

# PARENT'S HANDBOOK

2017-2018



Information you need to make the school  
year a great educational experience!



# Welcome to Living Word Academy

## Our Philosophy

Proverbs 22:6 says, "Train up a child in the way that is right and he shall not depart from it." Our educational philosophy begins with the belief that the Bible is the origin of truth and wisdom. It is vital to instill these truths in children throughout all stages of development.

It is God's will to maintain high standards academically and morally, and teach these standards to our children (Psalm78:3-4).

God's Word teaches that children are a heritage from the Lord (Psalm127:3). With that blessing comes a tremendous responsibility to parents for the care, education, and spiritual guidance of each child. Living Word Academy recognizes its responsibility to support parents in our community in fulfilling this task.

We exist to effectively educate and prepare our students to become Godly members of our society (Proverbs 22:6).

## Our Mission Statement

We will lead children to know and love God and desire to serve Him by guiding them academically, spiritually, physically, and emotionally.



## 2017-18 Grades Offered and Finance

### Registration

Registration Fee is \$130 for all students. The registration fee is due at the time the application is accepted and is non-refundable.

### Book Fees - one time due by June 1

3 Year Old Preschool	\$90
4 Year Old Preschool	\$113
Kindergarten	\$150
First through Fifth Grades	\$305



### Tuition

<b><i>Half-day Preschool Program</i></b>	<b>8:30 – 12:00</b>	Yearly	10 Months
<b>3 Year Olds</b>			
3-Day Three Year Old Preschool	Monday, Wednesday, and Friday	\$1850	\$205
5-Day Three Year Old Preschool	Monday – Friday	\$2600	\$280
<b>4 Year Olds</b>			
5-Day Four Year Old Preschool	Monday – Friday	\$2600	\$280
<b><i>Primary and Elementary Grades</i></b>	<b>8:30 – 2:45</b>	Yearly	10 Months
Kindergarten through Sixth Grade	Monday – Friday	\$3400	\$360

### Extended Care

Early Morning Care (all students)	7:30 – 8:00	\$5/day	\$90/month
Afterschool Care (Kindergarten – Sixth Grades only)	2:45 – 4:30	\$10/day	\$180/month

Tuition is **due by the first of the month** and is late if received after the fifth of the month. **You will be charged a \$10 late fee after the 5<sup>th</sup> and \$5 each day afterward until paid.** Your schedule will be August 1<sup>st</sup> to May 1<sup>st</sup>. Book Fees are due July 1<sup>st</sup>.

There is a **\$25 charge** for all checks returned to us by your bank for any reason. If two checks are returned, the account is on a cash basis. We are unable to accept postdated checks. Please discuss any tuition payment problems with the director/principal. If you have an emergency and cannot pay on time, please notify the academy as soon as possible.

**Children picked up after the scheduled pick-up time will result in a fee of \$1.00 for each 1 minutes late. Half-day preschoolers should be picked up no later than 12:05. Full-day and elementary students should be picked up by 2:50.**

### Multi-Student Discount

Multiple student discounts are given for families with more than one student enrolled at LWA. Monthly tuition is 100% for the oldest child, discounted 10% for the second child, 25% for the third child, 50% for each child thereafter.

### Church Member Discounts

Active members (participating and tithing) of Living Word Baptist Church will receive a 10% discount for their first child. The Multi-student discount will apply after the first child.

## Graduation Fee

A Kindergarten Graduation fee of \$50.00 will be due on March 1 for all kindergarten students. This will be used for fees associated with the graduation program, cap, and gown.

## Age Requirements

Children entering the 3 Year Old Program must be 3 no later than August 1.

Children entering the 4 Year Old Program must be 4 no later than August 1.

Children entering the Kindergarten Program must be 5 no later than August 1.

Children entering the first grade must have completed kindergarten.



## Attendance

The school day will begin at 8:30 and end at 12:00 noon for Preschool classes. Full-day students will begin at 8:30 and end at 2:45. Students are tardy at 8:31.

## Arrival and Departure

Children may begin entering the school at 8:00 unless participating in the Early Morning Program. Half-day preschoolers should be picked up no later than 12:05. Full-day and elementary students should be picked up by 2:50. There will be a late fee for late pickup. If you need to bring your children early and/or pick up your child before the school day ends, please plan to come inside and sign him/her out.

We will strive to make pick-up time a pleasant and safe experience. Cars should enter the entrance of Living Word off of Ruth Jackson Road and exit onto Hwy. 78 to the right or exit onto Ruth Jackson Road to go South on Hwy. 78.

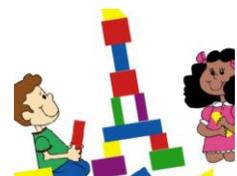
Children may only be picked up from school by their parents and “designated” persons. Designated persons picking up the child **MUST** be on the **student’s pick up card** signed by the parent and show **proper photo identification** before the child will be allowed to leave with the person. If parents are divorced or separated and one parent is **not allowed** to see or pick up the child, we **must** have on file at the office a certified copy of the court order of Final Judgment.

## Birthdays

Birthday cupcakes or cookies may be served with the class during snack time. This is always a pleasant experience for the children. Please let your teacher know ahead of time that you are bringing them. Please do not send presents, balloons, or plan to have a party at school.

## Care of Property

Living Word Academy is considered to be God’s property, therefore, we will teach students to take proper care of the grounds and building.



## **Child Abuse Policy**

The State of Georgia requires Living Word Academy to report allegations of suspected child abuse to the Department of Family and Children Services (DFCS) when there is cause to suspect that physical abuse, emotional abuse, sexual abuse or exploitation, inadequate supervision, or other forms of abuse have occurred. While LWA is expected to communicate with parents about the well-being of their child, the administration is placed between the parent and the state, acting on behalf of the child and in accordance with state law. It is LWA's policy not to contact parents in advance of making a report to DFCS. Appropriate LWA staff will make such reports in the best interest of the child and do not, once cause to suspect is established, have any legal alternative except to make the report to DFCS for their investigation and review. LWA may also undertake an inquiry of school personnel prior to making a report to determine whether or not there are sufficient grounds to require reporting.

## **Curriculum**

All classes will use A Beka Curriculum, a leader in Christian Education resources. A Beka has been a leader in Bible-based academic curriculum for over thirty years. The curriculum is strong in phonics, math, writing, reading readiness, and Bible lessons. Please go to their website for more information. Teachers will supplement with additional resources as needed to enhance lessons and activities.

## **Dress Code and Uniforms**

Students of Living Word Academy will wear uniforms beginning with kindergarteners. Preschoolers and Pre-K may wear them, but it is not mandatory. Please see the website for details and a link to Land's End, our supplier. Our Land's End preferred number is 900156035.

Students should come to school clean and neat. Shirts must be tucked in and a belt worn if beltloops are present. Hair should be clean and well groomed. Boys' hair should not be resting on or below the collar. Girls' hair should be out of eyes. An attitude of caring for ones self should be evident in dress and appearance.

Students should not wear make-up or cologne to school.

Students shoes must rubber-bottomed and have closed toes. Sandals and "Croc" are not permitted for playground safety issues. Both boys and girls socks and shoelaces should be in school colors only.

## **PE Uniforms**

Kindergarten and higher grades-All PE uniforms are available online through Land's End. Students will wear solid black, loose fitting, knee-length basketball style shorts and the burgundy t-shirt with LWA logo for PE in warm weather. In colder months, students will wear solid black, loose-fitting warm-up style pants with the long-sleeve or short sleeve t-shirt with the LWA logo. The PE uniform is to be worn to school on PE day with tennis shoes. Girls may want to wear regular uniform and change into uniform before PE.

## **Discipline Policy**

It is our goal at Living Word Academy to teach children in a loving manner. This includes teaching children how to behave appropriately. Children are expected to respond respectfully to adults and other students. The Golden Rule will be taught and memorized by children. "Treat others the way you want them to treat you." Luke 6:31

When the need arises, students will be redirected using positive words. If the child continues the negative behavior, students will be asked to sit out of the activity (time out) until ready to join in the activity in the correct manner. Students will be taught to apologize when necessary. If the student sits out an appropriately deemed amount of time and is still not exhibiting appropriate behaviors, the teacher will have the student sit in another teacher's classroom in time out until ready to rejoin his/her class. If the student is disruptive while in time out, the director/principal will be called.

Each classroom teacher will set up a behavior reward system of her/his choosing (moving clips up and down, smiley faces, treasure boxes, etc.) Parents will be informed regularly of their child's behavior at school whether positive or negative. Notes, forms, or anything similar may be used.

## **Enrollment**

Living Word Academy admits students of any race, color, or ethnic origins and does not discriminate either in admittance or operational practices. Pursuant to federal regulations, we collect answers to questions regarding race, ethnicity, and sex.

No child will be accepted into Living Word Academy without enrollment records having been completed.

Living Word Academy believes in order to provide the best academic and spiritual training, we must make certain exclusions. We, therefore, choose not to accept for enrollment students who are not in good standing with the institution in which they are presently and/or previously enrolled; who manifest a disruptive behavior which impedes this school's philosophies or policies; or who have needs that cannot be met at LWA. Furthermore, if students are diagnosed with conditions that would impede their or fellow students' learning at LWA, it is up to the parent to provide services in addition to what the classroom teachers provide to ensure student success in his or her classroom. We believe the standards of Living Word Academy are easier to maintain when the students' and parents' attitudes are in agreement with the school's policies/procedures and who work in a cooperative spirit with the administration. This cooperation with the school is necessary in order to support the standards of Living Word Academy. Living Word Academy has the right to deny admission to families they feel are not in full support of the school, teachers, staff and the administration.

# Health

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## Illnesses

For the welfare of your child and others in the school, all children who are sick must be kept at home. At the school's discretion, parents may be asked to pick up their children from school if the child displays any of the following symptoms:

1. Fever
2. Rashes
3. Discharge from eyes, ears, or nose
4. Nausea, Diarrhea and/or vomiting
5. Persistent cough
6. Pronounced fatigue and/or irritability
7. Infection



Parents will be notified as soon as possible when a child exhibits any of these symptoms. A written notice will be sent home as well. The child will be moved to a quiet, supervised area until the parent arrives for pick up.

## Medication

If a child is to receive any medication during the school day, the parent or guardian must have filled out and on file in the child's classroom, an Authorization for the Administration of Medication. Please obtain this form from your child's teacher. The medicine to be dispensed will be kept in the classroom and will be dispensed according to the doctor's instructions. Medicine must be properly labeled. If your child requires medication during school hours and we do not have signed authorization, it will be necessary for you to stop by and personally give it to him/her. Teachers and teacher assistants cannot dispense medications without the form.

**The office must be notified if a child is diagnosed as having any communicable diseases.** Students may return to school after being released by a physician. Parents will be notified in writing with 24 hours or the next working day if/when a child in the school is diagnosed with a communicable disease.

## Emergency Notification Procedure

A parent is notified immediately of any illness or injury requiring professional medical attention. In the event a parent cannot be contacted, an emergency contact person will be notified. If none of these are available, the child's physician may be contacted. If an illness or injury requires immediate professional medical attention, 911 will be called. Children will be transported to the hospital listed on the registration card or the nearest hospital. Parents will be notified by the school office if a student is exposed to a confirmed noticeable communicable disease, an injury occurs while at LWA, or other emergencies occur (such as fire or severe weather).

## **Progress Reports and Report Cards**

Progress Reports and report cards will be sent home each 9 weeks for K – 6<sup>th</sup> grade. Conferences for K– 6<sup>th</sup> grade will be scheduled twice yearly and as needed by the teacher to discuss the progress of your child. Please feel free to contact the teacher to set up additional conferences as needed.

## **Personal Information**

Any time an address or phone number (home or work) is changed, please notify the school office.

## **School Closings**

Living Word Academy will follow all instructions given regarding Oconee County Schools, however, please do not jeopardize your safety in any case. Channel 2 and any local radio stations will publicize the closings. If Oconee County delays opening, kindergarten through fifth grades will delay, but our Preschool and Pre-K classes will closed.

## **Visitors & Volunteers**

Parents are encouraged to volunteer in their child's classroom as they have time. Classes will need room mothers and helpers for special days. Your help and generosity will be greatly appreciated.