

# Parent / Student Elementary Handbook



2012 - 2013

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## **Welcome to Neighbors Grove Christian Academy**

We are so pleased that you have chosen Neighbors Grove Christian Academy for your child. We recognize the important job we have in partnering with you in the care and education of your child. We will do our best to serve you, and meet your child's needs.

Neighbors Grove Christian Academy is a non-profit, tax-exempt program sponsored by Neighbors Grove Wesleyan Church. The Board of Directors is selected from the members of the local church and the Parent Teacher Ministry. The board establishes the major policies of the Academy.

The Academy program is a partner ministry with the Child Development Center (CDC), which includes child care from 6 weeks through age 4. The Academy also offers an extended care program before and after school for children enrolled in our Academy. The Academy begins with Kindergarten and continues through high school.

Our goal is to provide the best care and training available for your student in a Christian environment. We believe that children must have assistance in five realms of growth: emotional, social, physical, academic, and spiritual. Our desire is to help in this development. As a part of our program, please feel free to discuss your child's growth and development with us at any time. Continued communication between the home and the Academy is vital for the development of a meaningful and productive relationship.

This handbook was designed as a means to share with you important information and policies of the Academy. Please read it and keep it available for future reference.

Thank you again for your trust in us to care for your child. Please remember us in your prayers for the love, patience, and wisdom we need to provide the best quality Christian education and training possible for each student.

### **MISSION STATEMENT**

Knowing that God has created each child in His own image and cherishes the unique qualities of each one, we will provide quality learning opportunities for every student in a Christian environment with love, understanding, patience, and respect.

## STATEMENT OF PURPOSE

Neighbors Grove Christian Academy is a private, Christian School and Child Care, which operates as a ministry of Neighbors Grove Wesleyan Church.

Our goal is to develop the whole person, spiritually, academically, socially, emotionally, and physically. We believe Jesus Christ is the Savior of the world, and we purpose to lead each person to salvation through His life, death, and resurrection as man's only means of salvation, attainable through personal repentance and faith.

We promote Christian living in the home and school as the ideal setting for quality education and strong development of healthy minds, bodies, and spirits.

It has become a mission of Neighbors Grove Wesleyan Church to assure that every family be church-ed.

## STATEMENT OF FAITH

1. We believe the Bible to be the Inspired, the only infallible, authoritative, inerrant Word of God. *II Timothy 3:15, II Peter 1:21*
2. We believe there is a God, eternally existent in three persons – Father, Son, and Holy Spirit. *Genesis 1:1, Matthew 28:19, John 10:30*
3. 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 *Heb. 4:15, 7:26*; His miracles *John 2:11*; His vicarious and atoning death *I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9*; His resurrection *John 11:25, I Corinthians 15:4*; His ascension to the Father *Mark 16:19*; and His personal return in power and glory *Acts 1:11, Revelation 19:11*.
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that all persons are justified on the single ground of faith, expressed through repentance, in the shed blood of Christ and that only by God's grace and through faith alone we are saved. *John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5*
5. We believe in the bodily resurrection of the dead: Of the believer, everlasting blessedness and joy with the Lord. Of the unbeliever, judgment and everlasting separation from God. *I Corinthians 15:51-54, John 5:28-29*
6. We believe in the spiritual unity of believers in our Lord Jesus Christ. *Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28*
7. 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, I Corinthians 6:19-20, Ephesians 4:30 & 5:18*

## **PHILOSOPHY OF CHRISTIAN EDUCATION**

1. The philosophy of Neighbors Grove Christian Academy is based on a God-centered view that all truth is God's truth, and that the Bible is the inspired and the only infallible authoritative Word of God. God created all things and sustains all things. Therefore, the universe and man are dynamically related to God and have the purpose of glorifying Him. Because man is a sinner by nature and choice, he can only glorify or know God by choosing God's free gift of salvation through His Son, Jesus Christ, thereby committing his life to the Lordship of Jesus Christ.
2. Our aim socially is to provide a Christian perspective on the world, from which will come a balanced personality with proper understanding and acceptance of a person's role in life at home, at work, at play and at worship – all grounded in the Christian concept of love. As a practical expression of this love, common courtesies and manners will be taught and expected from students. Proper discipline and utmost respect for classmates, teachers and all others in authority will be required at all times.
3. This Christian philosophy channels our energies to promote high academic standards while helping the students to achieve skills in creative and critical thinking using the best-integrated curriculum available. To this end our primary emphasis is on the basic studies of reading, writing, grammar, mathematics, history, geography, science, Bible and computer technology. The objective of our instructional program is to prepare the student to pursue the post-secondary education of his choosing, whether in college, university, or in vocational training areas.
4. Our responsibility for the student encompasses the spiritual, mental, intellectual, physical, social, and emotional areas. These are inseparable. And through them runs the insistent thread of the spiritual. Therefore, it is our intent to avoid the tendency to teach the Bible compartmentally or on the intellectual level alone – the scarlet thread must be woven throughout the total curriculum.
5. It is our intent that all activities, curricular or extra-curricular, will be consistent with our basic philosophy that the spiritual must permeate all areas of school life.
6. While the nurture and education of children is the responsibility of parents, the school functions as an agent for parents, as teachers cooperate closely with them in every phase of the student's development and both parties work together to improve the process of Christian education. It is our intent to promote the importance of home life and opportunity for other social involvements by providing adequate time for most class assignments to be completed within the school day. Upper grades will, of course, have more assignments requiring additional time.
7. Our aim financially is to keep tuition and fees as reasonable as possible so that Christian education is affordable for most parents who are willing to make a sacrifice to provide their children this training.

## ADMISSIONS POLICY

In keeping with Neighbor's Grove Christian Academy's Mission Statement and Philosophy of Christian Education, students are selected for admittance that:

1. Demonstrate, along with their parents/guardians, an appreciation for Christian teachings and values and a willingness to support the Academy's mission and purpose. All new students and parents/guardians must have an interview with the administrator or designated academy personnel.
2. Be willing to be tested if there is a question regarding academic ability or grade level readiness. Students may be required to take a readiness test to determine if a child is developmentally ready for kindergarten.
3. Are responsible, well-behaved, and of good character.
4. Are motivated to learn
5. Have a willing and cooperative spirit, and a good school record.
6. Are open to correction and instruction.
7. Have parents who will meet their financial obligation.
8. Meet the minimum age qualification for their grade level on or before August 31, (for Kindergarten, must be five on or before August 31 and meet developmental readiness requirements).
9. A student whose admission is questionable based on any of the above criteria may be accepted on a one year provisional basis. The parent will be notified in writing if a problem arises during this period that could jeopardize the student's enrollment.

## NON-DISCRIMINATORY POLICY

Neighbors Grove Christian Academy recognizes the right and privileges of all children of any race, nationality, and ethnic origin. Programs and activities are made available to all students at the school. It does not discriminate in the administration of its educational policies, scholarships, athletic activities or other school administrative programs.

## ACADEMY ATTENDANCE POLICY

Attendance in school and participation in class are an integral part of academic achievement and the teaching-learning process. A positive connection exists between school attendance and academic achievement. Regular attendance develops patterns of behavior essential to professional and personal success in life. **REGULAR ATTENDANCE BY EVERY STUDENT IS MANDATORY.** Parents or legal guardians have the responsibility for ensuring that students attend and remain in school daily. A student must be in attendance one-half of the school day (3½ hours) to be counted present. **A student is allowed to miss no more than 10 days per semester.**

If a student is over the allowed limit of absences (excused or unexcused) it will be brought before the school board to determine if the absences should be excused. The parent/guardian

will be notified if a student is close to the limit of absences before it becomes a board matter. **A student who misses more than 20 days per year may be in jeopardy of retention.**

After 10 absences within a semester, a doctor's excuse is required for each subsequent absence in order for the absence to be excused. The school board may choose to make additional requirements for chronic absences, such as requiring paid tutoring for class lessons missed.

Students who are not in attendance during the day may not participate in after-school/extra-curricular activities that day. For end-of-semester music programs, a doctor's excuse and contacting the academy (the administrator, if possible) by noon for special permission to participate is required.

Following an absence from school, **students must present a written excuse signed by their parents or guardians.** The written note is due on the first day following the absence and no later than the second day. **If the note is not presented within two days, the absence will be considered unexcused.** Each note should contain the following information:

- A. Exact date or dates of absences**
- B. Specific reason for absence**
- C. Signed and dated by parent or guardian**

### **Excused Absences**

The following reasons constitute valid excuses for temporary absence of a student from school:

- 1. Illness or injury**
- 2. Quarantine (isolation must be ordered by a local health officer of the State Board of Health).**
- 3. Death in the immediate family**
- 4. Medical or dental appointments (we encourage parents to make every effort to schedule these appointments after school dismisses at 3:00 pm)**
- 5. Court or administrative proceedings**
- 6. Religious observance (prior approval from the administrator is required)**
- 7. Educational opportunities and unusual family needs or opportunities (prior approval from the administrator is required)**

After being absent, beginning their first day back, students are given 1 day for each day absent to make up missed work, including tests (e.g. 2 days absent = 2 days to make up missed work and tests).

Missed work is available for parents to pick up by 3:15 each day.

## **Unexcused Absences**

All absences other than those identified will be marked 'unexcused'. No credit for that day's classwork will be given. A 10% grade reduction will be taken on any test that has to be made up due to the unexcused absence. Unexcused absences are the basis for referring cases to the attendance social worker.

## **Tardiness**

**Your child must be seated IN their room by 8:05 am. Any child arriving after 8:05 am will be marked tardy.** When a child comes in late, he/she is already behind. He/she has not only missed their work, but also has disrupted the other students in class. We ask that you, as parents/guardians follow these guidelines, and as always, if you have any questions, please ask.

**Procedure for a student who is tardy:** Parents should accompany their child to the office and sign them in. Upon signing their child in they should then escort them to their classroom. Being late due to doctor appointments or highly unusual situations do not count as tardies. A parent note is required. **\*\*3 tardies = 1 absence**

**Tardies in excess of 6 per semester will result in a silent lunch for every tardy thereafter.**

## **Early Pick-up/Late Arrival**

**If you pick up your child early, you MUST sign them out in the office.** If you bring them back later the same day, you **MUST** sign them back in through the office. Please notify your child's teacher or office personnel if someone other than parents/guardians is responsible for picking up your child by personally calling or contacting the office. If an emergency occurs, please call the office and tell the secretary who will be picking up your child. When someone other than a parent/guardian is picking up your child, they will be asked to show their identification before the student will be allowed to leave with them. A very strict policy will be followed for any one other than parents/guardians who pick children up.

A parent must send a note requesting a child to leave early for an appointment or other valid reason. The student must take the class work that he will miss and do it as homework due the next day. Parents should keep in mind that afternoon classes and lessons are a vital and essential part of the academic program.

## **Arrival and Departure Procedures**

All academy students will enter through the double glass door entrance. We will begin a car line on the first day of school. Drive in the first drive (located next to the mail box) and circle underneath the covered walkway. Proceed around the building to the entrance with the double glass doors. At 7:45 am teachers will be waiting to assist your child (ren) into the building. Dismissal will take place from the cafeteria. Enter as you do for arrival unless cars are lined up to the road, then enter at the upper entrance next to the lighted church sign. Dismissal is at 2:50 pm for elementary students and 3:00 pm for middle/high school students. On days with inclement weather, students will be at the sheltered entrance. Middle/High school parents should not get in the pick up line until 3:00

Children will be allowed to leave only with persons specified by their parents/guardians. Students who arrive between 6:45 am and 7:45 am are to be taken by the parent to the Child Development Center cafeteria. The 'Before School Worker' will take students to the academy at 7:45 am, at which time the Academy building will be opened. Parents/guardians who arrive after 8:05 am should follow the procedure for tardies. At no time should a child be left in his/her classroom unless a teacher is present. **Parents should not accompany their child(ren) into the building when brought to school at 7:45 am. When your child(ren) need to be brought in, parents are not to remain in the classroom.**

**Anyone needing to enter the building between 8:05 am and 2:50 pm should use the sheltered entrance. Parents will be given a code to gain access into the building. You will need to stop at the office to sign-in and MUST get a visitor's pass.**

### **Daily Schedule**

6:30 – 7:45am	<u>Early Arrival</u> Students who arrive between 6:30 am – 7:45am should report to the Child Development Center Cafeteria.
8:05 am	<u>Tardy Bell</u> Students not seated by 8:05 am are tardy. (3 tardies = 1 absence)
8:05 am – 2:50 pm	<u>School Day</u> Kindergarten through grade 5
8:05 am – 3:00 pm	<u>School Day</u> Middle/High School
2:50 pm	<u>School Dismissal and Departure – Grades K-5</u>
3:00	<u>School Dismissal and Departure Middle and High School</u> Students are not to remain on school grounds after 3:15 pm unless they are participating in the extended care program or a teacher led activity (e.g. Clubs, rehearsals).
3:15 pm – 6:00 pm	<u>Extended Care Program</u>

### **Release of Children**

Children will be released to the following individuals: Natural parents, legal guardians or any person designated by either natural parents or legal guardians.

**Students who will be riding home with someone other than those designated on their registration form or emergency card will need a note given to their teacher from their parent/ guardian.**



In families in which separation or divorce has occurred, the child shall be released to the parent or guardian who has received legal custody. Legal custody papers must be on file at the Academy. It is the parent's responsibility to inform the Academy regarding any changes in the status of the custody.

**We will NOT release your child without permission. Identification (photo ID or driver's license) will be requested of the person picking up your child.**

**No child will be released to anyone suspected of being under the influence of drugs and alcohol. Children are subject to immediate withdrawal if a parent/guardian or designated person shows disrespect to any staff member or child, verbally or physically reprimands another child, uses insulting words or actions or displays acts of violence while on site at Neighbors Grove Christian Academy.**

### **Book-bags**

Please check your child's book-bag daily. Teachers will send important information home to keep you informed of classroom events and other activities as well as his/her schoolwork. Please NO roller book bags.

### **Child Abuse/Neglect Reporting Policies**

1. Child-abuse cases are often first suspected or detected by school personnel. **By NC Law (G.S. 110-118), school personnel are required to report any suspected cases to the county Social Services Department in the county in which the child resides.**
2. When a student is suspected to have been physically, emotionally, or sexually abused, neglected, or "battered", it is to be reported immediately to the Administrator and Pastor.
3. By law, the responsibility for investigation and substantiation lies with the Department of Social Services. Specific skills are required to investigate child abuse or neglect. Therefore, the school staff shall not conduct the investigation. An educator should gather enough information from the child to affirm his or her suspicion that the child has been non-accidentally injured. It is not necessary, or desirable for the school to get all the details of the situation.

### **Cell Phones**

Students in K-5<sup>th</sup> grade should not bring cell phones to school. Office phones are available for necessary communication with parents. Students not abiding by this policy will have their phones taken and held by the teacher until the end of the day and be given to the parent at pick-up. Repeated offenses will merit additional disciplinary action.

### **Communication**

The student **SHOULD NOT** bring a verbal message to the teacher. **Please send a note with your child if you have a message for the teacher.** This is especially important when your child is involved in changing rooms. Each child will be issued a planner and/or folder in which parents and teachers may communicate with each other.

## **Concerts**

All students in grades K-5 participate in a music class weekly. The Christmas and Spring concerts will be a major part of the their grade. There will be a letter grade reduction for students who do not attend either of these two concerts. Each concert will be a significant part of their grade. There will be a grade reduction at the discretion of the teacher for any other concert they may miss. Since dates are announced well in advance, there will be no acceptable excuses other than an illness (doctor's notice required) or death of an immediate family member.

## **Donations**

Neighbors Grove Christian Academy and Child Development Center are non-profit organizations and are dependent upon tuition and contributions to operate. **Tuition does not cover the total cost of operation.** Therefore, contributions are appreciated and needed. All funds collected at the Academy and Child Development Center are used in the operation of the Academy and Child Development Center. Donors will receive either a "gift-in-kind" or "cash donation" acknowledgment letter that will also serve as a tax- deductible receipt.

## **Dress Code**

The school staff and Board of Directors believe that dress influences the learning environment. Therefore, the school has adopted the following dress code:

### **General Dress Code **\*\*THIS POLICY WILL BE STRICTLY ENFORCED!!****

**\*\***

1. All clothing should be modest and appropriate for our Christian school setting and not distracting to the learning environment. At all times, personal decency, dignity, self- respect and respect for others should dictate student dress.
2. The following items are NOT permitted: Halter Tops, Sundresses with spaghetti straps, Ragged/Frayed Jeans, Bare Feet or Bare Stomachs, Short Shorts. Any clothing that has an objectionable picture, slogan or symbol (peace, yen-yang..., any other "spiritual darkness" related symbol or character, including– Pokémon, Harry Potter, etc., should not be worn. Make up and/or hairstyles fashioned after the "rock/rebellious" culture are prohibited. There should be no writing on the seat of shorts or pants.

### **Boys Dress Code**

1. Appropriately fitted slacks. Jeans and wind suits are also acceptable. No oversized style baggy pants. Belts are preferred and must be worn if pants droop below the waistline.
2. No tank tops.
3. Earrings may not be worn to school or any school sponsored event.
4. Their hair will not exceed below the eyebrows (front), middle of the ear (sides), and/or the bottom of the collar (back).
5. Hats are not to be worn inside the building.

### **Girls Dress Code**

1. Appropriately fitted slacks. Jeans and wind suits are also acceptable. Pants should have some looseness to them and not be tight against their legs. Dresses and skirts should be a modest length (K-5 longer than the length of their longest finger when hands are placed at their side; 6<sup>th</sup> and up: must touch the top of the knee when standing).
2. Leggings – dresses or skirts must be worn with leggings and must still meet the above dress code length and not be skin tight.
3. Tank tops are not permitted as outerwear.
4. No plunging necklines. Guideline: A horizontal palm length below the neck. No backless type dresses. No see-thru clothing.

### **Boys and Girls**

1. Walking or Bermuda length shorts are permitted.
2. Sandals or sandal like flip-flops may be worn by middle/high school students. No shoes with wheels. For safety reasons, NO flip-flops are allowed for K-5 and sandals must have a strap around the heel.

### **PE/Recess Dress**

Tennis shoes are best for PE/ Recess. They are mandatory for the middle/high school.

**Parents are to review the dress code, and assist the school in its implementation.** Questions regarding the dress code should be directed to the school administrator. It is impossible to list all forms of apparel that would be inappropriate for the classroom setting. **Therefore, the administration reserves the right to make decisions on items not specifically listed in this policy.**

**Any student not dressed in accordance with this code will be withdrawn from the classroom while the parent/guardian is called. Students who show a continual disregard of the dress code are subject to suspension or withdrawal from the academy program.**

This dress code applies to all activities, which represent Neighbors Grove Christian Academy including summer program, banquets, field trips, and any after hour functions which are school sponsored.

## **Emergency Procedures**

### **Fire Drills**

State law requires monthly fire drills. An evacuation route and procedure are posted in each classroom. The following guidelines should be observed:

**Turn all lights off.**

**Close all doors and windows**

**Walk rapidly and in single file. ( Do Not Run ).**

**Do not take books and do not re-enter the building until properly notified.**

**Stay with your group or class at all times.**

**Teachers are to take emergency information outside with them.**

**Teachers are to lead the class outside and take roll.**

**Tornado Drills are conducted seasonally.**

### **Lock-Down Procedures**

Lock-down procedures have been implemented by the administration in case of an emergency. All staff have been informed of these procedures to keep students safe and away from danger.

### **Field Trips**

Field trips can be an important part of the learning process. Participation on field trips is a privilege. To insure the safety of our Academy students, please adhere to the following guidelines:

**Students should understand that on all field trips they represent a Christian school and their conduct should reflect this image.**

**Students should remain seated while the bus/van is in motion.**

**Loud talking, distracting activities, or improper manners are not permitted.**

**Parents and students need to understand that while on the field trip the teacher is in charge at ALL times.**

**Students may receive a grade for the field trip (at teacher's discretion).**

- 1. Students must have a signed permission slip to attend all field trips.**
- 2. If there is space available on the bus or van, students should ride with their class to the field trip destination.**

On field trips, students are to dress in accordance with school dress code unless the activity requires them to do otherwise. **Changes in dress will require administrative approval.** You will be informed in advance and we will secure permission for such trips. The Academy vans or bus will normally provide transportation for the trips. Approved drivers will be provided. When parents drive personal vehicles, parental permission must be granted for other children to ride with them.

## **Early Departure from Field Trips**

Parents/guardians MUST advise the teacher and sign the sign-out sheet before taking their child from a field trip. The teacher will provide a sign out sheet for the parents/guardians to sign that wish to take their child(ren) from the field trip. If anyone other than the parent/guardian should pick up your child(ren) from a field trip there MUST be written notice and direct communication with the office from the parent/guardian.

## **Hallway Traffic**

In order to move quickly and safely through the building, students should walk on the right hand side of the halls. **Running is not allowed.** Classes will travel throughout the building in a single file line. **Students are to be quiet in the hallways.** Teachers will supervise their classes in the hallways at ALL times.

## **Harassment Policy: Students**

Although God made each of us different, we are all very special gifts from God. Therefore, Neighbors Grove Christian Academy is committed to maintaining an academic and child care environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. **The Academy is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination and expulsion.**

## **Homework**

Sometimes homework can be an ongoing struggle for families. Its merits have been open to debate for years, but most educators agree that targeted homework, reasonable in length has definite educational & developmental benefits. The generally accepted rule of thumb is an average of 10 minutes X the grade level (1<sup>st</sup>-8<sup>th</sup>), recognizing that students work at various speeds. In addition, students may be expected to read nightly.

Mastery of information to be learned and the skills to apply the information require focused practice over days or weeks. A 1995 study showed that students reached a halfway point to mastery after 4 practice sessions, but required 24 more practice sessions to reach 80% mastery. Homework in the elementary grades establishes good learning and study habits as well. Upper grades increasingly add the dimension of independent research and study to deepen and expand students' understanding of concepts.

**Helpful hints to parents include:** 1) Provide a quiet space, away from the TV, computer, etc., where your child can work. 2) Decide with your child if it is best to do homework as soon as they get home, later in the evening, or in 2 segments to break it up. 3) Help your student budget his time and monitor the completion of the work, but never do the homework for him. If he consistently does not understand the content discuss it with his teacher. 4) Don't give up☺

## **Illness Procedures**

Should your child become ill and unable to remain in school, the school will contact you. Your child will be separated from the other classmates until you arrive. **A sick child CANNOT stay at school, and the parents/guardians are expected to make necessary arrangements.**

Please do not send your child to school if he/she is not feeling well and cannot function normally. Children who have contagious diseases (fevers, severe coughs, rash, red throat, vomiting, or diarrhea in the last 24 hours) or who have not sufficiently recovered from an illness should remain at home. Please do not give your child Motrin, Tylenol, etc., and bring him/her to school. In most cases, the child will run a fever within two or three hours after the medication was given, therefore, making him/her contagious to the other students. **Children with a fever of 101 degrees or above should not return to school until 24 hours after the child's temperature has returned to normal WITHOUT THE USE OF ANY medication.**

## **Knives**

Knives and other potentially dangerous items must not be brought to school. There will be a zero tolerance policy regarding weapons.

## **Lunch**

Parents who provide lunches should be mindful of the nutritional values of the food sent. Beverages are not to be in glass bottles or cans. **CAFFEINATED SODAS are NOT to be included in student lunches.**

Hot lunches are provided to all Academy students who wish to pay for them at the cost of \$3.00 per lunch. Lunch tickets may be purchased in the financial office. Please make checks payable to NGCDC. Lunch tickets will be checked off by the cafeteria staff. Each week a menu will be posted with all the pertinent information. Ice cream and/or milk cards may be purchased for your child.

The cafeteria cashier will charge only 1 day's lunch when a child's ticket has run out. If another ticket is not purchased the next day and no lunch is brought from home, the child will receive a peanut butter and jelly sandwich.

Parents are welcome to eat lunch with their child/children at anytime. Notice should be given to the teacher in order that the cafeteria staff may be made aware of any extra servings needed. Children should not be taken off campus for lunch unless it coincides with appointments that occur during the lunch period.

We encourage parents of K-3 students to limit the times microwaveable meals are sent. When teachers need to assist multiple students with the microwave (along with opening other items and keeping discipline), they have little time to eat. We hope to have volunteer assistants to help our teachers at lunchtime. Any volunteers?

Kindergarten through 5th grade students will have one snack period in the morning where they may bring a small snack from home. It should **not** be something with a high sugar content. NO candy, please.

### **Medical Information**

**Each parent must complete an emergency card with the parents' home and work phone numbers on file with the teacher.** Please notify the office regarding changes in name, address, telephone numbers at home; parents work number and emergency phone numbers. **We must also have the name and telephone number of other individuals that we may contact if we are unable to reach you in an emergency.** The emergency card is used in the classroom as well as on field trips.

### **Medication Policy**

The staff at Neighbors Grove Christian Academy will not administer prescription or non-prescription medications. This decision has been made because of liability issues.

The exception to this policy will be medications that are needed for emergency situations. These medications should be accompanied by a doctor's authorization with specific instructions as to their use.

### **Office Hours**

7:45 AM – 3:45 PM

\*Please get all messages to the office between the above hours. The Academy administrator will be here on a daily basis.

### **Parent/Teacher Conferences**

Parents or teachers may initiate conferences. **You must come by the office or call the teacher to schedule a meeting with your child's teacher. We ask that you do not stop by your child's classroom to set up the meeting.** Teachers will be unable to take time from classes for unscheduled conferences. The administrator will be available for the conferences if needed.

\*\*A parent/teacher conference will be scheduled with all parents at the end of the first grading period. Your child's teacher will be sending information home regarding a date and time.

### **Parties**

#### **Birthdays:**

Please feel free to celebrate your child's birthday at Neighbors Grove Christian Academy.

**Home baked items are not permitted. Food items must be purchased from a commercial establishment, which is inspected by the Health Department.** We ask that you keep it simple. One treat (cookies, brownies, cake or ice cream) will be a great way to share your child's special day with other students. Please notify your child's teacher a few days in advance if you plan to celebrate at school. Summer birthdays may be celebrated also. Parties will take place in the cafeteria.

## **Holiday Parties:**

Elementary parents will be able to sign-up for class holiday parties in their child's classroom.

Teachers will have a sign-up sheet in each class. A grade mother will call about party needs.

**Home baked items are not permitted. Food items must be purchased from a commercial establishment, which is inspected by the Health Department.**

## **Personal Property**

All personal items of a student should be properly labeled. Children are not permitted to bring toys, including yo-yos and playing cards, to school unless requested by the teacher. This includes cell phones, bicycles, skateboards, roller blades, magazines and catalogs. If a student brings the like mentioned it will be taken. Neighbors Grove Christian Academy is NOT RESPONSIBLE for items other than school items (toys, games, etc.).

## **Report Cards**

Report cards will be retained by the school in the event of unpaid accounts. They will only be released when the account is paid in full.

## **School Property**

Many Christians have through their prayers and gifts made this campus and program possible. Parents through their investments have also assisted in maintaining our facilities and program. Students should consider it a privilege to attend Neighbors Grove Christian Academy; therefore, they should do all in their power to keep our buildings attractive and clean. Any student known to deface or destroy property will be assessed the full cost of repairs and be subject to dismissal. Mistreatment of school property will be subject to discipline.

### **Textbooks**

Except for non-reusable workbooks, all textbooks are the property of NGCA. Students who intentionally mistreat textbooks or other school resources may be appropriately fined. Students will be charged replacement cost for all lost or mistreated textbooks.

**Book covers are required for all reusable books.**

### **Lockers**

Lockers are assigned to students in Middle/High School. Lockers must be kept neat and clean at all times. No carbonated drinks in lockers. Stickers, sticky-tac, tape, gum, or writing are not permitted on or in the lockers. Only magnetic locker accessories are permitted. No food or drinks may be stored other than a student's lunch/snack for the same day. School issued locks will be provided for each student and must be used at the end of each school day. Students are responsible for the care of the locker assigned to them. Students will be fined for damage to lockers. Any staff member can check lockers at any time. **No bookbags or other student belongings, except for band instruments, are to be placed on the hallway floors.**

### **Planners**



Older elementary students may be given a planner at the beginning of the school year. Planners that are lost or destroyed will need to be replaced at a cost of \$5.00.

### **Student Accident Insurance**

All students enrolled at Neighbors Grove Christian Academy will be covered under a student accident insurance plan. The cost of the coverage is included as part of the enrollment fees. The plan is not meant to pay 100% of all medical cost, but is designed to assist parents with medical expenses, which may not be covered through personal health insurance. Since the student accident insurance is an “excess” coverage, parents should first file a claim with their personal insurance prior to filing with the student accident insurance.

If your son or daughter is injured at school or at a school sponsored or supervised event, contact the Administrator. Claim forms with the appropriate instructions are available in the office.

### **Tuition**

Monthly or weekly payment plans may be set up with the administrative assistant. All tuition payments are due the 1st day of each month. A student will not be allowed to attend class if tuition is not paid by the 15<sup>th</sup> of each month unless a satisfactory payment arrangement has been made with the office. A late fee of \$20 will be charged to the account after the 15<sup>th</sup> of each month unless prior arrangements have been made. A \$20.<sup>00</sup> fee will be charged for all returned checks. Monthly or weekly payments begin in August, with the last payment due in May of the following year. *\*\*In May, all fees must be paid in full by May 15<sup>th</sup>.* **Other payment plans can be set up in advance. Contact the school office about changes to your plan.**

### **Tutoring**

#### **Extended Tutoring Policy**

When a child needs more than a couple of “help” sessions after school with a teacher, an Extended Tutoring arrangement should be made with the teacher and academy. The parent will be billed by the academy to compensate the teacher at a rate of \$10 per 30-45 minute session. The length of the session will be determined by the teacher’s availability and the student’s need and attention span.

### **Visitors**

All visitors are required to report to the school office for a **Visitor’s Pass** before proceeding to any other part of the building. **Parents are welcome** to visit our school at any time. Parents are also welcome to eat lunch with us and participate in classroom events. Please make prior arrangements with the teacher if at all possible.

### **Volunteers**

We encourage you to be a volunteer at our school. Volunteers enable us to provide benefits to our students we otherwise could not provide.

### **Weather Closings or Delays**

When it becomes necessary to close school or delay the opening time due to inclement weather, announcements will be made on the academy website, FOX 8 and WFMY News 2 by 6:00 AM. Occasionally an announcement may be delayed if the weather is uncertain. If school is in session and the weather necessitates closing, announcements will be made on the same stations. Please pick up your child as soon as possible.

**\*\*NO after school care will be provided.**

## **REPORTING ACADEMIC PROGRESS**

### **Grading System**

The grade levels listed will use the grading system shown below.

<u>Grade K</u>	<u>Grades 1-5</u>
A = Excellent	A = 93-100
B = Good	B = 85-92
C = Satisfactory	C = 77-84
D = Need to Improve	D = 70-76
	F = Below 70

### **Honor Roll**

The grading system is used to determine which students are eligible for the honor roll in 2<sup>nd</sup> grade and up. Two honor roll systems have been adopted: all A's for the Administrators GOLD List; all A's and B's for the Administrator's Honor Roll List.

### **Retention Procedures**

Retaining a student is a very important educational decision and, in every instance, the decision should be considered carefully. Several factors need to be evaluated before arriving at this decision. These include the child's academic progress, general ability, social and emotional adjustment, and physical maturity. Another important question to answer is, "Will the retention benefit the child?"

While the authority to retain a student rests with the school and specifically with the Administrator, it is important that the parents/guardians be included in discussion concerning retention. Parent/Guardian involvement is necessary because it is important that the parents/guardians understand the child's overall performance and general status in school. It is also advantageous for the school to have some understanding of the parents'/guardians' attitudes toward retention and the general atmosphere present in the home.

## **Retention Guidelines Grades K-5**

1. Students will be considered for retention based upon the following criteria:
  - a. Academic deficiency (below a “C” average) in 2 or more core subjects 6<sup>th</sup> grade and up (Bible, Math, Science, History, or Language Arts).
  - b. Academic deficiency (below a “C” average) in reading (3-5), Phonics (K-2).
  - c. Teacher and/or parent/guardian requests based upon academic and/or developmental factors.
  - d. If retention is based upon academic deficiency, the student’s report card must reflect serious academic deficiencies for at least 2 grading periods. Parents/Guardians must be aware of the deficiencies both by report card and parent/teacher conferences.

**\*\*These are state-adopted policies for private/public schools.**

2. Parent/Guardian support and understanding is vital. The possibility should not come as a surprise to them. Therefore, parent/teacher conferences are critical. NO later than the middle of the third nine weeks, a parent/teacher conference shall be scheduled to discuss the possibility of retention. Administrative support is required prior to recommending retention to any parent.
3. The \*School Based Committee will recommend to the Administrator whether a student should be promoted, retained, or remedial work completed. Determination of this recommendation is based upon the following criteria:
  - a. Academic achievement including report card grades and achievement tests
  - b. Emotional adjustment
  - c. Benefit to student

\*The School Based Committee will be composed of the following members:  
Administrator, Teacher reporting failure, & other teachers of student.
4. The Administrator is the final authority for the assignment and placement of each student in the school. A final decision will be made as to non-promotion two weeks before the end of school. Non-promotion should be no surprise to the student or parent/guardian on the final report card.
5. All records should bear the word “*Promoted*” for students who are assigned to the next grade by meeting the requirements.  
The word “*Placed*” will be used for students who are assigned to the next grade level due to policy reasons.  
The word “*Retained*” will be used for students who are to repeat a grade.
6. **No student should repeat any more than 2 grades at the elementary level.** We realize that expertise in communicating a child’s possible retention is called upon in all cases and it is suggested that these situations be prepared for by adequate papers, tests, and noted records; also that tact, honesty, and understanding be used in communicating with the parents.

## **Student Progress Reports and Report Cards**

Report cards are prepared and sent home every nine weeks. **Report cards should be signed and returned the following school day. \*\*A parent/teacher conference will be scheduled with all parents at the end of the first nine weeks.** Your child's teacher will be sending home information with them regarding a date and time for your conference.

## **Student Behavior**

Students shall recognize the teacher as being the controlling authority at all times; therefore, respect and cooperation shall be expected from each child. Students shall be expected to respect and cooperate with their peers at all times. In addition, students should not have improper physical contact or verbal communication with any other student. Loitering and public displays of affection will not be tolerated. **Both staff, students, and parents should have a positive attitude encouraging Christian growth and fellowship.**

### **Conduct**

Good behavior must come from the heart in love and obedience to Jesus Christ and should not be a mere conformity to man-made regulations. Although it is impossible to make rules to govern every type of infraction, NGCA students are expected to observe the following general items of conduct:

- Respect for authority of administration, faculty, school and church staff.
- Appropriate language without use of slang, vulgarity, profanity, lying, or sexually suggestive comments. No visits to inappropriate internet sites.
- Christian conduct exemplifying unselfishness and kindness. Rough-housing, rowdiness, running and yelling are unacceptable.
- Proper contact with the opposite sex. Loitering and public displays of affection will not be tolerated.
- Positive attitude encouraging Christian growth and fellowship.

NGCA desires its students to maintain high standards of courtesy, kindness, morality and honesty, (both on and off campus) in order to be examples of leadership to both peers and younger students. Students who fail to do this risk suspension and/or expulsion.

### **Parent Conduct**

The administration, faculty and staff will strive to maintain an atmosphere and guidelines for the students that will promote positive behavior. Therefore, it is imperative that parents cooperate and reinforce all school policies. Knowing that more is "caught" than "taught" with our children, we expect the following from all parents:

1. Pray for the school daily.
2. Be positive. Look for the good.
3. Be an encourager.

4. Don't gossip. Know the facts and support them.
5. If you don't understand something, ask the right people. Do not assume.
6. Be positive about the school in the home, church and community.
7. Be a team player.
8. Be supportive of teachers and administrator's enforcement of school policy.
9. Be respectful to faculty/staff. Talk to your child's teacher about questions or problems. If the issue is not resolved in due time, talk to the administrator.

## **Student Discipline Procedure**

### **Philosophy**

Believing that discipline is a process by which students are guided to develop Christ-like characteristics, each teacher maintains classroom behavior in a manner in accordance with Christian principles as set forth in Scripture and stated in school policy.

Discipline is not confined to mere external control, but each student is encouraged and guided to become internally governed through example and precept.

In an atmosphere of clear Christian standards of conduct, there is the opportunity for development of strong, stable Christian character.

“...being transformed into His likeness with ever-increasing glory, which comes from the Lord, who is the Spirit.” – II Corinthians 3:18b

### **Principles**

1. **It is vital that there be order in the classroom and that the rules of the school be upheld.** This is usually considered from the viewpoint of the teacher, but it is as important for the student because:
  - a. **In a school society it is necessary for mutual respect and order to prevail so that all students feel comfortable and content as members of the society.**
  - b. **A teaching-learning situation can only exist in an orderly environment where problems do not create barriers to student learning.**
  - c. **Students appreciate fairness and justice. When they realize that the same behavior is expected from all members of the student body, there will be spirit of cooperation and unity.**  
 “Order my steps in Thy word...” -- Psalm 119:113a
2. **It is essential that the teacher be in command at all times.** Rewards, incentives and encouragement are important tools in establishing good behavior patterns. “Withhold no good from them to whom it is due, when it is in the power of thine hand to do it.” -- Proverb 3:27 This is the positive side of discipline, which creates a strong motivation on the part of the student for cooperation and voluntary conformity to the proper code of behavior and puts the teacher in command. Faculty and administration will seek to apply the Academy's rules fairly, with compassion and wisdom.

“For the commandment is a lamp; and the law is light; and reproofs of instruction are the way of life.” -- Proverbs 6:23

3. **Discipline will be progressive.** Parents will be contacted.  
“Without counsel purposes are disappointed, but in the multitude of counselors they are established.” -- Proverbs 15:22
4. **Discipline should build self-esteem and a self-developing value system based upon the principles of the Word of God.** Students should never be “put down” or demeaned before their peers. **They should be taught to feel that proper behavior is their responsibility.**  
“Understanding is a wellspring of life unto him that hath it.” – Proverbs 16:22

## **Assertive Discipline with a Bible Twist** **A Classroom Discipline System from the Book of Proverbs**

*The root word for Discipline and Disciple are the same. Change your mind set from Discipline as being Punishment and Punitive to Discipline being the molding, guiding and instruction in wisdom and righteousness.*

*Discipline is something that has to be learned. Acceptable behavior in the classroom or on the playground has to be taught as one would any subject.*

### ***Ways to Teach Discipline:***

1. *Set standards/Expectations*
2. *Make the Discipline Age appropriate*
3. *Build an affectionate/trusting relationship with the child*
4. *Know what kind of discipline works with each child, individualize.*
5. *No method of discipline is effective for every child*
6. *Children learn by proper modeling of behavior, instruction, practice, and by their mistakes...not by being punished*

### **The System:**

***Wise:*** *Thinking God’s thoughts, acting God’s way. We become wise by consistently making wise choices and thinking “What would Jesus do? What would Jesus say?”*

***Simple:*** *A follower, a very gullible person, easily deceived by others, doesn’t foresee evil ahead or see the consequences. God’s word will make him wise and help him to not believe all he sees or hears.*

***Foolish:*** Doesn't see anything wrong with what he is doing, enjoys getting into mischief, must be corrected. He brings grief and sorrow to his parents, He tattles and is quick to quarrel. Quick tempered. He doesn't flee temptation. He thinks what he is doing is right.

***Scorner:*** Bad attitude, anger and disgust, dislikes those who correct him and doesn't listen to them, he causes quarrels and strife, and wants to solve his problems himself and not to go God's way.

Teachers will individualize this program based on the age/needs of her classroom. Each student begins in the "wise" column at the beginning of the week. This system is used as a week long system. The student moves within the 4 categories of behavior. A student always has a chance (redemption) to move up, if they wise up! Consequences occur when a child moves into the "foolish" category. The first mistake results in the student meeting with the teacher at recess to determine what they are doing wrong and what they are going to do to change; then goes to recess. If the student doesn't wise up, then the next step is for the student to call his parents. (Usually calling a parent at work is the best)... the student calls and lets the parent know where he is on the chart. Know that the child has had several chances to wise up as well as intervention with the recess plan before this call was made. The third row of the Foolish is "time out" with the Administrator. A student who moves into the Scorner category will face expulsion from school. Rewards will be given at the end of the week based on the decisions that have been made by each student. A record will be kept of where the student was at the end of the week for grading purposes.

Parents are encouraged to speak with teachers if they have questions about this system.

## **Discipline**

In addition to the "Wise, Simple, Foolish, Scorner System" of discipline, other corrective measures may include:

- Warning
- Temporary removal from class
- Silent lunch (separate from class)
- No recess or some loss of recess time
- Writing sentences or other additional assignments
- After school detention (cleaning around the school campus)
- Notification of the parents by the teacher
- Parent/teacher conference
- Administrative intervention
- In-school suspension
- Out-of-school suspension (No credit for that day's class work will be given. A 10% grade reduction will be taken on any test that has to be made up due to the absence.)
- Probation (See paragraph below)
- Expulsion (See paragraph below)

A notice of administrative intervention will be sent home for parents to sign and return. Appropriate discipline at home should be given to back up the school.

### **Probation**

Probation gives a student an opportunity to correct his/her problem. If the student does not improve to a satisfactory level the student will be expelled or asked to withdraw from school. The probation period will last for nine weeks. A student who is placed on probation must make every effort to correct the problem. The administration will notify parents in writing when a student is placed on probation. Student activities will be limited and all positions of trust and responsibility must be relinquished during this time.

Students may be placed on probation for the following reasons:

Academic:

Insufficient academic progress (two or more failing grades)

Failure of parents to get recommended professional help for the student.

Attitude:

A rebellious spirit

A continued negative attitude or bad influence upon other students

Disciplinary:

Continued deliberate disobedience

Committing a serious breach of conduct inside or outside of school which has an adverse effect upon the school's testimony

A failure of the parents to comply with the disciplinary procedures of the school

A student is placed on probation after his first suspension

### **Expulsion**

“Neighbors Grove Christian Academy reserves the right of dismissal of any student who persistently and willfully neglects his academic work, exercises poor citizenship, reflects adversely on the Christian principles of the Academy, or is engaged in behaviors or lifestyles inconsistent with Biblical guidelines as prescribed by The Wesleyan Church. This policy applies to behavior on and off campus throughout the calendar year.”

### **COMPUTER LAB DISCIPLINE POLICY**

Students must only use the computer for the specific tasks assigned by the teacher. Any other use will result in the following penalty without a warning:

1. Immediate move of student's marker to Simple #1
2. Lunch detention
3. A grade of zero for computer class that day
4. Loss of computer privilege for the rest of the class and day

These penalties apply to grades 2 – 5.

### **Withdrawals**

A form will need to be completed for a student to be withdrawn. (See Financial Agreement Policy #13)



## **Policy Changes**

To assure NGCA achieves and maintains the purpose of this policy manual, and to assure the organization continues the ability to meet its needs under changing conditions, NGCA reserves the right to modify, augment, suspend or revoke any or all policies, procedures, practices and statements contained in this manual at any time.

## **School Age Extended Care Program**

Since many parents are both employed, a special extended care program is provided. This program is divided into the following categories.

### **1. Before School Care**

This program is designed for students who arrive between 6:30 and 7:45 AM. Supervision is provided. Breakfast is provided for these students if they arrive prior to 7:30.

### **2. After School Care**

This program is designed for students who remain at the Academy after 3:15 PM and stay as late as 6:00 PM. Homework time, games, activities, supervised play and an afternoon snack are provided. **All students that remain after 3:15 PM must be enrolled in this program.**

**\*Any parent/guardian who fails to pick up their child by 6:00 PM will adhere to the following plan:**

**First Offense:** Verbal Warning

**Second Offense:** \$5.<sup>00</sup> flat fee \*Fee **MUST** be paid at time of pick up.

**Third Offense etc...:** \$5.<sup>00</sup> flat fee + \$1.<sup>00</sup>/minute past 6:00 PM \*Fee **MUST** be paid at time of pick up.

- **NO child/children will receive a breakfast snack if they arrive after 7:30am**
- **Failure to pay fees will result in the dismissal of the child from the program.**

	OPTIONS	1 CHILD	2 CHILDREN	3 CHILDREN
1.	6:30 to 7:45 a.m.	\$ 55.00	\$ 95.00	\$110.00
2.	3:15 to 6:00 p.m.	\$ 90.00	\$160.00	\$180.00

3.	Both of the above	\$ 90.00	\$160.00	\$180.00
4.	Up to 1 hour daily	\$ 55.00	\$ 95.00	\$110.00

### **NEIGHBORS GROVE CHRISTIAN EDUCATION CENTER BOARD**

The Neighbors Grove Christian Education Board is responsible for setting governing policies for Neighbors Grove Child Development Center and Neighbors Grove Christian Academy. The NGCEC Board is governed by The NGCEC Bylaws adopted by both this board and Neighbors Grove Wesleyan Church’s Local Board of Administration. The NGCEC Board approves annual budgets and guides the future development of these ministries in accordance with their mission and vision. This board is responsible for hiring the NGCEC administrator, and upon his/her recommendation approves the hire of the CDC Director and other contractual employees. This board also serves as the final authority when employee or parent grievances cannot be resolved at a lower level.

The NGCEC Board is comprised of members representing Neighbors Grove Wesleyan Church, Neighbors Grove Child Development Center and Neighbors Grove Christian Academy. Current members as of June 2012 are:

Linda Camp, Chair  
629-2076

Doug Dennis, Sr. Pastor  
302-7665

Randy Haithcock, NGCEC Administrator  
672-1147

John Chauklin, Business Manager  
672-3179

Tami Thomas, CDC Director  
625-3347

Parent Representatives

Angie Garner, 498-7880 – PTM President  
Sherry Gaster, 672-0408  
Matthew Dixon, 626-1584

Church Representatives

Nina Furr, 672-1996  
Lois McGrady, 625-2606  
Audrey Smith, 672 -0639





## Neighbors Grove Christian Academy Enrollment Agreement

As a parent, you have already signed a copy of this agreement with your application. It is included here for informational purposes.

1. Students and parents/guardians are to show due respect in relations with the faculty and in speaking to faculty members.
2. The use of profanity, tobacco, alcoholic beverages, illegal or unauthorized drugs, fire arms or knives on campus or off campus at any time of the year, are serious violations of the standards of Neighbors Grove Christian Academy, and will result in immediate expulsion from the Academy.
3. Students are not allowed to leave the school grounds during school hours without permission from parents and proper school authorities.
4. The school is not responsible for the loss of property, whether the loss occurs by theft, fire, or any other cause.
5. Neighbors Grove Christian Academy reserves the right of dismissal of any student who persistently and willfully neglects his academic work, exercises poor citizenship, reflects adversely on the Christian principles of the Academy, or is engaged in behaviors or lifestyles inconsistent with Biblical guidelines as prescribed by The Wesleyan Church. This policy applies to behavior on and off campus and throughout the calendar year.
6. Attire and appearance appropriate to the occasion is expected of all students at all times and students are expected to adhere to guidelines as described in the student handbook.
7. Many individuals have, through their prayers and gifts, made this campus and program possible. Students should consider it a privilege to attend Neighbors Grove Christian Academy, and therefore do all in their power to keep the buildings attractive and make the utmost use of all facilities. Any student known to deface or destroy school property will be assessed the full cost of repairs and be subject to possible disciplinary action, including dismissal.
8. Neighbors Grove Christian Academy admits students of any race, color, national and ethnic origin to all rights , privileges, programs, and activities generally accorded or made available to students at the school. The Academy does not discriminate in the administration of its educational policies, scholarships, and athletic or other school programs.
9. A student handbook will be furnished to all students so they will be knowledgeable of all general regulations.
10. I authorize Neighbors Grove Christian Academy to take my child on field trips by means of automobile, van, bus, or walking.
11. Promotional advertisements are used by Neighbors Grove Christian Academy. I understand and agree that my child may be used for such advertisements, and that Neighbors Grove Christian Academy is released from all liabilities.
12. As parents, we sincerely pledge our loyalty to the aims and ideals of the school.
13. As parents, we hereby invest authority in the faculty and administration concerning the discipline of our child as necessary. We further agree that we will support the faculty and administration in discipline at home as needed.
14. As parents, we agree, in accordance with the principle of Matthew 18:15-17, to bring any and all questions and criticisms to the person most directly involved. If we have a question about a specific classroom action or procedure, we will contact the appropriate teacher. If a satisfactory conclusion is not reached, we will contact the Academy Administrator.
15. It is understood that all students are accepted on a probationary basis for the first grading period before grade placement and admission becomes final.

## **Neighbors Grove Christian Academy Financial Agreement Policies**

As a parent, you have already signed a copy of this agreement with your application. It is included here for informational purposes.

1. I agree to pay the registration fee, book fee, and tuition for the first month before my child can attend Neighbors Grove Christian Academy.
  - \*This must be paid in full before the first day of school.
  - \*Registration and Book Fees are non-refundable.
2. Tuition payments are for 10 months, August thru May. The payment amount is the same for each of these months, regardless of holidays, workdays, etc.
3. Student Accident Insurance is also included in these fees.
4. Lunch and ice cream must be purchased separately. Lunch and ice cream payments must be made payable to the Child Development Center.
5. A student will not be allowed to attend class if tuition is not paid by the 15<sup>th</sup> of each month, unless a satisfactory payment arrangement has been made with the office.
6. I agree to set up a payment plan with the Business office. Check one of the options below:
  - I would like a weekly payment plan.
  - I would like a monthly payment plan.
7. Due to general expenses and staff commitments, no reduction can be made in tuition due to absenteeism.
8. School age extended care is an optional service; therefore each service has a separate fee and is not included in the regular tuition.
9. A \$20.00 charge is made for returned checks.
10. Students will not be permitted to begin a new school year until all fees have been paid in full from the previous year.
11. All financial information is emailed or mailed to the address of the student's residence. It is the enrolling parent's/guardian's responsibility to share this information with other appropriate adults.
12. A late fee of \$20.00 will be charged to the account after the 15<sup>th</sup> of each month, unless prior arrangements have been made with the school office.
13. We will require a two-week written notice for withdrawals. Parents/Guardians will be required to pay the two-week tuition fee, even if the child is withdrawn during those two weeks. Records will not be released if there is outstanding tuition.
14. We reserve the right to use legal means to collect unpaid accounts.
15. Report cards will be retained by the school in the event of unpaid accounts. They will be released when the account is paid in full.

**Each Parent Must Sign and Return to School the Following Agreement Form**

**I have read the Neighbors Grove Christian Academy Handbook for Parents and Students. I agree to uphold, cooperate with, and help enforce all of these policies and procedures. I agree that if my child or I fail to abide by this Handbook, it may result in termination of my child(ren)'s enrollment.**

**Child's Name** \_\_\_\_\_

**Teacher** \_\_\_\_\_

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Mother/Guardian

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Father/Guardian

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Date