations for my child, and I will support these policies and procedures in dealing with my son/daughter and the school. If my child or family cannot support the policies and procedures found in the handbook, I will withdraw my child from the school.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature (Father)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature (Mother)

**Note: Kindergarten Parents are asked to read the Parent/Student Handbook for Grades 1-12 as well. It is more detailed with more information. It may be found online at [www.praiseacademy.com](http://www.praiseacademy.com)**